



TOWNSHIP OF WILMOT

Council Meeting Agenda

Monday, August 26, 2019

Closed Council Meeting

Wilmot Community Room

6:15 P.M.

Regular Council Meeting

Council Chambers

7:00 P.M.

1. MOTION TO CONVENE INTO CLOSED SESSION

Recommendation

THAT a Closed Meeting of Council be held on Monday, August 26, 2019 at 6:15 p.m. in accordance with Section 239 (2) (c) of the Municipal Act, 2001, for the purposes of:

c) a proposed or pending acquisition or disposition of land by the municipality.

2. MOTION TO RECONVENE IN OPEN SESSION

3. MOMENT OF SILENCE

4. LAND ACKNOWLEDGEMENT

5. ADDITIONS TO THE AGENDA

6. DISCLOSURE OF PECUNIARY INTEREST UNDER THE MUNICIPAL CONFLICT OF INTEREST ACT

7. MINUTES OF PREVIOUS MEETINGS

[7.1 Council Meeting Minutes July 15, 2019](#)

Recommendation

This information is available in accessible formats upon request

THAT the minutes of the following meeting be adopted as presented:

Council Meeting July 15, 2019.

8. PUBLIC MEETINGS

9. PRESENTATIONS/DELEGATIONS

10. CONSENT AGENDA

[10.1 REPORT NO. CL 2019-44](#)

2020 Regular Council Meeting Schedule

[10.2 REPORT NO. CL 2019-45](#)

Appointment of Drainage Engineer

Recommendation

THAT Report Nos. CL 2019-44 and CL 2019-45 be approved.

11. REPORTS

11.1 CLERK'S SERVICES

[11.1.1 REPORT NO. CL 2019-46](#)

Encroachment Agreement

Paul Snyder

2949 Wilby Road, Baden

Township of Wilmot

Recommendation

THAT the Township of Wilmot enter into an encroachment agreement with Paul David Snyder for 2949 Wilby Road, Baden with respect to a culvert for storm runoff outlet encroaching onto Wilby Road east of the Nith River, subject to the owner / applicant bearing all costs associated with the registration of such agreement; and further,

THAT the Mayor and Clerk be authorized to execute all associated documentation.

11.2 FINANCE

11.2.1 REPORT NO. FIN 2019-30**Development Charges Background Study and By-Law****Recommendation**

THAT the Development Charges Background Study, prepared by Watson & Associates Economists Ltd, as amended be approved;

THAT no further public meeting is required;

AND THAT the 2019 Development Charges by-law be approved, with an effective date of August 31, 2019.

11.3 PUBLIC WORKS AND ENGINEERING**11.3.1 REPORT NO. PW 2019-15****Richardson Drain Branch A Maintenance – Award of Contract****Recommendation**

THAT Tender 2019-23 be awarded to Van Gestel Excavating Services for the Municipal Drain maintenance of the Richardson Drain Branch A as per their tender submitted June 28, 2019, in the amount of \$86,272.13 plus HST.

11.4 DEVELOPMENT SERVICES**11.4.1 REPORT NO. DS 2019-21****Zone Change Application 08/19****Capital Homes (HH) Inc.****Lot 32, 33, 35, 37, 40, 41, 53-61, 69-77, and 97, Plan 58M-414****Municipal addresses:**

138, 142, 150, 164, 176 and 180 Theodore Schuler Blvd

10, 14, 18, 22, 26, 29, 20, 33 and 34 Marty Lane

13, 19, 25, 31, 37, 41, 45, 49 and 53 Strauch Ave

79 Stier Rd, New Hamburg

Recommendation

THAT Zone Change Application 08/19 made by Capital Homes (HH) Inc. affecting Lots

32,33,35,37, 40, 41, 53-61, 69-77, and 97, Plan 58M-414 to permit one secondary unit within each of the permitted single detached dwellings be approved subject to the implementing bylaw amendment including the following regulations:

- a. that each single detached dwelling provide a minimum of 2 off-street parking spaces (one of which must be provided behind the building line);
- b. a secondary unit shall be defined as the use of a single detached dwelling where a separate self-contained dwelling unit is located within the principal dwelling;
- c. that a minimum of 1 off-street parking space be required for each secondary unit and that said space may be provided in front of the building line;
- d. that the maximum driveway width shall be 6.0m;
- e. a direct entrance to the second dwelling unit from the outside shall be provided from a rear yard or side yard only; and
- f. the secondary unit may not solely occupy any storey, or below grade floor level, of the principal dwelling.

11.5 FIRE SERVICES

11.5.1 REPORT NO. FD 2019-08

Award of RFT 2019-24 Station 3 New Hamburg Renovation

Recommendation

That RFT 2019-24 be awarded to STM Construction Ltd. from Brantford, Ontario for the renovation project located at Fire Station 3 New Hamburg as per their proposal dated August 15, 2019, for the fee of \$337,150.45, plus HST.

11.5.2 REPORT NO. 2019-07

Award of RFP 2019-18 Self-Contained Breathing Apparatus

Recommendation

THAT RFP 2019-18 be awarded to A.J. Stone Company Ltd. for the Supply, Training and provisioning of MSA G1 Self Contained Breathing Apparatus, as per their proposal dated August 2, 2019, for the fee of \$707,364, plus HST.

12. CORRESPONDENCE**13. BY-LAWS**

- | | | |
|------|---|--------------------------------------|
| 13.1 | <u>By-law No. 2019-40</u> | Zone Change Application 08/19 |
| | <u>By-lawNo. 2019-41</u> | Encroachment Agreement – Paul Snyder |
| | By-law No. 2019-42 | Development Charges Background Study |

Recommendation

THAT By-law Nos. 2019-40, 2019-41 and 2019-42 be read a first, second and third time and finally passed in Open Council.

14. NOTICE OF MOTIONS**15. ANNOUNCEMENTS****16. BUSINESS ARISING FROM CLOSED SESSION****17. CONFIRMATORY BY-LAW****17.1 By-law No. 2019-43****Recommendation**

THAT By-law No. 2019-43 to Confirm the Proceedings of Council at its Meeting held on August 26, 2019 be introduced, read a first, second, and third time and finally passed in Open Council.

18. ADJOURNMENT**Recommendation**

THAT we do now adjourn to meet again at the call of the Mayor.



TOWNSHIP OF WILMOT

Council Meeting Minutes

Monday, July 15, 2019

Televised

Regular Council Meeting

Council Chambers

7:00 P.M.

- 1. MOTION TO CONVENE INTO CLOSED SESSION (IF NECESSARY)**
- 2. MOTION TO RECONVENE IN OPEN SESSION (IF NECESSARY)**
- 3. MOMENT OF SILENCE**
- 4. LAND ACKNOWLEDGEMENT**
Councillor C. Gordijk read the Land Acknowledgement
- 5. ADDITIONS TO THE AGENDA**
- 6. DISCLOSURE OF PECUNIARY INTEREST UNDER THE MUNICIPAL
CONFLICT OF INTEREST ACT**

None

7. MINUTES OF PREVIOUS MEETINGS

7.1 Council Meeting Minutes June 24, 2019

Resolution No. 2019-158

Moved by: Councillor C. Gordijk

Seconded by: Councillor J. Pfenning

THAT the minutes of the following meeting be adopted as presented:

This information is available in accessible formats upon request

Council Meeting June 24, 2019.

CARRIED.

8. PUBLIC MEETINGS

8.1 REPORT NO. DS 2019-17

Zone Change Application 09/19

John Friesen and Virginia Lyons Friesen

Part of Lots 5 and 6, Concession South of Erb's Road

1603 Erb's Road

Resolution No. 2019-159

Moved by: Councillor B. Fisher

Seconded by: Councillor B. Fisher

THAT Zone Change Application 09/19 made by John Friesen and Virginia Lyons Friesen affecting Part of Lots 5 and 6, Concession South of Erb's Road, to pass a temporary use by-law to permit an accessory building to be located on a property without the principal building (single detached dwelling) for a period not exceeding 3 years, be approved.

CARRIED.

Mayor L. Armstrong declared the public meeting open and stated that Council would hear all interested parties who wished to speak. He indicated that if the decision of Council is appealed to the Local Planning Appeal Tribunal, the Tribunal has the power to dismiss an appeal if individuals do not speak at the public meeting or make written submissions before the by-law is passed.

Mayor L. Armstrong stated that persons attending as delegations at this meeting are required to leave their names and addresses which will become part of the public record and advised that this information may be posted on the Township's official website along with email addresses, if provided.

The Manager of Planning / EDO outlined the report.

Councillor A. Hallman asked for clarification on the time allowance and if a 3 year timeframe is the standard request and the Manager of Planning / EDO advised that there has only been one previous application of this nature, which complied with the

zone change requirements; however, he noted that the Planning Act does allow for temporary uses for up to a 3 year period. The Manager of Planning / EDO also noted that there have been no previous issues with these applications.

Councillor C. Gordijk asked what, if any, repercussions would be exercised should the applicant fail to build a house with the allotted timeframe and the Manager of Planning / EDO advised that the applicant could apply for an extension of up to 3 more years, which would be approved at the discretion of Council; however, he did note there are conditions in the proposed By-law should the applicant fail to comply.

Mayor L. Armstrong asked if there were questions of a technical nature from Council. There was none.

Mayor L. Armstrong asked twice if anyone else wished to address Council on this matter, and in the absence of any comments, declared the public meeting to be closed.

9. PRESENTATIONS/DELEGATIONS

9.1. Nancy Taves

New Hamburg Art Tour

Ms. Nancy Taves, New Hamburg Art Tour provided an overview of the upcoming tour. She noted the cooperation of local businesses and that last year drew 300 visitors from the surrounding area and beyond. She noted that the event was renamed to reflect the tour in a more accurate way.

Councillor J. Pfenning thanked Ms. Taves for her presentation and asked for the date of the tour and Ms. Taves noted the tour is on September 21st.

Mayor L. Armstrong thanked Ms. Taves for her presentation.

9.2 John Zehr

New Hamburg Cruise Night

Mr. Zehr provided a presentation on the upcoming Board of Trade Cruise Night, Thursday and Friday night, August 15th and 16th. Mr. Zehr noted they are expecting large number of cars, and also advised there will be food trucks, water stations, live music and a 50/50 draw.

Mayor L. Armstrong thanked Mr. Zehr for his presentation.

Councillor A. Hallman also thanked him for his presentation as well as implementing the limits on one time use plastics from this event.

9.3 Nigel Gordijk
Terry Fox Plaque

Mr. Gordijk provided an overview presentation of the proposed plaque. Mr. Gordijk noted that he is here as a citizen and not as a representative of the Terry Fox Run. He asked for the Township's permission to install the donated plaque.

Councillor B. Fisher thanked him and fully supports this installation. He also thanked him and Councillor C. Gordijk for the many ways they have raised funds for the Terry Fox Foundation.

Councillor A. Hallman noted this is an amazing opportunity for the Township and fully supports the installation.

Councillor J. Pfenning echoed the comments and agreed that it is a fantastic project.

Mayor L. Armstrong thanked Mr. Gordijk for his presentation and dedication.

The Director of Facilities and Recreation Services advised that in accordance with his correspondence, staff think it's a great idea and is meeting with Mr. Gordijk on site to choose the location.

9.4 Peter Roe and Artem Voytsekhovskiy, Committee Members
Castle Kilbride Advisory Committee Summer Update

Mr. Roe and Mr. Voytsekhovskiy provided an update from the Castle Kilbride Advisory Committee, noting several upcoming events and the success of the concert series as well as noting the 25th Anniversary of Castle Kilbride this year.

Mayor L. Armstrong thanked them for their presentation.

9.5 REPORT NO. CK 2019-04
Updated Heritage Register of Non-Designated Properties in
the Township of Wilmot

Resolution No. 2019-160**Moved by: Councillor J. Pfenning****Seconded by: Councillor J. Gerber**

THAT the updated Heritage Register of Non-Designated Properties for the Township of Wilmot which reflects the addition of twenty-one (21) properties as per Report CK2019-04 as submitted on behalf of the Heritage Wilmot Advisory Committee, be adopted.

CARRIED.

The Director / Curator of Castle Kilbride outlined the report and introduced Ms. Marg Rowell, Vice-Chair of the Heritage Wilmot Advisory Committee.

9.5.1 Marg Rowell, Vice-Chair**Heritage Wilmot Advisory Committee Update to the Non-Designated Heritage Register**

Ms. M. Rowell provided a presentation of the Non-Designated Heritage Register. Ms. Rowell noted that this register is one of the most detailed in comparison to other municipalities.

Mayor L. Armstrong thanked Ms. Rowell for her presentation.

Councillor A. Hallman thanked Ms. Rowell for her presentation and noted that going through the website and Register was enjoyable and Councillor A. Hallman agreed the Register is very good.

9.6 REPORT NO. CL 2019-42**Request for Designation of St. James Lutheran Church
66 Mill Street, Baden
Lot 180, Plan 627****Resolution No. 2019-161****Moved by: Councillor B. Fisher****Seconded by: Councillor C. Gordijk**

THAT the Township of Wilmot indicate its intent to designate the property known as the St. James Lutheran Church, Baden, being Lot 180, Plan 627, Township of Wilmot, as a property of Historical and Architectural Significance under Part IV of the Ontario

Heritage Act, R.S. O., 1990 as amended, for the reasons as contained within Report No. CL2019- 42; and further,

THAT the Director of Clerk's Services be authorized to proceed under the Ontario Heritage Act.

CARRIED.

The Deputy Clerk outlined the report and introduced Mr. Al Junker.

9.6.1 Al Junker, Committee Member

Heritage Wilmot Designation of St. James Lutheran Church

Mr. A. Junker provided a presentation on the designation of the Church, including a historical overview of the original family that built the Church and the evolution of the Church. Councillor A. Hallman asked if all of the building is being designated or just the original structure and Mr. Junker advised that it is outlined in the report.

9.7 Stephanie Szusz, President

Wilmot Agricultural Society

New Hamburg Fall Fair

Ms. Calla Spencer was in attendance on behalf of Ms. Szusz and advised that Ms. Szusz sends her regrets. Ms. Spencer provided an overview of the New Hamburg Fall Fair on September 12th to the 15th at the Fair Grounds. She outlined the new aspects of the Fair, including home craft competition. She advised that there is going to be a silent auction and a community craft event, of which detail will be shared via social media in late August.

Mayor L. Armstrong thanked her for her presentation.

10. CONSENT AGENDA

10.1 REPORT NO. CL 2019-41

**Clerk's Services – Communications and Enforcement
Quarterly Report**

10.2 REPORT NO. FIN 2019-27

Statement of Operations as of June 30, 2019 (un-audited)

10.3 REPORT NO. FIN 2019-28

Capital Program Review as of June 30, 2019 (un-audited)**10.4 REPORT NO. FIN 2019-29**

Updated Purpose Sustainability Working Group Terms of Reference

10.5 REPORT NO. PW 2019-13

2nd Quarter Operations Activity Report April – June 2019

10.6 REPORT NO. FRS 2019-05

Facilities & Recreation Services Activity Report

10.7 REPORT NO. DS 2019-20

2nd Quarter Building Stats 2019

10.8 REPORT NO. FD 2019-05

Quarterly Activity Report

10.9 REPORT NO. FD 2019-06

Award of Tender 2019/07 Commercial Laundry and Dryer Cabinets for Fire Department Use

10.10 REPORT NO. CK 2019-03

Quarterly Activity Report – April, May & June 2019

Resolution No. 2019-162

Moved by: Councillor C. Gordijk

Seconded by: Councillor J. Pfenning

THAT Report Nos. CL 2019-41, FIN 2019-27, FIN 2019-28, FIN 2019-29, PW 2019-13, FRS 2019-05, DS 2019-20, FD 2019-05, FD 2019-06, CK 2019-03 be approved.

CARRIED.

The following clarifying questions were asked by Council and responded to by staff.

The Senior Municipal Enforcement Officer advised that a revised recording format and the spring weather were both factors in the increase in Property Standards complaints.

The Senior Municipal Enforcement Officers advised that she hasn't felt an increase in demand that the report may be indicating; rather a more efficient reporting structure. Therefore, the current staffing levels in By-law Enforcement are sufficient.

The Senior Municipal Enforcement Officers advised the bulk of complaints for Animal Control are raccoons and noted that the Human Society deals with any sick animals.

The Director of Finance advised that the budget shown includes transfers to the reserve with regards to street lighting.

Staff was requested to circulate to Council a list of the items that were sold as assets.

The Director of Finance / Treasurer advised that the funds allocated towards election were based on the 2022 election and the Deputy Clerk noted that Clerk's Services will be reviewing costs associated with electronic voting in comparison to paper ballots with optical scan tabulators.

The Director of Facilities and Recreation Services clarified that the LED lightbulbs in Mannheim were retrofitted.

With regards to how the RFP and Tender schedule is behind and how the CAO and the Senior Management Team are addressing it and the CAO advised that staff are monitoring and balancing activities coming from Council and other areas, noting that the Work Program will address those adjustments.

The Deputy Clerk advised that staff will provide Council with an update on the Mannheim digital sign.

Staff was requested to circulate Council on public input opportunities with Library Services

The Director of Facilities and Recreation Services clarified that a report regarding the New Hamburg Arena Facility Study is anticipated to be brought forward in September.

The Director of Facilities and Recreation Services advised that staff have encountered difficulties with the tender process for the irrigation system at the Wilmot Recreation Complex; however, the tender is anticipated to go out in the fall with the goal of the system being operational in the spring.

The Director of Facilities and Recreation Services advised that the tender of the kitchens will be released shortly and that any bookings will be looked at to avoid disruption.

Councillor A. Hallman asked if the kitchen works will be complete by the Christmas rental season and the Director of Facilities and Recreation Services advised that staff is hopeful that the kitchen renovations will be completed in time for the Christmas rental season.

The Manager of Finance / Deputy Treasurer clarified that the rationale for the changes to the Sustainability Working Group Terms of Reference is the working group is a support body for the Corporation and Senior Management and Council are the leaders, therefore they would execute initiatives.

11. REPORTS

11.1 CAO

11.1.1 REPORT NO. CAO 2019-02

Consultant Services – Joint Service Delivery Study

Resolution No. 2019-163

Moved by: Councillor C. Gordijk Seconded by: Councillor J. Pfenning

THAT Report CAO 2019-02, regarding the Joint Service Delivery Study, be received for information purposes;

AND THAT Council adopt the framework and principles of the Joint Services Delivery Study as set out in this Report in partnership with the Townships of North Dumfries, Wellesley and Woolwich;

AND THAT staff be authorized to work in conjunction with the Townships of North Dumfries, Wellesley and Woolwich in the preparation and issuance of a Request for Proposal (RFP) to seek competitive bids from qualified consulting firms to undertake a Joint Service Delivery Study;

AND THAT staff provide a follow-up Report to Council on the results of the RFP process and the recommended award of a Contract for the completion of the Joint Service Delivery Study.

CARRIED.

The CAO outlined the report.

Councillor B. Fisher expressed his support for this initiative, noting that he was surprised to see Library Services included. He asked if there was consideration for Parks and Recreation or Public Works. The CAO advised that in time, those service areas may be looked at as well.

Councillor A. Hallman asked what the remaining funding would be used for and the Director of Finance / Treasurer advised that further budget allocations under that funding will be a separate report to Council.

Councillor J. Gerber asked for clarification on the relationship between this report and what the Province might be reporting in the next month or two in terms of their own Regional Review. Mayor L. Armstrong noted that the announcement of any decisions is expected in November; however, Mayor L. Armstrong stressed the importance of staff continuing to look for these efficiencies. The CAO advised that staff have maintained communication with the MPP on how these funds are being allocated.

Councillor J. Pfenning noted that she was pleased to see the collaboration with neighbouring Townships; however, asked if there is a different funding source for the project. The Director of Finance / Treasurer advised that this is the best avenue to move forward, given we are in the middle of a fixed budget.

11.2 CLERKS

11.2.1 REPORT NO. CL 2019-43

Acceptance of Petition for Drainage Works

North Part Lot 4, Concession North of Erb's Road

Resolution No. 2019-164

Moved by: Councillor C. Gordijk

Seconded by: Councillor A. Hallman

THAT the Township of Wilmot accept the Notice of Petition for Drainage Works received from Norbert and Laurie Dietrich, Robert and Theresa Dietrich, Christa Streicher and Gerda Frank for Parts of Lot 4, Concession North of Erb's Road, Township of Wilmot; and,

THAT the Clerk be authorized to proceed accordingly under the Drainage Act.

CARRIED.

The Deputy Clerk outlined the report.

11.3 PUBLIC WORKS AND ENGINEERING**11.3.1 REPORT NO. PW 2019-14****Award of Tender – Hannah and Lewis Streets****Resolution No. 2019-165****Moved by: Councillor C. Gordjik****Seconded by: Councillor A. Hallman**

THAT Tender 2019-22 be awarded to Network Sewer and Watermain Ltd. for the reconstruction of Hannah and Lewis Street in New Hamburg, as per their proposal submitted July 4, 2019, in the amount of \$848,108.46, plus HST;

AND THAT \$546,587 in Federal Gas Tax funding be allocated to the overall project costs;

AND THAT the Mayor and Clerk be authorized to execute easement agreements required for project construction and future maintenance of the infrastructure related to the project.

CARRIED.

The Director of Public Works and Engineering outlined the report.

Councillor B. Fisher asked if the streetscape on Lewis Street will maintain the same look and the Director of Public Works and Engineering advised that the road platform will remain the same; however, the curb scenario will be different.

11.4 DEVELOPMENT SERVICES**11.4.1 REPORT NO. DS 2019-18****Township Zoning By-law Review Update****Resolution No. 2019-166****Moved by: Councillor C. Gordjik****Seconded by: Councillor J. Gerber**

THAT Report DS 2019-18 be received for information.

CARRIED.

The Manager of Planning / EDO outlined the report.

Councillor J. Gerber thanked the Manager of Planning / EDO for his presentation and asked what, if any, position this has in terms of tiny homes, and their classification. The Manager of Planning / EDO advised that the Ontario Building Code outlines those provisions and they would be considered under the secondary unit legislation.

Councillor J. Gerber asked if this review raised any discussions or best practices regarding cats and the Manager of Planning / EDO advised that level of detail would fall under the Clerk's Department.

Councillor B. Fisher asked for clarification on backyard chickens and the scope of what is allowed. The Manager of Planning / EDO advised that would be something that would be done in partnership with the Clerk's Department.

Councillor J. Pfenning advised that she has had exposure to several options in terms of backyard chickens and best practices.

Councillor B. Fisher asked if the Sign By-law is being reviewed and the Manager of Planning / EDO advised that has been raised and he will advise of the timeline once he is aware of it.

11.4.2 REPORT NO. DS 2019-19

Zone Change Application 04/16

Donel Farms Ltd. and Shantz Mennonite Church

Part of Lot 12, Concession South of Erb's Road

2417 and 2473 Erb's Road

Resolution No. 2019-167

Moved by: Councillor C. Gordijk

Seconded by: Councillor J. Pfenning

THAT Zone Change Application 04/16 made by Donel Farms Ltd. and Shantz Mennonite Church affecting Part of Lot 12, Concession South of Erb's Road, be approved as follows:

1. to change the zoning of a portion of the lands presently owned by Donel Farms Ltd. from Zone 1 to Zone 12;
2. to reduce the MDS 1 setback for a Type B land use (a church) from the manure storage and livestock facility on the lands owned by Donel Farms Ltd. from 598m and 553m to 312m and 239m respectively; and

3. to change the zoning of a portion of the lands presently owned by Shantz Mennonite Church from Zone 12 to Zone 1.

CARRIED.

The Manager of Planning / EDO outlined the report.

12. CORRESPONDENCE

12.1 2018-2019 Ombudsman Annual Report (www.ombudsman.on.ca)

Note: Hard copy of the Annual Report is available in the Clerk's Library

Resolution No. 2019-168

That item 12.1 be received for information.

13. BY-LAWS

- | | |
|--------------------------------|--|
| 13.1 By-law No. 2019-36 | Zone Change Application 09/19 |
| 13.2 By-law No. 2019-37 | Zone Change Application 04/16 |
| 13.3 By-law No. 2019-38 | Appointment of Deputy Treasurer |

Resolution No. 2019-169

Moved by: Councillor B. Fisher

Seconded by: Councillor A. Hallman

THAT By-law Nos. 2019-36, 2019-37 and 2019-38 be read a first, second and third time and finally passed in Open Council.

CARRIED.

14. NOTICE OF MOTIONS

14.1 Funding Application and Ten-Year Capital Plan Placement Justification and Rationale

Resolution No. 2019-170

Moved by: Councillor C. Gordijk

Seconded by: Councillor J. Pfenning

WHEREAS Accountability and Transparency in Council decision making is a fundamental principal of Municipal governance in Ontario;

AND WHEREAS the Council of the Township of Wilmot desires to remain accountable in all of their decision making and fully understand the processes and analysis used by staff when making recommendations to Council;

AND WHEREAS it is the obligation of Members of Council to provide responses to residents of the Township on decisions made and the justifications for them;

BE IT RESOLVED THAT staff be directed to incorporate into Staff Reports their analysis of all projects and programs being considered for grant funding applications (provided at least six weeks has been provided for application turn around) and placement on the Ten Year Capital Plan, including the factors used to arrive at the recommendations being presented to Council;

AND FURTHER THAT the projects and programs that were considered but not recommended for inclusion in grant funding applications or Ten Year Capital Plan also be commented on as to why they were not included in the recommendation.

CARRIED.

Councillor J. Gerber asked for clarification on the nature of the Notice of Motion and Councillor C. Gordijk advised that the funding the Township received in March 2019, Council were only provided with one option and she advised that this Motion would, moving forward, ensure that staff provide Council with the other options that were considered when applying for funding.

Councillor J. Gerber asked the Director of Finance / Treasurer for clarification on how this Notice of Motion differs from the reporting that has been done historically.

The Director of Finance / Treasurer advised that staff consults the 10-Year Capital Budget, Strategic Plan and any other applicable Master Plans as part of the overall grant funding process. He advised that staff take every effort to remain transparent to Council and members of the Community. He advised that a majority of funding received is not required to be brought to Council for approval; however, staff have done it as a courtesy, accountability and transparency.

Councillor A. Hallman advised that the historical records that would be produced would be of value.

Councillor J. Pfenning acknowledged that the Notice of Motion may come across as prescriptive; however, advised that is not likely the intent, including a rationale in the report structure is a positive addition.

Councillor J. Gerber advised that balancing what should be contained in staff reports and staff's ability to write those reports as they see fit should be considered.

The CAO advised that the Township has a high track record of applying for grant applications, balancing workloads and seeing a high success rate of approval.

Mayor L. Armstrong suggested this Notice of Motion be changed to a direction to staff.

Councillor C. Gordijk advised that she did consult with Clerk's Services regarding the scripting of the Notice of Motion, and noted this is not about grant applications success rates it is in regards to clarifying in the reports, moving forward, the rationale for the recommendations.

Mayor L. Armstrong noted that staff are always available to discuss and answer questions from Council and citizens regarding any topic and that Council can simply direct staff to include this information in their staff reports. He advised that he does not feel this needs to be a resolution.

Councillor A. Hallman noted that had that information been provided, the Notice of Motion would not have been required.

Councillor J. Pfenning noted her opinion that this Notice of Motion would not create extra work for staff, since in the course of decision making, those variables can be included in the report.

14.2 Smart Commute Wilmot Program

Resolution No. 2019-171

Moved by: Councillor A. Hallman

Seconded by: Councillor C. Gordijk

THAT Wilmot Township shall create a 'Smart Commute Wilmot Program'.
Whereas we will take a phased approach at creating designated

carpooling parking spots with appropriate signage located at our municipal properties and locations recommended by staff report, starting with the Wilmot recreation complex and starting in 2020.

CARRIED.

The Director of Facilities and Recreation Services asked for clarification of the Notice of Motion and Councillor A. Hallman advised that both carpooling to location spots and carpooling to destination spots are what she is suggesting.

The Director of Facilities and Recreations Services advised that a staff report can be brought forward in the last quarter of the year outlining implementation of the suggested program.

15. ANNOUNCEMENTS

- 15.1 Councillor A. Hallman advised of the upcoming Concert in the Park at the New Dundee Bandshell on July 27, 2019 at 7:00 PM.
- 15.2 Councillor C. Gordijk advised of the Terry Fox Concert at St. George's Church on July 27 at 7:00 PM, admission by donation.
- 15.3 Councillor C. Gordijk advised of A Night to Inspire on Thursday August 6, 2019 at 7:00 PM at the Steinmann Church.
- 15.4 Councillor J. Pfenning is hosting a Town Hall on July 25, 2019 at 7:00 PM at the New Hamburg Community Centre.
- 15.4 Councilor J. Pfenning noted that fantastic turnout for the charitable bar-be-que hosted by Mr. Warren Bechtel. She thanked the 16,000 people who attended.

16. BUSINESS ARISING FROM CLOSED SESSION

17. CONFIRMATORY BY-LAW

17.1 By-law No. 2019-39

Resolution No. 2019-172

Moved by: Councillor C. Gordijk

Seconded by: Councillor B. Fisher

THAT By-law No. 2019-39 to Confirm the Proceedings of Council at its Meeting held on July 15, 2019 be introduced, read a first, second, and third time and finally passed in Open Council.

CARRIED.

18. ADJOURNMENT 9:30

Resolution No. 2019-173

Moved by: Councillor B. Fisher

Seconded by: Councillor A. Hallman

THAT we do now adjourn to meet again at the call of the Mayor.

CARRIED.



TOWNSHIP OF WILMOT

CLERK'S SERVICES *Staff Report*

REPORT NO: CL 2019-44

TO: Council

SUBMITTED BY: Dawn Mittelholtz, Director of Clerk's Services

PREPARED BY: Tracey Murray, Deputy Clerk

REVIEWED BY: Grant Whittington, CAO

DATE: August 26, 2019

SUBJECT: 2020 Regular Council Meeting Schedule

RECOMMENDATION:

THAT the following schedule for Regular Council Meetings be adopted:

January 13, 2020	February 10, 2020 February 24, 2020
March 2, 2020 March 23, 2020	April 6, 2020 April 20, 2020
May 4, 2020 May 25, 2020	June 8, 2020 June 22, 2020
July 13, 2020	August 24, 2020
September 14, 2020 September 28, 2020	October 5, 2020 October 19, 2020
November 2, 2020 November 16, 2020	December 7, 2020.

BACKGROUND:

This information is available in accessible formats upon request

Annually, Council adopts by resolution a Regular Council Meeting schedule in accordance with the Procedural By-law.

SUMMARY:

Staff recommends that the above schedule for Regular Council Meetings be adopted.

REPORT:

As in previous years, the members of the Senior Management Team review the proposed schedule before recommendation to Council. The schedule is reviewed for potential conflicts with various events that would affect the availability of Council and/or staff. Such events would include the 2020 Budget process, statutory holidays, municipal conferences and spring break.

ALIGNMENT WITH THE TOWNSHIP OF WILMOT STRATEGIC PLAN:

Upon approval, the schedule is subsequently posted on the Township website thereby communicating current municipal matters and further facilitating future communications for residents and other interested parties.

FINANCIAL CONSIDERATIONS:

None.

ATTACHMENTS:

None.



TOWNSHIP OF WILMOT

CLERK'S SERVICES *Staff Report*

REPORT NO: CL 2019-45

TO: Council

SUBMITTED BY: Dawn Mittelholtz, Director of Clerk's Services

PREPARED BY: Dawn Mittelholtz, Director of Clerk's Services

REVIEWED BY: Grant Whittington, CAO

DATE: August 26, 2019

SUBJECT: Appointment of Drainage Engineer
Gary Roth
South Part Lot 28 and 29, Concession 2, Block A
Township of Wilmot

RECOMMENDATION:

THAT K. Smart Associates Limited of Kitchener, Ontario be appointed as Drainage Engineer to prepare the Engineer's Report relative to the petition for drainage works received from Gary Roth for South Part Lot 28 and 29, Concession 2, Block A, Township of Wilmot under Section 8(1) of the Drainage Act.

SUMMARY:

Following the acceptance of the Petition for Drainage Works by Gary Roth, the next step in the process under the Drainage Act is to appoint a Drainage Engineer who will prepare an Engineer's Report to address the drainage issues in the area.

BACKGROUND:

Gary Roth submitted and filed a petition with the Clerk to initiate Drainage Works under the Drainage Act. The petition is for incorporating an existing private drain as a municipal drain and improving a catch basin at South Part Lot 28 and 29, Concession 2, Block A. Council received the petition on June 3, 2019 and directed the Clerk to proceed under the Drainage Act.

REPORT:

Following the acceptance of the petition by Council, staff forwarded the notice to the petitioner and the required agencies; the Grand River Conservation Authority, the Ministry of Natural Resources, the Ontario Ministry of Food, Agriculture and Rural Affairs and the Region of Waterloo. At the time of writing this report, no comments have been received from the agencies noted above.

If appointed, the Drainage Engineer will conduct a site meeting where all property owners within the drainage watershed area will be invited to discuss the matter, ask questions and learn about the process.

ALIGNMENT WITH THE TOWNSHIP OF WILMOT STRATEGIC PLAN:

The appointment of the Drainage Engineer and continued application of the Drainage Act supports the infrastructure within the municipality.

FINANCIAL CONSIDERATIONS:

If the municipal drainage works proceed pursuant to the Drainage Act, then the property owners that are affected would be assessed in accordance with the assessment schedule that will be prepared by the Engineer as part of his report. At this time, there are no financial considerations.



TOWNSHIP OF WILMOT

CLERK'S SERVICES *Staff Report*

REPORT NO: CL 2019-46

TO: Council

SUBMITTED BY: Dawn Mittelholtz, Director of Clerk's Services

PREPARED BY: Dawn Mittelholtz, Director of Clerk's Services

REVIEWED BY: Grant Whittington, CAO

DATE: August 26, 2019

SUBJECT: Encroachment Agreement
Paul Snyder
2949 Wilby Road, Baden
Township of Wilmot

RECOMMENDATION:

THAT the Township of Wilmot enter into an encroachment agreement with Paul David Snyder for 2949 Wilby Road, Baden with respect to a culvert for storm runoff outlet encroaching onto Wilby Road east of the Nith River, subject to the owner / applicant bearing all costs associated with the registration of such agreement; and further,

THAT the Mayor and Clerk be authorized to execute all associated documentation.

SUMMARY:

The Council of the Township of Wilmot is being asked to consider entering into an Encroachment Agreement allowing the applicant to construct a culvert to outlet the storm runoff from the field drains that will encroach onto Wilby Road.

BACKGROUND:

Mr. Paul Snyder approached staff regarding the need for an encroachment agreement relative to the construction of a culvert for his property at 2949 Wilby Road.

REPORT:

The attached encroachment agreement that has been reviewed and agreed to by Mr. Snyder. All of the costs associated with the registration of the agreement will be borne by the applicant. Upon approval by Council, the encroachment agreement will be signed by both parties.

ALIGNMENT WITH THE TOWNSHIP OF WILMOT STRATEGIC PLAN:

Through the encroachment agreement, the municipality is strengthening customer service.

FINANCIAL CONSIDERATIONS:

All costs associated with this encroachment agreement to be borne by the applicant.

ATTACHMENTS:

Attachment 1: Encroachment Agreement

THIS ENCROACHMENT AGREEMENT made this ____ day of _____, 2019.

BETWEEN:

THE CORPORATION OF THE TOWNSHIP OF WILMOT

(hereinafter referred to as the "Township")

OF THE FIRST PART

- and -

PAUL DAVID SNYDER

(hereinafter referred to as the "Encroaching Party")

OF THE SECOND PART

WHEREAS the Encroaching Party proposes to encroach on Lands owned by the Township described as RDAL BTN CON 1 BLK B & CON N OF ERBS RD WILMOT WILMOT RD 4 REGIONAL RD 5 & WILMOT RD 16;; PT LT 13 BLK B CON 1 WILMOT PT 2, 58R2409; PT LO 13 CON N OF ERB'S RD WILMOT AS C19432; PT LT 14 BLK LT 14 BLK B CON 1 WILMOT AS IN C19431; PT LT 14 CON N ERB'S RD W, Property Identification Number 221490012 in the Township of Wilmot, known as Wilby Road ("Township Lands"), as indicated on and described in the drawings attached hereto as **Schedule "A"** (the "Encroachment");

AND WHEREAS the Encroaching Party represent that they are the *owners of 2949 Wilby Road* on the adjoining lands described as PT LT 15-17 CON N OF ERB'S RD WILMOT PT 8, 58R3162, EXCEPT PTS 5, 6 & 9, 58R3162; EXCEPT RD WID, AS IN 20770 (PT OF SECONDLY), AS IN 381052 EXCEPT 1264372; WILMOT, Property Identification Number 221790025 in the Township of Wilmot, Region of Waterloo ("Encroaching Party Lands");

AND WHEREAS the purpose of the Encroachment is to (*install a 300mm diameter culvert to outlet storm runoff from his field drains*), which shall encroach on the Township Lands, an area approximately 120.6 sqm (*located 270m east of the Nith River at Wilby Road*)

AND WHEREAS this Encroachment Agreement shall be registered against the Township Lands and the Encroaching Party Lands and the Township is entitled to enforce the provisions thereof against the Encroaching Party;

NOW, THEREFORE this Agreement witnesseth that in consideration of the permission granted by the Township to the Encroaching Party to encroach, the sum of TWO (\$2.00) DOLLARS of lawful money of Canada now paid by the Encroaching Party to the Town, and for other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties agree and covenant as follows:

1. The Township and the Encroaching Party agree that the above recitals are true.
2. The Township hereby grants permission to the Encroaching Party, at the sole risk and expense of the Encroaching Party, to encroach upon a portion of the Township Lands. The Encroachment authorized by the Township is as shown on the drawings attached hereto as Schedule "A". The Township and Encroaching Party acknowledge and agree

that the Encroachment shall be permitted on the Township Lands subject to the terms and conditions contained herein.

3. Subject to earlier termination and other conditions as provided in this Agreement, this Agreement shall be effective on the date it is signed by both parties and shall continue for a period of 20 years (the "Term"). Upon the expiration of the Term, the Encroachment shall be immediately removed and the Encroaching Party shall restore the Township Lands to the condition the Township Lands were in prior to the date of the Encroachment Agreement or as directed by the Township, acting reasonably, at the Encroaching Party's sole expense.
4. The Encroaching Party acknowledges that no representation has been made by the Township of any authority to grant privilege to use and maintain the Encroachment and such use and maintenance by the Encroaching Party, its successors, permitted assigns, employees and invitees shall at all times be at the Encroaching Party's risk.
5. The Encroaching Party shall not acquire title by possession, prescription or otherwise to the Township Lands and the Encroaching Party expressly acknowledges and agrees that the Township's property on which the Encroachment is located is owned by the Township.
6. No alterations or improvements shall be made to the Encroachment, at any time, including, without limitation, the construction, installation, erection of any building or structure, removal of trees, grade changes or the installation of any materials without the prior and express written consent of the Township, save and except those works and installations required to maintain the Encroachment in a sound, neat and safe condition. Any alteration or improvements to which the Township has consented shall be performed and completed to the satisfaction of the Township, acting reasonably, at the sole risk and expense of the Encroaching Party. The Encroaching Party agrees that any alterations or improvements made to the Encroachment without the consent of the Township shall be immediately removed at the Encroaching Party's sole risk and expense.
7. If the Encroachment is proposed to be moved, altered or changed in any manner during the Term of this Agreement and the Encroachment is to remain on the Township Lands after such movement, alteration or change, the Encroaching Party shall apply to the Township for a new Encroachment Agreement.
8. The Encroaching Party agrees that if the Encroachment is moved, altered or changed in any manner during the Term of this Agreement, without the express written consent of the Township, the Township shall have the right to immediately terminate this Agreement and upon termination of the Agreement the Encroachment shall be immediately removed by the Encroaching Party at the Encroaching Party's sole risk and expense and the Encroaching Party shall repair and make good all damage and disturbance that may be caused to the Township Lands or the Township's infrastructure, to the satisfaction of the Township, acting reasonably, at the sole expense of the Encroaching Party.
9. All Township approved work shall be carried out by the Encroaching Party in a proper and professional manner so as to do as little damage or disturbance to the Township Lands or the Township's infrastructure as possible. The Encroaching Party shall repair and make good all damage and disturbance that may be caused to the Township Lands or the Township's infrastructure, to the satisfaction of the Township, acting reasonably, at the sole expense of the Encroaching Party.

10. Prior to signing this Agreement, the Encroaching Party will apply for and receive a Right of Way – Work Permit with the Township. In addition to the Right of Way – Work Permit the Encroaching Party shall submit the following to the Township; Applicable Township fees, Security Deposit, Liability Insurance Certificate, WSIB Clearance Certificate, Drawing of the Proposed Work, Traffic Control Plan. The applicant shall obtain all other necessary agency permits and approvals required. (ie. Region of Waterloo, MECP, MNR, GRCA, MOL, OBC, etc.) and comply with any applicable provincial legislation. Proof of such permits shall be provided, if required, by the Township prior to issuing the Right of Way – Work Permit.

The Encroachment shall be maintained in all respects in a state of good repair by the Encroaching Party, including keeping the Encroachment in a sound, neat, safe and clean condition to the satisfaction of the Town. If the Encroachment is not kept in a state of good repair, upon ten (10) business days written notice to the Encroaching Party (or such shorter time as may be required in the case of an emergency or other urgent matters or as otherwise provided herein), the Township shall have the right to do any work necessary to fulfil this condition and all costs incurred by the Township shall be recovered from the Encroaching Party.

11. If at any time the Township decides to renew or repair the surface of the Township Lands upon which the Encroachment is located, the Encroaching Party, upon written notice, shall carry out such renewal or repairs to the surface of the Township Lands. If the notice is not complied with within ten (10) business days from the date that the notice is sent or such other time as may be mutually agreed to by the Township and the Encroaching Party, the Township may renew or repair the Township Lands at the expense of the Encroaching Party.
12. The Encroaching Party shall not obstruct, hinder or interfere with the free access to the Encroachment by any person acting on behalf of the Township, including an employee, officer or agent of the Township.
13. If the Encroaching Party defaults on any term, covenant, provision, requirement, or obligation of this Agreement and if such default continues for ten (10) business days after the Encroaching Party receives notice of such default by the Township (or such shorter time as may be required in the cases of an emergency situation being one which the Township reasonably considers to pose an imminent risk to the safety of any persons or property or other urgent matters or as otherwise provided for herein), the Township shall have the right to undertake the completion of such work as the Township deems reasonably necessary at the expense of the Encroaching Party and the Township may terminate this Agreement. Any waiver by the Township of any breach by the Encroaching Party or any provision of this Agreement shall be without prejudice to the exercise by the Township of all or any of its rights or remedies in respect of any continuance or repetition of such breach.
14. In the event that the Township is required to carry out any works in respect to services located in or abutting the Township Lands, the Encroachment represents a danger to the safety of the public using the Township Lands, encroaches on the rights of others to use the Township Lands, or detrimentally interferes with future improvements, the Encroaching Party and Township acknowledge that the Township shall have the right to terminate this Agreement. Such termination shall be by written notice to the Encroaching

Party, except in the case of emergency. In the case of emergency, the Encroachment Agreement may be terminated forthwith by the Township.

15. The Township shall be entitled to terminate this Agreement:

- a) Forthwith upon failure of the Encroaching Party to operate in accordance with all applicable laws and in accordance with the terms of this Agreement, provided the Encroaching Party has not, within ten (10) business days of receiving written notice from the Township, rectified any such non-compliance; or
- b) Upon ten (10) business days' written notice in the event the Township requires all or any portion of the Township Lands that are subject to the Encroachment as granted under this Agreement for municipal purpose(s) and it is not reasonably practical for the Encroaching Party to continue using the Township Lands concurrently with said municipal purpose(s).

16. In the event this Agreement is terminated, the Encroaching Party shall remove the Encroachment on the date of termination. If the Encroaching Party fails to remove the Encroachment on the date of termination, the Township shall provide the Encroaching Party written notice requiring the Encroaching Party to remove the Encroachment within ten (10) business days. If the Encroaching Party fails to remove the Encroachment within the ten (10) business day period, the Township shall have the right to remove the Encroachment and repair and make good all damage and disturbance that may be caused by the Encroachment to the Township Lands or the Town's infrastructure at the expense of the Encroaching Party. In the case of emergency, the Township shall have the right to remove the Encroachment forthwith on the date of termination of the Agreement at the expense of the Encroaching Party.

17. Upon the removal of the Encroachment from Township Lands, the Encroaching Party shall restore the Township Lands to the condition the Township Lands were in prior to the date of the Encroachment Agreement or as directed by the Town, acting reasonably, at the Encroaching Party's sole expense. In the event such restoration is not completed as required herein, the Township may complete such restoration work at the expense of the Encroaching Party.

18. The Encroaching Party agrees to ensure that the Encroachment, and all work to be completed with respect to the Encroachment, complies with all applicable laws, including relevant federal, provincial, municipal laws, rules, regulations and by-laws, subject to the terms and conditions of this Agreement.

19. The Encroaching Party agrees to defend, indemnify and save harmless the Township, its Councillors, directors, officers, employees, agents, consultants, contractors, assigns and any others for whom the Township is at law responsible from and against any and all claims, demands, losses, expenses, costs, including but not limited to legal costs on a substantial indemnity basis, damages, actions, suits, judgments, or proceedings, or any other obligations or liabilities which at any time or from time to time may be asserted against, imposed upon or incurred by the Township as a consequence of or in connection with the maintenance, alteration, use or any other matter or thing, directly or indirectly, relating to the Encroachment. The Encroaching Party waives, as against the Township, all claims of whatever nature, where such loss, damage, expense, liability or claim arises directly or indirectly out of or is attributable to the Encroachment or the exercise by the

Encroaching Party or others of the rights and privileges permitted by this Agreement.

20. The Encroaching Party grants to the Township full power and authority to settle any actions, suits, claims and demands on such terms as the Township may deem advisable and hereby covenants and agrees with the Township on demand all moneys paid by the Township in pursuance of such settlement and also such sum as shall represent the reasonable costs of the Township or its lawyers in defending or settling any such actions, suits, claims or demands and this Agreement shall not be alleged as a defence by the Encroaching Party in any action by any person of actual damage suffered by reason of the Encroachment permitted by this Agreement.
21. The Encroaching Party waives any claim against the Township for damages to the Encroachment resulting from the Township's activities on, under, upon or within the Township Lands.
22. If the Township is compelled or elects to incur any expense in connection with the removal of part or all of the Encroachment any reasonable costs so incurred by the Township, together with all interest thereon and any damages incurred shall be payable by the Encroaching Party to the Township.
23. Every provision of this Agreement which requires the Encroaching Party to be responsible for the expense and/or costs or make payments to the Township shall be deemed to require the Township to provide the Encroaching Party with an invoice describing the costs and/or expenses and all said costs and/or expenses shall be paid by the Encroaching Party forthwith. Upon failure by the Encroaching Party to make said payment(s) forthwith, the Township shall have the right to recover the expense by any legal means necessary including the addition of the cost to the tax roll and to collect such expenses in like manner as municipal taxes.
24. This Agreement and its Schedules constitutes the entire agreement between the parties with respect to the subject matter hereof and supersedes all prior agreements, understandings, negotiations and discussions, whether written or oral. There are no conditions, covenants, agreements, representations, warranties or other provisions, expressed or implied, collateral, statutory or otherwise, relating to the Encroachment except as provided in this Agreement.
25. Except as expressly provided in this Agreement, no amendment or waiver of this Agreement shall be binding unless executed in writing by the party to be bound. No waiver of any provision of this Agreement shall constitute a waiver of any other provision, nor shall any waiver, even if similar in nature, unless otherwise expressly provided.
26. This Agreement is not transferable or assignable by the Encroaching Party to any third party without the prior written consent of the Township, which consent may be unreasonably withheld. Any attempt to transfer or assign any or all of the rights, duties or obligations of this Agreement by the Encroaching Party, without the prior written consent of the Township is void.
27. The Encroaching Party shall notify the Township in writing 30 business days in advance of any potential transfer or sale of their property or any part thereof, together with the name and address of the potential transferee or purchaser. For clarity, in the event that the Encroaching Party sells the property to which the Encroachment is appurtenant, the

Encroaching Party shall instruct the purchaser of the said property to submit a new Encroachment Application to the Township for the Town's review and approval.

28. Any notice required to be given to the Township or the Encroaching Party under this Agreement shall be sufficiently given if delivered or mailed postage prepaid to the addresses below. Such notice shall be deemed to have been received on the date of its delivery or in the case of mailing, three (3) business days after it was delivered to the post office.

<u>Township's Address</u>	<u>Encroaching Party Address</u>
Township of Wilmot 60 Snyder's Road West Baden, ON N3A 1A1	Paul David Snyder 2949 Wilby Road Baden, ON N3A 3M8

29. This Agreement shall enure to the benefit of and be binding upon the parties hereto and their respective heirs, executors, administrators, successors and permitted assigns. Neither party may assign all or any part of this Agreement without the written approval of the other party.
30. This Agreement may be executed in counterparts, each of which shall be deemed to be an original, but all of which, taken together, shall constitute one and the same agreement.
31. The Encroaching Party acknowledges:
- a) That it has had an adequate opportunity to read and consider this Encroachment Agreement and to obtain such legal and other advice as it considers advisable;
 - b) That it understands the Encroachment Agreement and the consequences of signing same; and
 - c) That it is signing the Encroachment Agreement voluntarily, without coercion and without reliance on any representation, expressed or implied by the Township.

IN WITNESS WHEREOF the Encroaching Party has executed and delivered this Agreement as of the _____ day of _____ 2019.

Witness:

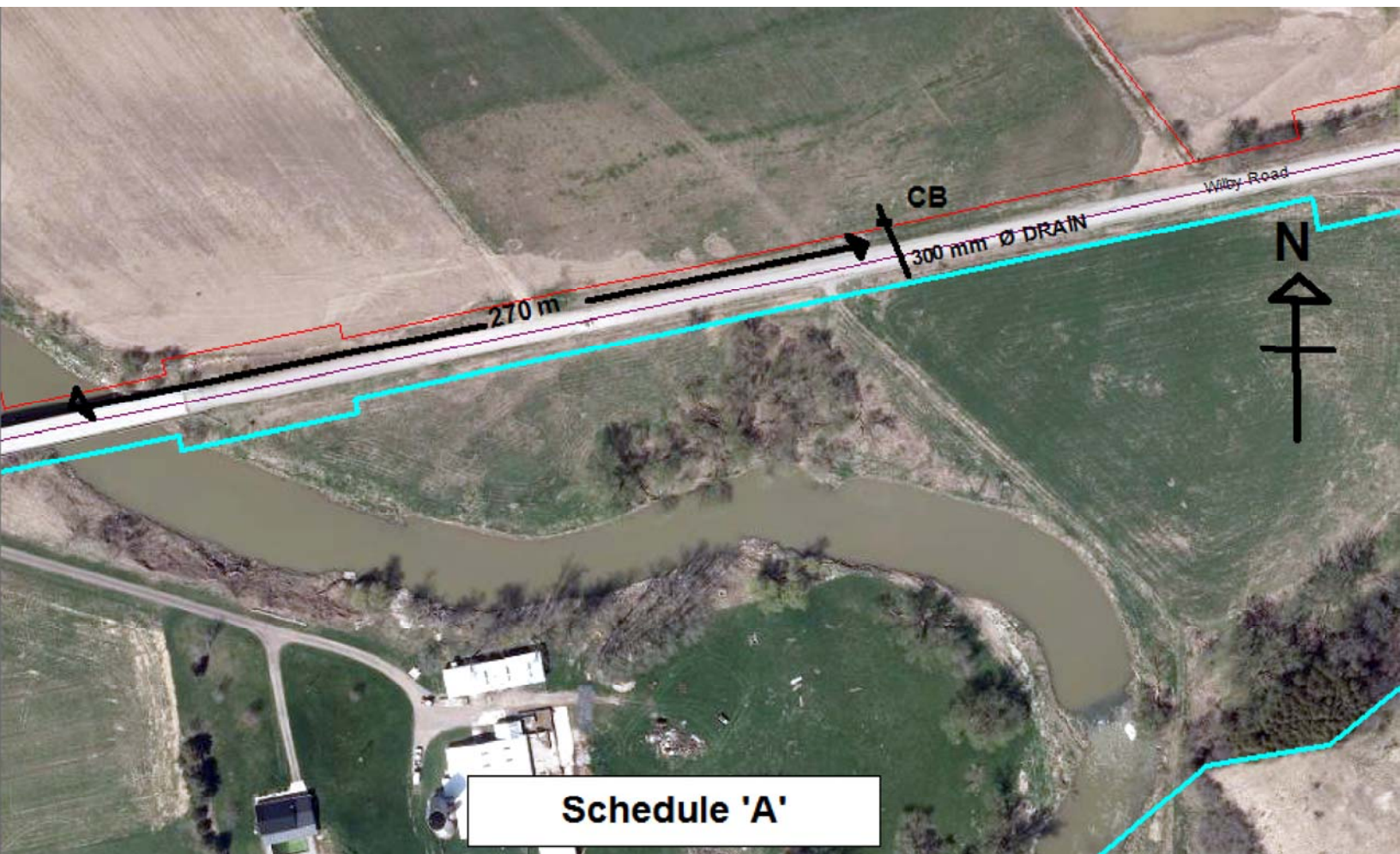
_____) _____
_____) _____
_____) _____
_____) _____

IN WITNESS WHEREOF the Township has executed and delivered this Agreement as of the _____ day of _____ 2019.

Township of Wilmot

Les Armstrong
Mayor

Dawn Mittelholtz
Director of Clerk's Services





TOWNSHIP OF WILMOT

FINANCIAL SERVICES Staff Report

REPORT NO: FIN 2019-30

TO: Council

SUBMITTED BY: Patrick Kelly CPA, CMA, Director of Finance / Treasurer

PREPARED BY: Patrick Kelly CPA, CMA, Director of Finance / Treasurer

REVIEWED BY: Grant Whittington, CAO

DATE: August 26, 2019

SUBJECT: Development Charges Background Study and By-Law

RECOMMENDATION:

THAT the Development Charges Background Study, prepared by Watson & Associates Economists Ltd, as amended be approved;

THAT no further public meeting is required;

AND THAT the 2019 Development Charges by-law be approved, with an effective date of August 31, 2019.

SUMMARY:

In accordance with Section 9 of the Development Charges Act, 1997 S.O. 1997, Chapter 27, a development charge by-law expires five (5) years after the day it comes into force. The Township of Wilmot's existing By-Law (2014-34) expires on August 31, 2019.

BACKGROUND:

On November 8, 2018, Council approved the award of contract to Watson & Associates Economists Ltd. (Watson) for the completion of the Township of Wilmot 2019 Development Charges (D.C.) Background Study.

Over the past several months, Watson has worked, in collaboration with staff from various Township departments, to complete the requisite background study. Through these meetings, a review of the Official Plan, and various master plans; Watson has generated growth forecasts for the 10 and 12-year horizon, anticipated capital needs to service this growth projection, and calculated the D.C. rates required to meet funding obligations.

On June 24th, pursuant to section 12 of the Development Charges Act, 1997, as amended, a public meeting was held to present and obtain public input on the proposed development charges (D.C.) by-law and underlying background study.

REPORT:

At the public meeting, members of the development community provided general comments on the study and referenced letters submitted on June 24th by MHBC Planning (Appendix A) and June 21st by IBI Group Inc. (Appendix B).

On July 2nd a response to the two (2) submissions was compiled by Watson in consultation with municipal staff, and provided to the development stakeholder group. In addition, a meeting was held with various development stakeholders, our consultants, the Director of Development Services, Director of Public Works & Engineering, Director of Finance and CAO. At this meeting, this stakeholder group further outlined the commentary provided in their original submissions.

The following is a summary of staff/consultant feedback on the items listed within the two (2) submissions items:

1.0 Roads Projects

1.1 Wilmot Employment Lands Collector Road

- The 2009 and 2014 iterations of the Development Charges (DC) Background Study included growth related Capital costs for the design, engineering and construction of the Employment Lands Collector Road. The total funding allocated from the DC reserve funds for these works currently totals \$3.1M
- Staff reviewed the revised estimates of \$3.6M, provided by MTE Consultants, and concurred that cost estimates should be updated as part of the 2019 DC Background Study
- \$500,000 in additional growth related capital costs have been incorporated within the revised DC projections and rates

1.2 Wilmot Employment Lands Culverts

- Staff reviewed the cost estimates provided by MTE Consultants, and agreed that the estimates were reasonable for the works

- Staff have been working with developers on a strategy for the drainage requirements to service the employment lands development and quality/quantity control for adjacent and benefitting properties
- These costs will be incorporated into the future engineering, design and construction plans for drainage on these lands, at which time cost allocations outside of the Development Charges process will be determined,
- Additional costs have not been included within the 2019 DC rate calculations

2.0 Trail Projects

2.1 2014 Provision for Future Trail Development

- Trails were originally included within the 2014 DC study, based upon the results of the Trails Master Plan process. These funds have been outlined for utilization within the 10-Year Capital Forecast

2.2 Employment Lands Woodlot Trail & Construction

- Funding for the Employment Lands Multi-Use Pathway have been provided for within the existing Capital program net of contributions from the Ontario Municipal Commuter Cycling (OMCC) Program. Staff have determined the existing funding allocation, and cost project of \$300,000 is sufficient for the planned works

2.3 2019 Provision for Future Trail Development

- The request from the Development community assumed the 2019 Provision for Future Trail Development was for the NH Properties Inc. locations
- Staff confirmed during the on-site meeting with the development stakeholders that the provision within the 2019 DC Study for Trails is based upon existing plans from the Trails Master Plan and the newly formed Wilmot Trails Advisory Committee, net of anticipated private contributions towards expansion of the Wilmot Trails Network

3.0 Watermain Projects

3.1 2019 Provision for Water Looping

- The provision for Watermain looping identified within the proposed DC Background Study pertain to Township systems and looping requirements
- The additional costs identified by development stakeholders pertain to Regional systems and potential additional Regional looping requirements. These concerns would be more appropriately expressed to the Region of Waterloo

3.2 Wilmot Employment Lands Watermain Looping

- The provision for Watermain looping identified in the 2014 DC Background Study pertain to Township systems and looping requirements within the employment lands
- These development community comments would be more appropriately expressed to the Region of Waterloo

3.3 NH Properties Inc. Watermain Looping

- The looping requirements highlighted for the NH Properties location would not be required from a Township perspective, and would be a potential Regional requirement
- These development community comments would be more appropriately expressed to the Region of Waterloo

3.4 NH Properties Inc. Watermain Casing Pipe at Railway Crossing

- Staff concurred with the comments of the development community, that costs for the casing pipe at the railway crossing would be a growth related capital expenditure reasonable to be included within Wilmot's 2019 DC study
- The original DC projections carried a local watermain looping item (see Item 3.1) for overall system benefit (ie. outside local plan requirements)
- The cost estimate provided was based upon a larger project area, to meet Regional requirements. As such, the estimate from MTE Consultants was adjusted to \$133,000 based on the smaller size and length required for local needs, rather than Regional requirements
- \$133,000 in additional growth related capital costs have been incorporated within the revised DC projections and rates

4.0 Sanitary Sewer Projects

4.1 Morningside Trunk Sanitary Sewer

- The response from our consultants, dated July 2nd, provided the further clarification required by the development community on what all was included as part of the DC funded works for this project
- No adjustments are being made to the original calculations included within the DC Background Study for the Morningside Sanitary Sewer

4.2 Snyder's Road Sanitary Sewer

- The response from our consultants, dated July 2nd, provided the further clarification required by the development community on what all was included as part of the DC funded works for this project
- No adjustments are being made to the original calculations included within the DC Background Study for the Snyder's Road Sanitary Sewer

4.3 Foundry Street Trunk Sanitary Sewer

- The response from our consultants, dated July 2nd, provided the further clarification required by the development community on what all was included as part of the DC funded works for this project
- No adjustments are being made to the original calculations included within the DC Background Study for the Foundry Street Trunk Sanitary Sewer

4.4 Facility Construction

- Staff clarified that this provision pertained to the construction of an operations facility, and not Sanitary Sewer infrastructure or pumping stations

4.5 Twinning of Forcemain from Baden WW Pumping Station to Morningside Trunk

- As a follow-up to the comments noted within the consultant response dated July 2nd, staff determined that these works would be associated with Regional works, and not Township requirements
- These development community comments would be more appropriately expressed to the Region of Waterloo

4.6 Employment Lands Sanitary Trunk

- Wilmot included small component within the 2014 DC Study for Township Sanitary requirements. This item as presented consists of trunk and local sewer elements.
- The need for a trunk sewer and local sewer has not been identified in the background servicing reporting to date. As such, this item pertains to a local service requirement, and staff recommend continuing the historical practice of developer responsibility for this item, as a component for future development approval processes.

4.7 Upgrade Forest Glen Pumping Station

- This element pertains to a local service requirement, and staff recommend continuing the historical practice of developer responsibility for these items, as a component for future development approval processes

4.8 NH Properties Forcemain from Forest Glen PS to Highpoint of Development

- This element pertains to a local service requirement, and staff recommend continuing the historical practice of developer responsibility for these items, as a component for future development approval processes

4.9 NH Properties 450mm Sanitary Gravity Trunk Sewer

- This element pertains to a local service requirement, and staff recommend continuing the historical practice of developer responsibility for these items, as a component for future development approval processes

4.10 NH Properties Sanitary Sewer Casing Pipe at Railway Crossing

- This element pertains to a local service requirement, and staff recommend continuing the historical practice of developer responsibility for these items, as a component for future development approval processes

4.11 450mm Sanitary Gravity Trunk (Forest Glen PS to Nafziger)

- The specific works identifies here would not pertain to the current forecast time period for the 2019 DC Study, and would be contingent upon the outcome of future Official Plan

(OP) amendments. If the works are required to support future development arising from an OPA they could be considered for inclusion in a subsequent D.C. by-law.

4.12 450mm Sanitary Gravity Trunk (Nafziger to Charlotta)

- The specific works identifies here would not pertain to the current forecast time period for the 2019 DC Study, and would be contingent upon the outcome of future Official Plan (OP) amendments. If the works are required to support future development arising from an OPA they could be considered for inclusion in a subsequent D.C. by-law.

4.13 Baden Development “O” Pumping Station

- The specific works identifies here would not pertain to the current forecast time period for the 2019 DC Study, and would be contingent upon the outcome of future Official Plan (OP) amendments. If the works are required to support future development arising from an OPA they could be considered for inclusion in a subsequent D.C. by-law.

4.14 Baden Development “O” Forcemain to Snyder’s Rd W

- The specific works identifies here would not pertain to the current forecast time period for the 2019 DC Study, and would be contingent upon the outcome of future Official Plan (OP) amendments. If the works are required to support future development arising from an OPA they could be considered for inclusion in a subsequent D.C. by-law.

4.15 Nafziger Trunk Sanitary Sewer from 7/8 to Stremma Developments

- The specific works identifies here would not pertain to the current forecast time period for the 2019 DC Study, and would be contingent upon the outcome of future Official Plan (OP) amendments. If the works are required to support future development arising from an OPA they could be considered for inclusion in a subsequent D.C. by-law.

5.0 Storm Water Management

5.1 Storm Water Management Facility Construction

- Staff reviewed the cost estimates provided by MTE Consultants, and agreed that the estimates were reasonable for the works
- Staff have been working with developers on a strategy for the drainage requirements to service the employment lands development and quality/quantity control for adjacent and benefitting properties
- These costs will be incorporated into the future engineering, design and construction plans for drainage on these lands, at which time cost allocations outside of the Development Charges process will be determined,
- Additional costs have not been included within the 2019 DC rate calculations

5.2 Storm Water Management Facility Land

- Staff reviewed the cost estimates provided by MTE Consultants, and agreed that the estimates were reasonable for the works

- Staff have been working with developers on a strategy for the drainage requirements to service the employment lands development and quality/quantity control for adjacent and benefitting properties
- These costs will be incorporated into the future engineering, design and construction plans for drainage on these lands, at which time cost allocations outside of the Development Charges process will be determined,
- Additional costs have not been included within the 2019 DC rate calculations

5.3 Internal Drainage Channels

- Staff reviewed the cost estimates provided by MTE Consultants, and agreed that the estimates were reasonable for the works
- Staff have been working with developers on a strategy for the drainage requirements to service the employment lands development and quality/quantity control for adjacent and benefitting properties
- These costs will be incorporated into the future engineering, design and construction plans for drainage on these lands, at which time cost allocations outside of the Development Charges process will be determined,
- Additional costs have not been included within the 2019 DC rate calculations

Staff and our consultants were encouraged by the amount of engagement from the Development Community within this important process. Staff are confident that the responses to the various inquiries from developers will meet the expectations to move forward with the amended DC study and by-law.

A significant point shared by all engaged members of the development community focused on the appropriate cost sharing/timing of Storm Water Management needs on the Employment Lands site, future developments and existing properties within the area. Staff have held discussions with the development community that helped them to understand why the inclusion of these costs within the 2019 Wilmot DC Study calculations would not be appropriate or feasible to pursue. As such, staff from Public Works & Engineering, Development Services, Finance and the CAO continue to engage in productive dialogue to assist in moving these works forward in the near term.

Staff strongly support the consistent approach to local service areas, whereby developer responsibility for these items will be key component of the development approvals process. This approach has been successful through several development applications in Wilmot, and staff are confident future development applications will generate the same, successful outcomes.

Staff worked with our consultants to align the new bylaw with the Region of Waterloo DC bylaw, wherever possible, to ensure consistent implementation, while at the same time maintaining traditional local exemptions for Places of Worship, etc.

The pending Planning Act and Development Charges Act amendments and regulations flowing from Bill 108, previously outlined in Report DS 2019-14, could require changes to the new bylaw

as a result of the proposed Community Benefits Charge and other regulations. Wilmot is participating on a Regional Working Group to review next steps in relation to Bill 108, and future reporting will outline the impacts from a Development Charges perspective. The endorsement of this DC Study and adoption of the by-law ensures Wilmot will continue to collect DCs under the existing DCA legislation until such time as new regulations are in place.

ALIGNMENT WITH THE TOWNSHIP OF WILMOT STRATEGIC PLAN:

The DC Background Study, and utilization of Development Charges as a funding mechanism for growth related capital is consistent with our Strategic Plan goal of a prosperous economy through developing our industrial and employment lands, and maintaining our infrastructure.

Growth related planning exercises also help ensure we are planning in a responsible way to protect our farmland and greenspace.

Finally, the extensive outreach and communications with the development community that has occurred as part of this project, is consistent with the Strategic Plan goal of being an engaged community through communicating municipal matters.

FINANCIAL CONSIDERATIONS:

The calculation of development charge rates is a legislative and structured process. This process is outlined extensively within Section 4 of the Background Study. Effectively, the growth related capital costs are shared across the anticipated Residential and Non-Residential development activity.

Section 4.7 comments on “existing reserve funds”, whereby the existing reserve fund balances are carried forward as part of the calculation. This ensures that any deficits resulting from capital expenditures preceding development charge collections are incorporated into the financial need for this DC study period. A good example of this would be the Employment Lands, whereby draw of funding from Reserve Funds to the capital program have left a significant deficit in DC reserves. Though this funding has not been utilized externally, DC collections within this study time period need to recoup this deficit.

Overall, the increase in DC rates for Wilmot is consistent with area municipalities throughout the Region of Waterloo. These charges are critical to ensuring growth related capital plans noted in this study and the 10-Year Capital Forecast can move forward.

The new rates would come into effect on September 1, 2019.

ATTACHMENTS:

Appendix A – Letter from IBI Group, June 21, 2019

Appendix B – Letter from MHBC Planning, June 24, 2019

Appendix C – Memorandum Responses from Watson & Associates, July 2, 2019

Appendix D –2019 Development Charges Background Study, as Amended, August 9, 2019



IBI GROUP
101 – 410 Albert Street
Waterloo ON N2L 3V3 Canada
tel 519 585 2255
ibigroup.com

June 21, 2019

Mr. Patrick Kelly
Director of Finance
Township of Wilmot
60 Snyder's Road West
Baden, ON N3A 1A1

Dear Mr. Kelly:

**TOWNSHIP OF WILMOT DEVELOPMENT CHARGES BACKGROUND STUDY
NH PROPERTIES INC. (WILMOT WOODS DEVELOPMENT)**

On behalf of our client NH Properties Inc., please accept this letter with regards to the Township of Wilmot – Development Charges Background Study (the “Background Study”) prepared by Watson and Associates released in May 2019 for public review and comment.

Our client owns the property municipally known as 1209 Waterloo Street, New Hamburg (Township of Wilmot) and colloquially as ‘Wilmot Woods’. The subject property is located in the northeast corner of the New Hamburg settlement area, north of the Goderich Exeter Rail-line.

Our client intends to develop the subject lands for the purposes of a residential subdivision and has participated in a formal Pre-Submission Consultation Meeting with Township of Wilmot and Region of Waterloo staff regarding the eventual development of the lands.

Since the formal Pre-Submission Consultation Meeting, our client and their consulting team have been refining the design of the proposed residential subdivision and preparing the required background studies and plans required as part of the ‘complete’ development applications. It is expected that the formal development applications will be submitted to the Township and the Region of Waterloo within the coming months. Accordingly, the findings and recommendations of the Background Study are of significant interest to our client and affect the viability of the development of the land.

Review of Development Charges Background Study

Working with our client's civil engineering consultants (MTE Consultants Inc.), we have undertaken a review of the Background Study as it relates to our client's proposed development. We are pleased to offer the following comments and suggestions on behalf of our mutual client:

- We understand that the Background Study “has been prepared pursuant to the requirements of the D.C.A. (s.10) and, accordingly, recommends new Development Charges and policies for the Township of Wilmot (Township)”.
- A key purpose of this Background Study is to assess the Township's existing Development Charges framework and to make recommendations to update ensure that this framework is adequate and appropriate to support planned and anticipated growth in the Township. Our comments are made from the perspective of ensuring that infrastructure required for growth is appropriately planned and costs are accounted for.

Mr. Patrick Kelly – June 21, 2019

- In order to accommodate our client's proposed development as well as development south of our client's lands, a watermain loop is proposed through our client's lands and across the Goderich-Exeter Rail corridor. In our opinion this watermain loop should be included as a Development Charges eligible project that is fully (100%) attributable to new growth. MTE Consultants Inc. estimate the cost of this project to be approximately \$3,000,000.
- In order to accommodate the anticipated residential growth of the Township, we understand that upgrades to Township wastewater services and pumping stations will be required. We request that the Forest Glen Wastewater Pumping Station be included as a Development Charges eligible project that is fully (100%) attributable to new growth. MTE Consultants Inc. estimate that the indexed cost of this infrastructure is estimated to be \$1.9 million dollars (the base cost is derived from the Wastewater Study completed on behalf of the Township).

Likewise, we request that the forcemain from the Forest Glen Wastewater Pumping Station to the highpoint of the proposed development of our client's lands be included as a Development Charges eligible project that is fully (100%) attributable to new growth. The cost of this infrastructure is estimated by MTE Consultants Inc. to be \$171,600.

- We ask that the sanitary gravity trunk sewer from the highpoint of the development to the Wilmot Employment Lands including the trenchless crossing of the Goodrich-Exeter railway be included as a DC eligible project that is 100% attributable to new growth. The cost of this infrastructure is estimated by MTE Consultants Inc. to be \$1,425,600.
- We are supportive of including the provision for future trails as Development Charges eligible projects. We request confirmation that this provision would also apply to our client's lands.

A table summarizing these comments and the cost estimates associated with each item is attached for your reference and review.

We ask that these comments be considered by Council for the Township of Wilmot at the June 24, 2019 meeting of Council and in advance of the eventual adoption of the Background Study and passage of a new Development Charges By-Law (currently scheduled for July 15, 2019).

We would also appreciate a meeting with you at your earliest convenience to discuss these comments and to ensure that our client's proposed development has been appropriately accounted for.

Sincerely,

IBI GROUP



David Galbraith,
Planner

cc. Mike Schout, Adam Belsk, and Louis Veenstra, NH Properties Inc.
Douglas Stewart, IBI Group
Jason Cabral, MTE Consultants Inc.
Harold O'Kafka, Township of Wilmot

Township of Wilmet
Development Charges Summary Table
MTE File No.: 35056-104
Updated: June 20, 2019

	Project #	Roads & Related Services	Township of Wilmet	Township of Wilmet Background Study 2019	MTE's Including Contingency 32%			Township of Wilmet Recommended DCs	MTE Recommendation to the Township of Wilmet Recommended DCs			Notes
1.0	1		2014 DC Cost	2019 Cost Estimate	2019 Cost Estimate	DC Allocation	Capital Cost Allocation	2019 DC Cost	2019 DC Cost	Post Period Benefit	Capital Cost	
1.1	New	Wilmet Employment Lands Collector Road (includes storm sewers & MUP)	\$3,157,372	\$0	\$4,052,775	100%		\$0	\$4,052,775			
		Wilmet Employment Lands Culverts										
1.2	New	a) 1,800 x 900mm Box Culverts @ total under Street 1 and Street 3)	\$0	\$0	\$1,005,840	100%		\$0	\$1,005,840			
1.3												
		Total	\$3,157,372	\$0	\$5,058,615			\$0	\$5,058,615			
	Project #	Parks and Recreation Services	Township of Wilmet	Township of Wilmet Background Study 2019	MTE's Including Contingency 32%			Township of Wilmet Recommended DCs	MTE Recommendation to the Township of Wilmet Recommended DCs			Notes
2.0	2		2014 DC Cost	2019 Cost Estimate	2019 Cost Estimate	DC Allocation	Capital Cost Allocation	2019 DC Cost	2019 DC Cost	Post Period Benefit	Capital Cost	
2.1	2014-1	2018 Provision for Future Trail Development	\$1,044,118									
2.2	2	Employment Lands Woodlot Trail & Construction		\$340,000	\$340,000	12%	\$299,858	\$40,142	\$40,142		\$299,858	
2.3	17	2019 Provision for Future Trail Development (detached NW Properties Inc. Wilmet Woods)		\$392,000	\$392,000	12%	\$337,996	\$54,004	\$54,004		\$337,996	
2.4		Total	\$1,044,118	\$632,000	\$632,000		\$ 537,854	\$ 94,146	\$ 94,146		\$557,854	
	Project #	Water Supply Services	Township of Wilmet	Township of Wilmet Background Study 2019	MTE's Including Contingency 32%			Township of Wilmet Recommended DCs	MTE Recommendation to the Township of Wilmet Recommended DCs			Notes
3.0	3		2014 DC Cost	2019 Cost Estimate	2019 Cost Estimate	DC Allocation	Capital Cost Allocation	2019 DC Cost	2019 DC Cost	Post Period Benefit	Capital Cost	
3.1	2	Provision for Water Looping		\$175,000	\$0	100%		\$175,000	\$0			
		Wilmet Employment Lands Watermain Looping										
3.2	New	a) 450mm dia. Watermain loop from Hamilton Road to Nafziger Road (1,730m)	\$854,882	\$0	\$2,117,663	100%		\$0	\$2,117,663			
		NH Properties Inc (Wilmet Woods) Watermain Looping										
3.3	New	a) 450mm dia. Watermain loop from Wilmet Employment Lands to Waterloo Street (1,310m)	\$0	\$0	\$1,848,000	100%		\$0	\$1,848,000			
3.4	New	b) Watermain Casing Pipe at Railway Crossing (installation using trenchless technique method)	\$0	\$0	\$1,056,000	100%		\$0	\$1,056,000			
3.5		Total	\$854,882	\$175,000	\$5,021,663			\$ 375,000	\$5,021,663			
	Project #	Wastewater Services	Township of Wilmet	Township of Wilmet Background Study 2019	MTE's Including Contingency 32%			Township of Wilmet Recommended DCs	MTE Recommendation to the Township of Wilmet Recommended DCs			Notes
4.0	4		2014 DC Cost	2019 Cost Estimate	2019 Cost Estimate	DC Allocation	Capital Cost Allocation	2019 DC Cost	2019 DC Cost	Post Period Benefit	Capital Cost	
4.1	1	Montrose Trunk Sanitary Sewer (currently 450mm dia consider 675mm dia)		\$4,007,500	\$4,007,500	90%	41%	\$2,363,224	\$2,363,224	\$784,408	\$889,868	
4.2	2	Snyder's Road Sanitary Sewer (Charlotte Street / Foundry Street)		\$1,270,000	\$1,270,000	90%	40%	\$767,886	\$767,886		\$502,245	
4.3	3	Foundry Trunk Sanitary Sewer (includes railway crossing?)	\$3,563,730	\$3,563,730	\$3,563,730	70%	21%	\$2,493,309	\$2,493,309		\$735,373	
4.4	4	Facility Construction (includes Baden WWPS)	\$986,700	\$986,700	\$986,700	90%	10%	\$338,030	\$338,030		\$36,670	
4.5	New	Twining of Foremain from Baden WWPS to Montrose Trunk		\$0	\$3,662,317	90%	10%		\$3,256,085		\$396,232	Cost taken from Wastewater Study indexed with Construction Cost Index of 5.12%
		Wilmet Employment Lands Sanitary Trunk										
4.6	2014-1	a) Internal 450mm dia. (6m to 7m deep) sanitary gravity trunk sewer between Street One and Hwy 7&S (810m)	\$90,541	\$0	\$670,560	100%			\$670,560			
		NH Properties Inc (Wilmet Woods) Sanitary										
4.7	New	a) Upgrade to Forest Glen Pumping Station	\$0	\$0	\$1,863,775	100%			\$1,863,775			Cost taken from Wastewater Study indexed with Construction Cost Index of 5.12%
4.8	New	b) Internal Foremain from Forest Glen Pump Station to Highpoint of Development (60m)	\$0	\$0	\$171,600	100%			\$171,600			
4.9	New	c) Internal 450mm dia. sanitary gravity trunk sewer between foremain highpoint and Wilmet Employment Lands (730m)	\$0	\$0	\$369,600	100%			\$369,600			
4.10	New	d) Sanitary sewer casing pipe (160m) at Railway Crossing (installation using trenchless technique method)	\$0	\$0	\$1,056,000	100%			\$1,056,000			
		Waterloo Street Trunk Sanitary Sewer to Nafziger Road										
4.11	New	a) 450mm dia. Sanitary gravity trunk sewer between Forest Glen Pump Station and Nafziger Road on Waterloo Street (1,300m)	\$0	\$0	\$3,036,000	100%			\$3,036,000			
		Snyder Road Trunk Sanitary Sewer from Nafziger Road to Charlotte Street										
4.12	New	a) 450mm dia. Sanitary gravity trunk sewer between Nafziger Road and Charlotte Street on Snyder's Road West (1,500m)	\$0	\$0	\$3,432,000	100%			\$3,432,000			
4.13	New	Baden Development "O" Pumping Station	\$0	\$0	\$3,134,030	100%			\$3,134,030			
4.14	New	Baden Development "O" Foremain to Snyder's Road West	\$0	\$0	\$1,017,167	100%			\$1,017,167			
4.15	New	Nafziger Trunk Sanitary Sewer from 7th to Stemma (provisional)	\$0	\$0	\$1,400,000	100%						
4.16		Total	\$90,541	\$9,287,830	\$27,621,478			\$ 6,279,567	\$24,326,964	\$784,408	\$2,516,187	
	Project #	Storm Drainage & Control Services	Township of Wilmet	Township of Wilmet Background Study 2019	MTE's Including Contingency 32%			Township of Wilmet Recommended DCs	MTE Recommendation to the Township of Wilmet Recommended DCs			Notes
5.0			2014 DC Cost	2019 Cost Estimate	2019 Cost Estimate	DC Allocation	Capital Cost Allocation	2019 DC Cost	2019 DC Cost	Post Period Benefit	Capital Cost	
5.1	New	a) SWM Facility Construction	\$0	\$0	\$3,036,000	100%			\$3,036,000			
5.2	New	b) SWM Facility Land	\$0	\$0	\$494,200	100%			\$494,200			
5.3	New	c) Internal Drainage Channels (1,375m)	\$0	\$0	\$368,640	100%			\$368,640			
5.4		Total	\$0	\$0	\$3,928,840			\$ -	\$3,928,840			
5.5		Grand Totals			\$29,463,098			\$6,709,245	\$38,416,674	\$784,408	\$3,058,611	

June 24, 2019

Mr. Patrick Kelly
Township of Wilmot
60 Snyder's Road West
Baden, ON N3A 1A1

Dear Mr. Kelly:

RE: Township of Wilmot Development Charges Background Study dated May 15, 2019.
OUR FILE(s): 1985A, 8784BB, 1159A, 18157A

We have reviewed the draft development charges background study prepared on behalf of the Township of Wilmot. Kindly consider the following comments:


- 1) Development charges by-laws are a useful tool for financing infrastructure required to support growth. Our comments are made from this perspective and are directed at ensuring infrastructure required for growth is appropriately planned for and that the cost estimates are reasonably accurate.
- 2) As a general comment, the Township has been collecting development charges for certain infrastructure projects that are now proposed to be deleted as DC eligible. We ask that the projects as summarized in the attached table continue to be DC eligible.
- 3) We note the 2014 DC Background Report included the collector road necessary for the development of the Wilmot employment lands. The draft background report no longer includes this infrastructure as a DC eligible expense. We ask that you amend the background study and related development charge calculations to include the industrial collector road, related multi-use trail and associated culverts as a DC eligible project with 100% of the costs attributable to new growth.
- 4) We support including watermain looping required for the Wilmot employment lands as a DC eligible project that is 100% attributable to new growth. Our engineering consultants, MTE, have prepared an updated cost estimate (see attached). MTE estimate the costs to be approximately \$2,117,000.00. We ask that this estimate be reflected in the background study and related DC calculations. Similarly, the watermain looping northerly and across the Godrich-Exeter railway should be included as a DC eligible project that is 100% attributable to new growth. MTE estimate the cost of this project to be approximately \$3,000,000.00.

- 5) We support including the Morningside Trunk Sanitary Sewer as a DC eligible project. MTE agree with the cost estimate that has been included in the Development Charges Background Study and related DC calculations. Similarly, we support including the Snyder's Road Trunk Sanitary Sewer as a DC eligible project. MTE have confirmed agreement with the cost estimate reflected in the Development Charges Background Study.
- 6) We support including the Foundry Trunk Sanitary Sewer as a DC eligible project. Kindly confirm this project includes the forcemain from the proposed pumping station to the intersection of Foundry Street and Snyder's Road as well as the crossing under this intersection.
- 7) We ask that the forcemain from the Baden WWPS to the Morningside Trunk be included as a DC eligible project that is 90% attributable to new growth (this percentage is consistent with the growth related portion of the Baden pumping station improvements). The indexed cost of this infrastructure is estimated to be \$2.8 million dollars, (the base cost is derived from the Wastewater Study completed on behalf of the Township).
- 8) We support including the trunk sanitary sewer required for the development of the Wilmot employment lands as a DC eligible project with 100% of the costs attributable to new growth. MTE estimate the costs of this trunk sewer to be approximately \$671,000.00.
- 9) A number of sanitary services require upgrading in order to accommodate new growth. These projects are itemized in the attached table prepared by MTE Consultants Inc. We support including the required upgrades as DC eligible projects with 100% of the cost attributable to new growth. The attached table includes cost estimates for these projects.
- 10) We note that storm drainage and control related infrastructure is not proposed to be DC eligible infrastructure. We would appreciate the opportunity to review this matter with you. We understand that the stormwater management/drainage strategy for the Wilmot employment lands includes a centralized stormwater management facility that will serve a number of properties as well as external development lands. This facility should not be considered to be a local service given the extensive drainage area to be served as well as the multiple property ownership within the drainage area.
- 11) MTE are in the process of reviewing the wastewater servicing study for new growth areas in Baden and New Hamburg with the objective of optimizing the preferred strategy. We appreciate the consideration of this analysis will follow the DC process. Having said this, we thought it appropriate to bring this initiative to your attention. A summary overview will be outlined in a technical memo that will be submitted under separate cover.

Kindly distribute this correspondence at the public meeting scheduled for Monday, June 24, 2019. We would appreciate the opportunity to meet with you to review this submission following the public meeting and prior to Townships Council's consideration of a recommended Development Charges Background Study and DC By-law.

Thank you for your consideration.

Yours truly,
MHBC



Paul R. Britton, M.C.I.P., R.P.P
PRB:ce

Attach

Cc: Harold O'Kafka
Jeff Martens
David Hicks
Pierre Chauvin
Paul Grespan
Larry Masseo
Pat George
Nick Gougoulas

Township of Wilmot

Development Charges Summary Table

MTE File No.: 35056-104

Updated -June 20, 2019

	Project #	Roads & Related Services	Township of Wilmot	Township of Wilmot Background Study 2019	MTE's Including Contingency 32%			Township of Wilmot Recommended DCs	MTE Recommendation to the Township of Wilmot Recommended DCs			Notes
1.0	1		2014 DC Cost	2019 Cost Estimate	2019 Cost Estimate	DC Allocation	Capital Cost Allocation	2019 DC Cost	2019 DC Cost	Post Period Benefit	Capital Cost	
1.1	New	Wilmot Employment Lands Collector Road (including storm sewers & MUP)	\$3,157,372	\$0	\$4,052,775	100%		\$0	\$4,052,775			
		Wilmot Employment Lands Culverts										
1.2	New	a) 1,800 x 900mm Box Culverts (6 total under Street 1 and Street 3)	\$0	\$0	\$1,005,840	100%		\$0	\$1,005,840			
1.3		Total	\$3,157,372	\$0	\$5,058,615			\$0	\$5,058,615			
	Project #	Parks and Recreation Services	Township of Wilmot	Township of Wilmot Background Study 2019	MTE Including Contingency 32%			Township of Wilmot Recommended DCs	MTE Recommendation to the Township of Wilmot Recommended DCs			Notes
2.0	2		2014 DC Cost	2019 Cost Estimate	2019 Cost Estimate	DC Allocation	Capital Cost Allocation	2019 DC Cost	2019 DC Cost	Post Period Benefit	Capital Cost	
2.1	2014-1	2014 Provision for Future Trail Development	\$1,044,118									
2.2	2	Employment Lands Woodlot Trail & Construction		\$340,000	\$340,000	12%	\$299,858	\$40,142	\$40,142		\$299,858	
2.3	11	2019 Provision for Future Trail Development (Assumed NH Properties Inc (Wilmot Woods)?)		\$292,500	\$292,500	12%	\$257,966	\$34,534	\$34,534		\$257,966	
2.4		Total	\$1,044,118	\$632,500	\$632,500		\$ 557,824	\$ 74,676	\$74,676		\$557,824	
	Project #	Water Supply Services	Township of Wilmot	Township of Wilmot Background Study 2019	MTE Including Contingency 32%			Township of Wilmot Recommended DCs	MTE Recommendation to the Township of Wilmot Recommended DCs			Notes
3.0	3		2014 DC Cost	2019 Cost Estimate	2019 Cost Estimate	DC Allocation	Capital Cost Allocation	2019 DC Cost	2019 DC Cost	Post Period Benefit	Capital Cost	
3.1	2	Provision for Water Looping		\$375,000	\$0	100%		\$375,000	\$0			
		Wilmot Employment Lands Watermain Looping										
3.2	New	a) 450mm dia. Watermain loop from Hamilton Road to Nafziger Road (1,730m)	\$854,882	\$0	\$2,117,663	100%		\$0	\$2,117,663			
		NH Properties Inc (Wilmot Woods) Watermain Looping										
3.3	New	a) 450mm dia. Watermain loop from Wilmot Employment Lands to Waterloo Street (1,310m)	\$0	\$0	\$1,848,000	100%		\$0	\$1,848,000			
3.4	New	b) Watermain Casing Pipe at Railway Crossing (installation using trenchless technique method)	\$0	\$0	\$1,056,000	100%		\$0	\$1,056,000			
3.5		Total	\$854,882	\$375,000	\$5,021,663			\$ 375,000	\$5,021,663			
	Project #	Wastewater Services	Township of Wilmot	Township of Wilmot Background Study 2019	MTE Including Contingency 32%			Township of Wilmot Recommended DCs	MTE Recommendation to the Township of Wilmot Recommended DCs			Notes
4.0	4		2014 DC Cost	2019 Cost Estimate	2019 Cost Estimate	DC Allocation	Capital Cost Allocation	2019 DC Cost	2019 DC Cost	Post Period Benefit	Capital Cost	
4.1	1	Morningside Trunk Sanitary Sewer (currently 525mm dia consider 675mm dia)		\$4,007,500	\$4,007,500	59%	41%	\$2,353,224	\$2,353,224	\$784,408	\$869,868	
4.2	2	Snyders Road Sanitary Sewer (Charlotta Street / Foundry Street)		\$1,270,000	\$1,270,000	60%	40%	\$767,955	\$767,955		\$502,045	
4.3	3	Foundry Trunk Sanitary Sewer (including railway crossing?)		\$3,563,730	\$3,563,730	79%	21%	\$2,828,358	\$2,828,358		\$735,372	
4.4	4	Facility Construction (assuming Baden WWPS)		\$366,700	\$366,700	90%	10%	\$330,030	\$330,030		\$36,670	
4.5	New	Twinning of Forcemain from Baden WWPS to Morningside Trunk		\$0	\$3,662,317	90%	10%		\$3,296,085		\$366,232	Cost taken from Wastewater Study indexed with Construction Cost Index of 5.12%
		Wilmot Employment Lands Sanitary Trunk										
4.6	2014-1	a) Internal 450mm dia. (5m to 7m deep) sanitary gravity trunk sewer between Street One and Hwy 7&8 (910m)	\$90,541	\$0	\$670,560	100%			\$670,560			
		NH Properties Inc (Wilmot Woods) Sanitary										
4.7	New	a) Upgrade to Forest Glen Pumping Station	\$0	\$0	\$1,863,775	100%			\$1,863,775			Cost taken from Wastewater Study indexed with Construction Cost Index of 5.12%
4.8	New	b) Internal Forcemain from Forest Glen Pump Station to Highpoint of Development (600m)	\$0	\$0	\$171,600	100%			\$171,600			
4.9	New	c) Internal 450mm dia. sanitary gravity trunk sewer between forcemain highpoint and Wilmot Employment Lands (710m)	\$0	\$0	\$369,600	100%			\$369,600			
4.10	New	d) Sanitary sewer casing pipe (160m) at Railway Crossing (installation using trenchless technique method)	\$0	\$0	\$1,056,000	100%			\$1,056,000			
		Waterloo Street Trunk Sanitary Sewer to Nafziger Road										
4.11	New	a) 450mm dia. Sanitary gravity trunk sewer between Forest Glen Pump Station and Nafziger Road on Waterloo Street (1,300m)	\$0	\$0	\$3,036,000	100%			\$3,036,000			
		Snyder Road Trunk Sanitary Sewer from Nafziger Road to Charlotta Street										
4.12	New	a) 450mm dia. Sanitary gravity trunk sewer between Nafziger Road and Charlotta Street on Snyders Road West (1,500m)	\$0	\$0	\$3,432,000	100%			\$3,432,000			
4.13	New	Baden Development "O" Pumping Station	\$0	\$0	\$3,134,530	100%			\$3,134,530			
4.14	New	Baden Development "O" Forcemain to Snyders Road West	\$0	\$0	\$1,017,167	100%			\$1,017,167			
4.15	New	Nafziger Trunk Sanitary Sewer from 7/8 to Stremma (provisional)	\$0	\$0	\$1,500,000	100%						
4.16		Total	\$90,541	\$9,207,930	\$27,621,478			\$ 6,279,567	\$24,326,884	\$784,408	\$2,510,187	
	Project #	Storm Drainage & Control Services	Township of Wilmot	Township of Wilmot Background Study 2019	MTE Including Contingency 32%			Township of Wilmot Recommended DCs	MTE Recommendation to the Township of Wilmot Recommended DCs			Notes
5.0			2014 DC Cost	2019 Cost Estimate	2019 Cost Estimate	DC Allocation	Capital Cost Allocation	2019 DC Cost	2019 DC Cost	Post Period Benefit	Capital Cost	
5.1	New	a) SWM Facility Construction	\$0	\$0	\$3,036,000	100%			\$3,036,000			
5.2	New	b) SWM Facility Land	\$0	\$0	\$494,200	100%			\$494,200			
5.3	New	c) Internal Drainage Channels (1,375m)	\$0	\$0	\$398,640	100%			\$398,640			
5.4		Total	\$0	\$0	\$3,928,840			\$ -	\$3,928,840			
6.0		Grand Totals			\$42,263,096			\$6,729,243	\$38,410,678	\$784,408	\$3,068,011	

Memorandum

To	Patrick Kelly
From	Andrew Grunda
Date	July 2, 2019
Re:	Township of Wilmot 2019 Development Charges Background Study

Fax ☐

Courier ☐

Mail ☐

Email ☒

The Township of Wilmot (Township) is undertaking to pass a new development charge (D.C.) by-law. As required as required under s.10 of the Development Charges Act, 1997 (D.C.A.), the Township has prepared a background study. This study was posted to the Township's website on May 15, 2019, i.e. at least 60 days prior to the intended passage of a new D.C. by-law.

The Township received correspondence from development industry stakeholders. On June 21, 2019, the Township received a letter from IBI Group Professional Services Canada Inc. (IBI) regarding the information contained in the D.C. Background Study.

We have reviewed this letter and provide the following in response to the questions and comments therein.

IBI Letter of June 21, 2019

1. A watermain loop is proposed through our client's lands and across the Goderich-Exeter Rail corridor. In our opinion this watermain loop should be included as a Development Charges eligible project that is fully (100%) attributable to new growth. MTE Consultants Inc. estimate the cost of this project to be approximately \$3,000,000.
 - The attached table identifies "450mm dia. Watermain loop from Wilmot Employment Lands to Waterloo Street (1,310m)" at a cost estimate of \$1,848,000. As well as "Watermain Casing Pipe at Railway Crossing (installation using trenchless technique method)" at a cost estimate of \$1,056,000. the watermain looping from the employment lands to Pfenning farm (1310m). Based on review by the Township further clarification is



required to determine if these works are included Regional works included in the Region of Waterloo D.C. Background Study, for example the watermain loop from Wilmot Employment Lands to Waterloo Street would appear to include Regional trunk main looping from Street One to Waterloo Street.

2. We request that the Forest Glen Wastewater Pumping Station be included as a Development Charges eligible project that is fully (100%) attributable to new growth. MTE Consultants Inc. estimate that the indexed cost of this infrastructure is estimated to be \$1.9 million dollars.

Likewise, we request that the forcemain from the Forest Glen Wastewater Pumping Station to the highpoint of the proposed development of our client's lands be included as a Development Charges eligible project that is fully (100%) attributable to new growth. The cost of this infrastructure is estimated by MTE Consultants Inc. to be \$171,600.

- These projects will have to be considered by the Township in the context of the Local Service Policy and anticipated development within the existing urban service boundary. The Township's local service policy establishes direct developer requirements for works related to a plan of subdivision or within the area to which the plan relates. Projects oversized to facilitate local services within multiple developments can be cost shared through a variety of mechanisms:
 - Private landowner agreements;
 - Township to include oversized infrastructure for local services as conditions of future development agreements (i.e. best efforts);
 - Adopt an area-specific D.C. by-law for recovery of the local services from benefiting lands.
- These cost sharing alternatives will be discussed further with the development industry stakeholders. However it should be noted, that in discussions with the Township, they are not in a position to upfront finance the capital costs of local services and that the above noted mechanisms would have to be accompanied by the emplacement/upfront funding of capital by the landowners with subsequent credits or repayments from future benefiting landowners.



3. We ask that the sanitary gravity trunk sewer from the highpoint of the development to the Wilmot Employment Lands including the trenchless crossing of the Goodrich-Exeter railway be included as a DC eligible project that is 100% attributable to new growth. The cost of this infrastructure is estimated by MTE Consultants Inc. to be \$1,425,600.
 - As noted above, these projects will have to be considered by the Township in the context of the Local Service Policy. Projects oversized to facilitate local services within multiple developments can be cost shared through a variety of mechanisms to be discussed further with the development industry stakeholders.
4. We are supportive of including the provision for future trails as Development Charges eligible projects. We request confirmation that this provision would also apply to our client's lands.
 - The provision for future trail development is based upon the Township's historic level of services. The plan will be further developed in accordance with the Trails Master Plan and input from the Wilmot Trails Advisory Committee.

We trust this memorandum sufficiently addresses these questions. However, if there are any further questions in this regard, we would be pleased to discuss them with you further at your convenience.

Memorandum

To	Patrick Kelly
From	Andrew Grunda
Date	July 2, 2019
Re:	Township of Wilmot 2019 Development Charges Background Study

Fax ☐

Courier ☐

Mail ☐

Email ☒

The Township of Wilmot (Township) is undertaking to pass a new development charge (D.C.) by-law. As required as required under s.10 of the Development Charges Act, 1997 (D.C.A.), the Township has prepared a background study. This study was posted to the Township's website on May 15, 2019, i.e. at least 60 days prior to the intended passage of a new D.C. by-law.

The Township received correspondence from development industry stakeholders. On June 24, 2019, the Township received a letter from MacNaughton Hermesen Britton Clarkson Planning Limited (MHBC) regarding the information contained in the D.C. Background Study.

We have reviewed this letter and provide the following in response to the questions and comments therein.

MHBC Letter of June 24, 2019

1. We note the 2014 DC Background Report included the collector road necessary for the development of the Wilmot employment lands. The draft background report no longer includes this infrastructure as a DC eligible expense. We ask that you amend the background study and related development charge calculations to include the industrial collector road, related multiuse trail and associated culverts as a DC eligible project with 100% of the costs attributable to new growth.
 - The Township's 2014 D.C. Background Study included employment land collector roads at a cost estimate of \$3,157,372. These funds have been



committed from the Township's D.C. reserve fund and as such have not been included in the 2019 D.C. Background.

2. We support including watermain looping required for the Wilmot employment lands as a DC eligible project that is 100% attributable to new growth. Our engineering consultants, MTE, have prepared an updated cost estimate (see attached). MTE estimate the costs to be approximately \$2,117,000.00. We ask that this estimate be reflected in the background study and related DC calculations.

Similarly, the watermain looping northerly and across the Godrich-Exeter railway should be included as a DC eligible project that is 100% attributable to new growth. MTE estimate the cost of this project to be approximately \$3,000,000.00.

- The attached table identifies “450mm dia. Watermain loop from Hamilton Road to Nafziger Road (1,730m)” at a cost estimate of \$2,117,663. The Township’s 2014 D.C. Background Study included cost for express oversizing internal to the plan beyond a local service requirement (i.e. 200 mm diameter) at a cost estimate of \$854,882. These funds have been committed from the Township’s D.C. reserve fund and as such have not been included in the 2019 D.C. Background Study.
 - The attached table identifies “450mm dia. Watermain loop from Wilmot Employment Lands to Waterloo Street (1,310m)” at a cost estimate of \$1,848,000. As well as “Watermain Casing Pipe at Railway Crossing (installation using trenchless technique method)” at a cost estimate of \$1,056,000. the watermain looping from the employment lands to Pfenning farm (1310m). Based on review by the Township further clarification is required to determine if these works are included Regional works included in the Region of Waterloo D.C. Background Study, for example the watermain loop from Wilmot Employment Lands to Waterloo Street would appear to include Regional trunk main looping from Street One to Waterloo Street.
3. We support including the Foundry Trunk Sanitary Sewer as a DC eligible project. Kindly confirm this project includes the forcemain from the proposed pumping station to the intersection of Foundry Street and Snyder’s Road as well as the crossing under this intersection.
 - The Foundry Street crossing does not include the forcemain and pumping station. The 2019 D.C. Background Study includes the cost of the crossing within the Foundry Trunk Sanitary Sewer project.



4. We ask that the forcemain from the Baden WWPS to the Morningside Trunk be included as a DC eligible project that is 90% attributable to new growth (this percentage is consistent with the growth related portion of the Baden pumping station improvements). The indexed cost of this infrastructure is estimated to be \$2.8 million dollars, (the base cost is derived from the Wastewater Study completed on behalf of the Township).
 - The attached table identifies “Twinning of Forcemain from Baden WWPS to Morningside Trunk” at a cost estimate of \$3,662,317. Based on review by the Township further clarification is required to determine if these works are included Regional works included in the Region of Waterloo D.C. Background Study.
5. We support including the trunk sanitary sewer required for the development of the Wilmot employment lands as a DC eligible project with 100% of the costs attributable to new growth. MTE estimate the costs of this trunk sewer to be approximately \$671,000.00).
 - The attached table identifies “Internal 450mm dia. (5m to 7m deep) sanitary gravity trunk sewer between Street One and Hwy 7&8 (910m)” at a cost estimate of \$670,560. The Township’s 2014 D.C. Background Study included cost for express oversizing internal to the plan beyond a local service requirement (i.e. 200 mm diameter) at a cost estimate of \$90,541. These funds have been committed from the Township’s D.C. reserve fund and as such have not been included in the 2019 D.C. Background Study.
6. A number of sanitary services require upgrading in order to accommodate new growth. These projects are itemized in the attached table prepared by MTE Consultants Inc. We support including the required upgrades as DC eligible projects with 100% of the cost attributable to new growth. The attached table includes cost estimates for these projects.
 - These projects will have to be considered by the Township in the context of the Local Service Policy and anticipated development within the existing urban service boundary. The Township’s local service policy establishes direct developer requirements for works related to a plan of subdivision or within the area to which the plan relates. Projects oversized to facilitate local services within multiple developments can be cost shared through a variety of mechanisms:
 - Private landowner agreements;



- Township to include oversized infrastructure for local services as conditions of future development agreements (i.e. best efforts);
 - Adopt an area-specific D.C. by-law for recovery of the local services from benefiting lands.
 - These cost sharing alternatives will be discussed further with the development industry stakeholders. However it should be noted, that in discussions with the Township, they are not in a position to upfront finance the capital costs of local services and that the above noted mechanisms would have to be accompanied by the emplacement/upfront funding of capital by the landowners with subsequent credits or repayments from future benefiting landowners.
7. We note that storm drainage and control related infrastructure is not proposed to be DC eligible infrastructure. We would appreciate the opportunity to review this matter with you. We understand that the stormwater management/drainage strategy for the Wilmot employment lands includes a centralized stormwater management facility that will serve a number of properties as well as external development lands. This facility should not be considered to be a local service given the extensive drainage area to be served as well as the multiple property ownership within the drainage area.
- As noted above, as stormwater is a local service requirement, these projects will have to be considered by the Township in the context of the Local Service Policy. Projects oversized to facilitate local services within multiple developments can be cost shared through a variety of mechanisms to be discussed further with the development industry stakeholders.
8. MTE are in the process of reviewing the wastewater servicing study for new growth areas in Baden and New Hamburg with the objective of optimizing the preferred strategy. We appreciate the consideration of this analysis will follow the DC process. Having said this, we thought it appropriate to bring this initiative to your attention. A summary overview will be outlined in a technical memo that will be submitted under separate cover.
- This was addressed under a separate memorandum submitted by MTE on June 24, 2019 re: Baden - New Hamburg Wastewater Servicing Strategy.



We trust this memorandum sufficiently addresses these questions. However, if there are any further questions in this regard, we would be pleased to discuss them with you further at your convenience.



Development Charges Background Study – Consolidated Report

Township of Wilmot

This report consolidates: Development Charges Background Study (May 15, 2019) and Addendum to 2019 Development Charges Background Study (August 9, 2019)

August 14, 2019

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

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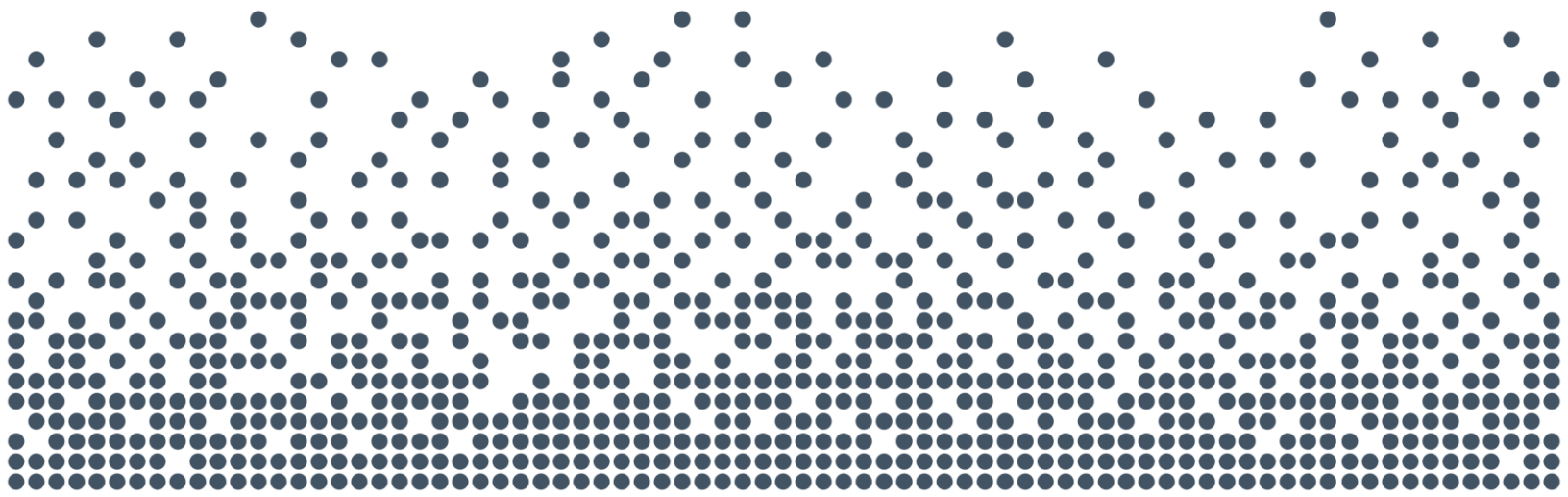
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List of Acronyms and Abbreviations

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



Report



Chapter 1

Introduction



1. Introduction

1.1 Purpose of this Document

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

Watson & Associates Economists Ltd. (Watson) was retained by the Township to undertake the D.C. study process commencing in January 2019. Watson worked with the Township's senior staff in preparing the D.C. analysis and policy recommendations specific to this background study.

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

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

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

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



1.2 Summary of the Process

The public meeting required under Section 12 of the D.C.A., has been scheduled for June 24, 2019. Its purpose is to present the study to the public and to solicit public input. The meeting is also being held to answer any questions regarding the study's purpose, methodology and the proposed modifications to the Township's D.C.s.

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

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

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

Process Steps	Dates
1. Project initiation meetings with staff from area-municipal Township's within Waterloo Region	January 17, 2019
2. Data collection, staff interviews, preparation of D.C. calculations	January – April, 2019
3. Preparation of draft D.C. background study and review of draft findings with staff	April – May, 2019
4. D.C. background study and proposed D.C. by-law available to public	May 15, 2019



Process Steps	Dates
5. Statutory notice of Public Meeting advertisement placed in newspaper(s)	20 days prior to public meeting
6. Public Meeting of Council	June 24, 2019
7. Amendment to D.C. Background Study	August 9, 2019
8. Council considers adoption of D.C. background study and passage of by-law	August 26, 2019
9. Newspaper notice given of by-law passage	By 20 days after passage
10. Last day for by-law appeal	40 days after passage
11. Township makes available D.C. pamphlet	by 60 days after in force date



Chapter 2

Township of Wilmot Current D.C. Policy



2. Township of Wilmot Current D.C. Policy

2.1 By-law Enactment

The Township passed By-law 2014-34 on August 31, 2014 under the authority of the D.C.A. By-law 2014-34 came into effect on September 1, 2014 and expires on August 31, 2019. The by-law imposes uniform municipal-wide D.C.s for all services except water and wastewater services. D.C.s for water and wastewater services are imposed on an area-specific basis, with charges only imposed in the municipally urban serviced area.

2.2 Services Covered

The following services are included under By-law 2014-34, for the recovery of capital costs pertaining to the increase in needs for service of development:

- Roads and Related;
- Fire Protection;
- Parks and Recreation;
- Library;
- Administration;
- Water; and
- Wastewater.

2.3 Timing of D.C. Calculation and Payment

D.C.s are payable at the time the first building permit is issued for a development, and the charges are collected by the Township's Building Department.

2.4 Indexing

The rates contained in the by-law are indexed on August 25th of each year, in accordance with the second quarter index of the Non-Residential Building Construction Price Index produced by Statistics Canada.



2.5 Redevelopment Allowance

The by-law provides D.C. credits for redevelopments of existing developments, provided a building or structure existed on the same land within 60 months from the date of building permit issuance for the subsequent redevelopment. The amount of the credit provided cannot exceed the total D.C.s that would otherwise be payable, only reducing the charge to zero.

2.6 Exemptions

In addition to the statutory exemptions for municipal and board of education facilities, industrial expansions (up to 50% of existing gross floor area) and residential intensification within an existing dwelling unit, the following non-statutory exemptions are provided under By-law 2014-34:

- Lands, buildings or structures used or to be used for a place of worship or for the purposes of a churchyard or cemetery exempt from taxation under the *Assessment Act*;
- A home occupation;
- Accessory use or structure;
- Temporary use under section 39 of the *Planning Act*; and
- Non-residential farm buildings constructed for bona fide farm uses.

2.7 Current Schedule of Charges

Table 2-1 summarizes the current schedule of charges imposed under By-law 2014-34, as indexed to August 25, 2018.



Table 2-1
Current Schedule of Charges

Service	RESIDENTIAL					NON-RESIDENTIAL	
	Single and Semi-Detached Dwelling	Apartments - 2 Bedrooms +	Apartments - Bachelor and 1 Bedroom	Other Multiples	Lodging Units	Industrial (per sq.ft. of G.F.A.)	Commercial/ Institutional (per sq.ft. of G.F.A.)
Municipal Wide Services:							
Roads and Related	2,378	1,402	960	1,886	730	0.66	1.47
Fire Protection Services	176	103	71	139	54	0.07	0.05
Parks and Recreation	2,315	1,366	933	1,836	709	0.14	0.32
Library Services	64	39	26	51	19	-	0.01
Administration	105	61	42	82	32	0.03	0.06
Total Municipal Wide Services	5,038	2,971	2,032	3,994	1,544	0.90	1.91
Urban Services							
Wastewater Services	2,091	1,233	843	1,659	641	0.58	1.29
Water Services	351	207	142	278	108	0.09	0.22
Total Urban Services	2,442	1,440	985	1,937	749	0.67	1.51
GRAND TOTAL RURAL AREA	5,038	2,971	2,032	3,994	1,544	0.90	1.91
GRAND TOTAL URBAN AREA	7,480	4,411	3,017	5,931	2,293	1.57	3.42



Chapter 3

Anticipated Development in the Township of Wilmot



3. Anticipated Development in the Township of Wilmot

3.1 Requirement of the Act

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

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

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

The D.C. growth forecast has been derived from the Region of Waterloo Official Plan, June 18, 2015. In preparing the growth forecast, the following additional information sources were consulted to further assess the residential and non-residential development potential for the Township of Wilmot over the forecast period, including:

- The Township of Wilmot 2014 Development Charges Background Study, Watson & Associates Economists Ltd., July 28, 2014;
- The Township of Wilmot Official Plan, April 2019 Consolidation, as updated by Official Plan Amendment 9;
- 2006, 2011 and 2016 population, household and employment Census data;
- Historical residential and non-residential building permit data over the 2009 to 2018 period;
- Residential supply (in the development process) as provided by the Township of Wilmot Development Services Department;



- Non-residential supply opportunities as provided by the Township of Wilmot Development Services Department; and
- Discussions with Township of Wilmot staff regarding anticipated residential and non-residential development in the Township of Wilmot urban areas.

3.3 Summary of Growth Forecast

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

As identified in Table 3-1 and Appendix A, *Schedule 1*, the Township's population is anticipated to reach approximately 26,060 by early-2029 and 27,400 by mid-2031, resulting in an increase of 4,960 and 6,300 persons, respectively, over the 10-year and 2019 to 2031 forecast periods.¹

¹ The population figures used in the calculation of the 2019 D.C. exclude the net Census undercount, which is estimated at approximately 4.0%.



Figure 3-1
Population and Household Forecast Model

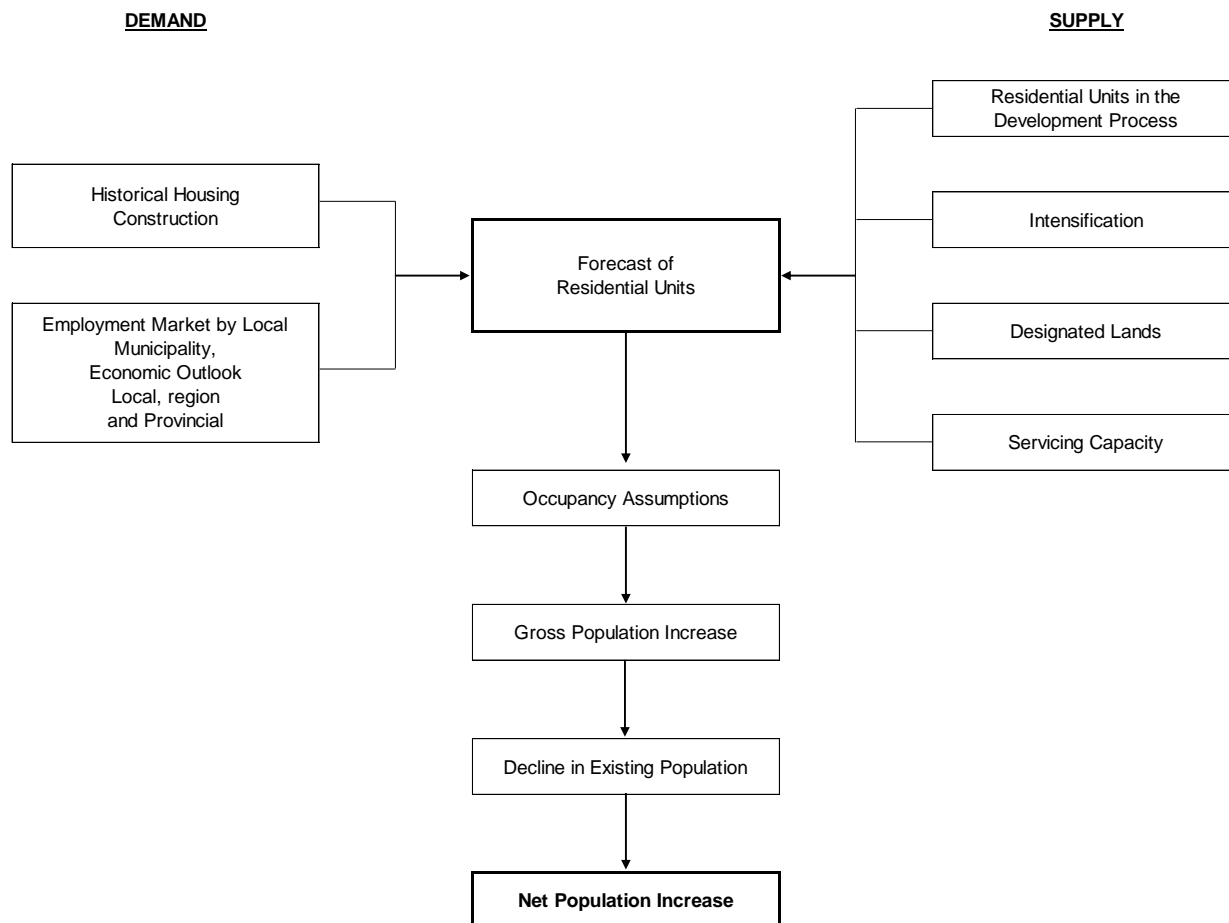




Table 3-1
Township of Wilmot
Residential Growth Forecast Summary

	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	
Historical	Mid 2006	17,780	17,097	202	16,895	5,455	160	455	20	6,090	2.807
	Mid 2011	19,990	19,223	253	18,970	6,165	250	525	23	6,963	2.761
	Mid 2016	21,370	20,545	250	20,295	6,620	370	505	25	7,520	2.732
Forecast	Early 2019	21,950	21,104	257	20,847	6,827	374	529	25	7,755	2.722
	Early 2029	27,100	26,060	317	25,743	7,910	746	951	25	9,632	2.706
	Mid 2031	28,500	27,400	333	27,067	8,182	853	1,084	25	10,144	2.701
Incremental	Mid 2006 - Mid 2011	2,210	2,126	51	2,075	710	90	70	3	873	
	Mid 2011 - Mid 2016	1,380	1,322	-3	1,325	455	120	-20	2	557	
	Mid 2016 - Early 2019	580	559	7	552	207	4	24	0	235	
	Early 2019 - Early 2029	5,150	4,956	60	4,896	1,083	372	422	0	1,877	
	Early 2019 - Mid 2031	6,550	6,296	76	6,220	1,355	479	555	0	2,390	

Derived from Region of Waterloo Official Plan, June 18, 2015, by Watson & Associates Economists Ltd., 2019.

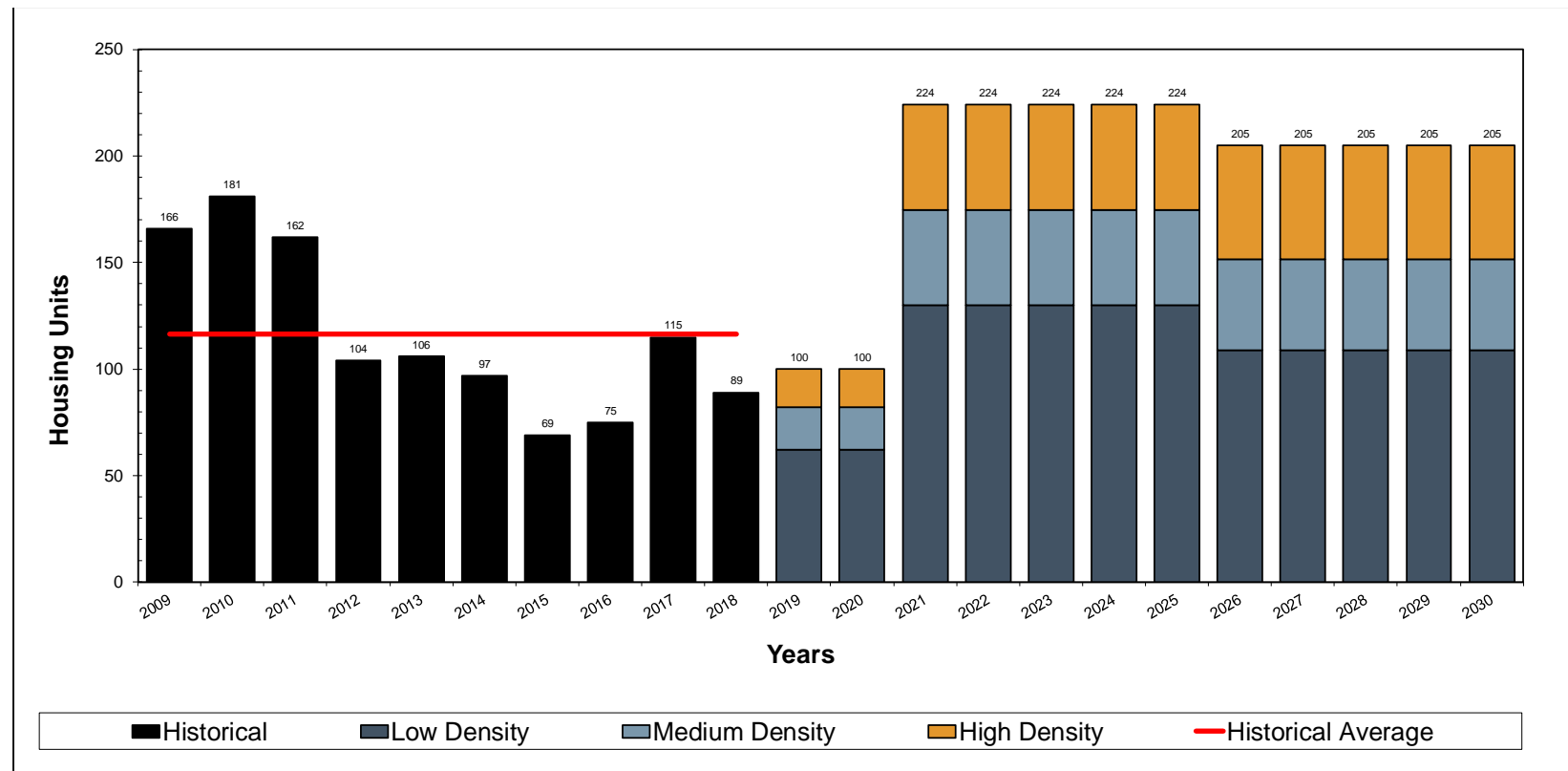
¹ Census undercount estimated at approximately 4.0%. Note: Population including the undercount has been rounded.

² Includes townhouses and apartments in duplexes.

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



Figure 3-2
Township of Wilmot
Annual Housing Forecast



Source: Historical housing activity derived from Township of Wilmot Development Services Department building permit data for 2009 to 2018.

¹ Growth forecast represents calendar year.



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

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

- The housing unit mix for the Township was derived from a detailed review of historical development activity (as per Schedule 6), as well as active residential development applications and discussions with Township staff regarding anticipated development trends for Wilmot, and in particular development proposed and planned for the urban area.
- Based on the above indicators, the 2019 to 2031 household growth forecast is comprised of a unit mix of 57% low density (single detached and semi-detached), 20% medium density (multiples except apartments) and 23% 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 for the Township of Wilmot by urban area and the rural area.
- In accordance with forecast demand and available land supply, the percentage of forecast housing growth between 2019 and 2031 by development location is summarized below.

Development Location	Percentage of Housing Growth, 2019 to 2031
Urban	>99%
Rural	<1%
<i>Township Total</i>	<i>100%</i>

3. Planning Period

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



a highway, public works, fire, police, stormwater, water and wastewater services can utilize a longer planning period.

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

- The number of housing units to be constructed in the Township of Wilmot during the short- and long-term periods is presented on Figure 3-2. Over the 2019 to 2031 forecast period, the Township is anticipated to average approximately 191 new housing units per year.
- The institutional population¹ is anticipated to grow by 76 persons between 2019 to 2031.
- Population in new units is derived from Schedules 3, 4, and 5, which incorporate historical development activity, anticipated units (see unit mix discussion) and average persons per unit (P.P.U.) by dwelling type for new units.
- Schedules 7a and 7b summarize the P.P.U. for the new housing units by age and type of dwelling based on a 2016 custom Census data. The total calculated P.P.U. for all density types has been adjusted 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: 3.100
 - Medium density: 2.414
 - High density²: 1.820

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

- Existing households for early-2019 are based on the 2016 Census households, plus estimated residential units constructed between mid-2016 and 2019 assuming a 6-month lag between construction and occupancy (see Schedule 3).

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

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



- The decline in average occupancy levels for existing housing units is calculated in Schedules 3 through 5, by aging the existing population over the forecast period. The forecast population decline in existing households over the 2019 to 2031 forecast period is approximately 150.

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

- Employment projections are largely based on the activity rate method, which is defined as the number of jobs in a municipality divided by the number of residents. Key employment sectors include primary, industrial, commercial/ population-related, institutional, and work at home, which are considered individually below.
- 2016 employment data¹ (place of work) for the Township of Wilmot is outlined in Schedule 9a. The 2016 employment base is comprised of the following sectors:
 - 425 primary (6%);
 - 1,050 work at home employment (16%);
 - 2,180 industrial (33%);
 - 1,855 commercial/population related (28%); and
 - 1,090 institutional (17%).
- The 2016 employment by usual place of work, including work at home, is estimated at 6,600. An additional 842 employees have been identified for the Township in 2016 that have no fixed place of work (N.F.P.O.W.).² The 2016 employment base, including N.F.P.O.W., totals approximately 7,440.
- Total employment, including work at home and N.F.P.O.W., for the Township of Wilmot is anticipated to reach approximately 9,490 by early-2029 and 10,000 by mid-2031. This represents an employment increase

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

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



of 1,880 for the 10-year forecast period and 2,390 for the 2019 to 2031 forecast period.

- Schedule 9b, Appendix A, summarizes the employment forecast, excluding work at home employment and N.F.P.O.W. employment, which is the basis for the D.C. employment forecast. The impact on municipal services from work at home employees has already been included in the population forecast. The need for municipal services related to N.F.P.O.W. employees has largely been included in the employment forecast by usual place of work (i.e. employment and gross floor area generated from N.F.P.O.W. construction employment). Furthermore, since these employees have no fixed work address, they cannot be captured in the non-residential gross floor area (G.F.A.) calculation.
- Total employment for the Township of Wilmot (excluding work at home and N.F.P.O.W. employment) is anticipated to reach approximately 6,980 by early-2029 and 7,340 by mid-2031. This represents an employment increase of 1,310 and 1,670 over the 10-year and 2019 to 2031 forecast periods, respectively.

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

- Square footage estimates were calculated in Schedule 9b based on the following employee density assumptions:
 - 1,200 sq.ft. per employee for industrial;
 - 580 sq.ft. per employee for commercial/population-related; and
 - 560 sq.ft. per employee for institutional employment.
- The Township-wide incremental Gross Floor Area (G.F.A.) increase is anticipated to be 998,000 sq.ft. over the 10-year forecast period and 1.27 million sq.ft. over the 2019 to 2031 forecast period.
- In terms of percentage growth, the 2019 to 2031 incremental G.F.A. forecast by sector is broken down as follows:
 - industrial – 54%;
 - commercial/population-related – 29%; and
 - institutional – 17%.



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

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

Development Location	Percentage of Non-Residential G.F.A., 2019 to 2031
Urban	100%
Rural	0%
<i>Township Total</i>	<i>100%</i>



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

4.2 Services Potentially Involved

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

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

4.3 Increase in the Need for Service

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



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

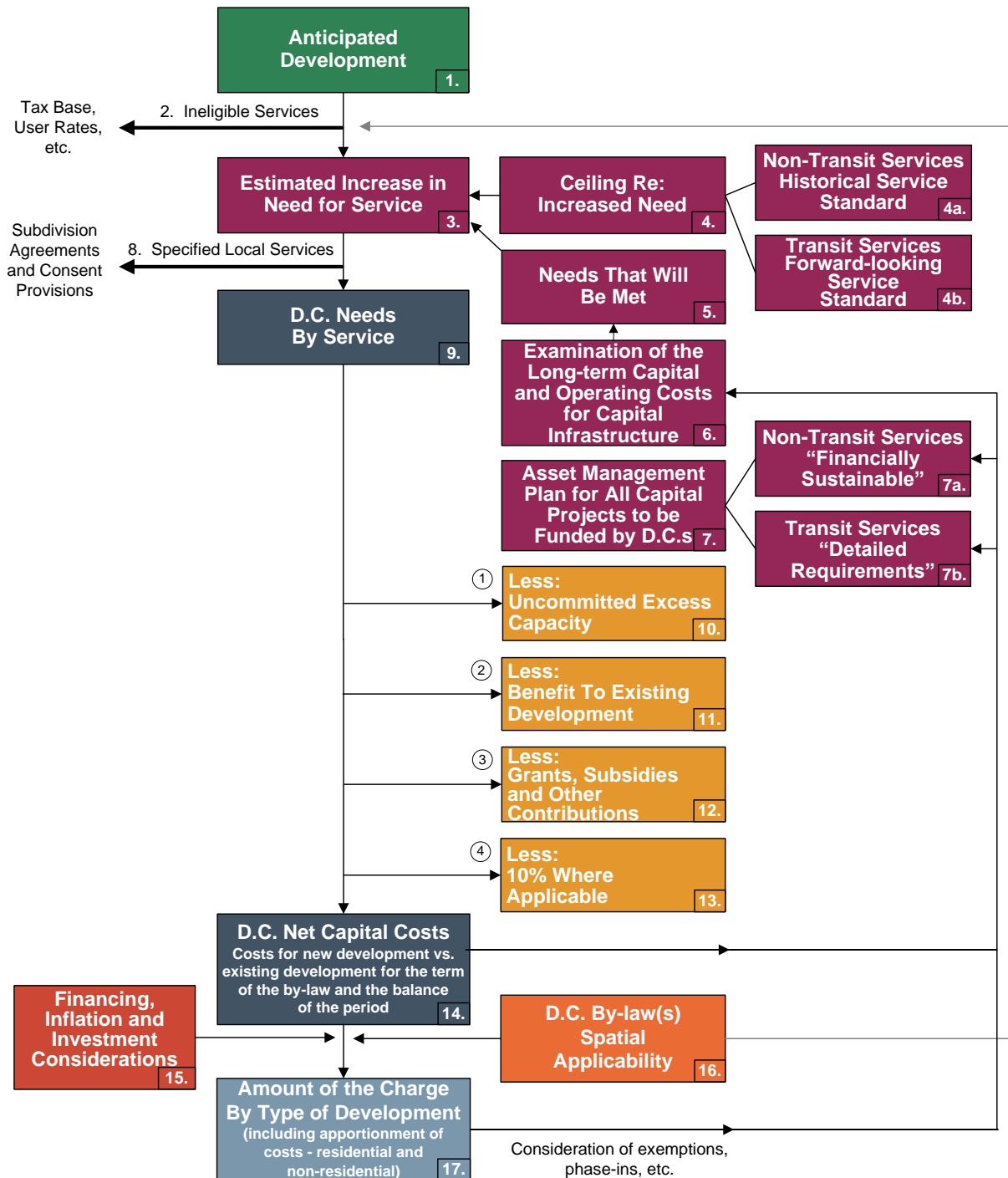




Table 4-1
Categories of Municipal Services to be Addressed as Part of the Calculation

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

¹with 7+ year life time

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



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

¹with 7+ year life time



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

¹with 7+ year life time



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

¹with a 7+ year life time

²same percentage as service component to which it pertains

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



4.4 Local Service Policy

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

4.5 Capital Forecast

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

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

The capital costs include:

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

In order for an increase in need for service to be included in the D.C. calculation, Township Council must indicate “...that it intends to ensure that such an increase in need will be met” (s.s.5 (1)3). This can be done if the increase in service forms part of a Council-approved Official Plan, capital forecast or similar expression of the intention of



Council (O.Reg. 82/98 s.3). The capital program contained herein reflects the Township's approved and proposed capital budgets, master plans, and 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 Township currently has no outstanding credit obligations.

4.7 Existing Reserve Funds

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

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

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

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

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



(rather than to future development, which will generate the need for additional facilities directly proportionate to future growth).

The Township's adjusted D.C. Reserve Fund Balance by service at December 31, 2018, is shown in Table 4-1. The year-end closing balances have been adjusted for 2019 budget commitments.

Table 4-1
Adjusted Reserve Fund Balances

Service	Adjusted Balance
Fire	\$ (162,941)
Roads and Related	\$ (1,567,797)
Parks and Recreation	\$ (27,664)
Library Services	\$ (1,483)
Administration	\$ (63,109)
Water Services	\$ (500,066)
Wastewater Services	\$ (379,600)
Total	\$ (2,702,660)

4.8 Deductions

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

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

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

4.8.1 Reduction Required by Level of Service Ceiling

This is designed to ensure that the increase in need included in 4.3 does "...not include an increase that would result in the level of service (for the additional development

¹ Reserve balance to be combined with Administration Studies.



increment) exceeding the average level of the service provided in the Township over the 10-year period immediately preceding the preparation of the background study...”

O.Reg. 82.98 (s.4) goes further to indicate that “...both the quantity and quality of a service shall be taken into account in determining the level of service and the average level of service.”

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

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

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

4.8.2 Reduction for Uncommitted Excess Capacity

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

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



4.8.3 Reduction for Benefit to Existing Development

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

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

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

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

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



existing facility to a new facility frees up capacity for use by others and generally results in only a very limited benefit to existing development. Further, where an increase in demand is not met for a number of years, a negative service impact to existing development is involved for a portion of the planning period.

4.8.4 Reduction for Anticipated Grants, Subsidies and Other Contributions

This step involves reducing the capital costs necessary to provide the increased services by capital grants, subsidies and other contributions (including direct developer contributions required due to the local service policy) made or anticipated by Council and in accordance with various rules such as the attribution between the share related to new vs. existing development (O.Reg. 82.98 s.6). 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. Moreover, Gas Tax revenues are typically used to fund non-growth-related works or the non-growth share of D.C. projects, given that the contribution is not being made in respect of particular growth-related capital projects.

4.8.5 The 10% Reduction

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

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

4.9 Municipal-wide vs. Area Rating

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



specific basis. Under the 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.

4.10 Allocation of Development

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



Chapter 5

D.C.-Eligible Cost Analysis by Service



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

5.1 Introduction

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

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

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

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

5.2.1 *Roads and Related Services*

The Township has a current inventory of 207.8 kilometres of roads, excluding internal local roads. The historical level of infrastructure investment equates to \$4,095 per capita. In addition to roadways, the Township also provides and maintains 39 bridges and culverts, resulting in an invested historical level of service of \$3,377 per capita. To maintain this infrastructure, the Township operates 32,858 sq.ft. of public works facility space and 30 vehicle and equipment items. The historical level of infrastructure investment equates to a \$269 per capita level of service. When the total per capita level of service for roads and related services is applied to the forecast population growth to 2028 (i.e. 4,897 population), a maximum D.C. eligible cost of \$37.9 million could be expected to meet the future increase in needs for service.



Review of the Township's roads and related needs for the forecast period identified \$5.4 million in gross capital costs have been identified in the roads and related services program. Approximately, \$2.7 million of the gross capital costs have been deducted recognizing the benefits provided to existing development. After incorporating the existing D.C. reserve fund deficit balance of \$1.6 million, \$4.2 million in capital needs have been included in the D.C. calculation.

The net growth-related capital costs for roads and related services have been allocated between future residential and non-residential development based on the relationship of incremental population and employment growth over the 10-year forecast period (i.e. 80% to residential, 7% to industrial, and 13% to commercial/institutional).

5.2.2 Fire Services

The Township currently provides a total of 24,051 sq.ft. of facility space for fire services. In addition to facility space, the Township also provides fire services through the operation of 15 vehicles and 363 items of fire equipment and gear, including equipment for 80 firefighters. In total, the per capita average level of service provided through the infrastructure totals \$991. Based on the incremental population growth over the forecast period, the maximum D.C. eligible amount that could be included in the calculation of the charge for Fire Services is \$4.9 million.

The Township anticipates the need for an additional fire training officer vehicle and an additional pumper at Station 1 (Baden) over the forecast period. In total, \$635,000 in gross capital costs have been identified for the fire services capital program. It should be noted that the capital program for Fire Services will be revisited in the future with the completion of the Fire Master Plan and Community Risk Assessment. The net cost for inclusion in the D.C. calculation total \$797,941, which includes the additional vehicles, as well as the costs for unfunded projects reflected in the existing D.C. reserve fund deficit balance of \$162,941.

The net growth-related costs for Fire Services have been allocated 67% to residential, 22% to industrial, and 11% to commercial/institutional, based on forecast incremental developable land area residential, industrial and commercial growth over the period.



5.2.3 Parks and Recreation Services

With respect to Parks and Recreation Services, the Township currently maintains 237.9 acres of developed parkland and 101 major park amenities (including playgrounds, sports fields, and outdoor park buildings) in its jurisdiction. The Township also provides recreational services through the provision of 229,349 sq.ft. of facility space and maintains these parks and recreation assets with 36 vehicles and equipment items. The Township's total level of service over the historical 10-year period averaged \$2,837 per capita. In total, the maximum D.C. eligible amount for Parks and Recreation Services when applied to the incremental growth over the 10-year forecast period is \$13.9 million based on the established level of service.

Over the 10-year forecast period the Township will require additional recreation floor space, as well as additional operations facility space, parkland and trail development and additional vehicle/equipment items. The gross capital cost of these projects totals \$11.7 million. Approximately, \$1.7 million has been deducted from the gross capital costs, to reflect the benefits to existing development. An additional \$1.6 million has been deducted in anticipation of the growth-related portion of grants and contributions towards these capital projects. The statutory 10% deduction totals \$831,952. After applying these deductions, the net growth-related capital costs of \$7.5 million have been included in the calculation of the charge.

While Parks and Recreation Services usage is predominately residential-based, there is some use of the services by non-residential users. To acknowledge this use, the growth-related capital costs have been allocated 95% to residential and 5% non-residential development types.

5.2.4 Library Services

Although the Region of Waterloo is responsible for the provision of library services, the Township is responsible for providing library facility space, exclusive of furnishing, fixtures and equipment. The Township currently provide 5,460 sq.ft of facility space, comprising the New Hamburg, Baden and New Dundee libraries. In total, the per capita average level of service provided through the capital infrastructure has been \$71. In total, when applied to the incremental population growth over the 10-year forecast



period the maximum D.C. eligible amount for library services is \$345,630 based on the established level of service.

Over the 10-year forecast period the Township will require additional library facility space. A provision for the additional space is provided in the capital program at \$0.34 million. After applying the statutory 10% deduction and existing reserve fund balances, approximately \$311,000 in net capital costs have been included in the calculation of charge.

Similar to Parks and Recreation Services, as the predominant users of library services are residents of the Township, the forecast growth-related costs have been allocated 95% residential development, with 5% allocated to non-residential types of development, over the 10-year forecast period.

5.2.5 Administration

The D.C.A. permits the inclusion of studies undertaken to facilitate the completion of the Township's capital works program and to support the preparation of future D.C. background studies. The Township has made provision for the inclusion of new studies undertaken to facilitate this D.C. process, as well as other studies which benefit growth (in whole or in part). The list of studies includes future D.C. Background Studies, as well as other planning studies and servicing studies. It should be noted, that in prior D.C. Background Studies these studies were included in the respective service areas, however based on discussions with Township staff all studies are being included under Administration Services to better align with the Township's budgeting and for administrative ease.

The total cost of these studies over the 10-year forecast period is approximately \$1.2 million. A deduction of roughly \$259,000 has been applied, reflecting the attribution of benefits to existing development. After deducting \$32,950 for the mandatory 10% deduction, and including the current reserve fund deficit, the resulting net growth-related costs of \$970,000 have been included in the D.C. calculation.

These costs have been allocated 80% to residential, 7% to industrial, and 13% to commercial/institutional development based on the incremental growth in population to employment for the 10-year forecast period.



5.3 Service Levels and 10-Year Capital Costs for Urban Service Area D.C. Calculation

The Township's current D.C. by-law imposes charges for water and wastewater services uniformly over the urban service area. The anticipated development-related capital requirements for these services have been considered over the 10-year (2019-2028) urban forecast period.

5.3.1 Water Services

The anticipated capital needed for water services include their proportionate share of the construction of new operations facility space (i.e. facility space to be shared with roads, water and wastewater services), watermain looping, and watermain casing pipe. The gross capital cost estimates of these projects total \$874,700. Of this gross capital cost estimate, \$36,670 has been deducted in recognition of the benefits to existing development, reflected in the replacement of existing operations facility space. The net growth-related costs for inclusion in the D.C. calculation totals \$1.3 million, which includes costs for unfunded projects reflected in the existing D.C. reserve fund deficit balance of \$500,066.

These costs have been allocated 80% to residential, 7% to industrial, and 13% to commercial/institutional development based on the incremental growth in population to employment for the 10-year forecast period.

5.3.2 Wastewater Services

The anticipated capital needed for wastewater services include their proportionate share of the construction of new operations facility space, Morningside Trunk Sanitary Sewer, Snyder's Road Sanitary Sewer, and Foundry Street Trunk Sanitary Sewer. It should be noted that the capital program for Wastewater Services is anticipated to be updated upon completion of the Servicing Study for consideration and future D.C.s.

The gross capital cost estimates of these projects total \$9.2 million. A post-period deduction of approximately \$784,000 has been applied to the Morningside Trunk Sanitary Sewer reflecting the benefits accruing to development outside of the current designated lands within the urban serviced area. A further deduction of \$2.1 million has



been applied reflecting the replacement costs of existing infrastructure as part of the improvement. As a result, the net growth-related costs for inclusion in the D.C. calculation total \$6.7 million, which includes costs for unfunded projects reflected in the existing D.C. reserve deficit balance of \$379,600.

These costs have been allocated 80% to residential, 7% to industrial, and 13% to commercial/institutional development based on the incremental growth in population to employment for the 10-year forecast period.



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

Prj .No	Increased Service Needs Attributable to Anticipated Development	Timing (year)	Gross Capital Cost Estimate (2019\$)	Post Period Benefit	Net Capital Cost	Less:		Potential D.C. Recoverable Cost			
						Benefit to Existing Development	Grants, Subsidies and Other Contributions Attributable to New Development	Total	Residential Share 80%	Industrial 7%	Commercial/ Institutional 13%
	2019-2028										
1	Backhoe Loader	2020	175,000	-	175,000	17,500		157,500	126,000	11,160	20,340
2	Strip/Stall/Template Painter Unit & Trailer	2020	26,000	-	26,000	-		26,000	20,800	1,842	3,358
3	Facility Construction	2020	366,700	-	366,700	36,670		330,030	264,024	23,386	42,620
4	Sidewalk Clearing Unit	2021	165,000	-	165,000	-		165,000	132,000	11,692	21,308
5	Lot Clearing Unit	2021	125,000	-	125,000	-		125,000	100,000	8,857	16,143
6	Provision for Bike Lanes	2022	709,900	-	709,900	283,960		425,940	340,752	30,182	55,006
7	Single Axle Dump Truck	2022	250,000	-	250,000	-		250,000	200,000	17,715	32,285
8	Tailgate Asphalt Spreader	2027	85,000	-	85,000	-		85,000	68,000	6,023	10,977
9	Bridge Street 34/B - T9	2027-2028	2,955,000	-	2,955,000	2,394,079		560,921	448,737	39,747	72,437
10	Wilmot Employment Lands Collector Road (Remaining Cost)	2020	500,000	-	500,000	-		500,000	400,000	35,430	64,570
	Reserve Fund Balance/Unfunded Projects							1,567,797	1,254,237	111,094	202,465
	Total		5,357,600	-	5,357,600	2,732,209	-	4,193,188	3,354,550	297,129	541,509



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

Prj.No	Increased Service Needs Attributable to Anticipated Development	Timing (year)	Gross Capital Cost Estimate (2019\$)	Post Period Benefit	Net Capital Cost	Less:		Subtotal	Less:	Potential D.C. Recoverable Cost		
						Benefit to Existing Development	Grants, Subsidies and Other Contributions Attributable to New Development		Other (e.g. 10% Statutory Deduction)	Total	Residential Share	Non-Residential Share
	2019-2028										95%	5%
1	Wilmot Administration Complex - Parking Lot Design/Expansion/LED Lighting	2019-2020	197,000	-	197,000	87,556		109,444	10,944	98,500	93,575	4,925
2	Employment Lands Woodlot Trail Design/Construction	2019-2020	340,000	-	340,000	51,000	244,397	44,603	4,460	40,142	38,135	2,007
3	New Trails Maintenance Vehicle	2020	18,000	-	18,000	1,800		16,200	1,620	14,580	13,851	729
4	Smiths Creek Neighbourhood Loop Construction	2021	150,000	-	150,000	22,500	107,822	19,678	1,968	17,710	16,824	885
5	New Hamburg - Parking Lot Expansion (Remove/Replace Front Parking and Sidewalk)	2021	186,000	-	186,000	93,000		93,000	9,300	83,700	79,515	4,185
6	Beck Park Parking Lot Enlargement	2021	75,000	-	75,000	15,000		60,000	6,000	54,000	51,300	2,700
7	Petersburg Lighting for Diamond #2	2021	95,000	-	95,000	9,500		85,500	8,550	76,950	73,103	3,848
8	P&F Pick-up Truck	2021	35,000	-	35,000	3,500		31,500	3,150	28,350	26,933	1,418
9	Provision for Recreation Floor Space	2021-2023	6,500,000	-	6,500,000	975,000		5,525,000	552,500	4,972,500	4,723,875	248,625
10	Beckdale Northern Trail Construction	2022	400,000	-	400,000	60,000	287,526	52,474	5,247	47,226	44,865	2,361
11	Provision for Future Trail Development	2023-2025	292,500	-	292,500	43,875	210,254	38,371	3,837	34,534	32,807	1,727
12	New Hamburg Skateboard Park	2023-2026	95,000	-	95,000	14,250		80,750	8,075	72,675	69,041	3,634
13	Spray Zones (3)	2023-2026	225,000	-	225,000	33,750		191,250	19,125	172,125	163,519	8,606
14	Provision for Parks Operations Facility	2024	1,100,000	-	1,100,000	-		1,100,000	110,000	990,000	940,500	49,500
15	Mannheim Park - Install Ball Diamond Lights	2026	95,000	-	95,000	9,500		85,500	8,550	76,950	73,103	3,848
16	Artificial Turf Field (WRDSB partnership)	2021-2022	1,850,000	-	1,850,000	277,500	786,250	786,250	78,625	707,625	672,244	35,381
	Reserve Fund Balance/Unfunded Projects							27,664		27,664	26,281	1,383
	Total		11,653,500	-	11,653,500	1,697,731	1,636,250	8,347,183	831,952	7,515,231	7,139,470	375,762



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

Prj.No	Increased Service Needs Attributable to Anticipated Development	Timing (year)	Gross Capital Cost Estimate (2019\$)	Post Period Benefit	Net Capital Cost	Less:		Subtotal	Less:	Potential D.C. Recoverable Cost			
						Benefit to Existing Development	Grants, Subsidies and Other Contributions Attributable to New Development		Other (e.g. 10% Statutory Deduction)	Total	Residential Share 80%	Industrial 7%	Commercial/ Institutional 13%
	2019-2028												
1	Official Plan Update	2020	60,000	-	60,000	24,000		36,000	3,600	32,400	25,920	2,295.86	4,184.14
2	Space Needs Study (Public Works)	2020	40,000	-	40,000	4,000		36,000		36,000	28,800	2,551	4,649
3	Space Needs Study (Parks Operations Facility)	2020	20,000	-	20,000	-		20,000	2,000	18,000	14,400	1,275	2,325
4	3rd Ice Pad Needs Study	2020	25,000	-	25,000	3,750		21,250	2,125	19,125	15,300	1,355	2,470
5	Sanitary Servicing Staging Study	2020	75,000	-	75,000	-		75,000		75,000	60,000	5,314	9,686
6	Lift Station Facility Condition Assessment	2020	45,000	-	45,000	4,500		40,500		40,500	32,400	2,870	5,230
7	Baden Urban Growth Centre Strategy	2020	50,000	-	50,000	10,000		40,000	4,000	36,000	28,800	2,551	4,649
8	Infrastructure Master Plan (Phase I-IV)	2020-2023	500,000	-	500,000	100,000		400,000		400,000	320,000	28,344	51,656
9	Third Ice Pad Site Selection / Conceptual Design	2021	55,000	-	55,000	8,250		46,750	4,675	42,075	33,660	2,981	5,434
10	Fire Facility Condition Assessment	2021	15,000	-	15,000	12,153		2,847		2,847	2,278	202	368
11	Recreation Master Plan Update	2022	50,000	-	50,000	10,000		40,000	4,000	36,000	28,800	2,551	4,649
12	Trails Master Plan Update	2023	20,000	-	20,000	4,000		16,000	1,600	14,400	11,520	1,020	1,860
13	Strategic Plan Update	2023	30,000	-	30,000	15,000		15,000	1,500	13,500	10,800	957	1,743
14	Zoning By-Law Consolidation	2024	25,000	-	25,000	10,000		15,000	1,500	13,500	10,800	957	1,743
15	Development Charge By-Law Study	2024	28,500	-	28,500	-		28,500	2,850	25,650	20,520	1,818	3,312
16	Fire Master Plan and Community Risk Assessment	2024	70,000	-	70,000	14,000		56,000		56,000	44,800	3,968	7,232
17	Official Plan 5-year Review	2025	60,000	-	60,000	24,000		36,000	3,600	32,400	25,920	2,296	4,184
18	Strategic Plan Update	2027	30,000	-	30,000	15,000		15,000	1,500	13,500	10,800	957	1,743
	Reserve Fund Balance/Unfunded Projects							63,109		63,109	50,487	4,472	8,150
	Total		1,198,500	-	1,198,500	258,653	-	1,002,957	32,950	970,007	776,005	68,735	125,267



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Chapter 6

D.C. Calculation



6. D.C. Calculation

The calculation of the maximum D.C.s that could be imposed by Council have been undertaken using a cash-flow approach for the growth-related capital costs identified in Chapter 5. The cash-flow calculations of the maximum D.C.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, industrial, and commercial and institutional. 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 6-1 calculates the proposed D.C.s to be imposed for water and wastewater services in the municipally urban serviced area over the 2019-2028 forecast period. Table 6-2 calculates the proposed D.C.s for Roads, Fire, and Administration, to be imposed on anticipated development in the Township over the 10-year planning horizon. Table 6-3 calculates the proposed D.C.s for Parks and Recreation and Library, to be imposed on anticipated development in the Township over the 10-year planning horizon (i.e. 2019-2028).

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, townhouses, and lodging units). The non-residential D.C. has been calculated on a per sq.ft. of G.F.A. basis for industrial development and commercial/institutional development respectively. Table 6-4 summarizes the recommended schedule of charges, reflecting the maximum D.C.s by residential dwelling type, per sq.ft. of G.F.A. for industrial development, and per sq.ft. of G.F.A. for commercial/institutional development.

Tables 6-5 and 6-6 compare the Township's existing charges to the charges proposed herein (Table 6-4), for a single detached residential dwelling unit and per sq.ft. of G.F.A. for industrial development and commercial/institutional development respectively. The calculated charges are \$11,465 for a single detached residential dwelling unit, \$2.47 per sq.ft. for industrial G.F.A., and \$4.26 per sq.ft. for commercial/institutional G.F.A. The residential charges for a single detached dwelling unit represent an 53% increase (+\$3,985) over the current charges of \$7,480. The proposed charges for industrial



development represent a 58% increase (+\$0.90) over the current charges of \$1.57 per sq.ft. The proposed charges for commercial and institutional developments represent at 25% increase (+\$0.84) over the current charges.

Table 6-1
Urban Area Services D.C. Calculation
2019-2028

SERVICE	2019\$ D.C.-Eligible Cost			2019\$ D.C.-Eligible Cost		
	Residential	Industrial	Commercial/ Institutional	S.D.U.	Industrial (per sq.ft)	Commercial/ Institutional (per sq.ft)
1. Wastewater Services	\$ 5,327,334	471,868	859,965.71	\$ 3,300	\$ 0.88	\$ 1.85
2. Water Services	1,070,477	94,817	172,801.86	662	0.18	0.37
TOTAL	6,397,810	\$566,685	\$1,032,768	\$3,962	1.06	2.23
Financing Costs	\$7,266	\$644	\$1,173			
D.C.-Eligible Capital Cost	6,405,076	567,329	1,033,940			
10-Year Gross Population/GFA Growth (sq.ft.)	5,012	534,000	464,300			
Cost Per Capita/Non-Residential GFA (sq.ft.)	\$1,278	\$1.06	\$2.23			
By Residential Unit Type	P.P.U.					
Single and Semi-Detached Dwelling	3.100	\$3,962				
Apartments - 2 Bedrooms +	2.110	\$2,696				
Apartments - Bachelor and 1 Bedroom	1.305	\$1,668				
Townhouse Dwelling	2.361	\$3,017				
Lodging Units	1.100	\$1,406				

Table 6-2
Municipal-Wide Services D.C. Calculation
2019-2028

SERVICE	2019\$ D.C.-Eligible Cost			2019\$ D.C.-Eligible Cost		
	Residential	Industrial	Commercial/ Institutional	S.D.U.	Industrial (per sq.ft)	Commercial/ Institutional (per sq.ft)
3. Roads and Related	\$ 3,354,550	297,129	541,509	\$ 2,070	\$ 0.56	\$ 1.17
4. Fire Protection Services	536,216	171,557	90,167	343	0.33	0.20
5. Administration	776,005	68,735	125,267	479	0.13	0.27
TOTAL	4,666,772	\$537,421	756,943	2,892	\$1.02	\$1.64
Financing Costs	\$20,042	\$6,290.07	\$3,367			
D.C.-Eligible Capital Cost	4,686,813	543,711	760,309			
10-Year Gross Population/GFA Growth (sq.ft.)	5,024	534,000	464,300			
Cost Per Capita/Non-Residential GFA (sq.ft.)	\$933	\$1.02	\$1.64			
By Residential Unit Type	P.P.U.					
Single and Semi-Detached Dwelling	3.100	\$2,892				
Apartments - 2 Bedrooms +	2.110	\$1,968				
Apartments - Bachelor and 1 Bedroom	1.305	\$1,217				
Townhouse Dwelling	2.361	\$2,203				
Lodging Units	1.100	\$1,026				



Table 6-3
Municipal-Wide Services D.C. Calculation
2019-2028

SERVICE	2019\$ D.C.-Eligible Cost		2019\$ D.C.-Eligible Cost	
	Residential	Non-Residential	S.D.U.	Non-Residential (per sq.ft.)
	\$	\$	\$	
6. Parks and Recreation	7,139,470	375,762	4,427	0.38
7. Library Services	295,655	15,561	185	0.02
TOTAL	7,435,125	\$391,322	\$4,612	\$0.39
Financing Costs	\$38,537	\$2,028		
D.C.-Eligible Capital Cost	7,473,661	393,351		
10-Year Gross Population/GFA Growth (sq.ft.)	5,024	998,300		
Cost Per Capita/Non-Residential GFA (sq.ft.)	\$1,488	\$0.39		
By Residential Unit Type	P.P.U.			
Single and Semi-Detached Dwelling	3.100	\$4,612		
Apartments - 2 Bedrooms +	2.110	\$3,139		
Apartments - Bachelor and 1 Bedroom	1.305	\$1,941		
Townhouse Dwelling	2.361	\$3,512		
Lodging Units	1.100	\$1,636		

Table 6-4
Schedule of Calculated D.C.s

Service	RESIDENTIAL					NON-RESIDENTIAL	
	Single and Semi-Detached Dwelling	Apartments - 2 Bedrooms +	Apartments - Bachelor and 1 Bedroom	Townhouse Dwelling	Lodging Units	Industrial (per sq.ft. of Gross Floor Area)	Commercial/Institutional (per sq.ft. of Gross Floor Area)
Municipal Wide Services:							
Roads and Related	2,070	1,409	871	1,576	734	0.56	1.17
Fire Protection Services	343	233	144	261	122	0.33	0.20
Parks and Recreation	4,427	3,013	1,864	3,372	1,571	0.38	0.38
Library Services	185	126	78	141	65	0.02	0.02
Administration	479	326	202	365	170	0.13	0.27
Total Municipal Wide Services	7,503	5,107	3,159	5,715	2,662	1.41	2.03
Urban Services							
Wastewater Services	3,300	2,246	1,389	2,513	1,171	0.88	1.85
Water Services	662	451	279	504	235	0.18	0.37
Total Urban Services	3,962	2,697	1,668	3,017	1,406	1.06	2.23
GRAND TOTAL RURAL AREA	7,503	5,107	3,159	5,715	2,662	1.41	2.03
GRAND TOTAL URBAN AREA	11,465	7,804	4,827	8,732	4,068	2.47	4.26



Table 6-5
Comparison of Current and Calculated Residential (Single-Detached) D.C.s

Service	Current	Calculated
Municipal Wide Services:		
Roads and Related	2,378	2,070
Fire Protection Services	176	343
Parks and Recreation	2,315	4,427
Library Services	64	185
Administration	105	479
Total Municipal Wide Services	5,038	7,503
Area Specific Services:		
Wastewater Services	2,091	3,300
Water Services	351	662
Total Area Specific Services	2,442	3,962
Grand Total - Urban Area	7,480	11,465

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

Industrial (per sq.ft.) Comparison			Commercial/Institutional (per sq.ft.) Comparison		
Service	Current	Calculated	Service	Current	Calculated
Municipal Wide Services:			Municipal Wide Services:		
Roads and Related	0.66	0.56	Roads and Related	1.47	1.17
Fire Protection Services	0.07	0.33	Fire Protection Services	0.05	0.20
Parks and Recreation	0.14	0.38	Parks and Recreation	0.32	0.38
Library Services	-	0.02	Library Services	0.01	0.02
Administration	0.03	0.13	Administration	0.06	0.27
Total Municipal Wide Services	0.90	1.41	Total Municipal Wide Services	1.91	2.03
Area Specific Services:			Area Specific Services:		
Wastewater Services	0.58	0.88	Wastewater Services	1.29	1.85
Water Services	0.09	0.18	Water Services	0.22	0.37
Total Area Specific Services	0.67	1.06	Total Area Specific Services	1.51	2.23
Grand Total - Urban Area	1.57	2.47	Grand Total - Urban Area	3.42	4.26



Chapter 7

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



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

7.1 Introduction

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

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

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

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

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

- the total of all D.C.s that would be imposed on anticipated development must not exceed the capital costs determined under 5(1) 2-8 for all services involved;
- if the rules expressly identify a type of development, they must not provide for it to pay D.C.s that exceed the capital costs that arise from the increase in the need for service for that type of development; however, this requirement does not relate to any particular development;
- if the rules provide for a type of development to have a lower D.C. than is allowed, the rules for determining D.C.s may not provide for any resulting shortfall to be made up via other development; and

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

The rules provided are based on the Township’s existing policies and discussions with staff. The Region of Waterloo is currently undertaking its D.C. Background Study process and has engaged area municipalities to achieve alignment in their D.C. policies. As that process is still in progress, there are items under consideration at this time that may be refined prior to adoption of the by-law.



7.2 D.C. By-law Structure

It is recommended that:

- the Township uses a uniform Township-wide D.C. calculation for all municipal services except water and wastewater services;
- the Township D.C.s for water and wastewater services be imposed in the municipal urban serviced area only; and
- one municipal D.C. by-law be used for all services.

7.3 D.C. By-law Rules

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

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

7.3.1 Payment in any Particular Case

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

- 1) the passing of a zoning by-law or of an amendment to a zoning by-law under Section 34 of the Planning Act;
- 2) the approval of a minor variance under Section 45 of the Planning Act;
- 3) a conveyance of land to which a by-law passed under Section 50(7) of the Planning Act applies;
- 4) the approval of a plan of subdivision under Section 51 of the Planning Act;
- 5) a consent under Section 53 of the Planning Act;
- 6) the approval of a description under Section 50 of the Condominium Act; or
- 7) the issuing of a building permit under the Building Code Act in relation to a building or structure.



7.3.2 Determination of the Amount of the Charge

The following conventions be adopted:

- 1) Costs allocated to residential uses will be assigned to different types of residential units based on the average occupancy for each housing type constructed during the previous decade. Costs allocated to non-residential uses will be assigned to industrial, commercial and institutional uses based on the gross floor area constructed.
- 2) Costs allocated to residential and non-residential uses are based upon a number of conventions, as may be suited to each municipal circumstance. These are summarized in Chapter 5 herein.

7.3.3 Application to Redevelopment of Land (Demolition and Conversion)

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

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

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

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

Where a building cannot be demolished until the new building has been erected, the owner shall notify the Township in writing and pay the applicable D.C. 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 Township shall provide a refund for the D.C. paid. If more than twelve months is required to demolish the existing building, the Owner may make a written request to the Township to extend the time in which the existing building must be demolished.

7.3.4 Exemptions (full or partial)

a) Statutory exemptions

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

b) Non-statutory exemptions

- Lands, buildings or structures used or to be used for a place of worship or for the purposes of a churchyard or cemetery exempt from taxation under the Assessment Act;
- A home occupation;
- Accessory use or structure;
- Temporary use under section 39 of the Planning Act; and
- Non-residential farm buildings constructed for bona fide farm uses. For the purpose of this exemption the following definition is proposed. This definition is proposed to reflect consistency with the Region of Waterloo D.C. by-law definition.
 - “farm building” means all or part of a building; that does not contain any area used for residential occupancy, that is associated with and located on land devoted to the practice of farming and that is used essentially for the housing of equipment or livestock or the



production, storage or processing of agricultural and horticultural produce or feeds. Examples include encompassing barns, silos and other ancillary development to an agricultural use.

7.3.5 Phasing in

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

7.3.6 Timing of Collection

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

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

7.3.7 Indexing

All D.C.s will be subject to mandatory indexing annually on December 1st of each year, in accordance with provisions under the D.C.A. The indexing date is recommended to change from August 25th each year to December 1st, for consistency with the Region of Waterloo D.C. by-law.

7.3.8 D.C. Spatial Applicability

The D.C.A. historically has provided the opportunity for a municipality to impose municipal-wide charges or area specific charges. Sections 2(7) and 2(8) of the D.C.A. provide that a D.C. by-law may apply to the entire municipality or only part of it and more than one D.C. by-law may apply to the same area. Amendments to the D.C.A. now require municipalities to consider the application of municipal-wide and area-specific D.C.s. s.10(2)(c.1) requires Council to consider the use of more than one D.C. by-law to reflect different needs from services in different areas. Most municipalities in Ontario have established uniform, municipal-wide D.C.s. The Township's approach in prior D.C. by-laws has been to impose area-specific D.C.s for water and wastewater services and Township-wide D.C.s for all other services. When area-specific charges



are used, it is generally to underpin master servicing and front-end financing arrangements for more localized capital costs.

Based on the foregoing and discussions with Township staff, area-specific D.C.s are suitable for urban (water and wastewater) services. The recommendations are:

- to continue to apply municipal-wide D.C.s for administration, roads and related, fire protection, and parks and recreation; and.
- to continue to apply area-specific D.C.s for water and wastewater services.

7.4 Definition Changes in Draft D.C. By-law

The definitions in the Township's D.C. by-law were reviewed against those in the Region of Waterloo's D.C. by-law. It is recommended that the Township change the following definitions for consistency with the Region of Waterloo D.C. by-law. Aligning the definitions in the two by-laws would improve the ease of administering the by-laws. The complete listing of definitions is provided in the draft D.C. By-law in Appendix F of this report.

7.5 Other D.C. By-law Provisions

7.5.1 Categories of Services for Reserve Fund and Credit Purposes

It is recommended that the Township's D.C. collections be contributed into seven (4) separate reserve funds, including: Roads and Related Services, Fire Protection Services, Parks and Recreation Services, Library, Administration Studies, Wastewater, and Water Services.

7.5.2 By-law In-force Date

The proposed by-law under D.C.A., 1997 will come into force on the September 1, 2019.

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

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



7.6 Other Recommendations

It is recommended that Council:

“Approve the capital project listing set out in Chapter 5 of the D.C. Background Study dated May 15, 2019, as amended, subject to further annual review during the capital budget process;”

“Approve the D.C. Background Study dated May 15, 2019, 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 changes to the D.C.A. (new section 10(c.2)) in 2016 require that the background study must include an Asset Management Plan (A.M.P) related to new infrastructure. Section 10 (3) of the D.C.A. provides:

The A.M.P. shall,

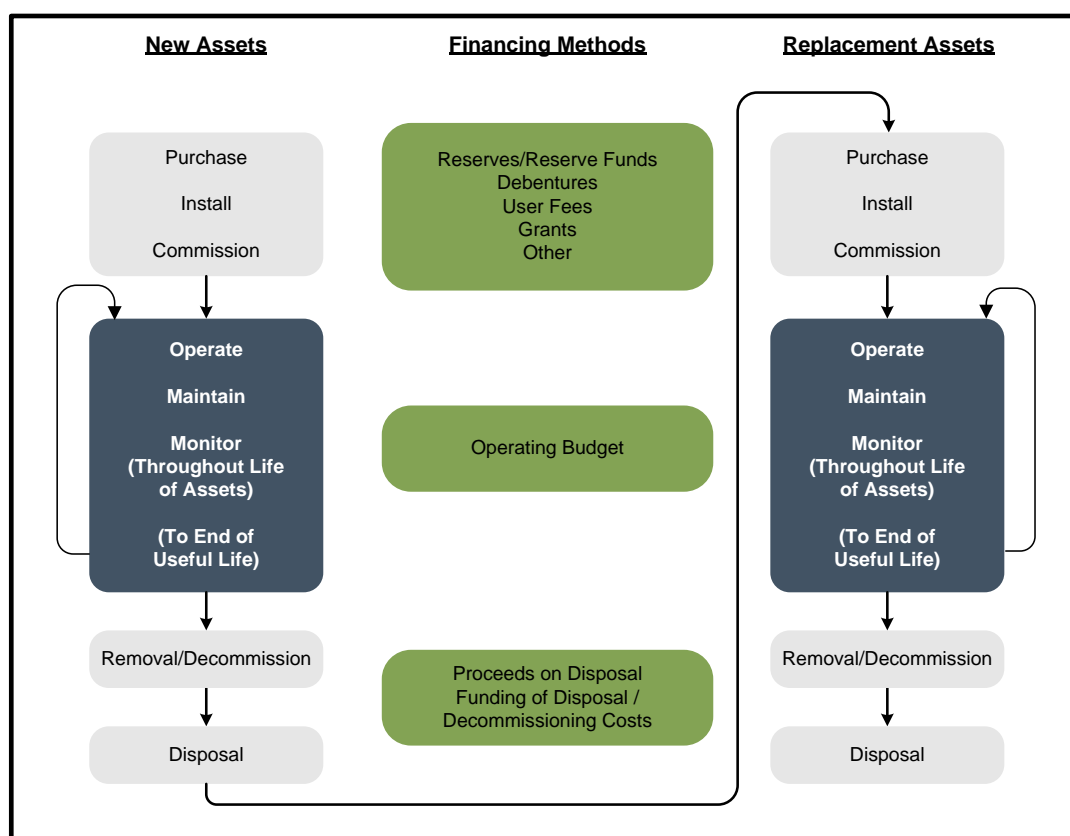
- a) deal with all assets whose capital costs are proposed to be funded under the development charge by-law;**
- b) demonstrate that all the assets mentioned in clause (a) are financially sustainable over their full life cycle;**
- c) contain any other information that is prescribed; and**
- d) be prepared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

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

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

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

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



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

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

The above provides for the general approach to be considered by Ontario municipalities. At this time, there is not a mandated approach for municipalities hence leaving discretion to individual municipalities as to how they plan for the long-term replacement of their assets. The Township has previously completed it's A.M.P. in 2013, however, the A.M.P. did not address growth related assets. As a result, the asset management requirement for this D.C. Background Study must be undertaken in the absence of this complete information.



In recognition to the schematic in Section 8.1, the following table (presented in 2019\$) has been developed to provide the annualized expenditures and revenues associated with new growth. Note that the D.C.A. does not require an analysis of the non-D.C. capital needs or their associated operating costs so these are omitted from the table below. Furthermore, as only the present infrastructure gap 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 Township financial resources (i.e. taxation, rates, fees, etc.). This amount has been presented on an annual debt charge amount based on 20-year financing.
2. Lifecycle costs for the 2019 D.C. capital works have been presented based on a sinking fund basis. The assets have been considered over their estimated useful lives.
3. Incremental operating costs for the D.C. services (only) have been included.
4. The resultant total annualized expenditures are \$1.5 million.
5. Consideration was given to the potential new taxation and user fee revenues which will be generated as a result of new growth. These revenues will be available to finance the expenditures above. The new operating revenues are \$5.4 million. This amount, totalled with the existing operating revenues of \$21.1 million, provides annual revenues of \$26.5 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
Township of Wilmot
Asset Management – Future Expenditures and Associated Revenues (2019\$)

Description	2029 (Total)
Expenditures (Annualized)	
Annual Debt Payment on Non-Growth Related Capital ¹	\$157,756
Annual Debt Payment on Post Period Capital ²	\$57,718
Lifecycle:	
Annual Lifecycle - Town Wide Services	\$674,811
Annual Lifecycle - Area Specific Services ³	\$172,942
Incremental Operating Costs (for D.C. Services)	\$415,425
Total Expenditures	\$1,478,653
Revenue (Annualized)	
Total Existing Revenue ⁴	\$21,074,601
Incremental Tax and Non-Tax Revenue (User Fees, Fines, Licences, etc.)	\$5,400,211
Total Revenues	\$26,474,812

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

² Interim Debt Financing for Post Period Benefit

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

⁴ As per Sch. 10 of FIR



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 9.1.4 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 Local Planning Appeal Tribunal (L.P.A.T.) (formerly the Ontario Municipal Board (O.M.B.)).

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 development sector, consisting of land developers and major owners or organizations with significant construction plans, such as hotels, entertainment complexes, shopping centres, offices, industrial buildings and institutions. Also involved are organizations such as Industry Associations, the Chamber of Commerce, the Board of Trade and the Economic Development Agencies, who are all potentially interested in municipal D.C. policy. Their primary concern is frequently with the quantum of the charge, 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 higher housing prices and can impact project feasibility in some cases (e.g. rental apartments).

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



9.3 Implementation Requirements

9.3.1 *Introduction*

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

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

The sections which follow overview the requirements in each case.

9.3.2 *Notice of Passage*

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

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

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

9.3.3 *By-law Pamphlet*

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

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



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

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

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

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

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

9.3.5 Complaints

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

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

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



9.3.6 Credits

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

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

9.3.7 Front-Ending Agreements

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

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

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 s.51 or s.53 of the *Planning Act*, except for:

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

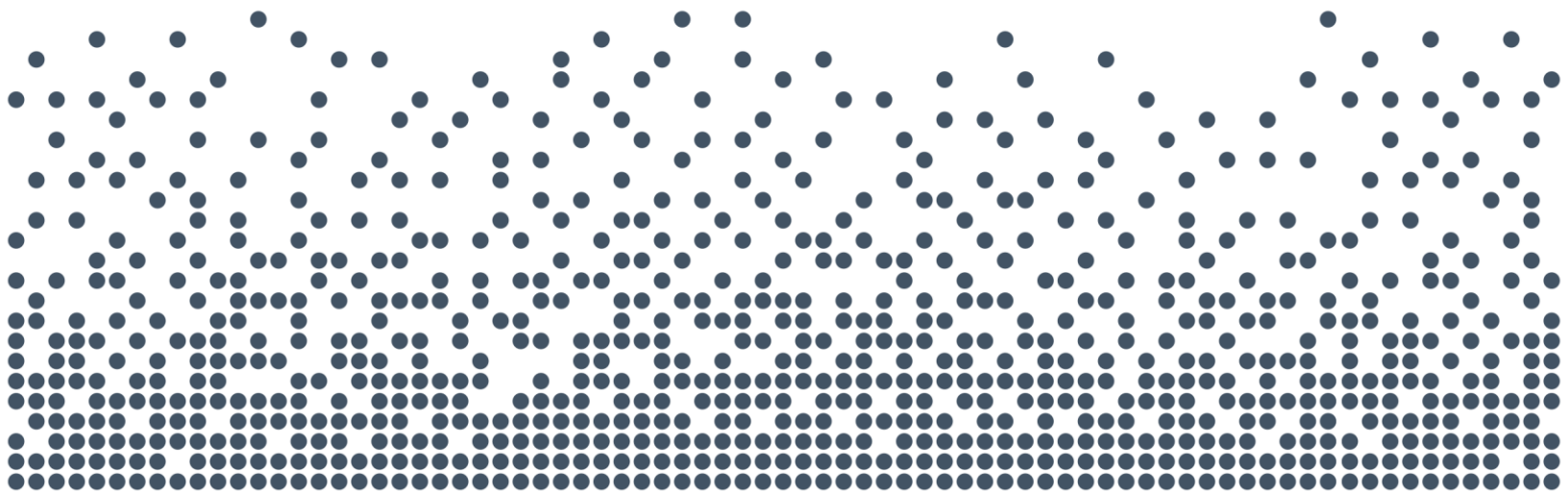


It is also noted that s.s.59(4) of the D.C.A. requires that the municipal approval authority for a draft plan of subdivision under s.s.51(31) of the *Planning Act*, use its power to impose conditions to ensure that the first purchaser of newly subdivided land is informed of all the D.C.s related to the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

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

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

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



Appendices



Appendix A

Background Information on Residential and Non- Residential Growth Forecast



**Schedule 1
Township of Wilmot
Residential Growth Forecast Summary**

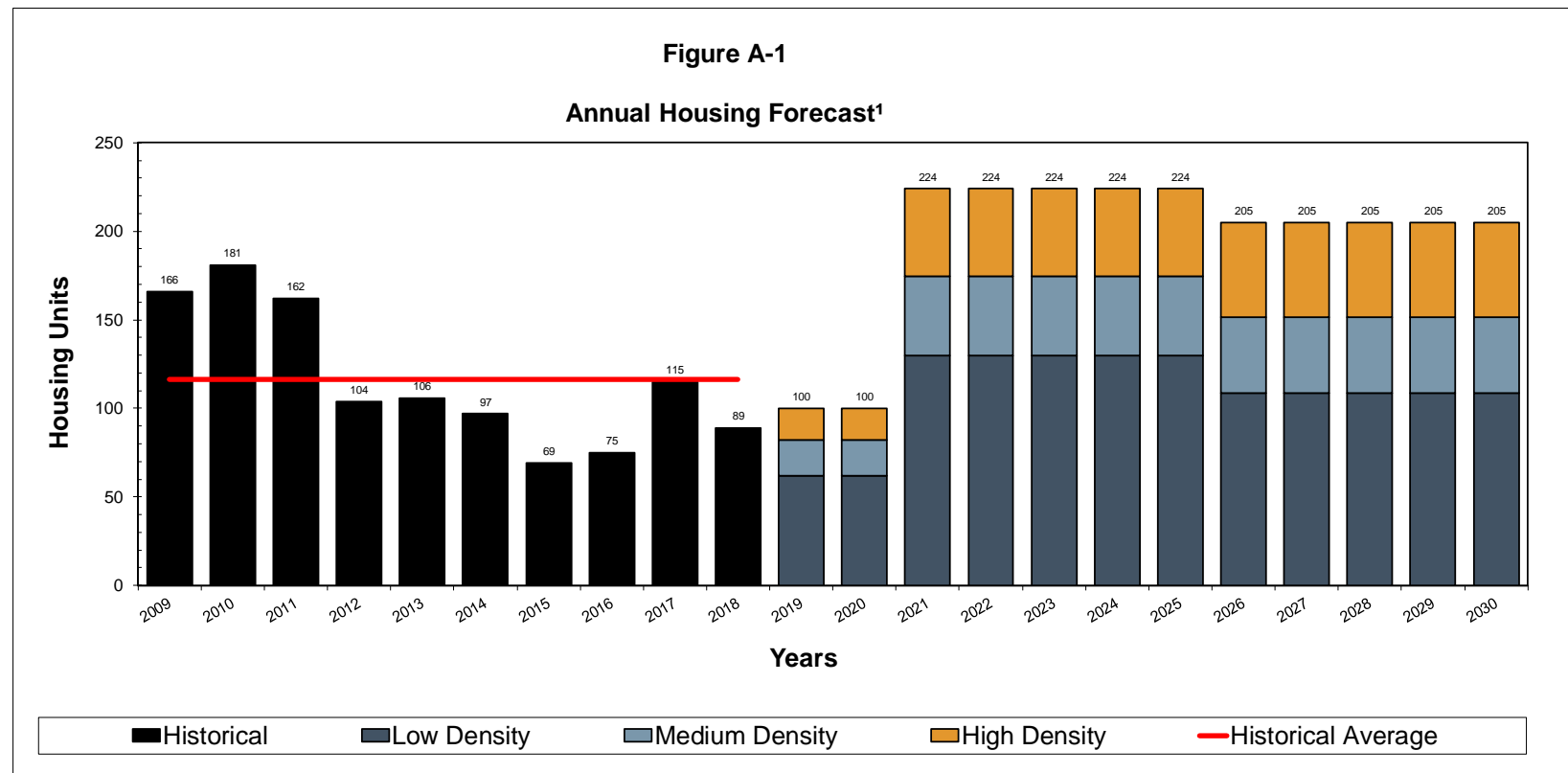
Year		Population (Including Census Undercount) ¹	Excluding Census Undercount			Housing Units					Person Per Unit (P.P.U.): Total Population/ Total Households
			Population	Institutional Population	Population Excluding Institutional Population	Singles & Semi- Detached	Multiple Dwellings ²	Apartments ³	Other	Total Households	
Historical	Mid 2006	17,780	17,097	202	16,895	5,455	160	455	20	6,090	2.807
	Mid 2011	19,990	19,223	253	18,970	6,165	250	525	23	6,963	2.761
	Mid 2016	21,370	20,545	250	20,295	6,620	370	505	25	7,520	2.732
Forecast	Early 2019	21,950	21,104	257	20,847	6,827	374	529	25	7,755	2.722
	Early 2029	27,100	26,060	317	25,743	7,910	746	951	25	9,632	2.706
	Mid 2031	28,500	27,400	333	27,067	8,182	853	1,084	25	10,144	2.701
Incremental	Mid 2006 - Mid 2011	2,210	2,126	51	2,075	710	90	70	3	873	
	Mid 2011 - Mid 2016	1,380	1,322	-3	1,325	455	120	-20	2	557	
	Mid 2016 - Early 2019	580	559	7	552	207	4	24	0	235	
	Early 2019 - Early 2029	5,150	4,956	60	4,896	1,083	372	422	0	1,877	
	Early 2019 - Mid 2031	6,550	6,296	76	6,220	1,355	479	555	0	2,390	

Derived from Region of Waterloo Official Plan, June 18, 2015, by Watson & Associates Economists Ltd., 2019.

¹ Census undercount estimated at approximately 4.0%. Note: Population including the undercount has been rounded.

² Includes townhouses and apartments in duplexes.

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



Source: Historical housing activity derived from Township of Wilmot Development Services Department building permit data for 2009 to 2018.

¹ Growth forecast represents calendar year.



Schedule 2
Township of Wilmot
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	2019 - 2029	1,079	372	422	1,873	5,012	(84)	4,928	60	4,988
	2019 - 2031	1,350	479	555	2,385	6,353	(98)	6,255	76	6,331
Rural	2019 - 2029	4	0	0	4	12	(43)	(31)	0	(31)
	2019 - 2031	5	0	0	5	15	(50)	(35)	0	(35)
Township of Wilmot	2019 - 2029	1,083	372	422	1,877	5,024	(127)	4,897	60	4,956
	2019 - 2031	1,355	479	555	2,390	6,368	(148)	6,220	76	6,296

Source: Watson & Associates Economists Ltd., 2019.

¹ Includes townhouses and apartments in duplexes.

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

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



Schedule 3
Township of Wilmot
Current Year Growth Forecast
Mid 2016 to Early 2019

		Population
Mid 2016 Population		20,545
Occupants of New Housing Units, Mid 2016 to Early 2019	<i>Units (2)</i>	235
	<i>multiplied by P.P.U. (3)</i>	2.857
	<i>gross population increase</i>	670
Occupants of New Equivalent Institutional Units, Mid 2016 to Early 2019	<i>Units</i>	7
	<i>multiplied by P.P.U. (3)</i>	1.100
	<i>gross population increase</i>	7
Decline in Housing Unit Occupancy, Mid 2016 to Early 2019	<i>Units (4)</i>	7,520
	<i>multiplied by P.P.U. decline rate (5)</i>	-0.016
	<i>total decline in population</i>	-118
Population Estimate to Early 2019		21,104
Net Population Increase, Mid 2016 to Early 2019		559

(1) 2016 population based on Statistics Canada Census unadjusted for Census undercount.

(2) Estimated residential units constructed, Mid-2016 to the beginning of the growth period assuming a six-month lag between construction and occupancy.

(3) Average number of persons per unit (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>	2.981	88%	2.632
<i>Multiples (6)</i>	2.380	2%	0.041
<i>Apartments (7)</i>	1.841	10%	0.185
Total		100%	2.857

¹ Based on 2016 Census custom database

² Based on Building permit/completion activity

(4) 2016 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
Township of Wilmot
Ten Year Growth Forecast
Early 2019 to Early 2029**

		Population
Early 2019 Population		21,104
Occupants of New Housing Units, Early 2019 to Early 2029	<i>Units (2)</i>	1,877
	<i>multiplied by P.P.U. (3)</i>	2,676
	<i>gross population increase</i>	5,024
Occupants of New Equivalent Institutional Units, Early 2019 to Early 2029	<i>Units</i>	54
	<i>multiplied by P.P.U. (3)</i>	1,100
	<i>gross population increase</i>	59
Decline in Housing Unit Occupancy, Early 2019 to Early 2029	<i>Units (4)</i>	7,755
	<i>multiplied by P.P.U. decline rate (5)</i>	-0.016
	<i>total decline in population</i>	-127
Population Estimate to Early 2029		26,060
Net Population Increase, Early 2019 to Early 2029		4,956

(1) Early 2019 Population based on:

2016 Population (20,545) + Mid 2016 to Early 2019 estimated housing units to beginning of forecast period (235 x 2.857 = 670) + (7 x 1.100 = 7) + (7,520 x -0.016 = -118) = 21,104

(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>	3.100	58%	1.789
<i>Multiples (6)</i>	2.414	20%	0.478
<i>Apartments (7)</i>	1.820	22%	0.409
<i>one bedroom or less</i> 1.305			
<i>two bedrooms or more</i> 2.110			
Total		100%	2.676

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

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

(4) Early 2019 households based upon 2016 Census (7,520 units) + Mid 2016 to Early 2019 unit estimate (235 units) = 7,755 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
Township of Wilmot
2031 Growth Forecast
Early 2019 to Mid 2031**

			Population
Early 2019 Population			21,104
Occupants of New Housing Units, Early 2019 to Mid 2031	Units (2)	2,390	
	multiplied by P.P.U. (3)	2.665	
	gross population increase	6,368	6,368
Occupants of New Equivalent Institutional Units, Early 2019 to Mid 2031	Units	69	
	multiplied by P.P.U. (3)	1.100	
	gross population increase	76	76
Decline in Housing Unit Occupancy, Early 2019 to Mid 2031	Units (4)	7,755	
	multiplied by P.P.U. decline rate (5)	-0.019	
	total decline in population	-148	-148
Population Estimate to Mid 2031			27,400
Net Population Increase, Early 2019 to Mid 2031			6,296

(1) Early 2019 Population based on:

2016 Population (20,545) + Mid 2016 to Early 2019 estimated housing units to beginning of forecast period $(235 \times 2.857 = 670)$ + $(7 \times 1.100 = 7)$ + $(7,520 \times -0.016 = -118)$ = 21,104

(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>	3.100	57%	1.758
<i>Multiples (6)</i>	2.414	20%	0.484
<i>Apartments (7)</i>	1.820	23%	0.423
<i>one bedroom or less</i>	1.305		
<i>two bedrooms or more</i>	2.110		
Total		100%	2.665

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

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

(4) Early 2019 households based upon 2016 Census (7,520 units) + Mid 2016 to Early 2019 unit estimate (235 units) = 7,755 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 6

Township of Wilmot Historical Residential Building Permits Years 2009 to 2018

Year	Residential Building Permits			
	Singles & Semi Detached	Multiples ¹	Apartments ²	Total
2009	139	6	21	166
2010	148	32	1	181
2011	155	4	3	162
2012	104	0	0	104
2013	86	16	4	106
Sub-total	632	58	29	719
Average (2009 - 2013)	126	12	6	144
% Breakdown	87.9%	8.1%	4.0%	100.0%
2014	58	29	10	97
2015	62	0	7	69
2016	69	0	6	75
2017	100	4	11	115
2018	76	0	13	89
Sub-total	365	33	47	445
Average (2014 - 2018)	73	7	9	89
% Breakdown	82.0%	7.4%	10.6%	100.0%
2009 - 2018				
Total	997	91	76	1,164
Average	100	9	8	116
% Breakdown	85.7%	7.8%	6.5%	100.0%

Source: Historical housing activity derived from Township of Wilmot Development Services Department building permit data for 2009 to 2018.

¹ Includes townhouses and apartments in duplexes.

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



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

Age of Dwelling	Singles and Semi-Detached						15 Year Historic Average	15 Year Forecast ¹
	< 1 BR	1 BR	2 BR	3/4 BR	5+ BR	Total		
1-5	-	-	2.000	3.211	-	2.981		
6-10	-	-	1.667	3.387	-	3.225		
11-15	-	-	1.931	3.193	-	3.000	3.069	3.100
16-20	-	-	1.781	2.835	-	2.641		
20-25	-	-	1.857	3.092	-	2.892		
25-35	-	-	1.583	2.840	3.083	2.633		
35+	-	0.750	1.826	2.692	3.750	2.647		
Total	-	1.346	1.809	2.939	3.919	2.804		
Dwelling	< 1 BR	1 BR	2 BR	3/4 BR	5+ BR	Total		
1-5	-	-	1.963	3.145	-	2.891		
6-10	-	-	1.758	3.307	-	3.062		
11-15	-	-	1.882	3.164	-	2.939		
16-20	-	-	1.818	2.894	-	2.646		
20-25	-	-	1.824	2.973	-	2.802		
25-35	-	1.467	1.600	2.838	3.429	2.556		
35+	-	1.237	1.804	2.695	3.581	2.528		
Total	-	1.364	1.805	2.915	3.828	2.701		

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

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

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



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

Age of Dwelling	Multiples ¹						15 Year Historic Average	15 Year Forecast ³
	< 1 BR	1 BR	2 BR	3/4 BR	5+ BR	Total		
1-5	-	1.273	1.867	2.669	-	2.380		
6-10	-	1.205	1.886	2.600	-	2.384		
11-15	-	1.361	1.874	2.762	-	2.510	2.425	2.414
16-20	-	1.333	1.921	2.827	-	2.600		
20-25	-	1.500	1.860	2.813	4.636	2.563		
25-35	-	1.366	1.922	2.823	4.154	2.545		
35+	-	1.274	1.960	2.831	3.359	2.461		
Total	1.769	1.295	1.920	2.775	3.779	2.483		

Age of Dwelling	Apartments ²						15 Year Historic Average	15 Year Forecast ³
	< 1 BR	1 BR	2 BR	3/4 BR	5+ BR	Total		
1-5	-	1.300	1.872	2.793	3.091	1.841		
6-10	-	1.303	1.990	2.487	-	1.796		
11-15	-	1.274	2.102	2.722	-	1.901	1.846	1.820
16-20	-	1.458	1.952	3.217	-	1.851		
20-25	-	1.362	1.904	3.106	-	1.809		
25-35	-	1.242	1.899	2.976	-	1.740		
35+	1.214	1.222	1.894	2.756	2.852	1.693		
Total	1.238	1.255	1.911	2.787	2.800	1.742		

Age of Dwelling	All Density Types					
	< 1 BR	1 BR	2 BR	3/4 BR	5+ BR	Total
1-5	-	1.301	1.889	3.187	4.654	2.697
6-10	-	1.306	1.969	3.219	4.596	2.978
11-15	-	1.348	2.027	3.268	4.519	3.071
16-20	-	1.457	1.955	3.097	4.590	2.901
20-25	-	1.402	1.917	3.024	4.248	2.688
25-35	-	1.269	1.909	2.875	4.006	2.595
35+	1.462	1.250	1.898	2.693	4.020	2.358
Total	1.473	1.281	1.914	2.915	4.223	2.587

¹ Includes townhouses and apartments in duplexes.

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

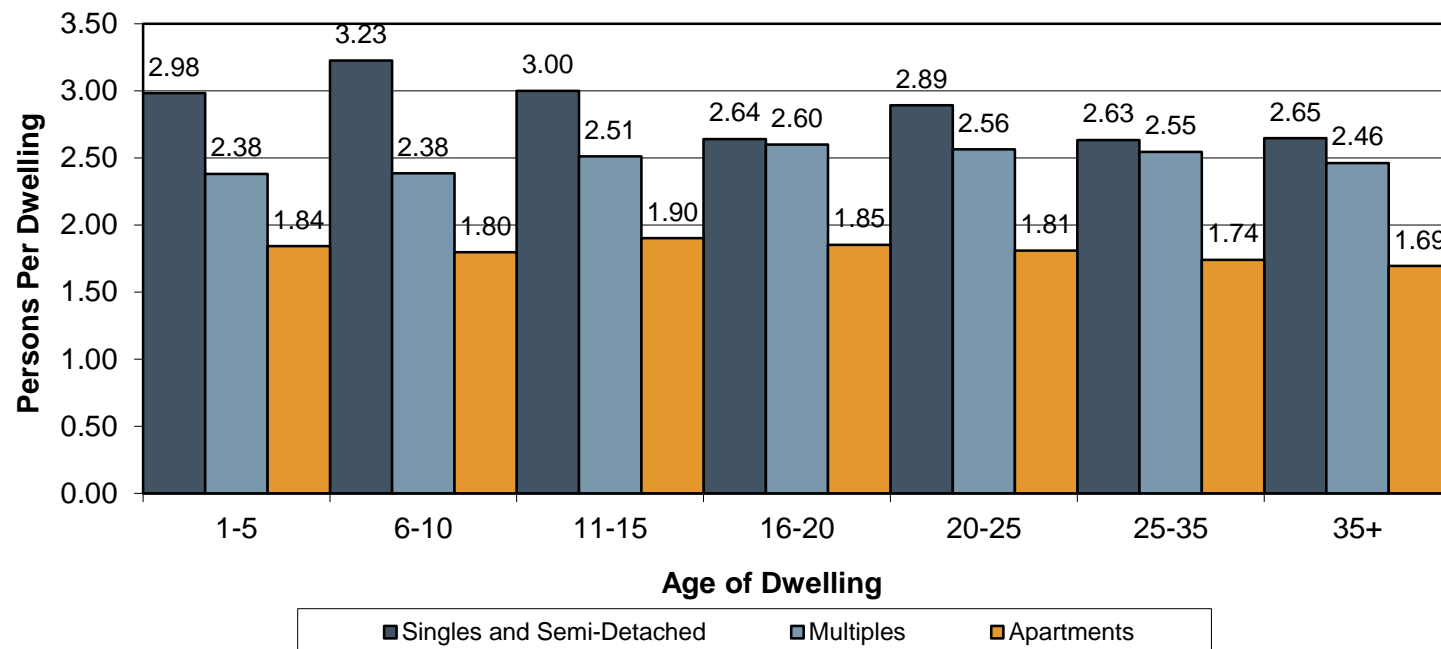
³ PPU has been forecasted based on 2001 to 2016 historical trends.

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

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



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



Multiple and Apartment P.P.U.s are based on Waterloo Region.



**Schedule 9a
Township of Wilmot
Employment Forecast, 2019 to 2031**

Period	Population	Activity Rate								Employment								Employment
		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.)	Total (Excluding Work at Home and N.F.P.O.W.)
Mid 2006	17,097	0.019	0.046	0.119	0.102	0.045	0.330	0.027	0.357	325	785	2,035	1,740	765	5,650	457	6,107	4,865
Mid 2011	19,223	0.015	0.059	0.094	0.089	0.059	0.315	0.027	0.342	290	1,125	1,798	1,713	1,130	6,055	522	6,577	4,930
Mid 2016	20,545	0.021	0.051	0.106	0.090	0.053	0.321	0.041	0.362	425	1,050	2,180	1,855	1,090	6,600	842	7,442	5,550
Early 2019	21,104	0.021	0.051	0.104	0.091	0.053	0.320	0.041	0.361	443	1,079	2,187	1,918	1,120	6,747	865	7,612	5,668
Early 2029	26,060	0.019	0.053	0.101	0.093	0.055	0.320	0.044	0.364	495	1,368	2,632	2,424	1,425	8,344	1,147	9,491	6,976
Mid 2031	27,400	0.019	0.053	0.100	0.093	0.055	0.321	0.044	0.365	521	1,452	2,753	2,560	1,504	8,789	1,211	10,000	7,337
Incremental Change																		
Mid 2006 - Mid 2011	2,126	-0.004	0.013	-0.026	-0.013	0.014	-0.015	0.000	-0.015	-35	340	-238	-28	365	405	65	470	65
Mid 2011 - Mid 2016	1,322	0.0056	-0.0074	0.0126	0.0012	-0.0057	0.0063	0.0138	0.0201	135	-75	383	143	-40	545	320	865	620
Mid 2016 - Early 2019	559	0.0003	0.0000	-0.0025	0.0006	0.0000	-0.0016	0.0000	-0.0016	18	29	7	63	30	147	23	170	118
Early 2019 - Early 2029	4,956	-0.0020	0.0014	-0.0026	0.0021	0.0016	0.0005	0.0030	0.0035	52	289	445	506	305	1,597	282	1,879	1,308
Early 2019 - Mid 2031	6,296	-0.002	0.002	-0.003	0.003	0.002	0.001	0.0032	0.0043	77	373	566	642	384	2,042	346	2,388	1,669
Annual Average																		
Mid 2006 - Mid 2011	425	-0.00078	0.00252	-0.00510	-0.00254	0.00281	-0.00310	0.00008	-0.00302	-7	68	-48	-6	73	81	13	94	13
Mid 2011 - Mid 2016	264	0.0011	-0.0015	0.0025	0.0002	-0.0011	0.0013	0.0028	0.0040	27	-15	77	29	-8	109	64	173	124
Mid 2016 - Early 2019	224	0.0001	0.0000	-0.0010	0.0002	0.0000	-0.0006	0.0000	-0.0006	7	12	3	25	12	59	9	68	47
Early 2019 - Early 2029	496	-0.00020	0.00014	-0.00026	0.00021	0.00016	0.00005	0.00030	0.00035	5	29	45	51	31	160	28	188	131
Early 2019 - Mid 2031	504	-0.00016	0.00015	-0.00025	0.00020	0.00015	0.00009	0.00026	0.00034	6	30	45	51	31	163	28	191	134

Source: Watson & Associates Economists Ltd., 2019.

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



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

Period	Population	Employment					Gross Floor Area in Square Feet (Estimated) ¹			
		Primary	Industrial	Commercial/ Population Related	Institutional	Total	Industrial	Commercial/ Population Related	Institutional	Total
Mid 2006	17,097	325	2,035	1,740	765	4,865				
Mid 2011	19,223	290	1,798	1,713	1,130	4,930				
Mid 2016	20,545	425	2,180	1,855	1,090	5,550				
Early 2019	21,104	443	2,187	1,918	1,120	5,668				
Early 2029	26,060	495	2,632	2,424	1,425	6,976				
Mid 2031	27,400	521	2,753	2,560	1,504	7,337				
Incremental Change										
Mid 2006 - Mid 2011	2,126	-35	-238	-28	365	65				
Mid 2011 - Mid 2016	1,322	135	383	143	-40	620				
Mid 2016 - Early 2019	559	18	7	63	30	118	8,400	36,500	16,800	61,700
Early 2019 - Early 2029	4,956	52	445	506	305	1,308	534,000	293,500	170,800	998,300
Early 2019 - Mid 2031	6,296	77	566	642	384	1,669	678,900	372,400	215,000	1,266,300
Annual Average										
Mid 2006 - Mid 2011	425	-7	-48	-6	73	13				
Mid 2011 - Mid 2016	264	27	77	29	-8	124				
Mid 2016 - Early 2019	224	7	3	25	12	47	3,360	14,600	6,720	24,680
Early 2019 - Early 2029	496	5	45	51	31	131	53,400	29,350	17,080	99,830
Early 2019 - Mid 2031	525	6	45	51	31	134	54,312	29,792	17,200	101,304

Source: Watson & Associates Economists Ltd., 2019.

¹ Square Foot Per Employee Assumptions

Industrial 1,200

Commercial/ Population Related 580

Institutional 560

* Reflects Early 2019 to Mid 2031 forecast period

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



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

Development Location	Timing	Industrial G.F.A. S.F. ¹	Commercial G.F.A. S.F. ¹	Institutional G.F.A. S.F. ¹	Total Non- Residential G.F.A. S.F.	Employment Increase ²
Urban	2019 - 2029	534,000	293,500	170,800	998,300	1,256
	2019 - 2031	678,900	372,400	215,000	1,266,300	1,592
Rural	2019 - 2029	-	-	-	-	-
	2019 - 2031	-	-	-	-	-
Township of Wilmot	2019 - 2029	534,000	293,500	170,800	998,300	1,256
	2019 - 2031	678,900	372,400	215,000	1,266,300	1,592

Source: Watson & Associates Economists Ltd., 2019.

¹ Square feet per employee assumptions:

Industrial	1,200
Commercial	580
Institutional	560

² Employment Increase does not include No Fixed Place of Work.

* Reflects Early 2019 to Mid 2031 forecast period

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



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

YEAR	Industrial				Commercial				Institutional				Total			
	New	Improve	Additions	Total	New	Improve	Additions	Total	New	Improve	Additions	Total	New	Improve	Additions	Total
2007	3,120	605	0	3,725	826	663	2,206	3,696	1,455	920	466	2,840	5,401	2,188	2,671	10,261
2008	3,996	450	4,845	9,291	8,231	804	2,280	11,315	445	63	1,938	2,445	12,671	1,317	9,063	23,051
2009	2,446	497	452	3,396	1,006	215	0	1,220	7,938	243	418	8,599	11,390	955	870	13,215
2010	3,702	1,015	0	4,716	2,414	524	12,142	15,080	1,483	1,607	0	3,090	7,599	3,145	12,142	22,886
2012	1,619	1,436	0	3,055	54	1,190	536	1,780	59	402	0	461	1,731	3,028	536	5,296
2013	2,267	537	421	3,224	1,336	1,489	0	2,825	53	184	1,073	1,310	3,656	2,209	1,494	7,359
2014	3,627	738	3,406	7,771	150	1,558	310	2,018	1,218	2,652	0	3,870	4,995	4,948	3,715	13,659
2015	3,789	446	502	4,737	1,408	242	0	1,650	21	92	0	113	5,219	779	502	6,500
2016	1,339	2,591	1,322	5,252	4,044	456	0	4,500	49	994	1,144	2,187	5,431	4,042	2,466	11,939
Subtotal	27,727	9,289	10,947	47,964	20,067	9,958	19,089	49,114	12,785	7,624	5,692	26,101	60,579	26,871	35,728	123,178
Percent of Total	58%	19%	23%	100%	41%	20%	39%	100%	49%	29%	22%	100%	49%	22%	29%	100%
Average	2,773	929	1,825	4,796	2,007	996	3,182	4,911	1,279	762	949	2,610	6,058	2,687	3,573	12,318
2007 - 2011 Period Total				23,924				36,342				18,160				78,426
2007 - 2011 Average				4,785				7,268				3,632				15,685
% Breakdown				30.5%				46.3%				23.2%				100.0%
2012 - 2016 Period Total				24,040				12,772				7,940				44,752
2012 - 2016 Average				4,808				2,554				1,588				8,950
% Breakdown				53.7%				28.5%				17.7%				100.0%
2007 - 2016 Period Total				47,964				49,114				26,101				123,178
2007 - 2016 Average				4,796				4,911				2,610				12,318
% Breakdown				38.9%				39.9%				21.2%				100.0%

Source: Statistics Canada Publication, 64-001-XIB

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



Schedule 11
Township of Wilmot

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

NAICS		Year			Change		Comments
		2006	2011	2016	06-11	11-16	
Employment by industry							Categories which relate to local land-based resources
	<u>Primary Industry Employment</u>						
11	Agriculture, forestry, fishing and hunting	550	575	560	25	-15	
21	Mining and oil and gas extraction	10	0	45	-10	45	
Sub-total		560	575	605	15	30	
<u>Industrial and Other Employment</u>							Categories which relate primarily to industrial land supply and demand
22	Utilities	0	0	25	0	25	
23	Construction	340	345	325	5	-20	
31-33	Manufacturing	885	680	985	-205	305	
41	Wholesale trade	300	295	395	-5	100	
48-49	Transportation and warehousing	650	640	590	-10	-50	
56	Administrative and support	43	55	58	13	3	
Sub-total		2,218	2,015	2,378	-203	363	
<u>Population Related Employment</u>							Categories which relate primarily to population growth within the municipality
44-45	Retail trade	620	490	615	-130	125	
51	Information and cultural industries	45	25	70	-20	45	
52	Finance and insurance	185	140	240	-45	100	
53	Real estate and rental and leasing	90	60	120	-30	60	
54	Professional, scientific and technical services	150	245	290	95	45	
55	Management of companies and enterprises	0	15	0	15	-15	
56	Administrative and support	43	55	58	13	3	
71	Arts, entertainment and recreation	215	295	150	80	-145	
72	Accommodation and food services	315	420	490	105	70	
81	Other services (except public administration)	360	390	355	30	-35	
Sub-total		2,023	2,135	2,388	113	253	
<u>Institutional</u>							
61	Educational services	350	435	480	85	45	
62	Health care and social assistance	440	665	650	225	-15	
91	Public administration	60	165	100	105	-65	
Sub-total		850	1,265	1,230	415	-35	
Total Employment		5,650	5,990	6,600	340	610	
Population		17,097	19,223	20,545	2,126	1,322	
<u>Employment to Population Ratio</u>							
Industrial and Other Employment		0.13	0.10	0.12	-0.02	0.01	
Population Related Employment		0.12	0.11	0.12	-0.01	0.01	
Institutional Employment		0.05	0.07	0.06	0.02	-0.01	
Primary Industry Employment		0.03	0.03	0.03	0.00	0.00	
Total		0.33	0.31	0.32	-0.02	0.01	

Source: Statistics Canada Employment by Place of Work

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



Appendix B

Historical Level of Service Calculations



Township of Wilmot
Service Standard Calculation Sheet

Service: Fire Facilities
Unit Measure: ft² of building area

Description	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019 Bld'g Value (\$/sq.ft.)	Value/sq.ft. with land, site works, etc.
Station 1 - Baden	5,951	5,951	5,951	5,951	5,951	5,951	5,951	5,951	5,951	5,951	\$151	\$178
Station 2 - New Dundee	13,600	13,600	13,600	13,600	13,600	13,600	13,600	13,600	13,600	13,600	\$108	\$128
Station 3 - New Hamburg	4,500	4,500	4,500	4,500	4,500	4,500	4,500	4,500	4,500	4,500	\$166	\$195
Total	24,051	24,051	24,051	24,051	24,051	24,051	24,051	24,051	24,051	24,051		

Population	18,367	18,770	19,223	19,656	19,922	20,179	20,393	20,546	20,667	20,901
Per Capita Standard	1.3095	1.2814	1.2512	1.2236	1.2073	1.1919	1.1794	1.1706	1.1637	1.1507

10 Year Average	2009-2018
Quantity Standard	1.2129
Quality Standard	\$153
Service Standard	\$185

D.C. Amount (before deductions)	10 Year
Forecast Population	4,897
\$ per Capita	\$185
Eligible Amount	\$908,198



**Township of Wilmot
Service Standard Calculation Sheet**

Service: Fire Vehicles
Unit Measure: No. of vehicles

Description	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019 Value (\$/Vehicle)
Station 1 - Baden											
1991 Pierce Lance (Bdn)	1	-	-	-	-	-	-	-	-	-	\$600,000
P1 Station 1 Pumper	1	1	1	1	1	1	1	1	1	1	\$600,000
P2 Station 1 Pumper (Back-up)	1	1	1	1	1	1	1	1	1	1	\$600,000
R7 Station 1 Rescue	1	1	1	1	1	1	1	1	1	1	\$400,000
T5 Station 1 Tanker	1	1	1	1	1	1	1	1	1	1	\$400,000
T6 Station 1 Tanker	1	1	1	1	1	1	1	1	1	1	\$400,000
Station 2 - New Dundee											
1986 International Heavy Rescue (ND)	1	-	-	-	-	-	-	-	-	-	\$400,000
P22 Training Pumper	1	1	1	1	1	1	1	1	1	1	\$600,000
2003 Freightliner Tanker (ND)	1	1	1	1	-	-	-	-	-	-	\$400,000
T25 Station 2 Tanker	-	-	-	-	1	1	1	1	1	1	\$400,000
P21 Station 2 Pumper	-	1	1	1	1	1	1	1	1	1	\$600,000
R27 Station 2 Rescue	-	1	1	1	1	1	1	1	1	1	\$400,000
Station 3 - New Hamburg											
T35 Station 3 Tanker	1	1	1	1	1	1	1	1	1	1	\$400,000
P31 Station 3 Pump Truck	1	1	1	1	1	1	1	1	1	1	\$600,000
A39 Station 3 Aerial	1	1	1	1	1	1	1	1	1	1	\$1,000,000
R37 Station 3 Rescue	1	1	1	1	1	1	1	1	1	1	\$400,000
Other Vehicles											
2000 Pontiac Montana	1	-	-	-	-	-	-	-	-	-	\$40,800
F1 Chief Pick-Up	-	1	1	1	1	1	1	1	1	1	\$60,000
F2 Public Ed. Fire Prevention Pick Up	-	-	-	-	-	1	1	1	1	1	\$40,900
Total	14	14	14	14	14	15	15	15	15	15	

Population	18,367	18,770	19,223	19,656	19,922	20,179	20,393	20,546	20,667	20,901
Per Capita Standard	0.0008	0.0007	0.0007	0.0007	0.0007	0.0007	0.0007	0.0007	0.0007	0.0007

10 Year Average	2009-2018
Quantity Standard	0.0007
Quality Standard	\$495,500
Service Standard	\$347

D.C. Amount (before deductions)	10 Year
Forecast Population	4,897
\$ per Capita	\$347
Eligible Amount	\$1,698,524



**Township of Wilmot
Service Standard Calculation Sheet**

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

Description	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019 Value (\$/item)
Fire Fighter's Personal Equipment	75	75	75	75	75	75	75	80	80	80	\$3,200
Automated External Defibrillators	4	4	4	4	4	3	3	3	3	3	\$7,700
Generators	6	6	6	6	6	2	2	2	2	2	\$86,400
Hurst Compressors	2	2	2	2	2	2	2	2	2	2	\$23,800
Hurst Cutters	2	2	2	2	2	2	2	2	2	2	\$16,100
Hurst Jaws	2	2	2	2	2	2	2	2	2	2	\$11,600
Hurst Rams	3	3	3	3	3	3	3	3	3	3	\$6,400
K-12 Saws	3	3	3	3	3	3	3	3	3	3	\$1,900
MSA Galaxy Calibration Units	-	-	-	-	3	3	3	3	3	3	\$2,100
MSA MultiGas Detectors Altair4	-	-	-	-	4	4	4	4	4	4	\$1,100
Niki Jaws	1	1	1	1	1	1	1	1	1	1	\$29,200
Orion Detectors	3	3	3	3	3	3	3	3	3	3	\$2,100
Pagers	85	85	85	85	85	85	85	85	85	85	\$700
PID (Photo Ionization Detector)	1	1	1	1	1	1	1	1	1	1	\$7,700
Portabe Pumps (Transfer)	3	3	3	3	3	3	3	3	3	3	\$2,300
Portable Pumps (Fire Pumps)	6	6	6	6	8	7	7	7	7	7	\$8,400
Portable Tanks	6	6	6	6	4	4	4	4	4	4	\$2,300
Positive Pressure Fans	3	3	3	3	3	3	3	3	3	3	\$2,800
Quick Vent Saws	3	3	3	3	3	3	3	3	3	3	\$2,300
Radio System	1	1	1	1	1	1	1	1	1	1	\$243,300
SCBA (Scott Air Paks)	48	48	48	48	48	48	48	48	48	48	\$5,800
Scott Spare Air Cylinders	89	89	89	89	89	89	89	89	89	89	\$84,400
Smoke Ejectors	3	3	3	3	3	3	3	3	3	3	\$2,300
Thermal Imaging Cameras	3	3	3	3	3	3	3	3	3	3	\$10,900
Training Tower (Bdn)	1	1	1	1	1	1	1	1	1	1	\$22,800
Hurst Spreaders - Baden	1	1	1	1	1	1	1	1	1	1	\$10,900
Diesel Exhaust Extraction System - Station 1	-	-	-	-	-	-	-	1	1	1	\$35,700
Diesel Exhaust Extraction System - Station 2	-	-	-	-	-	-	1	1	1	1	\$35,700
Diesel Exhaust Extraction System - Station 3	-	-	-	-	-	-	-	-	1	1	\$35,700
Total	354	354	354	354	361	355	356	362	363	363	

Population	18,367	18,770	19,223	19,656	19,922	20,179	20,393	20,546	20,667	20,901
Per Capita Standard	0.0193	0.0189	0.0184	0.0180	0.0181	0.0176	0.0175	0.0176	0.0176	0.0174

10 Year Average	2009-2018
Quantity Standard	0.0180
Quality Standard	\$25,459
Service Standard	\$458

D.C. Amount (before deductions)	10 Year
Forecast Population	4,897
\$ per Capita	\$458
Eligible Amount	\$2,244,099



**Township of Wilmot
Service Standard Calculation Sheet**

Service: Roads
Unit Measure: km of roadways

Description	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019 Value (\$/km)
Gravel Roads (G/S)	39.00	38.00	37.00	36.00	35.00	34.00	33.00	32.00	31.00	30.00	\$258,580
Surface Treated Roads (LCB)	94.00	96.00	99.00	102.00	106.00	109.00	112.00	116.00	119.00	123.00	\$387,812
Hot Mix Asphalt Roads (HCB)	94.00	97.00	100.00	103.00	106.00	110.00	113.00	117.00	120.00	124.00	\$517,160
Less: Local Service Roads Est. (25% of total)	(56.75)	(57.75)	(59.00)	(60.25)	(61.75)	(63.25)	(64.50)	(66.25)	(67.50)	(69.25)	\$403,407
Total	170.25	173.25	177.00	180.75	185.25	189.75	193.50	198.75	202.50	207.75	

Population	18,367	18,770	19,223	19,656	19,922	20,179	20,393	20,546	20,667	20,901
Per Capita Standard	0.0093	0.0092	0.0092	0.0092	0.0093	0.0094	0.0095	0.0097	0.0098	0.0099

10 Year Average	2009-2018
Quantity Standard	0.0095
Quality Standard	\$431,021
Service Standard	\$4,095

D.C. Amount (before deductions)	10 Year
Forecast Population	4,897
\$ per Capita	\$4,095
Eligible Amount	\$20,051,746



Township of Wilmot
Service Standard Calculation Sheet

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

Description	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019 Value (\$/item)
Bridges	34	34	34	34	34	34	34	34	34	34	\$1,883,462
Culverts	5	5	5	5	5	5	5	5	5	5	\$584,767
Total	39	39	39	39	39	39	39	39	39	39	

Population	18,367	18,770	19,223	19,656	19,922	20,179	20,393	20,546	20,667	20,901
Per Capita Standard	0.0021	0.0021	0.0020	0.0020	0.0020	0.0019	0.0019	0.0019	0.0019	0.0019

10 Year Average	2009-2018
Quantity Standard	0.0020
Quality Standard	\$1,688,450
Service Standard	\$3,377

D.C. Amount (before deductions)	10 Year
Forecast Population	4,897
\$ per Capita	\$3,377
Eligible Amount	\$16,536,679



**Township of Wilmot
Service Standard Calculation Sheet**

Service: Public Works Facilities
Unit Measure: ft² of building area

Description	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019 Bld'g Value (\$/sq.ft.)	Value/sq.ft. with land, site works, etc.
Public Works Office	1,600	1,600	1,600	1,600	1,600	1,600	1,600	1,600	1,600	1,600	\$153	\$172
Roads Garage #1 (North Bldg) & Radio Tower	6,932	6,932	6,932	6,932	6,932	6,932	6,932	6,932	6,932	6,932	\$57	\$66
Utilities Garage (South Bldg)	5,050	5,050	5,050	5,050	5,050	5,050	5,050	5,050	5,050	5,050	\$43	\$51
Storage Buildings (2)	2,146	2,146	2,146	2,146	2,146	2,146	2,146	2,146	2,146	2,146	\$48	\$56
Roads Department Weigh Scale Bldg.	80	80	80	80	80	80	80	80	80	80	\$677	\$750
Salt Dome (100' X120')	12,000	12,000	12,000	12,000	12,000	12,000	12,000	12,000	12,000	12,000	\$34	\$41
Roads Garage #2 (East Bldg)	-	-	5,050	5,050	5,050	5,050	5,050	5,050	5,050	5,050	\$62	\$72
Total	27,808	27,808	32,858	32,858	32,858	32,858	32,858	32,858	32,858	32,858		

Population	18,367	18,770	19,223	19,656	19,922	20,179	20,393	20,546	20,667	20,901
Per Capita Standard	1.5140	1.4815	1.7093	1.6717	1.6493	1.6283	1.6112	1.5992	1.5899	1.5721

10 Year Average	2009-2018
Quantity Standard	1.6027
Quality Standard	\$61
Service Standard	\$98

D.C. Amount (before deductions)	10 Year
Forecast Population	4,897
\$ per Capita	\$98
Eligible Amount	\$481,179



**Township of Wilmot
Service Standard Calculation Sheet**

Service:

Public Works

Unit Measure:

No. of vehicles and equipment

Description	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019 Value (\$/Vehicle)
Road Vehicles											
302-17 Roads Tandem Axle Dump Truck (T25)	1	1	1	1	1	1	1	1	1	1	\$300,000
301-17 Roads Single Axle Dump Truck (T26)	1	1	1	1	1	1	1	1	1	1	\$250,000
303-10 Roads Single Axle Dump Truck (T03)	1	1	1	1	1	1	1	1	1	1	\$250,000
304-10 Roads Pick-up (T04)	1	1	1	1	1	1	1	1	1	1	\$40,000
305-09 Roads Tandem Axle Dump Truck (T12)	1	1	1	1	1	1	1	1	1	1	\$300,000
306-15 Roads Single Axle Dump Truck (T23)	1	1	1	1	1	1	1	1	1	1	\$250,000
307-11 Roads Single Axle Dump Truck (T07)	1	1	1	1	1	1	1	1	1	1	\$250,000
309-14 Roads Stake Truck (T10)	1	1	1	1	1	1	1	1	1	1	\$60,000
311-10 Roads Sign Truck (T11)	1	1	1	1	1	1	1	1	1	1	\$65,000
308-14 Roads Tandem Axle Dump Truck (T22)	1	1	1	1	1	1	1	1	1	1	\$300,000
310-15 Roads Pick-Up (T24)	1	1	1	1	1	1	1	1	1	1	\$40,000
Roads Related Equipment											
(G8) 1995 Champion Grader Series 730A	1	1	1	1	1	1	1	1	1	1	\$295,000
(G9) 2008 JD870D Grader	1	1	1	1	1	1	1	1	1	1	\$295,000
(L2) John Deere 6125R Loader	1	1	1	1	1	1	1	1	1	1	\$143,300
(L3) 2003 John Deere 544H Artic.Loader	1	1	1	1	1	1	1	1	1	1	\$258,000
(SW1) 2007 JD3320 Sidewalk Tractor	1	1	1	1	1	1	1	1	1	1	\$140,000
2007 New Holland H616 Disc Mower	1	1	1	1	1	1	1	1	1	1	\$12,600
2008 Vermeer BC-1000XL Wood Clipper	1	1	1	1	1	1	1	1	1	1	\$45,900
2012 Smythe Power Sweeper	1	1	1	1	1	1	1	1	1	1	\$12,600
2012 Wacker RD12A-90 Asphalt Roller	1	1	1	1	1	1	1	1	1	1	\$18,300
Snowblower Attachment for L2	1	1	1	1	1	1	1	1	1	1	\$34,400
1990 Thompson Steamer	1	1	1	1	1	1	1	1	1	1	\$8,000
2011 Tiger Claw Gravel Retriever	-	-	1	1	1	1	1	1	1	1	\$12,600
2012 MIG Welder	1	1	1	1	1	1	1	1	1	1	\$2,900
2013 Brushcutters (2)	1	1	1	1	1	1	1	1	1	1	\$2,100
2013 Walk behind quick Cut Saw	1	1	1	1	1	1	1	1	1	1	\$2,100
2012 Air Compressor	1	1	1	1	1	1	1	1	1	1	\$2,900
2018 Holder Sidewalk Tractor C270	-	-	-	-	-	-	-	-	-	1	\$154,200
2014 Lucknow D9HD Snowblower Attachment	-	-	-	-	-	1	1	1	1	1	\$28,000
2014 Heat Design Asphalt Hot Box	-	-	-	-	-	1	1	1	1	1	\$27,000
Total	26	26	27	27	27	29	29	29	29	30	

Population	18,367	18,770	19,223	19,656	19,922	20,179	20,393	20,546	20,667	20,901
Per Capita Standard	0.0014	0.0014	0.0014	0.0014	0.0014	0.0014	0.0014	0.0014	0.0014	0.0014

10 Year Average	2009-2018
Quantity Standard	0.0014
Quality Standard	\$122,043
Service Standard	\$171

D.C. Amount (before deductions)	10 Year
Forecast Population	4,897
\$ per Capita	\$171
Eligible Amount	\$836,701



**Township of Wilmot
Service Standard Calculation Sheet**

Service: Parkland Development
Unit Measure: Acres of Parkland

Description	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019 Value (\$/Acre)
NEW HAMBURG											
CENTENNIAL PARKETTE (NH)	0.02	0.02	0.02	0.02	0.02	0.02	0.02	0.02	0.02	0.02	
CONSTITUTION PARK	0.69	0.69	0.69	0.69	0.69	0.69	0.69	0.69	0.69	0.69	
RIVERSIDE PARK	2.47	2.47	2.47	2.47	2.47	2.47	2.47	2.47	2.47	2.47	
GREENWOOD PARK	0.02	0.02	0.02	0.02	0.02	0.02	0.02	0.02	0.02	0.02	
CATHERINE ST. PARK	2.77	2.77	2.77	2.77	2.77	2.77	2.77	2.77	2.77	2.77	
OPTIMIST PARK - became Bier Pk	0.37	0.37	0.37	0.37	0.37	0.37	0.37	0.37	0.37	0.37	
ARBORETUM (NH)	5.93	5.93	5.93	5.93	5.93	5.93	5.93	5.93	5.93	5.93	
NORMAN S. HILL PARK (NH)	21.99	21.99	21.99	21.99	21.99	21.99	21.99	21.99	21.99	21.99	
NORMAN S. HILL PARK FLATS (NH)	3.95	3.95	3.95	3.95	3.95	3.95	3.95	3.95	3.95	3.95	
WILLIAM SCOTT & HERITAGE PARKS (NH)	30.64	30.64	30.64	30.64	30.64	30.64	30.64	30.64	30.64	30.64	
KIRKPATRICK PARK (NH)	2.97	2.97	2.97	2.97	2.97	2.97	2.97	2.97	2.97	2.97	
SPAHR PARK (in NH)	1.36	1.36	1.36	1.36	1.36	1.36	1.36	1.36	1.36	1.36	
BADEN											
LIVINGSTON SQUARE (Bdn)	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	
SIR ADAM BECK PARK (Bdn)	12.4	12.4	12.4	12.4	12.4	12.4	12.4	12.4	12.4	12.4	
BADEN PARK	-	-	-	-	-	-	-	-	-	-	
BRENNEMAN PARK (Bdn)	0.2	0.2	0.2	0.2	0.2	0.2	0.2	0.2	0.2	0.2	
ACTIVA PARK (Bdn)	4.8	4.8	4.8	4.8	4.8	4.8	4.8	4.8	4.8	4.8	
ST AGATHA											
ST. AGATHA CC PARK	4.9	4.9	4.9	4.9	4.9	4.9	4.9	4.9	4.9	4.9	
ST. AGATHA LIONS PARK - Wilma St	1.7	1.7	1.7	1.7	1.7	1.7	1.7	1.7	1.7	1.7	
NEW DUNDEE											
NEW DUNDEE CC PARK - excess land	7.0	7.0	7.0	7.0	7.0	7.0	7.0	7.0	7.0	7.0	
NEW DUNDEE PARK - Main St	5.9	5.9	5.9	5.9	5.9	5.9	5.9	5.9	5.9	5.9	
OPTIMIST PARKETTE (NEW DUNDEE)	0.2	0.2	0.2	0.2	0.2	0.2	0.2	0.2	0.2	0.2	
PETERSBURG											
PETERSBURG PARK	9.0	9.0	9.0	9.0	9.0	9.0	9.0	9.0	9.0	9.0	
PETERSBURG PARK - excess land	4.4	4.4	4.4	4.4	4.4	4.4	4.4	4.4	4.4	4.4	
MANNHEIM											
MANNHEIM CC PARK	9.9	9.9	9.9	9.9	9.9	9.9	9.9	9.9	9.9	9.9	
TUERR PARK (Mannheim)	3.7	3.7	3.7	3.7	3.7	3.7	3.7	3.7	3.7	3.7	
HAYSVILLE											
HAYSVILLE CC PARK	4.4	4.4	4.4	4.4	4.4	4.4	4.4	4.4	4.4	4.4	



**Township of Wilmot
Service Standard Calculation Sheet**

Service: Parkland Development (Cont'd)
Unit Measure: Acres of Parkland

Description	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019 Value (\$/Acre)
OTHER TOWNSHIP											
OASIS IN THE CENTRE - Wilmot Centre	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	
COMMUNITY PARK (WRC)	65.0	65.0	65.0	65.0	65.0	65.0	65.0	65.0	65.0	65.0	
SCHNELLER PARK	1.5	1.5	1.5	1.5	1.5	1.5	1.5	1.5	1.5	1.5	
Doug Fischer	10.1	10.1	10.1	10.1	10.1	10.1	10.1	10.1	10.1	10.1	
Linear Park Loop	2.2	2.2	2.2	2.2	2.2	2.2	2.2	2.2	2.2	2.2	
Captain MacCullum Park	1.2	1.2	1.2	1.2	1.2	1.2	1.2	1.2	1.2	1.2	
Foundry Street Park	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	
Goldschmidt Park	2.2	2.2	2.2	2.2	2.2	2.2	2.2	2.2	2.2	2.2	
Linear Park	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	
Sararas Park	1.5	1.5	1.5	1.5	1.5	1.5	1.5	1.5	1.5	1.5	
Schantz Park	2.7	2.7	2.7	2.7	2.7	2.7	2.7	2.7	2.7	2.7	
Administration Office Greenspace (East and West Lawn)	6.2	6.2	6.2	6.2	6.2	6.2	6.2	6.2	6.2	6.2	
Total	237.9	237.9	237.9	237.9	237.9	237.9	237.9	237.9	237.9	237.9	

Population	18,367	18,770	19,223	19,656	19,922	20,179	20,393	20,546	20,667	20,901
Per Capita Standard	0.0130	0.0127	0.0124	0.0121	0.0119	0.0118	0.0117	0.0116	0.0115	0.0114

10 Year Average	2009-2018
Quantity Standard	0.0120
Quality Standard	\$0
Service Standard	\$0

D.C. Amount (before deductions)	10 Year
Forecast Population	4,897
\$ per Capita	\$0
Eligible Amount	\$0



**Township of Wilmot
Service Standard Calculation Sheet**

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

Description	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019 Value (\$/item)
NEW HAMBURG											
CENTENNIAL PARKETTE (NH)											
Centennial Fountain	1	1	1	1	1	1	1	1	1	1	\$84,100
CONSTITUTION PARK											
Playground equipment-Constitution	2	2	2	2	2	2	2	2	2	2	\$55,200
Picnic shelter-Constitution	1	1	1	1	1	1	1	1	1	1	\$15,300
RIVERSIDE PARK											
Playground equipment-Riverside	1	1	1	1	1	1	1	1	1	1	\$2,600
Floral/stone 'New Hamburg' sign	1	1	1	1	1	1	1	1	1	1	\$25,800
Footbridge across Nith River	1	1	1	1	1	1	1	1	1	1	\$1,292,800
GREENWOOD PARK											
Playground equipment-Greenwood	1	1	1	1	1	1	1	1	1	1	\$22,700
CATHERINE ST. PARK											
Paved Pathways	1	1	1	1	1	1	1	1	1	1	\$27,300
OPTIMIST PARK - became Bier Pk											
Property - Bier Cres	1	1	1	1	1	1	1	1	1	1	\$66,300
Playground Equipment-Bier Cr	1	1	1	1	1	1	1	1	1	1	\$37,400
Right-of-way - Bier Cres	1	1	1	1	1	1	1	1	1	1	\$13,100
ARBORETUM (NH)											
Trees, signage,parking lot	1	1	1	1	1	1	1	1	1	1	\$43,100
NORMAN S. HILL PARK (NH)											
Ball diamonds - lighted, etc.	2	2	2	2	2	2	2	2	2	2	\$86,100
Ball diamonds - scrub	1	1	1	1	1	1	1	1	1	1	\$60,300
Bleachers/lighting (2, only)	1	1	1	1	1	1	1	1	1	1	\$261,700
Batters cage & equipment	1	1	1	1	1	1	1	1	1	1	\$22,700
Storage shed (Ball - the log cabin)	1	1	1	1	1	1	1	1	1	1	\$22,700
Playground Equipment (Arena)	1	1	1	1	1	1	1	1	1	1	\$27,500
Grandstand/booth/washrooms	1	1	1	1	1	1	1	1	1	1	\$482,600
Race track	1	1	1	1	1	1	1	1	1	1	\$258,600
Equipment shed (Arena)	1	1	1	1	1	1	1	1	1	1	\$55,000
Calf shelter	1	1	1	1	1	1	1	1	1	1	\$47,500
Multi-use Facility/shelter	1	1	1	1	1	1	1	1	1	1	\$82,200
WILLIAM SCOTT & HERITAGE PARKS (NH)											
Washrooms/canteen/storage	1	1	1	1	1	1	1	1	1	1	\$249,900
Picnic shelter #1	1	1	1	1	1	1	1	1	1	1	\$30,300
Picnic shelter #2	1	1	1	1	1	1	1	1	1	1	\$30,300
Tennis courts (2)	1	1	1	1	1	1	1	1	1	1	\$56,900
Playground Equipment	1	1	1	1	1	1	1	1	1	1	\$51,700
Mini Soccer Pitch, Goals	6	6	6	6	6	6	6	6	6	6	\$1,700
Boat launch facility	1	1	1	1	1	1	1	1	1	1	\$2,600
Pathway system, walking bridges	1	1	1	1	1	1	1	1	1	1	\$25,800



**Township of Wilmot
Service Standard Calculation Sheet**

Service: Parkland Amenities (Cont'd)
Unit Measure: No. of parkland amenities

Description	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019 Value (\$/item)
KIRKPATRICK PARK (NH)											
Parking lot	1	1	1	1	1	1	1	1	1	1	\$13,900
Bandshell/gazebo	1	1	1	1	1	1	1	1	1	1	\$32,200
Swan shelter/fencing/decking	1	1	1	1	1	1	1	1	1	1	\$40,600
2002 Improvements	1	1	1	1	1	1	1	1	1	1	\$38,200
BADEN											
LIVINGSTON SQUARE (Bdn)											
Fountain-Livingston Square	1	1	1	1	1	1	1	1	1	1	\$31,100
Gazebo-Livingston Square	1	1	1	1	1	1	1	1	1	1	\$56,100
SIR ADAM BECK PARK (Bdn)											
Field House/washrooms/concession	1	1	1	1	1	1	1	1	1	1	\$153,700
Ball Diamonds(2)	2	2	2	2	2	2	2	2	2	2	\$86,100
Bleachers, fencing	1	1	1	1	1	1	1	1	1	1	\$12,200
Floodlighting	1	1	1	1	1	1	1	1	1	1	\$125,200
Storage sheds (2) (re: ball diamonds)	1	1	1	1	1	1	1	1	1	1	\$7,600
Picnic Shelter	1	1	1	1	1	1	1	1	1	1	\$56,900
Playground Equipment	1	1	1	1	1	1	1	1	1	1	\$44,800
Jr. Playstructure	1	1	1	1	1	1	1	1	1	1	\$17,200
Tennis courts(2) incl. lights	1	1	1	1	1	1	1	1	1	1	\$140,000
Skateboard track	1	1	1	1	1	1	1	1	1	1	\$36,200
BADEN PARK											
Playground Equipment	1	1	1	1	1	1	1	1	1	1	\$12,800
BRENNEMAN PARK (Bdn)											
Playground Equipment	1	1	1	1	1	1	1	1	1	1	\$19,500
ST AGATHA											
ST. AGATHA CC PARK											
Picnic Shelter	1	1	1	1	1	1	1	1	1	1	\$18,900
Playground Equipment	1	1	1	1	1	1	1	1	1	1	\$29,200
Ball Diamond	1	1	1	1	1	1	1	1	1	1	\$86,100
Bleachers, fencing	1	1	1	1	1	1	1	1	1	1	\$17,100
Floodlighting	1	1	1	1	1	1	1	1	1	1	\$75,900
Paved Parking Lot	1	1	1	1	1	1	1	1	1	1	\$56,100
ST. AGATHA LIONS PARK - Wilma St											
Playground equipment	1	1	1	1	1	1	1	1	1	1	\$43,100
NEW DUNDEE											
NEW DUNDEE CC PARK											
NDCC Ball Diamonds	-	1	1	1	1	1	1	1	1	1	\$659,200
Bleachers, (Relocated from ND Park)	1	1	1	1	1	1	1	1	1	1	\$48,000
Conession Booth/Equip. Storage	-	1	1	1	1	1	1	1	1	1	\$178,100
Parking Lot	-	-	-	1	1	1	1	1	1	1	\$134,200
NEW DUNDEE PARK - Main St											
Concession Booth-large	1	1	1	1	1	1	1	1	1	1	\$20,900
Concession Booth-small	1	1	1	1	1	1	1	1	1	1	\$5,700
Picnic Shelter	1	1	1	1	1	1	1	1	1	1	\$30,300
Ball Diamond(scrub)	1	1	1	1	1	1	1	1	1	1	\$60,300
Double Tennis Courts (incl. lighting)	1	1	1	1	1	1	1	1	1	1	\$148,500
Playground Equipment	1	1	1	1	1	1	1	1	1	1	\$32,800
Beach volleyball court	1	1	1	1	1	1	1	1	1	1	\$6,800
Bandshell	1	1	1	1	1	1	1	1	1	1	\$183,900
Ball storage building	1	1	1	1	1	1	1	1	1	1	\$26,600



**Township of Wilmot
Service Standard Calculation Sheet**

Service: Parkland Amenities (Cont'd)
Unit Measure: No. of parkland amenities

Description	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019 Value (\$/item)
OPTIMIST PARKETTE (NEW DUNDEE)											
Picnic Shelter	1	1	1	1	1	1	1	1	1	1	\$30,300
PETERSBURG											
PETERSBURG PARK											
Parking lot - gravel	1	1	1	1	1	1	1	1	1	1	\$0
Booth/washrooms/shelter	1	1	1	1	1	1	1	1	1	1	\$206,600
Ball Diamond (lighted)	1	1	1	1	1	1	1	1	1	1	\$86,100
Bleachers/fencing	1	1	1	1	1	1	1	1	1	1	\$38,000
Floodlighting	1	1	1	1	1	1	1	1	1	1	\$75,900
Ball Diamond (not lighted)	1	1	1	1	1	1	1	1	1	1	\$60,300
Basketball court	1	1	1	1	1	1	1	1	1	1	\$34,500
Playground Equipment	1	1	1	1	1	1	1	1	1	1	\$48,300
MANNHEIM											
MANNHEIM CC PARK											
Playground Equipment	1	1	1	1	1	1	1	1	1	1	\$21,000
Ball Diamond	1	1	1	1	1	1	1	1	1	1	\$86,100
Bleachers/fencing	1	1	1	1	1	1	1	1	1	1	\$17,100
Soccer Pitch, Goals	1	1	1	1	1	1	1	1	1	1	\$10,400
Basketball court	1	1	1	1	1	1	1	1	1	1	\$43,100
Picnic Shelter/Multi-Purpose Facility	1	1	1	1	1	1	1	1	1	1	\$69,800
Petting Zoo	1	1	1	1	1	1	1	1	1	1	\$9,500
Equipment shed	1	1	1	1	1	1	1	1	1	1	\$25,800
HAYSVILLE											
HAYSVILLE CC PARK											
Playground equipment/Volleyball court	1	1	1	1	1	1	1	1	1	1	\$17,100
Beach volleyball court	1	1	1	1	1	1	1	1	-	-	\$2,600
Ball Diamond (srub)	1	1	1	1	1	1	1	1	1	1	\$60,300
OTHER TOWNSHIP											
OASIS IN THE CENTRE - Wilmot Centre											
Sculpture, stone/concrete works, flower beds, etc.	1	1	1	1	1	1	1	1	1	1	\$178,200
COMMUNITY PARK (WRC)											
Playground Equipment	-	-	-	-	1	1	1	1	1	1	\$171,400
SCHNELLER PARK											
Playground Equipment	1	1	1	1	1	1	1	1	1	1	\$16,300
Splashpad	-	-	-	-	1	1	1	1	1	1	\$368,660
Activa North Playground	-	-	-	-	-	1	1	1	1	1	\$29,364
Total	96	98	98	99	101	102	102	102	101	101	

Population	18,367	18,770	19,223	19,656	19,922	20,179	20,393	20,546	20,667	20,901
Per Capita Standard	0.0052	0.0052	0.0051	0.0050	0.0051	0.0051	0.0050	0.0050	0.0049	0.0048

10 Year Average	2009-2018
Quantity Standard	0.0050
Quality Standard	\$79,500
Service Standard	\$398

D.C. Amount (before deductions)	10 Year
Forecast Population	4,897
\$ per Capita	\$398
Eligible Amount	\$1,946,558



**Township of Wilmot
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 Value (\$/Vehicle)
701-xx HVAC Technician Vehicle	1	1	1	1	1	1	1	1	1	1	\$35,000
702-xx Parks & Facilities Pick-Up Truck	1	1	1	1	1	1	1	1	1	1	\$35,000
703-xx Parks & Facilities Stake Truck	1	1	1	1	1	1	1	1	1	1	\$65,000
704-xx WRC Pick-up Truck	1	1	1	1	1	1	1	1	1	1	\$35,000
705-xx Parks & Facilities Pick-Up Truck	1	1	1	1	1	1	1	1	1	1	\$60,000
706-xx Parks & Facilities Maintenance Vehicle	1	1	1	1	1	1	1	1	1	1	\$40,600
707-xx Parks & Facilities Pick-Up Truck	-	-	-	-	1	1	1	1	1	1	\$40,000
Back-up Generator (NDCC)	-	-	-	-	-	-	-	1	1	1	\$68,800
Back-up Generator (SACC)	-	-	-	-	-	-	-	1	1	1	\$58,400
Back-up Generator (WRC)	-	-	1	1	1	1	1	1	1	1	\$311,100
Ball Diamond Groomer (Parks)	1	1	1	1	1	1	1	1	1	1	\$7,900
Floor Burnisher (Facilities)	-	-	1	1	1	1	1	1	1	1	\$4,500
Floor Burnisher (WRC)	1	1	1	1	1	1	1	1	1	1	\$7,800
Floor Scrubber (NHCC)	1	1	1	1	1	1	1	1	1	1	\$11,200
Floor Scrubber (St Agatha)	-	1	1	1	1	1	1	1	1	1	\$10,000
Floor Scrubber (WRC)	1	1	1	1	1	1	1	1	1	1	\$10,200
Floor Scrubber - Ride-On (WRC)	-	-	1	1	1	1	1	1	1	1	\$15,800
Heavy Duty Trailer (Parks)	1	1	1	1	1	1	1	1	1	1	\$7,300
Ice Resurfacer (WRC)	2	2	2	2	2	2	2	2	2	2	\$150,100
Lawn Mower (Riverside Cemetery)	1	1	1	1	1	1	1	1	1	1	\$20,600
Post Hole Auger (Parks)	1	1	1	1	1	1	1	1	1	1	\$6,300
Scissor Lift (Parks)	-	-	1	1	1	1	1	1	1	1	\$25,100
Scissor Lift (WRC)	1	1	1	1	1	1	1	1	1	1	\$11,400
Aerator (Parks)	1	1	1	1	1	1	1	1	1	1	\$8,900
Skid Loader (Parks)	1	1	1	1	1	1	1	1	1	1	\$50,000
Snow Blower (Parks)	1	1	1	1	1	1	1	1	1	1	\$9,500
Snow/Salter Attachment (Parks)	1	1	1	1	1	1	1	1	1	1	\$9,900
Sound System (Grandstand)	1	1	1	1	1	1	1	1	1	1	\$40,600
Spreader/Mixer (Parks)	1	1	1	1	1	1	1	1	1	1	\$13,200
Tractor (Parks)	1	1	1	1	1	1	1	1	1	1	\$69,800
Tractor (WRC)	-	-	-	-	1	1	1	1	1	1	\$45,800
Tractor - Maintenance (St Agatha Parks)	1	1	1	1	1	1	1	1	1	1	\$15,600
Tractor/Loader (Parks)	-	-	-	-	-	-	-	1	1	1	\$69,800
Brush Chipper (Parks)	1	1	1	1	1	1	1	1	1	1	\$43,000
Utility Vehicle (Horticultural)	1	1	1	1	1	1	1	1	1	1	\$20,100
Utility Vehicle (New Dundee)	-	-	1	1	1	1	1	1	1	1	\$15,600
Utility Vehicle (New Hamburg)	-	-	-	-	1	1	1	1	1	1	\$15,700
Total	27	28	33	33	36	36	36	39	39	39	

Population	18,367	18,770	19,223	19,656	19,922	20,179	20,393	20,546	20,667	20,901
Per Capita Standard	0.0015	0.0015	0.0017	0.0017	0.0018	0.0018	0.0018	0.0019	0.0019	0.0019

10 Year Average	2009-2018
Quantity Standard	0.0018
Quality Standard	\$38,367
Service Standard	\$69

D.C. Amount (before deductions)	10 Year
Forecast Population	4,897
\$ per Capita	\$69
Eligible Amount	\$338,187



**Township of Wilmot
Service Standard Calculation Sheet**

Service: Parks & Recreation Facilities
Unit Measure: ft² of building area

Description	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019 Bld'g Value (\$/sq.ft.)	Value/sq.ft. with land, site works, etc.
New Hamburg Arena & CC - 251 Jacob Street, New Hamburg	33,601	33,601	33,601	33,601	33,601	33,601	33,601	33,601	33,601	33,601	\$178	\$199
Old Town Hall - 121 Huron St - New Hamburg	4,500	4,500	4,500	4,500	4,500	4,500	4,500	4,500	4,500	4,500	\$63	\$73
Wilmot Community Pool - Waterloo St., New Hamburg	9,705	9,705	9,705	-	-	-	-	-	-	-	\$158	\$177
Haysville Community Centre - Huron Rd., New Hamburg	5,762	5,762	5,762	5,762	5,762	5,762	5,762	5,762	5,762	5,762	\$177	\$198
Mannheim Park Community Centre	2,535	2,535	2,535	2,535	2,535	2,535	2,535	2,535	2,535	2,535	\$59	\$68
Wilmot Seniors Woodworking Shop and Addition - Beck Street, Baden	4,626	4,626	4,626	4,626	4,626	4,626	4,626	4,626	4,626	4,626	\$104	\$118
New Dundee Community Centre - Queen Street, New Dundee	7,085	7,085	7,085	7,085	7,085	7,085	7,085	7,085	7,085	7,085	\$140	\$158
St. Agatha Community Centre, Addition and Facilities - Erb's Rd., St. Agatha	9,040	9,040	9,040	9,040	9,040	9,040	9,040	9,040	9,040	9,040	\$181	\$203
Wilmot Recreation Centre	101,000	101,000	101,000	162,200	162,200	162,200	162,200	162,200	162,200	162,200	\$216	\$241
Centennial Building - Beck Street, Baden	3,516	3,516	3,516	3,516	-	-	-	-	-	-	\$125	\$141
Total	181,370	181,370	181,370	232,865	229,349	229,349	229,349	229,349	229,349	229,349		

Population	18,367	18,770	19,223	19,656	19,922	20,179	20,393	20,546	20,667	20,901
Per Capita Standard	9.8748	9.6628	9.4351	11.8470	11.5123	11.3657	11.2465	11.1627	11.0974	10.9731

10 Year Average	2009-2018
Quantity Standard	10.8177
Quality Standard	\$219
Service Standard	\$2,370

D.C. Amount (before deductions)	10 Year
Forecast Population	4,897
\$ per Capita	\$2,370
Eligible Amount	\$11,606,674



**Township of Wilmot
Service Standard Calculation Sheet**

Service: Library Facilities
Unit Measure: ft² of building area

Description	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019 Bld'g Value (\$/sq.ft.)	Value/sq.ft. with land, site works, etc.
New Hamburg Library	1,955	1,955	1,955	1,955	1,955	1,955	1,955	1,955	1,955	1,955	\$451	\$477
Baden Library	1,890	1,890	1,890	1,890	1,890	1,890	1,890	1,890	1,890	1,890	\$145	\$156
New Dundee Library	-	-	-	1,615	1,615	1,615	1,615	1,615	1,615	1,615	\$145	\$156
Total	3,845	3,845	3,845	5,460	5,460	5,460	5,460	5,460	5,460	5,460		

Population	18,367	18,770	19,223	19,656	19,922	20,179	20,393	20,546	20,667	20,901
Per Capita Standard	0.2093	0.2048	0.2000	0.2778	0.2741	0.2706	0.2677	0.2657	0.2642	0.2612

10 Year Average	2009-2018
Quantity Standard	0.2495
Quality Standard	\$283
Service Standard	\$71

D.C. Amount (before deductions)	10 Year
Forecast Population	4,897
\$ per Capita	\$71
Eligible Amount	\$345,630



Appendix C

Cash-Flow Calculation



**Township of Wilmot
2019 Development Charges Study
Cash Flow Calculation - Fire - Residential**

Year	D.C. Reserve Fund Opening Balance	Development Related Expenditures	Development Related Expenditures	Development Related Long-Term Debt	Population Growth	\$110.29	Anticipated Revenues	Annual Surplus/ (Deficit)	1% / 3%	D.C. Reserve Fund Closing Balance after Interest
		Nominal Project Cost	Project Cost Inflated at 3%	Existing Debt Payments		Per Capita per Year Inflated at (3%) Starting in 2020			D.C. Reserve Fund Interest Earnings/ (Cost)	
2019	(109,171)	-	-	-	502	110.29	55,408	(53,763)	(1,613)	(55,376)
2020	(55,376)	23,450	24,154	-	502	113.59	57,070	(22,459)	(674)	(23,133)
2021	(23,133)	-	-	-	502	117.00	58,782	35,649	356	36,005
2022	36,005	-	-	-	502	120.51	60,545	96,551	966	97,516
2023	97,516	-	-	-	502	124.13	62,362	159,878	1,599	161,477
2024	161,477	-	-	-	502	127.85	64,233	225,709	2,257	227,967
2025	227,967	-	-	-	502	131.69	66,160	294,126	2,941	297,067
2026	297,067	-	-	-	502	135.64	68,144	365,212	3,652	368,864
2027	368,864	402,000	509,242	-	502	139.71	70,189	(70,189)	(2,106)	(72,294)
2028	(72,294)	-	-	-	502	143.90	72,294	0	0	0
Total		425,450	533,395	0	5,024		635,187		7,379	

Note: Numbers may not add due to rounding

**Township of Wilmot
2019 Development Charges Study
Cash Flow Calculation - Fire - Industrial**

Year	D.C. Reserve Fund Opening Balance	Development Related Expenditures	Development Related Expenditures	Development Related Long-Term Debt	Sq. Ft. of Gross Floor Area	\$0.333	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.ft. per Year Inflated at (3%) Starting in 2020			D.C. Reserve Fund Interest Earnings/ (Cost)	
2019	(35,032)	-	-	-	53,400	0.333	17,780	(17,252)	(518)	(17,770)
2020	(17,770)	7,525	7,751	-	53,400	0.343	18,313	(7,207)	(216)	(7,423)
2021	(7,423)	-	-	-	53,400	0.353	18,863	11,440	114	11,554
2022	11,554	-	-	-	53,400	0.364	19,429	30,983	310	31,293
2023	31,293	-	-	-	53,400	0.375	20,012	51,304	513	51,817
2024	51,817	-	-	-	53,400	0.386	20,612	72,429	724	73,153
2025	73,153	-	-	-	53,400	0.398	21,230	94,384	944	95,328
2026	95,328	-	-	-	53,400	0.409	21,867	117,195	1,172	118,367
2027	118,367	129,000	163,413	-	53,400	0.422	22,523	(22,523)	(676)	(23,199)
2028	(23,199)	-	-	-	53,400	0.434	23,199	0	0	0
Total		136,525	171,164	0	534,000		203,829		2,368	

Note: Numbers may not add due to rounding

**Township of Wilmot
2019 Development Charges Study
Cash Flow Calculation - Fire - Commercial/Institutional**

Year	D.C. Reserve Fund Opening Balance	Development Related Expenditures	Development Related Expenditures	Development Related Long-Term Debt	Sq. Ft. of Gross Floor Area	\$0.201	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.ft. per Year Inflated at (3%) Starting in 2020			D.C. Reserve Fund Interest Earnings/ (Cost)	
2019	(18,412)	-	-	-	46,430	0.201	9,345	(9,067)	(272)	(9,340)
2020	(9,340)	3,955	4,074	-	46,430	0.207	9,625	(3,788)	(114)	(3,902)
2021	(3,902)	-	-	-	46,430	0.214	9,914	6,012	60	6,073
2022	6,073	-	-	-	46,430	0.220	10,211	16,284	163	16,447
2023	16,447	-	-	-	46,430	0.227	10,518	26,965	270	27,234
2024	27,234	-	-	-	46,430	0.233	10,833	38,067	381	38,448
2025	38,448	-	-	-	46,430	0.240	11,158	49,606	496	50,102
2026	50,102	-	-	-	46,430	0.248	11,493	61,595	616	62,211
2027	62,211	67,800	85,887	-	46,430	0.255	11,838	(11,838)	(355)	(12,193)
2028	(12,193)	-	-	-	46,430	0.263	12,193	0	0	0
Total		71,755	89,961	0	464,300		107,129		1,245	

Note: Numbers may not add due to rounding



**Township of Wilmot
2019 Development Charges Study
Cash Flow Calculation - Roads - Residential**

Year	D.C. Reserve Fund Opening Balance	Development Related Expenditures	Development Related Expenditures	Development Related Long-Term Debt	Population Growth	\$667.71	Anticipated Revenues	Annual Surplus/ (Deficit)	1% / 3% D.C. Reserve Fund Interest Earnings/ (Cost)	D.C. Reserve Fund Closing Balance after Interest
		Nominal Project Cost	Project Cost Inflated at 3%	Existing Debt Payments		Per Capita per Year Inflated at (3%) Starting in 2020				
2019	(1,254,237)	-	-	-	502	667.71	335,455	(918,782)	(27,563)	(946,346)
2020	(946,346)	810,824	835,149	-	502	687.74	345,519	(1,435,976)	(43,079)	(1,479,055)
2021	(1,479,055)	232,000	246,129	-	502	708.37	355,884	(1,369,300)	(41,079)	(1,410,379)
2022	(1,410,379)	540,752	590,894	-	502	729.62	366,561	(1,634,712)	(49,041)	(1,683,754)
2023	(1,683,754)	-	-	-	502	751.51	377,558	(1,306,196)	(39,186)	(1,345,382)
2024	(1,345,382)	-	-	-	502	774.05	388,884	(956,498)	(28,695)	(985,193)
2025	(985,193)	-	-	-	502	797.27	400,551	(584,642)	(17,539)	(602,181)
2026	(602,181)	-	-	-	502	821.19	412,567	(189,614)	(5,688)	(195,302)
2027	(195,302)	516,737	654,587	-	502	845.83	424,944	(424,944)	(12,748)	(437,693)
2028	(437,693)	-	-	-	502	871.20	437,693	(0)	(0)	(0)
Total		2,100,313	2,326,758	0	5,024		3,845,616		(264,620)	

**Township of Wilmot
2019 Development Charges Study
Cash Flow Calculation - Roads - Industrial**

Year	D.C. Reserve Fund Opening Balance	Development Related Expenditures	Development Related Expenditures	Development Related Long-Term Debt	Sq. Ft. of Gross Floor Area	\$0.556	Anticipated Revenues	Annual Surplus/ (Deficit)	1% / 3% D.C. Reserve Fund Interest Earnings / (Cost)	D.C. Reserve Fund Closing Balance after Interest
		Nominal Project Cost	Project Cost Inflated at 3%	Existing Debt Payments		per sq.ft. per Year Inflated at (3%) Starting in 2020				
2019	(111,094)	-	-	-	53,400	0.556	29,713	(81,381)	(2,441)	(83,822)
2020	(83,822)	71,819	73,973	-	53,400	0.573	30,604	(127,191)	(3,816)	(131,007)
2021	(131,007)	20,549	21,801	-	53,400	0.590	31,522	(121,286)	(3,639)	(124,924)
2022	(124,924)	47,897	52,338	-	53,400	0.608	32,468	(144,794)	(4,344)	(149,138)
2023	(149,138)	-	-	-	53,400	0.626	33,442	(115,696)	(3,471)	(119,167)
2024	(119,167)	-	-	-	53,400	0.645	34,445	(84,722)	(2,542)	(87,263)
2025	(87,263)	-	-	-	53,400	0.664	35,479	(51,785)	(1,554)	(53,338)
2026	(53,338)	-	-	-	53,400	0.684	36,543	(16,795)	(504)	(17,299)
2027	(17,299)	45,770	57,980	-	53,400	0.705	37,639	(37,639)	(1,129)	(38,769)
2028	(38,769)	-	-	-	53,400	0.726	38,769	(0)	(0)	(0)
Total		186,035	206,092	0	534,000		340,625		(23,439)	

**Township of Wilmot
2019 Development Charges Study
Cash Flow Calculation - Roads - Commercial/Institutional**

Year	D.C. Reserve Fund Opening Balance	Development Related Expenditures	Development Related Expenditures	Development Related Long-Term Debt	Sq. Ft. of Gross Floor Area	\$1.166	Anticipated Revenues	Annual Surplus/ (Deficit)	1% / 3% D.C. Reserve Fund Interest Earnings / (Cost)	D.C. Reserve Fund Closing Balance after Interest
		Nominal Project Cost	Project Cost Inflated at 3%	Existing Debt Payments		per sq.ft. per Year Inflated at (3%) Starting in 2020				
2019	(202,465)	-	-	-	46,430	1.166	54,151	(148,315)	(4,449)	(152,764)
2020	(152,764)	130,887	134,814	-	46,430	1.201	55,775	(231,803)	(6,954)	(238,757)
2021	(238,757)	37,451	39,731	-	46,430	1.237	57,449	(221,039)	(6,631)	(227,671)
2022	(227,671)	87,291	95,385	-	46,430	1.274	59,172	(263,884)	(7,917)	(271,800)
2023	(271,800)	-	-	-	46,430	1.313	60,947	(210,853)	(6,326)	(217,179)
2024	(217,179)	-	-	-	46,430	1.352	62,776	(154,403)	(4,632)	(159,035)
2025	(159,035)	-	-	-	46,430	1.393	64,659	(94,376)	(2,831)	(97,207)
2026	(97,207)	-	-	-	46,430	1.434	66,599	(30,608)	(918)	(31,527)
2027	(31,527)	83,414	105,667	-	46,430	1.477	68,597	(68,597)	(2,058)	(70,655)
2028	(70,655)	-	-	-	46,430	1.522	70,655	(0)	(0)	(0)
Total		339,043	375,597	0	464,300		620,779		(42,716)	



**Township of Wilmot
2019 Development Charges Study
Cash Flow Calculation - Parks and Recreation - Residential**

Year	D.C. Reserve Fund Opening Balance	Development Related Expenditures	Development Related Expenditures	Development Related Long-Term Debt	Population Growth	\$1,428.07	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 2020			D.C. Reserve Fund Interest Earnings/ (Cost)	
2019	(26,281)	131,710	131,710		502	1,428.07	717,465	559,474	5,595	565,069
2020	565,069	13,851	14,267		502	1,470.92	738,989	1,289,791	12,898	1,302,689
2021	1,302,689	5,643,793	5,987,500		502	1,515.04	761,158	(3,923,653)	(117,710)	(4,041,362)
2022	(4,041,362)	44,865	49,025		502	1,560.50	783,993	(3,306,394)	(99,192)	(3,405,586)
2023	(3,405,586)	265,367	298,673		502	1,607.31	807,513	(2,896,746)	(86,902)	(2,983,649)
2024	(2,983,649)	940,500	1,090,297		502	1,655.53	831,738	(3,242,208)	(97,266)	(3,339,474)
2025	(3,339,474)	-	-		502	1,705.20	856,691	(2,482,783)	(74,484)	(2,557,267)
2026	(2,557,267)	73,103	89,907		502	1,756.35	882,391	(1,764,783)	(52,943)	(1,817,726)
2027	(1,817,726)	-	-		502	1,809.04	908,863	(908,863)	(27,266)	(936,129)
2028	(936,129)	-	-		502	1,863.31	936,129	0	0	0
Total		7,113,189	7,661,379	0	5,024		8,224,930		(537,270)	

Note: Numbers may not add due to rounding

**Township of Wilmot
2019 Development Charges Study
Cash Flow Calculation - Parks and Recreation - Non-Residential**

Year	D.C. Reserve Fund Opening Balance	Development Related Expenditures	Development Related Expenditures	Development Related Long-Term Debt	Sq. Ft. of Gross Floor Area	\$0.378	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.ft. per Year Inflated at (3%) Starting in 2020			D.C. Reserve Fund Interest Earnings/ (Cost)	
2019	(1,383)	6,932	6,932		99,830	0.378	37,761	29,446	294	29,740
2020	29,740	729	751		99,830	0.390	38,894	67,884	679	68,563
2021	68,563	297,042	315,132		99,830	0.401	40,061	(206,508)	(6,195)	(212,703)
2022	(212,703)	2,361	2,580		99,830	0.413	41,263	(174,021)	(5,221)	(179,241)
2023	(179,241)	13,967	15,720		99,830	0.426	42,501	(152,460)	(4,574)	(157,034)
2024	(157,034)	49,500	57,384		99,830	0.439	43,776	(170,643)	(5,119)	(175,762)
2025	(175,762)	-	-		99,830	0.452	45,089	(130,673)	(3,920)	(134,593)
2026	(134,593)	3,848	4,732		99,830	0.465	46,442	(92,883)	(2,786)	(95,670)
2027	(95,670)	-	-		99,830	0.479	47,835	(47,835)	(1,435)	(49,270)
2028	(49,270)	-	-		99,830	0.494	49,270	0	0	0
Total		374,378	403,230	0	998,300		432,891		(28,277)	

Note: Numbers may not add due to rounding

**Township of Wilmot
2019 Development Charges Study
Cash Flow Calculation - Library - Residential**

Year	D.C. Reserve Fund Opening Balance	Development Related Expenditures	Development Related Expenditures	Development Related Long-Term Debt	Population Growth	\$59.52	Anticipated Revenues	Annual Surplus/ (Deficit)	1% / 3%	D.C. Reserve Fund Closing Balance after Interest
		Nominal Project Cost	Project Cost Inflated at 3%	Existing Debt Payments		Per Capita per Year Inflated at (3%) Starting in 2020			D.C. Reserve Fund Interest Earnings/ (Cost)	
2019	(1,409)	-	-		502	59.52	29,901	28,492	285	28,777
2020	28,777	-	-		502	61.30	30,798	59,576	596	60,172
2021	60,172	-	-		502	63.14	31,722	91,894	919	92,813
2022	92,813	294,246	321,530		502	65.04	32,674	(196,044)	(5,881)	(201,925)
2023	(201,925)	-	-		502	66.99	33,654	(168,271)	(5,048)	(173,319)
2024	(173,319)	-	-		502	69.00	34,664	(138,655)	(4,160)	(142,815)
2025	(142,815)	-	-		502	71.07	35,704	(107,111)	(3,213)	(110,324)
2026	(110,324)	-	-		502	73.20	36,775	(73,550)	(2,206)	(75,756)
2027	(75,756)	-	-		502	75.39	37,878	(37,878)	(1,136)	(39,014)
2028	(39,014)	-	-		502	77.66	39,014	(0)	(0)	(0)
Total		294,246	321,530	0	5,024		342,785		(19,846)	

Note: Numbers may not add due to rounding



Township of Wilmot
2019 Development Charges Study
Cash Flow Calculation - Library - Non-Residential

Year	D.C. Reserve Fund Opening Balance	Development Related Expenditures	Development Related Expenditures	Development Related Long-Term Debt	Sq. Ft. of Gross Floor Area	\$0.016	Anticipated Revenues	Annual Surplus/ (Deficit)	1% / 3% D.C. Reserve Fund Interest Earnings / (Cost)	D.C. Reserve Fund Closing Balance after Interest
		Nominal Project Cost	Project Cost Inflated at 3%	Existing Debt Payments		per sq.ft. per Year Inflated at (3%) Starting in 2020				
2019	(74)	-	-	-	99,830	0.016	1,574	1,500	15	1,515
2020	1,515	-	-	-	99,830	0.016	1,621	3,136	31	3,167
2021	3,167	-	-	-	99,830	0.017	1,670	4,837	48	4,885
2022	4,885	15,487	16,923	-	99,830	0.017	1,720	(10,318)	(310)	(10,628)
2023	(10,628)	-	-	-	99,830	0.018	1,771	(8,856)	(266)	(9,122)
2024	(9,122)	-	-	-	99,830	0.018	1,824	(7,298)	(219)	(7,517)
2025	(7,517)	-	-	-	99,830	0.019	1,879	(5,637)	(169)	(5,807)
2026	(5,807)	-	-	-	99,830	0.019	1,936	(3,871)	(116)	(3,987)
2027	(3,987)	-	-	-	99,830	0.020	1,994	(1,994)	(60)	(2,053)
2028	(2,053)	-	-	-	99,830	0.021	2,053	0	0	0
Total		15,487	16,923	0	998,300		18,041		(1,045)	

Note: Numbers may not add due to rounding

Township of Wilmot
2019 Development Charges Study
Cash Flow Calculation - Administration Studies - Residential

Year	D.C. Reserve Fund Opening Balance	Development Related Expenditures	Development Related Expenditures	Development Related Long-Term Debt	Population Growth	\$154.56	Anticipated Revenues	Annual Surplus/ (Deficit)	1% / 3% D.C. Reserve Fund Interest Earnings / (Cost)	D.C. Reserve Fund Closing Balance after Interest
		Nominal Project Cost	Project Cost Inflated at 3%	Existing Debt Payments		Per Capita per Year Inflated at (3%) Starting in 2020				
2019	(50,487)	-	-	-	502	154.56	77,653	27,166	272	27,438
2020	27,438	525,620	541,389	-	502	159.20	79,983	(433,968)	(13,019)	(446,987)
2021	(446,987)	35,938	38,126	-	502	163.98	82,382	(402,731)	(12,082)	(414,813)
2022	(414,813)	28,800	31,471	-	502	168.90	84,854	(361,430)	(10,843)	(372,273)
2023	(372,273)	22,320	25,121	-	502	173.96	87,399	(309,995)	(9,300)	(319,295)
2024	(319,295)	76,120	88,244	-	502	179.18	90,021	(317,517)	(9,526)	(327,043)
2025	(327,043)	25,920	30,950	-	502	184.56	92,722	(265,270)	(7,958)	(273,229)
2026	(273,229)	-	-	-	502	190.09	95,504	(177,725)	(5,332)	(183,057)
2027	(183,057)	10,800	13,681	-	502	195.80	98,369	(98,369)	(2,951)	(101,320)
2028	(101,320)	-	-	-	502	201.67	101,320	(0)	(0)	(0)
Total		725,518	768,982	0	5,024		890,208		(70,739)	

Note: Numbers may not add due to rounding

Township of Wilmot
2019 Development Charges Study
Cash Flow Calculation - Administration - Industrial

Year	D.C. Reserve Fund Opening Balance	Development Related Expenditures	Development Related Expenditures	Development Related Long-Term Debt	Sq. Ft. of Gross Floor Area	\$0.129	Anticipated Revenues	Annual Surplus/ (Deficit)	1% / 3% D.C. Reserve Fund Interest Earnings / (Cost)	D.C. Reserve Fund Closing Balance after Interest
		Nominal Project Cost	Project Cost Inflated at 3%	Existing Debt Payments		per sq.ft. per Year Inflated at (3%) Starting in 2020				
2019	(4,472)	-	-	-	53,400	0.129	6,878	2,406	24	2,430
2020	2,430	46,557	47,953	-	53,400	0.133	7,084	(38,439)	(1,153)	(39,592)
2021	(39,592)	3,183	3,377	-	53,400	0.137	7,297	(35,672)	(1,070)	(36,742)
2022	(36,742)	2,551	2,787	-	53,400	0.141	7,516	(32,014)	(960)	(32,974)
2023	(32,974)	1,977	2,225	-	53,400	0.145	7,741	(27,458)	(824)	(28,281)
2024	(28,281)	6,742	7,816	-	53,400	0.149	7,974	(28,124)	(844)	(28,968)
2025	(28,968)	2,296	2,741	-	53,400	0.154	8,213	(23,496)	(705)	(24,201)
2026	(24,201)	-	-	-	53,400	0.158	8,459	(15,742)	(472)	(16,214)
2027	(16,214)	957	1,212	-	53,400	0.163	8,713	(8,713)	(261)	(8,974)
2028	(8,974)	-	-	-	53,400	0.168	8,974	(0)	(0)	(0)
Total		64,263	68,112	0	534,000		78,850		(6,266)	

Note: Numbers may not add due to rounding



Township of Wilmot
2019 Development Charges Study
Cash Flow Calculation - Administration - Commercial/Institutional

Year	D.C. Reserve Fund Opening Balance	Development Related Expenditures	Development Related Expenditures	Development Related Long-Term Debt	Sq. Ft. of Gross Floor Area	\$0.270	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.ft. per Year Inflated at (3%) Starting in 2020				
2019	(8,150)	-	-	-	46,430	0.270	12,535	4,385	44	4,429
2020	4,429	84,848	87,394	-	46,430	0.278	12,911	(70,053)	(2,102)	(72,155)
2021	(72,155)	5,801	6,155	-	46,430	0.286	13,299	(65,011)	(1,950)	(66,961)
2022	(66,961)	4,649	5,080	-	46,430	0.295	13,698	(58,344)	(1,750)	(60,094)
2023	(60,094)	3,603	4,055	-	46,430	0.304	14,108	(50,041)	(1,501)	(51,542)
2024	(51,542)	12,288	14,245	-	46,430	0.313	14,532	(51,255)	(1,538)	(52,793)
2025	(52,793)	4,184	4,996	-	46,430	0.322	14,968	(42,821)	(1,285)	(44,106)
2026	(44,106)	-	-	-	46,430	0.332	15,417	(28,689)	(861)	(29,550)
2027	(29,550)	1,743	2,208	-	46,430	0.342	15,879	(15,879)	(476)	(16,356)
2028	(16,356)	-	-	-	46,430	0.352	16,356	0	0	0
Total		117,117	124,133	0	464,300		143,702		(11,419)	

Note: Numbers may not add due to rounding

Township of Wilmot
2019 Development Charges Study
Cash Flow Calculation - Water - Residential

Year	D.C. Reserve Fund Opening Balance	Development Related Expenditures	Development Related Expenditures	Development Related Long-Term Debt	Population Growth	\$213.58	Anticipated Revenues	Annual Surplus/ (Deficit)	1% / 3%	D.C. Reserve Fund Closing Balance after Interest
		Nominal Project Cost	Project Cost Inflated at 3%	Existing Debt Payments		Per Capita per Year Inflated at (3%) Starting in 2020				
2019	(400,053)	-	-	-	501	213.58	107,048	(293,005)	(8,790)	(301,795)
2020	(301,795)	406,400	418,592	-	501	219.99	110,259	(610,128)	(18,304)	(628,432)
2021	(628,432)	-	-	-	501	226.59	113,567	(514,865)	(15,446)	(530,311)
2022	(530,311)	-	-	-	501	233.39	116,974	(413,337)	(12,400)	(425,737)
2023	(425,737)	-	-	-	501	240.39	120,483	(305,254)	(9,158)	(314,412)
2024	(314,412)	264,024	306,076	-	501	247.60	124,098	(496,390)	(14,892)	(511,282)
2025	(511,282)	-	-	-	501	255.03	127,821	(383,462)	(11,504)	(394,965)
2026	(394,965)	-	-	-	501	262.68	131,655	(263,310)	(7,899)	(271,210)
2027	(271,210)	-	-	-	501	270.56	135,605	(135,605)	(4,068)	(139,673)
2028	(139,673)	-	-	-	501	278.68	139,673	(0)	(0)	(0)
Total		670,424	724,668	0	5,012		1,227,181		(102,461)	

Township of Wilmot
2019 Development Charges Study
Cash Flow Calculation - Water - Industrial

Year	D.C. Reserve Fund Opening Balance	Development Related Expenditures	Development Related Expenditures	Development Related Long-Term Debt	Sq. Ft. of Gross Floor Area	\$0.178	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.ft. per Year Inflated at (3%) Starting in 2020				
2019	(35,435)	-	-	-	53,400	0.178	9,482	(25,953)	(779)	(26,731)
2020	(26,731)	35,997	37,077	-	53,400	0.183	9,766	(54,042)	(1,621)	(55,663)
2021	(55,663)	-	-	-	53,400	0.188	10,059	(45,604)	(1,368)	(46,972)
2022	(46,972)	-	-	-	53,400	0.194	10,361	(36,611)	(1,098)	(37,710)
2023	(37,710)	-	-	-	53,400	0.200	10,672	(27,038)	(811)	(27,849)
2024	(27,849)	23,386	27,111	-	53,400	0.206	10,992	(43,968)	(1,319)	(45,287)
2025	(45,287)	-	-	-	53,400	0.212	11,322	(33,965)	(1,019)	(34,984)
2026	(34,984)	-	-	-	53,400	0.218	11,661	(23,323)	(700)	(24,022)
2027	(24,022)	-	-	-	53,400	0.225	12,011	(12,011)	(360)	(12,372)
2028	(12,372)	-	-	-	53,400	0.232	12,372	(0)	(0)	(0)
Total		59,383	64,187	0	534,000		108,697		(9,075)	



Township of Wilmot
2019 Development Charges Study
Cash Flow Calculation - Water - Commercial/Institutional

Year	D.C. Reserve Fund Opening Balance	Development Related Expenditures	Development Related Expenditures	Development Related Long-Term Debt	Sq. Ft. of Gross Floor Area	\$0.372	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.ft. per Year Inflated at (3%) Starting in 2020				
2019	(64,579)	-	-	-	46,430	0.372	17,280	(47,298)	(1,419)	(48,717)
2020	(48,717)	65,603	67,571	-	46,430	0.383	17,799	(98,490)	(2,955)	(101,445)
2021	(101,445)	-	-	-	46,430	0.395	18,333	(83,112)	(2,493)	(85,606)
2022	(85,606)	-	-	-	46,430	0.407	18,883	(66,723)	(2,002)	(68,725)
2023	(68,725)	-	-	-	46,430	0.419	19,449	(49,276)	(1,478)	(50,754)
2024	(50,754)	42,620	49,408	-	46,430	0.431	20,032	(80,130)	(2,404)	(82,534)
2025	(82,534)	-	-	-	46,430	0.444	20,633	(61,900)	(1,857)	(63,757)
2026	(63,757)	-	-	-	46,430	0.458	21,252	(42,505)	(1,275)	(43,780)
2027	(43,780)	-	-	-	46,430	0.471	21,890	(21,890)	(657)	(22,547)
2028	(22,547)	-	-	-	46,430	0.486	22,547	0	0	0
Total		108,223	116,980	0	464,300		198,098		(16,540)	

Township of Wilmot
2019 Development Charges Study
Cash Flow Calculation - Wastewater - Residential

Year	D.C. Reserve Fund Opening Balance	Development Related Expenditures	Development Related Expenditures	Development Related Long-Term Debt	Population Growth	\$1,064.37	Anticipated Revenues	Annual Surplus/ (Deficit)	1% / 3%	D.C. Reserve Fund Closing Balance after Interest
		Nominal Project Cost	Project Cost Inflated at 3%	Existing Debt Payments		Per Capita per Year Inflated at (3%) Starting in 2020				
2019	(303,680)	-	-	-	501	1,064.37	533,460	229,780	2,298	232,078
2020	232,078	614,364	632,795	-	501	1,096.30	549,464	148,747	1,487	150,234
2021	150,234	1,882,580	1,997,229	-	501	1,129.19	565,948	(1,281,047)	(38,431)	(1,319,478)
2022	(1,319,478)	2,262,686	2,472,498	-	501	1,163.06	582,926	(3,209,051)	(96,272)	(3,305,322)
2023	(3,305,322)	-	-	-	501	1,197.95	600,414	(2,704,908)	(81,147)	(2,786,055)
2024	(2,786,055)	264,024	306,076	-	501	1,233.89	618,426	(2,473,705)	(74,211)	(2,547,916)
2025	(2,547,916)	-	-	-	501	1,270.91	636,979	(1,910,937)	(57,328)	(1,968,265)
2026	(1,968,265)	-	-	-	501	1,309.04	656,088	(1,312,177)	(39,365)	(1,351,542)
2027	(1,351,542)	-	-	-	501	1,348.31	675,771	(675,771)	(20,273)	(696,044)
2028	(696,044)	-	-	-	501	1,388.76	696,044	0	0	0
Total		5,023,654	5,408,598	0	5,012		6,115,521		(403,243)	

Note: Numbers may not add due to rounding

Township of Wilmot
2019 Development Charges Study
Cash Flow Calculation - Wastewater - Industrial

Year	D.C. Reserve Fund Opening Balance	Development Related Expenditures	Development Related Expenditures	Development Related Long-Term Debt	Sq. Ft. of Gross Floor Area	\$0.885	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.ft. per Year Inflated at (3%) Starting in 2020				
2019	(26,898)	-	-	-	53,400	0.885	47,251	20,353	204	20,556
2020	20,556	54,417	56,050	-	53,400	0.911	48,669	13,175	132	13,307
2021	13,307	166,749	176,904	-	53,400	0.939	50,129	(113,469)	(3,404)	(116,873)
2022	(116,873)	200,417	219,001	-	53,400	0.967	51,633	(284,241)	(8,527)	(292,768)
2023	(292,768)	-	-	-	53,400	0.996	53,182	(239,587)	(7,188)	(246,774)
2024	(246,774)	23,386	27,111	-	53,400	1.026	54,777	(219,108)	(6,573)	(225,681)
2025	(225,681)	-	-	-	53,400	1.057	56,420	(169,261)	(5,078)	(174,339)
2026	(174,339)	-	-	-	53,400	1.088	58,113	(116,226)	(3,487)	(119,713)
2027	(119,713)	-	-	-	53,400	1.121	59,856	(59,856)	(1,796)	(61,652)
2028	(61,652)	-	-	-	53,400	1.155	61,652	0	0	0
Total		444,969	479,066	0	534,000		541,681		(35,717)	

Note: Numbers may not add due to rounding



Township of Wilmot
2019 Development Charges Study
Cash Flow Calculation - Wastewater - Commercial/Institutional

Year	D.C. Reserve Fund Opening Balance	Development Related Expenditures	Development Related Expenditures	Development Related Long-Term Debt	Sq. Ft. of Gross Floor Area	\$1.855	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.ft. per Year Inflated at (3%) Starting in 2020			D.C. Reserve Fund Interest Earnings / (Cost)	
2019	(49,022)	-	-	-	46,430	1.855	86,114	37,092	371	37,463
2020	37,463	99,174	102,149	-	46,430	1.910	88,697	24,011	240	24,252
2021	24,252	303,896	322,403	-	46,430	1.968	91,358	(206,793)	(6,204)	(212,997)
2022	(212,997)	365,254	399,123	-	46,430	2.027	94,099	(518,021)	(15,541)	(533,562)
2023	(533,562)	-	-	-	46,430	2.087	96,922	(436,640)	(13,089)	(449,739)
2024	(449,739)	42,620	49,408	-	46,430	2.150	99,830	(399,318)	(11,980)	(411,298)
2025	(411,298)	-	-	-	46,430	2.215	102,824	(308,473)	(9,254)	(317,728)
2026	(317,728)	-	-	-	46,430	2.281	105,909	(211,818)	(6,355)	(218,173)
2027	(218,173)	-	-	-	46,430	2.349	109,086	(109,086)	(3,273)	(112,359)
2028	(112,359)	-	-	-	46,430	2.420	112,359	0	0	0
Total		810,944	873,084	0	464,300		987,199		(65,094)	

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 saving attributable to economies of scale or cost sharing where applicable and prorate the cost on a per unit basis (i.e. sq.ft. of building space, per vehicle, etc.). This was undertaken through a review of the Township's approved 2018 Financial Information Return (FIR).

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

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



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

SERVICE	ANNUAL LIFECYCLE EXPENDITURES	ANNUAL OPERATING EXPENDITURES	TOTAL ANNUAL EXPENDITURES
Wastewater Services	152,218	196,824	349,042
Water Services	20,724	19,140	39,864
Roads and Related	166,024	32,813	198,837
Fire Protection Services	36,875	14,913	51,789
Parks and Recreation	461,469	151,734	613,204
Library Services	10,442	-	10,442
Administration	-	-	-
Total	847,753	415,425	1,263,178



Appendix E

Local Service Policy



Appendix E: Local Service Policy

The following provides local service and developer contribution policy for the Township.

1. Collector Roads

- 1.1 Collector roads internal to development – direct developer responsibility under s.59 of the D.C.A. (as a local service).
- 1.2 Collector roads external to development – if local service within the area to which the plan relates, include in D.C. calculation to the extent permitted under s.5(1) of the D.C.A. (dependent on local circumstances).

2. Traffic Signals and Intersection Improvements

- 2.1 Local streets / private entrances / entrances to specific developments – direct developer responsibility under s.59 of the D.C.A. (as a local service).
- 2.2 Minor arterial / collector road intersections including signalization, with regional roads – regional responsibility.
- 2.3 Intersection improvements/signalization on other local roads due to development growth increasing traffic – include in D.C. calculation (excluding private entrance signals), as required under s.5(1) of the D.C.A.

3. Streetlights

- 3.1 Streetlights on regional (arterial) roads – Include in area municipal D.C. (based on ten-year standards as per s.5(1) of the D.C.A.), or, in exceptional circumstances, may be direct developer responsibility through local service provisions (s.59 of the D.C.A.).
- 3.2 Streetlights on area municipal (collector) roads – Linked to collector road funding source.

4. Sidewalks

- 4.1 Sidewalks on regional (arterial) roads – include in D.C. (based on ten year standards as per s.5(1) of the D.C.A.), or in exceptional circumstances may be direct developer responsibility through local service provisions (s.59 of D.C.A.).



- 4.2 Sidewalks on area municipal (collector) roads – Linked to collector road funding source.
 - 4.3 Other sidewalks external to development (which are local service within the area to which the plan relates) – direct developer responsibility as a local service provision (under s.59 of the D.C.A.).
5. Bike Routes/Bike Lanes/Bike Paths/Multi-Use Trails/Naturalized Walkways
- 5.1 Bike lanes with road allowance – include in D.C. road costs (regional and area municipal), consistent with the service standard provisions of the D.C.A., s.5(1).
 - 5.2 Bike paths outside road allowance – include in D.C. calculation consistent with the service standard provision of the D.C.A., s.5(1).
6. Noise Abatement Measures
- 6.1 Internal to development – direct developer responsibility through local service provisions (s.59 of the D.C.A.).
7. Traffic Control Systems
- 7.1 Include in D.C. calculation, based on ten-year standards, as required under s.5(1) of the D.C.A.
8. Land Acquisition for Road Allowances
- 8.1 Land acquisition for arterial roads – Dedication under the *Planning Act* subdivision provisions (s.51) through development lands; in areas with limited or no development, include in the Regional D.C. (to the extent eligible).
 - 8.2 Land acquisition for collector roads – Dedication under the *Planning Act* subdivision provision (s.51) through development lands (up to 26 metre right of way); in areas with limited or no development, include in area municipal D.C. (to the extent eligible).
9. Storm Water Management
- 9.1 Quality and quantity works – direct developer responsibility through local service provisions (s.59 of the D.C.A.) including downstream or adjacent erosion works.



10. Water and Wastewater

- 10.1 Major truck mains and pumping station to be included with the D.C.
- 10.2 Connections to trunk mains and pumping stations to service specific areas, to be direct developer responsibility.



Appendix F

Proposed D.C. By-law



THE CORPORATION OF THE TOWNSHIP OF WILMOT

BY-LAW NUMBER 2019-42

A BY-LAW FOR THE IMPOSITION OF DEVELOPMENT CHARGES

WHEREAS the Township of Wilmot will experience growth through development and re-development;

AND WHEREAS development and re-development requires the provision of physical and social services by the Township of Wilmot;

AND WHEREAS Council desires to ensure that the capital cost of meeting growth-related demands for or burden on municipal services does not place an excessive financial burden on the Township of Wilmot or its existing taxpayers while at the same time ensuring new taxpayers contribute no more than the net capital cost attributable to providing the current level of municipal services;

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

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

AND WHEREAS the Council of The Corporation of the Township of Wilmot has given notice of and held a public meeting on the 24th day of June, 2019 in accordance with the Act and the regulations thereto;

NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE TOWNSHIP OF WILMOT ENACTS AS FOLLOWS:

1. INTERPRETATION

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

“Accessory building” means a building or structure, or part of a building or structure, that is:



- (a) a parking garage that is exclusively devoted to providing vehicle parking to the main use situated on the same Site;
- (b) a mechanical room that is exclusively devoted to providing heating, cooling, ventilating, electrical, mechanical or telecommunications equipment for a building or buildings that contain one or more Dwelling Units or Lodging Units situated on the same Site;
- (c) an entrance way, elevator, stairwell or hallway that provides access to a Dwelling Unit or Lodging Unit, or Dwelling Units or Lodging Units, on the same Site;
- (d) a pool area, change room, restroom, fitness facility, kitchen, laundry room, lounge or meeting room that is for the exclusive use of the residents of a Dwelling Unit or Lodging Unit, or Dwelling Units or Lodging Units, on the same Site;
- (e) a storage room that provides storage exclusively to a resident or residents of a Dwelling Unit or Lodging Unit, or Dwelling Units or Lodging Units, on the same Site; or
- (f) an exterior deck, porch, canopy, gazebo, storage shed or stairway that is exclusively devoted to the use of the residents of a Dwelling Unit or Lodging Unit, or Dwelling Units or Lodging Units, on the same Site;

And for the purposes of this definition, “Site” shall include common elements of the same condominium as the applicable main use, buildings, Dwelling Units or Lodging Units;

“Accessory Use” means a use that is normally subordinate or incidental to and exclusively devoted to a principal use, building or structure on a Site that does not through any manner or design share the same gross floor area of the principal use or occupy more than the percentage of gross floor area of the Site permitted as an accessory use by the applicable zoning by-laws;

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



“Apartment” means a Dwelling Unit located in a Residential Building which is not a Single Detached Dwelling, a Semi-Detached Dwelling, or a Townhouse Dwelling within the respective meanings ascribed thereto under this By-law;

“Bedroom” means a habitable room which can be used as sleeping quarters, but does not include a bathroom, living room, dining room or kitchen;

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

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

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

“Capital Cost” means costs incurred or proposed to be incurred by the township or a local board thereof directly or by others on behalf of and as authorized by the Township or local board,

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



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

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

“Commercial” means any use of land, structures or buildings for the purposes of buying or selling commodities and services, but does not include industrial or agricultural uses, but does include hotels, motels, motor inns and boarding houses;

“Council” means the Council of the Township;

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

“Development Charge” means a charge imposed with respect to this by-law;

“Dwelling Unit” means one or more rooms occupied or designed for human habitation which include a separate, private entrance together with cooking and sanitary facilities for the exclusive use of the occupants thereof. A unit or room in a hotel, motel, nursing or retirement home, independent living facility on the same Site as a nursing or retirement home, hospice, rehabilitation facility, student residence where meals and supervision are available, group home or hostel designed for human habitation shall not constitute a Dwelling Unit;

“Existing” means the number, use and size that existed as of August 1, 2014;

“Farm” means a parcel of land on which the predominant activity is Farming. A Farm shall not include a Greenhouse;



“Farm Occupation” means a vocational use permitted by the applicable zoning by-law and carried on in a building or as an Accessory Use in a portion of a building on a Farm where Farming also occurs;

“Farming” means the production of crops or the breeding, raising or maintaining of livestock, or both, and includes but is not limited to:

- (a) fur farming;
- (b) fruit and vegetable growing;
- (c) the keeping of bees;
- (d) fish farming; and
- (e) sod farming,

and includes such buildings and structures located on a Farm that are designed and intended to be used solely for or in connection with:

- (i) storage or repair of farm equipment;
- (ii) storage of materials used in the production or maintenance of crops or livestock on the Farm; or
- (iii) storage of the products derived from the Farm’s production of crops or livestock.

Farm and Farming shall not include a Dwelling Unit located on a Farm or such buildings or structures located on a Farm that are designed and intended to be used solely for or in connection with the processing of the crops or livestock through mechanical, chemical or other means to create an altered product;

“Grade” with respect to a Dwelling Unit or Single Detached Dwelling means the average level of finished ground adjoining same at all exterior walls;



“Greenhouse” means any nursery building where any form or quantity of flowers, household plants, landscaping plants, horticultural products or manufactured household or gardening products not produced on the Site is offered for sale;

“Gross Floor Area” means the total floor area of a building or structure or part thereof measured from the outside faces of exterior walls or between the outside faces of exterior walls and the centre line of any partition walls and, in the case of a Dwelling Unit, includes only those areas above Grade. The gross floor area shall include any area which is being used for the repair or for the public sale of vehicles but shall exclude any area which is specifically designed for the parking of passenger motor vehicles;

“Home Occupation” means a vocational use, which is not a Farm Occupation, carried on in conjunction with a Dwelling Unit on the same property as permitted by the Township zoning by-law;

“Industrial” means lands, buildings or structures used or designed or intended for use for manufacturing, processing, fabricating or assembly of raw goods, warehousing or bulk storage of goods, and includes office uses and the sale of commodities to the general public where such uses are accessory to an industrial use, but does not include the sale of commodities to the general public through a warehouse club;

“Institutional” means land, buildings, structures or any part thereof used by any organization, group or association for promotion of charitable, educational or benevolent objectives and not for profit or gain;

“Local Board” means a school board, public utility, commission, transportation commission, public library board, board of park management, local board of health, board of commissioners of police, planning board, or any other board, commission, committee, 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 Township of Wilmot or any part or parts thereof;;



“Local Services” means those services, facilities or things which are under the jurisdiction of the Township of Wilmot and are related to a plan of subdivision or within the area to which the plan relates in respect of the lands under Sections 41, 51 or 53 of the *Planning Act*, R.S.O. 1990, Chap. P.13, as amended, or any successor thereof;

“Lodging House” means a means a building designed or intended to contain, or containing Lodging Units where the residents share access to common areas of the building, other than the Lodging Units;

“Lodging Unit” means a room a room located within a Lodging House which:

- (a) is designed to be occupied for human habitation by one resident;
- (b) is not normally accessible to persons other than the resident without the permission of the resident; and
- (c) may contain either cooking or sanitary facilities, but not both, for the exclusive use of the resident of the unit.

A unit or room in a hotel, motel, nursing or retirement home, independent living facility on the same Site as a nursing or retirement home, hospice, rehabilitation facility, student residence where meals and supervision are available, group home, or hostel designed for human habitation shall not constitute a Lodging Unit;

“Non-Residential Use” means a building or structure of any kind whatsoever used, designed or intended to be used for other than a residential use;

“Official Plan” means the Official Plan adopted for the Township, as amended and approved;

“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’



“Place of Worship” means that part of a building or structure that is exempt from taxation as a place of worship under the *Assessment Act*, R.S.O. 1990, Chap. A.31, as amended, or any successor thereof;

“Rate” means the interest rate established weekly by the Bank of Canada based on Treasury Bills having a term of 91 days;

“Regulation” means any regulation made pursuant to the Act;

“Residential Building” means a building containing one or more Dwelling Units with or without any Non-Residential component and in the case of a single or semi-detached dwelling or townhouse dwelling means the individual Dwelling Unit;

“Residential Use” means the use of land, buildings or structures or a portion thereof for one or more Dwelling Units or Lodging Units, including a Farm dwelling.

“Semi-Detached Dwelling” means a Dwelling Unit within a building containing only two Dwelling Units, which is divided from the other Dwelling Unit by a vertical solid wall or partition extending from foundation to roof;

“Service” means a service designed in Schedule “A” to this By-law, and “services” shall have a corresponding meaning;

“Servicing Agreement” means an agreement between a landowner and the Township relative to the provision of municipal services to specified land within the Township;

“Single Detached Dwelling” means a residential building consisting of one Dwelling unit and not attached to another structure and shall include a modular or mobile home connected to any of water, sanitary or electrical utility service;

“Site” means a parcel of land situated in the Township which can be legally conveyed pursuant to Section 50 of the Planning Act and includes a Development having two or more lots consolidated under identical ownership;



“Townhouse Dwelling” means one Dwelling Unit within a building containing three or more Dwelling Units which is divided from the other Dwelling Units by one or more vertical solid walls or partitions extending from foundation to roof;

“Township” means the area within the geographic limits of the Township of Wilmot; and

2. DESIGNATION OF SERVICES

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

- (a) Transportation Services;
- (b) Fire Protection Services;
- (c) Parks and Recreation Services;
- (d) Library Services;
- (e) Administration Services;
- (f) Wastewater Services; and
- (g) Water Services

2.2 The components of the services designated in section 2.1 are described in Schedule A.

3. APPLICATION OF BY-LAW RULES

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

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

Area to Which By-law Applies



- 3.2 Subject to section 3.3, this By-law applies to all lands in the Township of Wilmot whether or not the land or use thereof is exempt from taxation under s.13 or the *Assessment Act*.
- 3.3. Notwithstanding clause 3.2 above, this by-law shall not apply to lands that are owned by and used for the purposes of:
- (a) the Township or a local board thereof;
 - (b) a board of education; or
 - (c) the Corporation of the Region of Waterloo or a local board thereof;

Approvals for Development

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



- (c) Despite subsection 3.4(b), if two or more of the actions described in subsection 3.4(a) occur at different times, additional development charges shall be imposed if the subsequent action has the effect of increasing the need for services.

Exemptions

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

- (a) the enlargement of an existing Dwelling Unit;
- (b) the creation of the first two additional Dwelling Units in an existing Single Detached Dwelling; or
- (c) the creation of the first additional Dwelling Unit in an existing Semi-Detached, Townhouse or Apartment building;

3.6 Notwithstanding section 3.5(b), development charges shall be imposed if the total Gross Floor Area of the additional one or two units exceeds the gross floor area of the existing Dwelling Unit.

3.7 Notwithstanding section 3.5(c), development charges shall be imposed if the additional unit has a Gross Floor Area greater than

- (a) in the case of a Semi-Detached or Townhouse dwelling, the gross floor area of the existing Dwelling Unit; and
- (b) in the case of any other residential building, the gross floor area of the smallest Dwelling Unit contained in the Residential Building.

3.8 Exemption for Industrial Development:

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



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

- (a) determine the amount by which the enlargement exceeds 50 percent of the gross floor area before the enlargement;
- (b) divide the amount determined under subsection 1) by the amount of the enlargement.

3.9 Other Exemptions:

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

- (a) Lands, buildings or structures used or to be used for a place of worship or for the purposes of a churchyard or cemetery exempt from taxation under the Assessment Act;
- (b) A Home Occupation;
- (c) An accessory building, provided that the total Gross Floor Area of the Accessory Building or Buildings on the site does not exceed the total Gross Floor Area of the applicable main use, buildings, Dwelling Units or Lodging Units;
- (d) Temporary use permitted under a zoning by-law under Section 39 of the Planning Act;
- (e) Farming, excluding a Farm Occupation.

Amount of Charges

Residential

3.10 The development charges set out in Schedule B shall be imposed on residential uses of lands, buildings or structures, including a dwelling unit accessory to a non-residential use and, in the case of a mixed use building or structure, on the residential uses in the mixed use building or structure, according to the type of



residential unit, and calculated with respect to each of the services according to the type of residential use.

Non-Residential

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

Reduction of Development Charges for Redevelopment

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

- (a) in the case of a residential building or structure, or in the case of a mixed-use building or structure, the residential uses in the mixed-use building or structure, an amount calculated by multiplying the applicable development charge under subsection 3.10 by the number, according to type, of dwelling units that have been or will be demolished or converted to another principal use; and
- (b) in the case of a non-residential building or structure or, in the case of mixed-use building or structure, the non-residential uses in the mixed-use building or structure, an amount calculated by multiplying the applicable development charges under subsection 3.11, by the gross floor area that has been or will be demolished or converted to another principal use;

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



Time of Payment of Development Charges

- 3.13 Development charges imposed under this by-law are calculated, payable, and collected upon issuance of a building permit for the development.
- 3.14 Despite section 3.13, Council from time to time, and at any time, may enter into agreements providing for all or any part of a development charge to be paid before or after it would otherwise be payable, in accordance with section 27 of the Act.

4. PAYMENT BY SERVICES

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

5. INDEXING

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

6. SCHEDULES

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

Schedule A – Components of Services Designated in subsection 2.1

Schedule B – Residential and Non-Residential Schedule of Development Charges

7. CONFLICTS

- 7.1 Where the Township and an owner or former owner have entered into an agreement with respect to land within the area to which this By-law applies, and a conflict exists between the provisions of this By-law and such agreement, the provisions of the agreement shall prevail to the extent that there is a conflict.



7.2 Notwithstanding section 7.1, where a development which is the subject of an agreement to which section 7.1 applies, is subsequently the subject of one or more of the actions described in subsection 3.4(a), an additional development charge in respect of the development permitted by the action shall be calculated, payable and collected in accordance with the provisions of this By-law if the development has the effect of increasing the need for services, unless such agreement provides otherwise.

8. SEVERABILITY

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

9. DATE BY-LAW IN FORCE

9.1 This By-law shall come into effect at 12:01 AM on _____, 2019.

10. DATE BY-LAW EXPIRES

10.1 This By-law will expire at 12:01 AM on _____, 2024 unless it is repealed by Council at an earlier date.

PASSED THIS ____th day of _____, 2019

Mayor

Township Clerk



**SCHEDULE “A”
TO BY-LAW 2019-42
COMPONENTS OF SERVICES DESIGNATED IN SUBSECTION 2.1**

100% Eligible Services

- Transportation Services
 - Roads
 - Bridges and Culverts
 - Public Works Facilities
 - Public Works Rolling Stock
- Fire Protection Services
 - Fire Stations
 - Fire Vehicles
 - Fire Small Equipment and Gear

90% Eligible Services

- Parks and Recreation Services
 - Parkland Development
 - Vehicles and Equipment
 - Indoor Recreation Facilities
- Library Services
 - Library Facilities
- Administrative Services
 - Growth-related Studies

Municipal Water and Wastewater Urban Service Area (New Hamburg and Baden)

- Wastewater Services
 - Wastewater Systems
- Water Services
 - Water Systems



**SCHEDULE “B”
TO BY-LAW 2019-42
SCHEDULE OF DEVELOPMENT CHARGES**

Service	RESIDENTIAL					NON-RESIDENTIAL	
	Single and Semi-Detached Dwelling	Apartments - 2 Bedrooms +	Apartments - Bachelor and 1 Bedroom	Townhouse Dwelling	Lodging Units	Industrial	Commercial/Institutional
						(per sq.ft. of Gross Floor Area)	(per sq.ft. of Gross Floor Area)
Municipal Wide Services:							
Roads and Related	2,070	1,409	871	1,576	734	0.56	1.17
Fire Protection Services	343	233	144	261	122	0.33	0.20
Parks and Recreation	4,427	3,013	1,864	3,372	1,571	0.38	0.38
Library Services	185	126	78	141	65	0.02	0.02
Administration	479	326	202	365	170	0.13	0.27
Total Municipal Wide Services	7,503	5,107	3,159	5,715	2,662	1.41	2.03
Urban Services							
Wastewater Services	3,300	2,246	1,389	2,513	1,171	0.88	1.85
Water Services	662	451	279	504	235	0.18	0.37
Total Urban Services	3,962	2,697	1,668	3,017	1,406	1.06	2.23
GRAND TOTAL RURAL AREA	7,503	5,107	3,159	5,715	2,662	1.41	2.03
GRAND TOTAL URBAN AREA	11,465	7,804	4,827	8,732	4,068	2.47	4.26



TOWNSHIP OF WILMOT

PUBLIC WORKS & ENGINEERING Staff Report

REPORT NO: PW 2019-15

TO: Council

SUBMITTED BY: Jeff Molenhuis, P. Eng., Director of Public Works & Engineering

PREPARED BY: Bryan Bishop, C.E.T., Manager of Engineering

REVIEWED BY: Grant Whittington, CAO

DATE: August 26, 2019

SUBJECT: Richardson Drain Branch A Maintenance – Award of Contract

RECOMMENDATION:

THAT Tender 2019-23 be awarded to Van Gestel Excavating Services for the Municipal Drain maintenance of the Richardson Drain Branch A as per their tender submitted June 28, 2019, in the amount of \$86,272.13 plus HST.

SUMMARY:

This report outlines the municipal drain process and recommends award of tender for the maintenance of the Richardson Drain Branch A.

BACKGROUND:

The Richardson Drain was constructed under the Drainage Act under a 1962 Engineer's report that was adopted by Bylaw 1129 May 16, 1965. Under Section 74 of the Drainage Act the Township is responsible to oversee the maintenance of the Richardson Drain. The Drainage Superintendent has determined that tile on Branch A is in need of repair and therefore requires replacement. The cost to replace the tile will be assessed to the lands and roads in the Richardson Drain Branch A watershed in accordance with the maintenance assessment schedule in the 1962 Engineer's report.

The Drain Maintenance process for this project began in 2014 and focused primarily on the south side of Carmel Koch Road at the intersection of the Wilmot-Easthope Road.

All individual stakeholders have been contacted and briefed on the maintenance work that was originally planned in this watershed. After the bid process, stakeholders were invited to a site meeting where updated costs were discussed resulting from the bidding process. After a site meeting on August 16th, the Drainage Superintendent has advised that stakeholders were primarily concerned with the work proceeding as soon as possible.

REPORT:

The Richardson Drain Branch A maintenance work involves replacing the existing 300mm diameter tile with a new 525mm diameter pipe drain in the road ditch on the south side of Carmel-Koch Road. This work was the basis for the original budget estimate in the 2019 Budget Process.

Additional drainage work on the north side of the road in the project area was identified during the detailed design process. This work was recommended to be done along the north side of Carmel-Koch Road to eliminate future road ditch cleanout and culvert replacements at the recommendation of the Drainage Superintendent. Staff are in support of this additional work to mitigate future maintenance and capital costs in this area.

On June 13, 2019, the tender document was made available online through the Township's e-bidding site. There were a total of four (4) plan takers, with (1) bid received at time of close on June 26, 2019. The lowest bid received was Van Gestel Excavating Services from Stratford, Ontario at a cost of \$86,272.13 plus HST. The low bid tender has been reviewed by the Township Drainage Superintendent and appears to be satisfactory.

The maintenance works are scheduled to be completed in the fall of 2019.

ALIGNMENT WITH THE TOWNSHIP OF WILMOT STRATEGIC PLAN:

We have a prosperous community through maintaining our infrastructure. We are an engaged community through communicating municipal matters.

FINANCIAL CONSIDERATIONS:

As part of a consolidated municipal drains budget estimate, the following funding sources were identified in the 2019 Capital Budget for the Richardson Drain:

Funding Source	Amount
General Levy	\$16,000
Benefitting Land Owners	\$24,000
Total Budget	\$40,000

This distribution of the costs for the original work anticipated on the Richardson Drain Branch A have been assessed within the watershed using the assessment schedule from the 1962 Engineer's report.

The additional work included in this project was recommended by the Drainage Superintendent to be the sole cost of Wilmot Township as a result of this additional work not being directly related to maintenance purposes. As noted, it was recommended to be added to the project to avoid additional drainage issues and maintenance costs assessed to the roads in this project area in the future.

The total costs of this project that the Township is required to fund is in the order of \$56,000. This is a result of increased bid costs for the original work, additional costs for the new work added, as well as provisional/contingency costs being included in the contract figure. The actual costs, which are compiled after the construction process is completed, will be billed according to the assessment schedule in accordance with the Drainage Superintendent recommendation within the Actual Cost By-Law.

Considering the length of time of this maintenance project, improvements to drainage function in the area and support of landowners in the assessment area, it is recommended to proceed with the work as tendered, with the budget shortfall being provided from the general levy as part of the closure of the 2019 capital program.

ATTACHMENTS: See the attached correspondence with landowners after the bid was closed, including meeting request, tender summary and Schedule B for Maintenance Assessment.



TOWNSHIP OF WILMOT

DEVELOPMENT SERVICES *Staff Report*

REPORT NO: DS 2019-21

TO: COUNCIL

SUBMITTED BY: Harold O’Krafka, MCIP RPP
Director of Development Services

PREPARED BY: Andrew Martin, MCIP RPP, Manager of Planning/EDO

REVIEWED BY: Grant Whittington, CAO

DATE: August 26, 2019

SUBJECT: Zone Change Application 08/19
Capital Homes (HH) Inc.
Lot 32, 33, 35, 37, 40, 41, 53-61, 69-77, and 97, Plan 58M-414
Municipal addresses:
138, 142, 150, 164, 176 and 180 Theodore Schuler Blvd
10, 14, 18, 22, 26, 29, 20, 33 and 34 Marty Lane
13, 19, 25, 31, 37, 41, 45, 49 and 53 Strauch Ave
79 Stier Rd, New Hamburg

RECOMMENDATION:

THAT Zone Change Application 08/19 made by Capital Homes (HH) Inc. affecting Lots 32,33,35,37, 40, 41, 53-61, 69-77, and 97, Plan 58M-414 to permit one secondary unit within each of the permitted single detached dwellings be approved subject to the implementing by-law amendment including the following regulations:

- a. that each single detached dwelling provide a minimum of 2 off-street parking spaces (one of which must be provided behind the building line);
- b. a secondary unit shall be defined as the use of a single detached dwelling where a separate self-contained dwelling unit is located within the principal dwelling;
- c. that a minimum of 1 off-street parking space be required for each secondary unit and that said space may be provided in front of the building line;
- d. that the maximum driveway width shall be 6.0m;

- e. a direct entrance to the second dwelling unit from the outside shall be provided from a rear yard or side yard only; and
- f. the secondary unit may not solely occupy any storey, or below grade floor level, of the principal dwelling.

SUMMARY:

Capital Homes (HH) Inc has filed a zone change application for multiple properties on Theodore Schuler Boulevard, Marty Lane, Strauch Avenue, and Stier Road in New Hamburg. The application proposes to amend the current zoning of these properties to permit one self-contained unit (a secondary suite/apartment unit) within each of these homes.

The Township Official Plan contains policies that implement the Planning Act requirement for municipalities to have policies permitting additional residential units within singles, semi-detached, and townhome dwellings. The Township is currently undertaking a comprehensive review of the zoning by-law which, in order to implement these Official Plan policies, will propose zoning regulations for additional dwelling units within existing and newly developing residential neighbourhoods.

This application advances the zoning process as it applies to the remaining undeveloped properties within the residential neighbourhood north of Forrest Avenue East providing the builder the opportunity to build homes with a second dwelling unit if desired by perspective purchasers.

The properties subject to this application provide ample room for parking as, in general, the dwellings in the area include a two car garage with an additional two vehicle spaces within the driveway. As the secondary units would be contained within the dwelling with no direct access to the front of the dwelling, the dwellings would provide a similar appearance and function in the same manner as existing dwellings in the neighbourhood.

The application implements Provincial Policy, fully conforms to the Township Official Plan and staff support that the proposal is appropriate for the neighbourhood in which the zoning would apply.

BACKGROUND:

Notice of the Public Meeting was given to property owners within 120 metres of the subject lands on May 13, 2019. The following is a summary of comments received prior to and at the Public Meeting.

Public

Written comments prior to Public Meeting (full written comments are included as Attachments B, C and D):

Owners/residents of 34, 42, and 50 Strauch Ave – concerned with rental housing being introduced into neighbourhood; rental properties not being maintained, lessened sense of community with rental occupancy, traffic and parking, insufficient parkland, decrease in property values, and increased crime rate.

Verbal presentations at Public Meeting (minutes of the Public Meeting are included as Attachment E):

Owner/resident of 169 Theodore Schuler Boulevard – purchased in this neighbourhood as it was all single detached dwellings; concerned about impact on property values and parking.

Owner/resident of 50 Strauch Ave reiterating written concerns.

Owner/resident of 122 Theodore Schuler Boulevard – concerned with parking and traffic.

Owner/resident of 69 Theodore Schuler Boulevard – concerns with traffic and expressing that existing families in the neighbourhood do not want the units.

Owner/resident of 64 Theodore Schuler Boulevard – indicating the builder should include these units in future phases and make purchasers aware of the plan.

Agencies

Region of Waterloo and Grand River Conservation Authority: no objections

Internal Departments

Public Works: requesting applicant to demonstrate that the sanitary sewer system has adequate capacity for the additional units. An engineering report was received from K. Smart Associates Limited on July 11, 2019 that concluded that the sanitary sewers within the subdivision have sufficient capacity to convey the potential increase in sewage flows.

Public comments received after the Public Meeting

The following additional public comments were received in writing after the Public Meeting (included as Attachment F):

Owner/resident of 169 Theodore Schuler Boulevard – expressing concerns with traffic and requesting a traffic study.

REPORT:

The Township is in receipt of a zone change application that would apply to multiple properties in the residential development north of Forrest Avenue East in New Hamburg. More specifically

the application would apply to properties on Theodore Schuler Boulevard, Marty Lane, Strauch Avenue, and Stier Road; the properties are identified on the map included within this report as Attachment A.

In conformity with the Planning Act, the Township Official Plan contains policies requiring the Township to permit the addition of one self-contained, residential unit (secondary suite) in detached, semi-detached and row houses, and ancillary structures both in existing and newly developing neighbourhoods. This application proposes only to introduce a secondary suite (accessory apartment) within the single detached dwellings, not ancillary structures.

Written and/or verbal comments were received from seven neighbouring property owners/residents. A copy of the correspondence and minutes of the public meeting are included within this report as Attachments B-F. The following paragraphs provide comments and/or solutions to these concerns.

Timing of Application

Through written and verbal comments received, a consistent concern raised was that the intentions of the home builder were not made clear to homeowners when they purchased their homes. Additionally it was suggested that there were no plans identified by the Township to allow any other forms of housing in the neighbourhood.

Staff are unable to provide comments on the communication that occurred between the builder and perspective buyers during the purchase of these homes. With respect to Township plans, the Planning Act was amended in 2011 to require municipalities to establish policies to permit second dwelling units. These policies were included in the Township's Official Plan conformity documents for which the process started in 2014. The Township was delayed in proceeding with updates at that time due to appeals of the Regional Official Plan. Ultimately the second unit policies were included in the Township Official Plan Amendment 9 which was adopted by Council in December 2017 which came into effect in April 2019 following Regional approval.

Neighbourhood Character and Appropriateness of Development

The Planning Act requires municipalities to establish official plan policies and zoning by-law provisions allowing additional dwelling units in detached, semi-detached and row houses, as well as ancillary structures. These units are to be permitted in both existing residential communities and in newly developed areas.

Policy 2.5.3 (iii) of the Township Official Plan states that development occurring in the Baden and New Hamburg Urban Areas will provide a diverse range and mix of housing options, including second units and affordable housing. Policy 2.5.6.1 continues on to state that the Township Zoning By-law will regulate the type and density of residential development.

The intent of the Planning Act and subsequently policies within the Official Plan is not to tie specific densities to certain areas, but rather allow the ability, through amendments to the Zoning

By-law, to consider a mix of housing forms and densities in all residential areas. In this regard, the consideration of a form of residential housing different than abutting uses is contemplated and encouraged by the Official Plan. Both present and historic planning practices within the Township have involved the integration of different housing forms (apartments, townhomes, plexes, and semi-detached dwellings) within existing and newly developed neighbourhoods.

Despite the fact that different housing forms are encouraged in all residential neighbourhoods, this application proposes secondary units which by design, are intended to be integrated into the dwelling form on a specific property. No direct access is provided to the front of the dwellings and ultimately the dwellings would provide a similar appearance and function in the same manner as other single detached dwellings on neighbouring properties.

Parking and Traffic

Concerns related to traffic and parking have been further divided into two components: off-street parking and street parking and traffic.

Off-street parking

The current zoning of the subject properties requires one off-street parking space for a single detached dwelling. A required off-street parking space must be provided behind the building line (typically the front of the house). This space can either be within a side or rear yard or within a garage. In the subject neighbourhood dwellings typically have two car garages which in theory provide two off-street parking spaces behind the building line. The driveway, then provides additional parking spaces within the driveway.

To ensure the existing parking situation is not impacted as a result of secondary units, the by-law would include provisions requiring two spaces for a single detached dwelling, one of which may be provided in front of the building line. This will continue to encourage use of a garage or side yard for parking but reserves a space in the driveway if necessary.

Draft Planning Act regulations for additional units limits the number of spaces required for a secondary unit to one space. The by-law would include a provision to require one off-street parking space for a secondary unit. The by-law would further limit the driveway width to 6.0m.

Combined, the requirements the by-law would require a minimum of three off-street parking spaces. With one space required to be provided behind the building line and a maximum driveway width of 6.0m the development of properties with secondary units would remain consistent with neighbouring developed properties; homes would have a garage and the driveways would be limited to two vehicle widths wide. The properties provide ample room to accommodate adequate off-street parking without the need to rely on-street parking.

Street parking and traffic

Several of the concerns raised were related to increased parking on the street. As with any other residential property, residents may choose to park on the street provided such parking is in compliance with the Township parking by-laws. By providing sufficient off-street parking, the

demand for on-street parking is reduced or eliminated. Should on-street parking become an issue, the matter would be reviewed by Township staff and, if required, actions could be taken to minimize the impacts through use of no parking areas and through police enforcement.

With respect to traffic concerns, comments were related to the existing use of streets and failure to obey stop signs, speed limits etc. These matters involve traffic enforcement and are more appropriately addressed through that process. Draft Planning Act regulations with respect to additional units contain no provisions for traffic assessment in requiring up to two additional units in every single detached, semi-detached and townhome dwelling. This application proposes only one secondary unit in each of the homes.

ALIGNMENT WITH THE TOWNSHIP OF WILMOT STRATEGIC PLAN:

The approval of additional residential units in homes maximizes the use of existing infrastructure and reduces demand for additional greenfield lands to accommodate all residential development which are both strategies in achieving the Township's goal to protect the natural environment.

FINANCIAL CONSIDERATIONS:

The application fees, established by the Township of Wilmot Fees and Charges By-law, were collected at the time of application.


ATTACHMENTS:

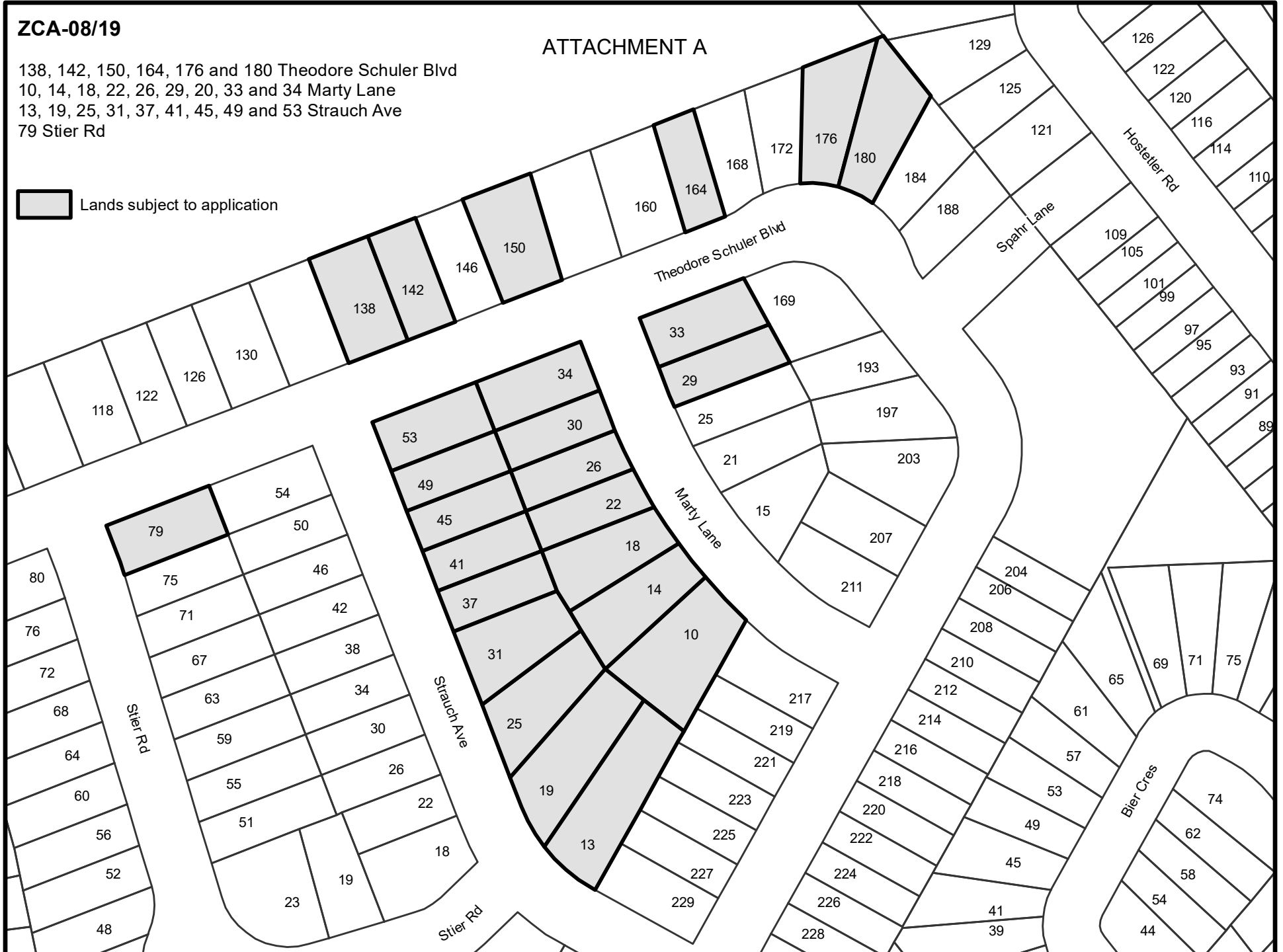
Attachment A	Property location map
Attachment B	Letter from 50 Strauch Ave
Attachment C	Letter from 42 Strauch Ave
Attachment D	Letter from 34 Strauch Ave
Attachment E	Minutes from Public Meeting
Attachment F	Email from 169 Theodore Schuler Blvd

ZCA-08/19

ATTACHMENT A

138, 142, 150, 164, 176 and 180 Theodore Schuler Blvd
10, 14, 18, 22, 26, 29, 30, 33 and 34 Marty Lane
13, 19, 25, 31, 37, 41, 45, 49 and 53 Strauch Ave
79 Stier Rd

 Lands subject to application



RE: Zone Change Application 08/19

May 18, 2019

Dear Township of Wilmot and Capital Homes,

We are writing on behalf of our family, residing at 34 Strauch Avenue, to express our concerns regarding the proposed zone change application for

Capital Homes (HH) Inc. lots 32, 33, 35, 37, 40, 41, 53-61, 69-77, and 97 Plan 58M-414,

referring to the New Hamburg municipal addresses of

138, 142, 150, 164, 176, and 180 Theodore Schuler Blvd,
10, 14, 18, 22, 26, 29, 20, 33, and 34 Marty Lane,
13, 19, 25, 31, 37, 41, 45, 49, and 53 Strauch Ave,
79 Stier Road

When we decided to buy in this community, we were assured the zoning for this neighbourhood was—and would remain—for single family dwellings. The zoning for single families for the entirety of the development area was a selling feature frequently lauded by sales representatives of Capital Homes. Capital Homes representatives further expressed commitment to selling to buyers who were not looking for investment/rental properties and to trying to build a community of families. Their sales tactic appealed to us and was consistent with our aim of living in a family-centric neighbourhood. Not only is the proposed rezoning to allow for self-contained secondary suites problematic because it is not consistent with what we were assured about the characteristics of our neighbourhood when buying our property, but it is also problematic for several important reasons as outlined below. We are very disappointed with the duplicitous sales tactics used; and, had this information been provided before our purchase, our decision to buy in this neighbourhood would have been different.

We oppose the proposed rezoning for the following reasons:

- When buying a house, buyers evaluate a neighbourhood based on its present and planned features, which did not include housing with potential rental suites. We would not have chosen to reside in this community if the potential for rental housing was part of that plan at the time of our purchase.

- Although the proposed self-contained secondary suites are ideally and typically in-law suites, it is entirely possible to build two self-contained—and more easily rentable—suites in these new houses that would still be consistent with the proposed rezoning. Granted it is possible that individuals could buy a house in this neighbourhood (without a secondary suite allowance) for the purpose of using the home as a rental, it is also highly improbable given the costs of housing in this neighbourhood (which could result in high and non-competitive rental rates). However, with a self-contained secondary suite in homes on these properties, the likelihood of renting to offset the costs of the houses in the neighbourhood also increases. Moreover, having a legal secondary suite also increases the probability that the entire property is a rental, as an owner will be able to rent both the main portion of the house and secondary suite. Thus, allowing a secondary suite to be an option increases the likelihood of having part or all of the property rented (and it increases the potential for off-site home owners in our neighbourhood).
- Renters do not tend to be long-term residents in a neighbourhood. Tenant turnover means there are a number of individuals who will reside in our small neighbourhood and not have the same level of care for and commitment to that neighbourhood as owners who reside in the neighbourhood are likely to have. As such, we are concerned about significant declines in property maintenance and, consequently, the aesthetic of, and enjoyment derived from, our community.
- Continual changes in renters will contribute to a lessened sense of community within our neighbourhood compared to the stability of residency that home ownership offers. We have made a point as a neighbourhood to get to know our neighbours and to develop positive relationships. Renters are less likely to invest such efforts and the homeowner community is less likely to invest such efforts with renters as well.
- Moreover, compared to units with renters, there are significant social benefits associated with neighbourhoods that have a greater proportion of home owners. For example, home owners are likely to be more willing to intervene in community problems and are more likely to join community associations (e.g., parent-teacher, neighbourhood watch). Thus, having secondary suites with renters is likely to negatively change the dynamics of the neighbourhood with respect to involvement and the sense of community we have already achieved.
- Street parking is currently considerably limited in the neighbourhood and homes with more residents due to secondary suites will contribute to a further reduction to the already limited available parking space.

- With the potential for more individuals living on each lot due to the proposed secondary suites, there will be an increase in traffic to a level that is much more than we expected when we bought this property. With increased traffic, the peaceful quiet of our low-traffic neighbourhood will decrease.
- Increasing the number of people living in the neighbourhood and, consequently, increasing the number of individuals who will drive in the neighbourhood and increasing the use of street parking, as noted above, will also impact the ability to safely navigate streets. That is, greater traffic and street parking will impact sight lines while driving, increasing the likelihood of injury to children and others in the neighbourhood.
- With additional units in previously single-family zoned areas, there will be increased demand on current infrastructure (e.g., water, hydro, playgrounds).
- There is already insufficient green space and adequate playgrounds for the children residing in the neighbourhood at present. The Capital Homes development area is located very closely to a number of multi-family dwellings and the available greenspace and playground resources are already very burdened. The increase in the population that is likely to come with additional homes let alone homes with rental suites could further increase the burden on playgrounds making it necessary to develop more playgrounds and provide additional green space, none of which is currently planned in the remaining undeveloped lots of this neighbourhood.
- When there are rental properties in a neighbourhood, prices of houses in communities decline or stagnate for a number of reasons, including—but not limited to—property maintenance issues as well as overburdening of resources such as parking space, playgrounds, etc. Property ownership tends to be a good long-term financial investment and the anticipated future value of our home—based on the characteristics of the future neighbourhood as described by the developer at the time of our purchase—was an important consideration when we bought our house. As such, we are concerned that house prices in the community will be significantly devalued by the proposed rezoning. Moreover, we are concerned that the proposed rezoning will be financially costly to current homeowners while also rewarding the deceptiveness of the developers given that they may benefit from potential increased sale prices for lots that would be able to include secondary suites.
- Finally, research suggests affluence, home ownership, and lower population density in neighbourhoods are associated with lower rates of both violent and property crimes.

Thus, having renters and a greater number of individuals residing in the community may contribute to increase rates of crime.

In sum, we are extremely disappointed with the proposed rezoning. Although we are aware that zoning with secondary suite allowances is likely to be the standard in future development areas as the Township of Wilmot expands, the neighbourhood we bought into came with a promise from the developers to remain a community of single-family dwellings. We would not have bought our property if intentions to rezone from single-family dwellings to dwellings with rentable self-contained secondary suites were shared with us at the time of our purchase or if such plans were included in the Township's future plans for this neighbourhood at the time of our purchase. Although we enjoy our home and we love the town of New Hamburg, we are also likely to consider relocating if this proposed change is approved.

In light of the above, we urge the Township of Wilmot to reject Capital Home's application for rezoning our charming, close, and community-centric neighbourhood. We request that the Township of Wilmot keeps the current zoning for the reasons above and so the neighbourhood remains consistent with the conditions under which we chose to buy into the neighbourhood we are very fortunate to now call our home.

Sincerely,

RE: Zone Change Application 08/19

May 22, 2019

Dear Township of Wilmot and Capital Homes,

We are writing on behalf of our family, residing at 42 Strauch Avenue, to express our concerns regarding the proposed zone change application for

Capital Homes (HH) Inc. lots 32, 33, 35, 37, 40, 41, 53-61, 69-77, and 97 Plan 58M-414,

referring to the New Hamburg municipal addresses of
138, 142, 150, 164, 176, and 180 Theodore Schuler Blvd,
10, 14, 18, 22, 26, 29, 20, 33, and 34 Marty Lane,
13, 19, 25, 31, 37, 41, 45, 49, and 53 Strauch Ave,
79 Stier Road

When we decided to buy in this community, we were assured the zoning for this neighbourhood was—and would remain—for single family dwellings. The zoning for single families for the entirety of the development area was a selling feature frequently lauded by sales representatives of Capital Homes. Capital Homes representatives further expressed commitment to selling to buyers who were not looking for investment/rental properties and to trying to build a community of families. Their sales tactic appealed to us and was consistent with our aim of living in a family-centric neighbourhood. Not only is the proposed rezoning to allow for self-contained secondary suites problematic because it is not consistent with what we were assured about the characteristics of our neighbourhood when buying our property, but it is also problematic for several important reasons as outlined below. We are very disappointed with the duplicitous sales tactics used; and, had this information been provided before our purchase, our decision to buy in this neighbourhood would have been different.

We oppose the proposed rezoning for the following reasons:

- When buying a house, buyers evaluate a neighbourhood based on its present and planned features, which did not include housing with potential rental suites. We would not have chosen to reside in this community if the potential for rental housing was part of that plan at the time of our purchase.
- Although the proposed self-contained secondary suites are ideally and typically in-law suites, it is entirely possible to build two self-contained—and more easily rentable—

suites in these new houses that would still be consistent with the proposed rezoning. Granted it is possible that individuals could buy a house in this neighbourhood (without a secondary suite allowance) for the purpose of using the home as a rental, it is also highly improbable given the costs of housing in this neighbourhood (which could result in high and non-competitive rental rates). However, with a self-contained secondary suite in homes on these properties, the likelihood of renting to offset the costs of the houses in the neighbourhood also increases. Moreover, having a legal secondary suite also increases the probability that the entire property is a rental, as an owner will be able to rent both the main portion of the house and secondary suite. Thus, allowing a secondary suite to be an option increases the likelihood of having part or all of the property rented (and it increases the potential for off-site home owners in our neighbourhood).

- Renters do not tend to be long-term residents in a neighbourhood. Tenant turn over means there are a number of individuals who will reside in our small neighbourhood and not have the same level of care for and commitment to that neighbourhood as owners who reside in the neighbourhood are likely to have. As such, we are concerned about significant declines in property maintenance and, consequently, the aesthetic of, and enjoyment derived from, our community.
- Continual changes in renters will contribute to a lessened sense of community within our neighbourhood compared to the stability of residency that home ownership offers. We have made a point as a neighbourhood to get to know our neighbours and to develop positive relationships. Renters are less likely to invest such efforts and the homeowner community is less likely to invest such efforts with renters as well.
- Moreover, compared to units with renters, there are significant social benefits associated with neighbourhoods that have a greater proportion of home owners. For example, home owners are likely to be more willing to intervene in community problems and are more likely to join community associations (e.g., parent-teacher, neighbourhood watch). Thus, having secondary suites with renters is likely to negatively change the dynamics of the neighbourhood with respect to involvement and the sense of community we have already achieved.
- Street parking is currently considerably limited in the neighbourhood and homes with more residents due to secondary suites will contribute to a further reduction to the already limited available parking space.
- With the potential for more individuals living on each lot due to the proposed secondary suites, there will be an increase in traffic to a level that is much more than we expected

when we bought this property. With increased traffic, the peaceful quiet of our low-traffic neighbourhood will decrease.

- Increasing the number of people living in the neighbourhood and, consequently, increasing the number of individuals who will drive in the neighbourhood and increasing the use of street parking, as noted above, will also impact the ability to safely navigate streets. That is, greater traffic and street parking will impact sight lines while driving, increasing the likelihood of injury to children and others in the neighbourhood.
- With additional units in previously single-family zoned areas, there will be increased demand on current infrastructure (e.g., water, hydro, playgrounds).
- There is already insufficient green space and adequate playgrounds for the children residing in the neighbourhood at present. The Capital Homes development area is located very closely to a number of multi-family dwellings and the available greenspace and playground resources are already very burdened. The increase in the population that is likely to come with additional homes let alone homes with rental suites could further increase the burden on playgrounds making it necessary to develop more playgrounds and provide additional green space, none of which is currently planned in the remaining undeveloped lots of this neighbourhood.
- When there are rental properties in a neighbourhood, prices of houses in communities decline or stagnate for a number of reasons, including—but not limited to—property maintenance issues as well as overburdening of resources such as parking space, playgrounds, etc. Property ownership tends to be a good long-term financial investment and the anticipated future value of our home—based on the characteristics of the future neighbourhood as described by the developer at the time of our purchase—was an important consideration when we bought our house. As such, we are concerned that house prices in the community will be significantly devalued by the proposed rezoning. Moreover, we are concerned that the proposed rezoning will be financially costly to current homeowners while also rewarding the deceptiveness of the developers given that they may benefit from potential increased sale prices for lots that would be able to include secondary suites.
- Finally, research suggests affluence, home ownership, and lower population density in neighbourhoods are associated with lower rates of both violent and property crimes. Thus, having renters and a greater number of individuals residing in the community may contribute to increase rates of crime.

In sum, we are extremely disappointed with the proposed rezoning. Although we are aware that zoning with secondary suite allowances is likely to be the standard in future development areas as the Township of Wilmot expands, the neighbourhood we bought into came with a promise from the developers to remain a community of single-family dwellings. We would not have bought our property if intentions to rezone from single-family dwellings to dwellings with rentable self-contained secondary suites were shared with us at the time of our purchase or if such plans were included in the Township's future plans for this neighbourhood at the time of our purchase. Although we enjoy our home and we love the town of New Hamburg, we are also likely to consider relocating if this proposed change is approved.

In light of the above, we urge the Township of Wilmot to reject Capital Home's application for rezoning our charming, close, and community-centric neighbourhood. We request that the Township of Wilmot keeps the current zoning for the reasons above and so the neighbourhood remains consistent with the conditions under which we chose to buy into the neighbourhood we are very fortunate to now call our home.

Sincerely,

RE: Zone Change Application 08/19

May 31, 2019

Dear Township of Wilmot and Capital Homes,

We are writing on behalf of our family, residing at 50 Strauch Ave, to express our concerns regarding the proposed zone change application for

Capital Homes (HH) Inc. lots 32, 33, 35, 37, 40, 41, 53-61, 69-77, and 97 Plan 58M-414,

referring to the New Hamburg municipal addresses of

138, 142, 150, 164, 176, and 180 Theodore Schuler Blvd,
10, 14, 18, 22, 26, 29, 30, 33, and 34 Marty Lane,
13, 19, 25, 31, 37, 41, 45, 49, and 53 Strauch Ave,
79 Stier Road

When we decided to buy in this community, we were assured the zoning for this neighbourhood was—and would remain—for single family dwellings. The zoning for single families for the entirety of the development area was a selling feature frequently lauded by sales representatives of Capital Homes. Capital Homes representatives further expressed commitment to selling to buyers who were not looking for investment/rental properties and to trying to build a community of families. Their sales tactic appealed to us and was consistent with our aim of living in a family-centric neighbourhood. Not only is the proposed rezoning to allow for self-contained secondary suites problematic because it is not consistent with what we were assured about the characteristics of our neighbourhood when buying our property, but it is also problematic for several important reasons as outlined below. We are very disappointed with the duplicitous sales tactics used; and, had this information been provided before our purchase, our decision to buy in this neighbourhood would have been different.

We oppose the proposed rezoning for the following reasons:

- When buying a house, buyers evaluate a neighbourhood based on its present and planned features, which did not include housing with potential rental suites. We would not have chosen to reside in this community if the potential for rental housing was part of that plan at the time of our purchase.
- Although the proposed self-contained secondary suites are ideally and typically in-law suites, it is entirely possible to build two self-contained—and more easily rentable—

suites in these new houses that would still be consistent with the proposed rezoning. Granted it is possible that individuals could buy a house in this neighbourhood (without a secondary suite allowance) for the purpose of using the home as a rental, it is also highly improbable given the costs of housing in this neighbourhood (which could result in high and non-competitive rental rates). However, with a self-contained secondary suite in homes on these properties, the likelihood of renting to offset the costs of the houses in the neighbourhood also increases. Moreover, having a legal secondary suite also increases the probability that the entire property is a rental, as an owner will be able to rent both the main portion of the house and secondary suite. Thus, allowing a secondary suite to be an option increases the likelihood of having part or all of the property rented (and it increases the potential for off-site home owners in our neighbourhood).

- Renters do not tend to be long-term residents in a neighbourhood. Tenant turn over means there are a number of individuals who will reside in our small neighbourhood and not have the same level of care for and commitment to that neighbourhood as owners who reside in the neighbourhood are likely to have. As such, we are concerned about significant declines in property maintenance and, consequently, the aesthetic of, and enjoyment derived from, our community.
- Continual changes in renters will contribute to a lessened sense of community within our neighbourhood compared to the stability of residency that home ownership offers. We have made a point as a neighbourhood to get to know our neighbours and to develop positive relationships. Renters are less likely to invest such efforts and the homeowner community is less likely to invest such efforts with renters as well.
- Moreover, compared to units with renters, there are significant social benefits associated with neighbourhoods that have a greater proportion of home owners. For example, home owners are likely to be more willing to intervene in community problems and are more likely to join community associations (e.g., parent-teacher, neighbourhood watch). Thus, having secondary suites with renters is likely to negatively change the dynamics of the neighbourhood with respect to involvement and the sense of community we have already achieved.
- Street parking is currently considerably limited in the neighbourhood and homes with more residents due to secondary suites will contribute to a further reduction to the already limited available parking space.
- With the potential for more individuals living on each lot due to the proposed secondary suites, there will be an increase in traffic to a level that is much more than we expected

when we bought this property. With increased traffic, the peaceful quiet of our low-traffic neighbourhood will decrease.

- Increasing the number of people living in the neighbourhood and, consequently, increasing the number of individuals who will drive in the neighbourhood and increasing the use of street parking, as noted above, will also impact the ability to safely navigate streets. That is, greater traffic and street parking will impact sight lines while driving, increasing the likelihood of injury to children and others in the neighbourhood.
- With additional units in previously single-family zoned areas, there will be increased demand on current infrastructure (e.g., water, hydro, playgrounds).
- There is already insufficient green space and adequate playgrounds for the children residing in the neighbourhood at present. The Capital Homes development area is located very closely to a number of multi-family dwellings and the available greenspace and playground resources are already very burdened. The increase in the population that is likely to come with additional homes let alone homes with rental suites could further increase the burden on playgrounds making it necessary to develop more playgrounds and provide additional green space, none of which is currently planned in the remaining undeveloped lots of this neighbourhood.
- When there are rental properties in a neighbourhood, prices of houses in communities decline or stagnate for a number of reasons, including—but not limited to—property maintenance issues as well as overburdening of resources such as parking space, playgrounds, etc. Property ownership tends to be a good long-term financial investment and the anticipated future value of our home—based on the characteristics of the future neighbourhood as described by the developer at the time of our purchase—was an important consideration when we bought our house. As such, we are concerned that house prices in the community will be significantly devalued by the proposed rezoning. Moreover, we are concerned that the proposed rezoning will be financially costly to current homeowners while also rewarding the deceptiveness of the developers given that they may benefit from potential increased sale prices for lots that would be able to include secondary suites.
- Finally, research suggests affluence, home ownership, and lower population density in neighbourhoods are associated with lower rates of both violent and property crimes. Thus, having renters and a greater number of individuals residing in the community may contribute to increase rates of crime.

In sum, we are extremely disappointed with the proposed rezoning. Although we are aware that zoning with secondary suite allowances is likely to be the standard in future development areas as the Township of Wilmot expands, the neighbourhood we bought into came with a promise from the developers to remain a community of single-family dwellings. We would not have bought our property if intentions to rezone from single-family dwellings to dwellings with rentable self-contained secondary suites were shared with us at the time of our purchase or if such plans were included in the Township's future plans for this neighbourhood at the time of our purchase. Although we enjoy our home and we love the town of New Hamburg, we are also likely to consider relocating if this proposed change is approved.

In light of the above, we urge the Township of Wilmot to reject Capital Home's application for rezoning our charming, close, and community-centric neighbourhood. We request that the Township of Wilmot keeps the current zoning for the reasons above and so the neighbourhood remains consistent with the conditions under which we chose to buy into the neighbourhood we are very fortunate to now call our home.

Sincerely,

8. PUBLIC MEETINGS**8.1 REPORT NO. DS 2019-16****Zone Change Application 08/19****Capital Homes (HH) Inc.****Lot 32, 33, 35, 37, 40, 41, 53-61, 69-77, and 97, Plan 58M-414****Municipal addresses:****138, 142, 150, 164, 176 and 180 Theodore Schuler Blvd****10, 14, 18, 22, 26, 29, 20, 33 and 34 Marty Lane****13, 19, 25, 31, 37, 41, 45, 49 and 53 Strauch Ave****79 Stier Rd, New Hamburg****Resolution No. 2019-143****Moved by: Councillor B. Fisher****Seconded by: Councillor C. Gordijk**

THAT Report DS 2019-16 be received for information.

CARRIED.

Mayor L. Armstrong declared the public meeting open and stated that Council would hear all interested parties who wished to speak. He indicated that if the decision of Council is appealed to the Local Planning Appeal Tribunal, the Tribunal has the power to dismiss an appeal if individuals do not speak at the public meeting or make written submissions before the by-law is passed.

Mayor L. Armstrong stated that persons attending as delegations at this meeting are required to leave their names and addresses which will become part of the public record and advised that this information may be posted on the Township's official website along with email addresses, if provided.

The Manager of Planning / EDO outlined the report.

Councillor C. Gordijk, inquired if staff will also take into account some parking issues that people had raised when the final report comes back to Council? The Manager of Planning / EDO advised that staff will address and provide comments on all issues raised through this public meeting.

A representative of the applicant noted that some members of the public have been posting signs to stop townhouses. He clarified that there are no townhouses being built. Some of the fees and studies being put forward might make this unfeasible, this is only going to be done on an as needed basis.

Owner 169 Theodore Schuler Blvd. provided comments regarding properties being zoned for dwellings in the basement and suggested that this was new information for him. He expressed his belief that the new zoning is for those buying a house and choosing to rent the basement out. He noted that he moved to this area from the country and did so because it was a single family neighbourhood and no zoning changes were proposed at that point to allow this to happen. He suggested that this would have changed their minds about the location. He noted concern for property values, how parking is going to be addressed with the smaller lots. He concluded by stating he purchased the house and this zone change application was not brought to their knowledge.

Owner of 50 Strauch Ave, opposed to the rezoning for similar reasoning as Mr. Ditner. The sales person told her this neighbourhood was designed to be no rentals, single family homes. She stated they chose to buy in this area based on single family homes and if they had known they would have chosen a different neighbourhood. She expressed that to rezone this neighbourhood is unfair to the residents who purchased under the pretense of what the original subdivision was intended for. She concluded by stating that down the road these houses will allow for a second dwelling and this could very much change the neighbourhood in years to come.

Owner of 122 Theodore Schuler Blvd. raised his concerns in terms of traffic, and the current funnel situation occurring. He noted that there likely would not be a lot of people utilizing this option; however, if there is a good uptake in these types of units the traffic and parking needs increase.

Owner of 69 Theodore Schuler Blvd. noted his main concern is when a home is purchased and you intend to have someone living in the basement, there is a requirement for getting building permits, etc. He stated that either way the builder is going to make money regardless of the design or if they are townhouses. If applying for the change to allow for multi dwelling units. Traffic is a concern, having more people living in one single house and the extra cars that go along with it will have an impact. We have young families and none of us want this for our neighbourhood.

The Capital Homes representative noted that Capital Homes does not want friction on this and want to remove the application.

Councillor J. Pfenning asked for staff to clarify the zone change details.

The Manager of Planning / EDO advise that an in-law suite is more of a real estate term not a zoning term, it is an apartment regardless of who lives in the second unit. He noted that Provincial changes require municipalities to allow for second units in residential areas, the current zoning by-law review is looking to allow secondary units across the entire Township and because the complete zoning process has not been done, the introduction of secondary units will be considered by Council in the coming months. This applications preempts the larger discussion in an effort to allow for certain lots to be sold at this point.

Owner of 64 Theodore Schuler Blvd suggested that the developer include this as part of their next phase and ensure buyers are made aware of it.

Mayor L. Armstrong asked if there were questions of a technical nature from Council. There was none.

Mayor L. Armstrong asked twice if anyone else wished to address Council on this matter, and in the absence of any comments, declared the public meeting to be closed.

Councilor J. Gerber, procedurally Council received the report for information and if the application is withdrawn then Council and the public will be informed of that when the report comes forward.

Councillor A. Hallman noted that there are some members of the community that have to send their aging families to senior homes is costly and mutli-generational dwelling is something that needs to be considered in the community. Another piece to reflect on is there are members of our community that have adult children with differences that require special care but could benefit from some independence. These homes allow for the vulnerable people of our community to be included.

Councillor A. Hallman advised she supports this application.

Andrew Martin

From: Owner/resident of 169 Theodore Schuler Blvd
Sent: Monday, August 12, 2019 11:01 AM
To: Bryan Bishop
Subject: Zone Change Application 08/19 Capital Homes

Morning Bryan,

In regards to the zone change from Capital Homes as a resident of the area we are deeply concerned with the added traffic that will come with this change. I am requesting that a traffic assessment be done before this application can be approved. With the added vehicles how is the township planning on parking during the winter months? A big concern is the stop sign on Theodore Schuler Blvd and Spahr Lane, with the added traffic there will be even more vehicles not adhering to the stop sign. This might as well be changed to a yield sign. I have noticed that this subdivision is occupied by a lot of young families with newborns or very young children as an older resident of the community with the added traffic and parking on the side streets during the summer months these children are at risk. I understand that it is up to the parents to watch their children but it only takes one time for a child to run out between a park car which I do not want to witness. It is hard enough to maneuver around the subdivision with all of the construction vehicles parked on the side of the road. In regards to one of the council members mentioning that she would approve this application, in favor of parents living with their children. I believe you don't have to change the zoning bylaw to have a parent or handicapped child in order to live with you. She also mentioned the pricing of a older parent living in a (i am assuming a retirement or long term home) which was quite high (\$5000.00). this would be considered a high end living as I did work in the field of long term and retirement residences and know the pricing. Instead of having all the empty lots have a zoning change why not leave it up to potential buyers to put in the zone change themselves so then there would be minimal change to the subdivision. Thank-you

Regards



TOWNSHIP OF WILMOT

FIRE SERVICES *Staff Report*

REPORT NO: FD 2019-08

TO: Council

SUBMITTED BY: Rod Leeson, Fire Chief

PREPARED BY: Rod Leeson, Fire Chief

REVIEWED BY: Grant Whittington, CAO

DATE: August 26, 2019

SUBJECT: Award of RFT 2019-24 Station 3 New Hamburg Renovation

RECOMMENDATION:

That RFT 2019-24 be awarded to STM Construction Ltd. from Brantford, Ontario for the renovation project located at Fire Station 3 New Hamburg as per their proposal dated August 15, 2019, for the fee of \$337,150.45, plus HST.

SUMMARY:

The Council approved 2019 Capital Budget Program included the capital project for renovations to Station 3 (New Hamburg), to modernize the workspace for fire services personnel.

Through a competitive tendering process, with the assistance of G.B Architect, staff and G.B Architect are recommending the award of contract to STM Construction Ltd. from Brantford, Ontario.

BACKGROUND:

The Council approved Fire Master Plan, 2014 DC background study, and Fire Facility Needs Assessment all identified the need for renovations and upgrades to the existing fire station in New Hamburg. The 2018 Capital program included funding for the design and full working drawings associated with this renovation.

The proposed renovation works include flooring, drywall, doors, fire separations, electrical upgrades, crack repairs, cabinets, millwork, HVAC upgrades, interior and exterior lighting, plumbing fixtures, plumbing upgrades, exterior cladding, painting, caulking/weather sealing and storage room shelving.

REPORT:

On July 16, 2019, RFT 2019-24 for the substantial renovation of Fire Station 3 in New Hamburg was advertised and released for on-line bidding purposes.

A mandatory site meeting was held on July 31, 2019 to allow potential bidders to visit the location. Guy Bellhumer of G.B. Architect Inc. and Chief Rod Leeson were present for this walk-through.

On August 15, 2019 the public bidding process officially closed. There were a total of Twenty Four (24) plan takers, with a total of eight (8) bids received at time of close. The pricing below reflects the bid submissions the Fire Station 3 Renovation project.

Proponent	Location	Bid Price
1 STM Construction Ltd.	Brantford, Ont.	\$337,150.45
2 SPEC Construction Inc.	Cambridge, Ont.	\$461,719
3 Elgin Contracting and Restoration Ltd.	St. Thomas, Ont.	\$491,000
4 SDI Builders 2010 Ltd.	London, Ont.	\$515,000
5 Paulson Construction Inc.	Brantford, Ont.	\$517,700
6 CPM Construction	Kitchener, Ont.	\$520,900
7 Dakon Construction Ltd.	Waterloo, Ont.	\$537,800
8 AEC Developments Inc.	Kitchener, Ont.	\$599,999

The lowest bid received from STM Construction Ltd. from Brantford, Ont. has satisfied the specifications noted within the request for tender, and is being recommended by staff for award of contract. The bid has been reviewed by G.B Architect to ensure all aspects of the renovation project have been satisfied. Due to the nature of renovations, we have projected a 20% contingency allowance for expenses that may arise during the project.

ALIGNMENT WITH THE TOWNSHIP OF WILMOT STRATEGIC PLAN:

Through an open and transparent bidding process, the Township is communicating municipal matters.

FINANCIAL CONSIDERATIONS:

The approved 2019 Budget includes \$495,400 for the completion of the Fire Station 3 New Hamburg Renovation project. The funding is provided as follows:

Funding Source	Amount
Development Charges (Fire Service)	\$ 495,400
Total Budget	\$ 495,400

In addition to the tendered costs, engineering/architect fees and fit-out costs will be added to this budget line. With the inclusion of these items, the overall project costs are anticipated to remain under the budget allocation.

The works proposed by STM Construction Ltd., quoted at \$343,084.30 (net of HST rebate) are within the budget allocation for this project.



TOWNSHIP OF WILMOT

FIRE SERVICES *Staff Report*

REPORT NO: FD 2019-07

TO: Council

SUBMITTED BY: Rod Leeson, Fire Chief

PREPARED BY: Rod Leeson, Fire Chief

REVIEWED BY: Grant Whittington, CAO

DATE: August 26, 2019

SUBJECT: Award of RFP 2019-18 Self-Contained Breathing Apparatus

RECOMMENDATION:

THAT RFP 2019-18 be awarded to A.J. Stone Company Ltd. for the Supply, Training and provisioning of MSA G1 Self Contained Breathing Apparatus, as per their proposal dated August 2, 2019, for the fee of \$707,364, plus HST.

SUMMARY:

The Council approved 2019 Capital Budget included the purchase of new replacement Self-Contained Breathing Apparatus (SCBA) for all three (3) Wilmot Fire Stations.

The Township undertook a joint-procurement process with all seven (7) lower tier municipalities in the Region to determine the optimal brand of equipment. Following this process, an RFP was issued for the supply, training and provision of MSA G1 SCBA through which staff have recommended award of the contract to A.J. Stone Company Ltd.

BACKGROUND:

Wilmot Fire Services currently uses Scott 2.2 AV50 SCBA ensembles that are at the end of their useful life. It is important to note that in 2013 a complete overhaul and rebuild was performed on all SCBA to ensure compliance with current standards. NFPA has released their new compliance standards for 2018 which placed the current inventory out of date with the standards and current, available technology. Further to this, interoperability did not exist with our neighboring fire departments due to the age/brand of our equipment.

REPORT:

On July 9, 2019, RFP 2019-18 for the supply, training and provisioning of SCBA for Wilmot Fire Department, was advertised and released for on-line bidding purposes. This RFP provides all fire services within the region the opportunity to purchase SCBA ensembles at the same price and terms over a guaranteed two (2) years with a third (3) year buy in option. This allows all fire services to participate in the RFP, based on their respective Capital budget timelines and procurement policies.

Wilmot took the lead role in setting up the evaluation presentations, inviting all fire services within the region and four (4) SCBA vendors, working in partnership with Woolwich Fire Department staff. Woolwich hosted both the evaluation presentations and the SCBA wear trials. This RFP is the result of a collaborative effort between all regional fire services with the goal of maximizing our collective knowledge and skills while capitalizing on our combined purchasing power and provide interoperability. The four (4) SCBA vendors, M&L Supply Fire and Safety representing Scott SCBA, Municipal Equipment Company representing Drager SCBA, A.J. Stone Company Ltd. representing MSA SCBA and Resqtech Systems representing Interspiro SCBA provided presentations of their respective products and followed a pre-determined format that included a scoring matrix which formed the basis of the RFP. The scoring matrix outlined the following requirements:

- Proponent Profile
- Certification Requirements
- Manufacturer
- Cleaning/Disinfection
- Updateability
- Expandability
- Connectivity
- Dependability
- Serviceability
- Warrantee

This format provided each vendor 4 hours of presentation time to showcase their respective products based on the outlined requirements.

Additionally, each of the 4 SCBA vendors were required to provide SCBA's and cylinders for wear trials which were conducted at St. Jacob's fire station in Woolwich. Again, a scoring matrix was utilized by firefighters. Each firefighter used the scoring matrix to provide analytics on each vendors SCBA ensemble. Nine categories were utilized such as Initial Evaluation, Donning, On-air – pre-entry, Hose Roll/Pike Pole reach/pull, RIT (Rapid Intervention), Stair Climb/Ladder Climb, Chopping, Doffing/Cleaning, Interoperability, and Overall Impression. Each category consisted of pre-determined sub-sets that each individual firefighter scored. After all analytics were gathered one product, MSA was the clear choice by all fire services.

The successful proponent was A.J. Stone Company Ltd. from Vaughan, ON.

An internal selection committee consisting of staff from Fire Services and Finance evaluated the proposal submission based on the following criteria:

- Ability to Meet Project Specifications – 30%
- Price and Warranty – 30%
- Service, Training and Support – 30%
- Delivery – 5%
- Experience and References – 5%

After review of the proposal from a technical standpoint and cost perspective, staff are recommending award to A.J. Stone Company Ltd. They provide a full suite of fire specific SCBA services that will meet the needs of Wilmot Fire Service, and currently provide the same services to five (5) fire services located in the region.

ALIGNMENT WITH THE TOWNSHIP OF WILMOT STRATEGIC PLAN:

Through an open and transparent bidding process, the Township is communicating municipal matters. The purchase and implementation of new SCBA ensembles is consistent with our core value of health and wellbeing.

FINANCIAL CONSIDERATIONS:

The 2019 Capital Program and 10-Year Capital Forecast included a total funding provision of \$750,000 for the purchase of SCBA ensembles, implementation and training. Funding will be provided over a five-year time frame as follows:

Funding Source	Amount
Infrastructure Reserve Fund (Equipment)	\$150,000
2020 Capital Program	150,000
2021 Capital Program	150,000
2022 Capital Program	150,000
2023 Capital Program	150,000
Total Budget	\$750,000

The works proposed by A.J. Stone Company Ltd., quoted at \$719,813.61 (net of HST rebate) are within the budget allocation for this project. The initial capital outlay will be expensed 1/5 in each of the fiscal years from 2019 through 2023.

ATTACHMENTS:

None

TOWNSHIP OF WILMOT

BY-LAW NO. 2019-40

BY-LAW TO FURTHER AMEND BY-LAW NO. 83-38 OF THE TOWNSHIP OF WILMOT BEING A ZONING BY-LAW FOR THE SAID TOWNSHIP OF WILMOT.

WHEREAS The Corporation of the Township of Wilmot deems it desirable to further amend By-law No. 83-38, being a Zoning By-law for the said Township of Wilmot.

NOW THEREFORE THE MUNICIPAL COUNCIL OF THE CORPORATION OF THE TOWNSHIP OF WILMOT ENACTS AS FOLLOWS:

1. Notwithstanding the provisions of By-law 83-38, as amended, for the lands described on Schedule 'A' and illustrated on Schedule "B" attached to and forming part of this By-law, the following shall be added as Section 22.287:

Notwithstanding any other provisions of this By-law, a secondary unit shall be permitted on the lands described as Lots 32, 33, 35, 37, 40, 41, 53-61, 69-77, and 97, Plan 58M-414 and identified on the map forming Part 1 of Schedule 'A', subject to the following regulations:
 - a) a single detached dwelling shall provide a minimum of two (2) off-street parking spaces (one of which must be provided behind the building line);
 - b) a secondary unit shall be defined as a separate self-contained dwelling unit located within the principal dwelling;
 - c) a minimum of one (1) off-street parking space shall be provided for a secondary unit and that said off-street parking space may be provided in front of the building line;
 - d) the maximum driveway width shall be 6.0m;
 - e) a direct entrance to the secondary unit from the outside shall be provided from a rear yard or side yard only; and
 - f) a secondary unit may not solely occupy any storey, or below grade floor level, of the principal dwelling.
2. Notwithstanding the provisions of By-law 83-38, as amended, the map forming Part 1 of Schedule 'A' to By-law 83-38 be amended as necessary to identify Section 22.287 on the lands described on Schedule 'A' and illustrated on Schedule 'B' attached to and forming part of this By-law.
3. Except as amended by the preceding regulations, the lands described on Schedule "A" attached to and forming part of this by-law and shown on Schedule "B" attached to and forming part of this by-law, shall be subject to all other applicable regulations as set down in By-law No. 83-38, as amended.

4. This by-law shall come into effect on the final passing thereof by the Council of The Corporation of the Township of Wilmot subject to compliance with the provisions of The Planning Act, R.S.O., 1990 and amendments thereto.

READ a first and second time on the 26th day of **August, 2019**.

READ a third time and finally passed in Open Council on the 26th day of **August, 2019**.

MAYOR

CLERK

SCHEDULE "A"

ALL AND SINGULAR that certain parcel or tract of land and premises situate, lying and being in the Township of Wilmot, in the Regional Municipality of Waterloo and Province of Ontario being composed of Lots 32, 33, 35, 37, 40, 41, 53-61, 69-77, and 97, Plan 58M-414 in the said Township of Wilmot.

This is Schedule "A" to By-law No. **2019-40**.

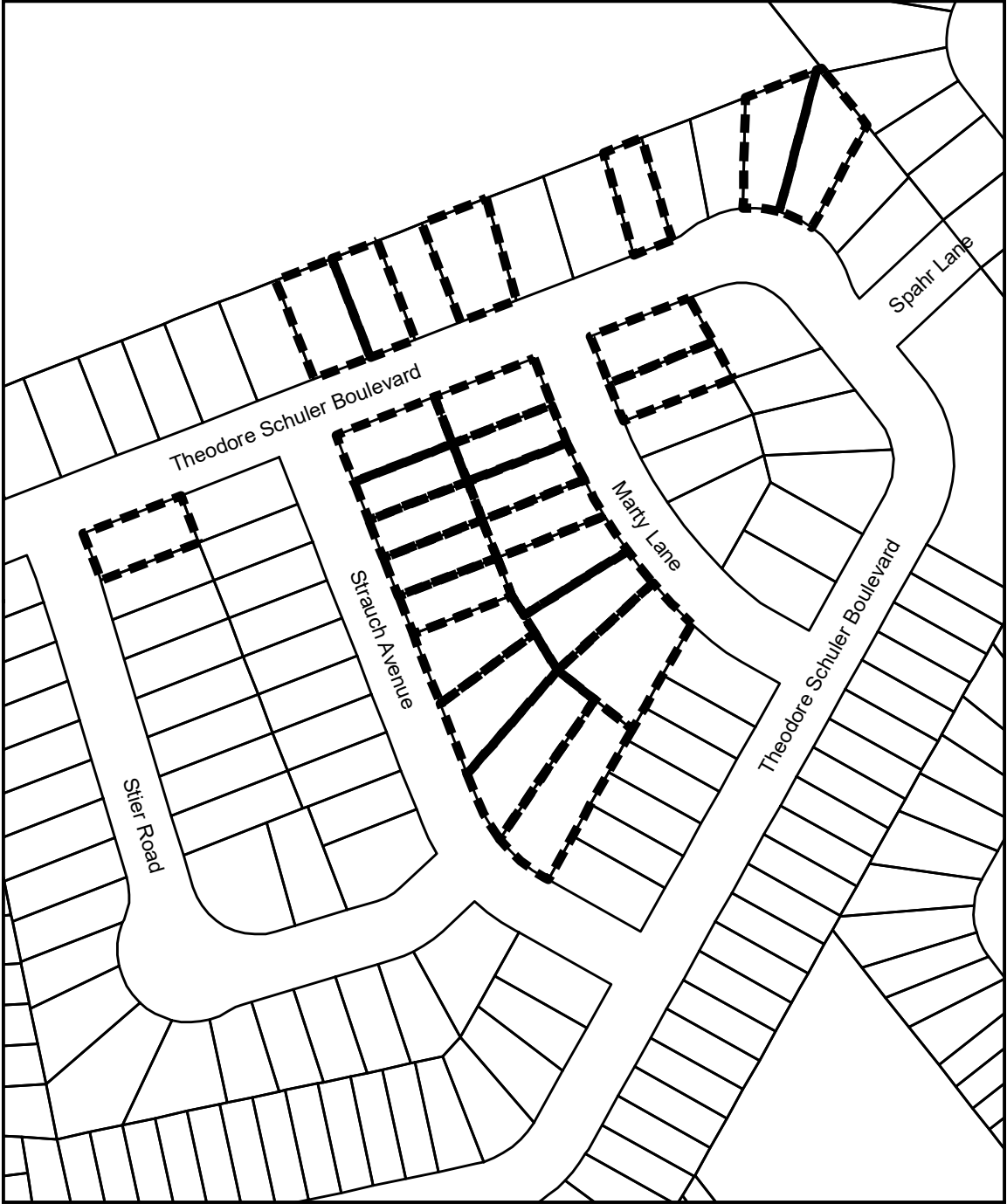
PASSED this 26th day of **August, 2019**.

MAYOR

CLERK

SCHEDULE "B"
LOTS 32, 33, 35, 37, 40, 41, 53-61, 69-77, AND 97
PLAN 58M-414
TOWNSHIP OF WILMOT

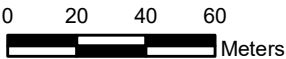
SUBJECT LANDS OUTLINED THUS: - - - - -



THIS IS SCHEDULE "B" TO BY-LAW NO. 2019-40
PASSED THIS 26TH DAY OF AUGUST, 2019.

MAYOR

CLERK



THE CORPORATION OF THE TOWNSHIP OF WILMOT
BY-LAW NO. 2019-41

BY-LAW TO AUTHORIZE THE EXECUTION OF AN ENCROACHMENT
AGREEMENT WITH REGARDS TO 2949 WILBY ROAD, BADEN

WHEREAS the Municipal Council of the Corporation of the Township of Wilmot is desirous of entering into an Agreement, which forms Schedule "A" to this By-law.

THEREFORE THE MUNICIPAL COUNCIL OF THE CORPORATION OF THE TOWNSHIP OF WILMOT ENACTS AS FOLLOWS:

1. That the Application which forms Schedule "A" to this By-law be and the same is hereby accepted as approved.

2. That the Mayor and Clerk are hereby authorized to execute under seal the said Application and all other documents and papers relating to this transaction.

READ a first and second time this 26TH day of August, 2019.

READ a third time and finally passed in Open Council this 26TH day of August, 2019.

Mayor

Clerk