

TOWNSHIP OF WEST LINCOLN ADMINISTRATION/FINANCE/FIRE COMMITTEE AGENDA

MEETING NO. SEVEN

Monday, October 21, 2024, 6:30 p.m.

Township Administration Building

318 Canborough Street, Smithville, Ontario

NOTE TO MEMBERS OF THE PUBLIC: All Cell Phones, Pagers and/or PDAs to be turned off. Members of the public who are attending and participating virtually are reminded to keep their microphones muted until they are acknowledged to speak. Additionally, for your information, please be advised that this meeting will be livestreamed as well as recorded and will be available on the Township's website.

Pages

1. CHAIR - Councillor Jason Trombetta

Prior to commencing with the Administration/Finance/Fire Committee meeting agenda, Chair Trombetta will note the following:

1. Comments can be made from members of the public for a matter that is on the agenda by advising the Chair during the "Request to Address an Item on the Agenda" Section of the agenda.
2. The public may submit written comments for matters that are on the agenda to jpaylove@westlincoln.ca before 4:30 p.m. on the day of the meeting for consideration by the Committee. Comments received after 4:30 p.m. on the day of the Committee meeting will be considered at the following Council meeting. Comments submitted are included in the record.
3. This meeting will be livestreamed as well as recorded and available on the Township's website.

2. LAND ACKNOWLEDGEMENT STATEMENT

The Township of West Lincoln, being part of Niagara Region is situated on treaty land. This land is steeped in the rich history of the First Nations such as the Hatiwendaronk, the Haudenosaunee, and the Anishinaabe, including the Mississaugas of the Credit First Nation. There are many First Nations, Métis, and Inuit from across Turtle Island that live and work in Niagara today. The Township of West Lincoln, as part of the Regional Municipality of Niagara, stands with all Indigenous people, past and present, in promoting the wise stewardship of the lands on which we live.

3. CHANGE IN ORDER OF ITEMS ON AGENDA

4. **DISCLOSURE OF PECUNIARY INTEREST AND/OR CONFLICT OF INTEREST**

5. **APPOINTMENTS**

5.1 **Byron Tan, Watson and Associates Economists Ltd.**

6

Re: Township of West Lincoln 2024 Development Charges
POWERPOINT PRESENTATION

6. **REQUEST TO ADDRESS ITEMS ON THE AGENDA**

NOTE: Procedural By-law Section 10.13(5) – General Rules

One (1) hour in total shall be allocated for this section of the agenda and each individual person shall only be provided with **five (5) minutes** to address their issue (some exceptions apply). A response may not be provided and the matter may be referred to staff.

Chair to inquire if there are any members of the public present who wish to address any items on the Administration/Finance/Fire Committee agenda.

7. **CONSENT AGENDA ITEMS**

7.1 **ITEM A42-24**

There are no Consent Agenda Items.

8. **COMMUNICATIONS**

8.1 **ITEM A43-24**

22

Danielle Stoyls, West Lincoln Heritage Committee
Re: The West Lincoln Heritage Committee

RECOMMENDATION:

That, the notice of resignation received on September 26, 2024 from Danielle Stoyls, West Lincoln Heritage Committee, be received with regrets; and

That, By-Law 2023-03 being a By-Law for various appointments to boards, committees and municipal positions, be amended to remove Danielle Stoyls from Schedule "B".

8.2 **ITEM A44-24**

26

Reighan Van Duzen, Mayor's Youth Advisory Committee
Re: Resignation from the Mayor's Youth Advisory Committee

RECOMMENDATION:

That the notice of resignation received on September 13, 2024 from Reighan Van Duzen, Member of the Mayor's Youth Advisory Committee, be received with regrets; and

That, By-Law 2023-03 being a By-Law for various appointments to boards, committees and municipal positions, be amended to remove Reighan Van Duzen from Schedule "C".

8.3 **ITEM A45-24**

27

West Lincoln Age Friendly Advisory Committee
Re: Minutes of June 7, 2024 and September 23, 2024

RECOMMENDATION:

That, the West Lincoln Age Friendly Advisory Committee Minutes dated June 7, 2024 and September 13, 2024; be received.

9. STAFF REPORTS

9.1 ITEM A46-24

32

Deputy Treasurer/Manager of Finance (Katelyn Repovs) and Director of Finance/Treasurer (Donna DeFilippis)
Re: Recommendation Report T-21-2024, titled Development Charges Background Study and Proposed By-Law.

RECOMMENDATION:

1. That, Recommendation Report T-21-2024, titled “Development Charges Background Study and Proposed By-Law”, be received; and,
2. That, Council approve the May 13, 2024 Development Charges Background Study, as amended and attached as Schedules “A” and “B” to this report; and,
3. That, Council approve the capital project listing set out in Chapter 5 of the Development Charges Background Study dated May 13, 2024, as amended, and that these projects be included in the Ten Year Capital Plan, subject to further review during the capital budget process; and,
4. That, Council continue to include a class of service for growth studies; and,
5. That, Council continue the DC approach to calculate the charges on a uniform Township-wide basis for all services except water, wastewater, and stormwater; and,
6. That, Council continue the DC approach to calculate the charges on an urban-area basis for water, wastewater, and stormwater services; and,
7. That, Council has determined that no further public meeting is required; and,
8. That, Council approve By-Law 2024-70, Imposition of Development Charges, as set out in Schedule “C” to this report; and,
9. That, the Mayor and Clerk be and are hereby authorized to sign By-Law 2024-70, Imposition of Development Charges, at the October 28, 2024 Council meeting.

9.2 ITEM A47-24

371

Deputy Treasurer/Manager of Finance (Katelyn Repovs) and Director of Finance/Treasurer (Donna DeFilippis)

Re: Recommendation Report T-20-2024 titled, Development Charges Interest Policy (POL-T-01-2022) Update

RECOMMENDATION:

1. That, Recommendation Report T-20-2024, titled “Development Charges Interest Policy (POL-T-01-2022) Update” be received; and,
2. That, “Interest Policy under Sections 26.1 and 26.2 of the Development Charges Act”, attached as Schedule “A” to this report, be approved.

9.3 ITEM A48-24

382

Director of Finance and Treasurer (Donna DeFilippis) and Manager of Finance and Deputy (Katelyn Repovs)

Re: Recommendation Report T-22-2024 - Treasurer 2024 Asset Management Plan

POWERPOINT PRESENTATION

RECOMMENDATION:

1. That, Recommendation Report T-22-2024 titled “2024 Asset Management Plan” dated October 21, 2024, be received; and,
2. That, Council approves the Township of West Lincoln’s 2024 Asset Management Plan, attached as Schedule B; and,
3. That, Council directs Administration to include the Financial Strategy Recommendations of the Asset Management Plan in future budget deliberations.

9.4 ITEM A49-24

556

Fire Chief (Dennis Fisher)

Re: Information Report WLFD-14-2024 - Monthly Update – September 2024

RECOMMENDATION:

That, Information Report WLFD-14-2024 titled “Monthly Update – September 2024”, dated October 21, 2024, be received for information.

9.5 ITEM A50-24

559

Human Resources Coordinator (Janine Buffo) and Director of Legislative Services/Clerk (Justin Paylove)

Re: Information Report HR-01-2024 - After Hours Emergency Phone Procedure

RECOMMENDATION:

That Information Report HR-01-2024 titled “After Hours Emergency Phone System Procedure”, dated October 21, 2024, be received.

10. OTHER BUSINESS

10.1 ITEM A51-24

Members of Committee

Re: Verbal Updates from Members of Boards and Committees - If

required

10.2 ITEM A52-24

Members of Council

Re: Other Business Items of an Informative Nature

11. NEW BUSINESS

NOTE: Only for items that require immediate attention/direction and must first approve a motion to introduce a new item of business. (Motion Required)

12. CONFIDENTIAL MATTERS

There are no confidential matters.

13. ADJOURNMENT

The Chair declared the meeting adjourned at the hour of [time]



Township of West Lincoln 2024 Development Charges

Council Meeting
October 21, 2024

Agenda



- Opening Remarks
- Recap of Study Process and Timelines
- Changes to the Development Charges Act
- Addendum #1 Summary
- D.C. Rates
- Survey of Comparator Municipalities
- Next Steps

Recap of Study Process and Timelines



1

July 2023 to April 2024
Data collection, staff review, D.C. calculations and policy work

2

April 18, 2024
Stakeholder Meeting

3

April 29, 2024
Council Workshop

4

May 13, 2024
Release of Final Background Study

5

May 27, 2024
Mandatory Public Meeting

6

June 24, 2024
Amending By-law to remove the expiry date from D.C. By-law 2019-51

7

October 7, 2024
Release of Addendum Report #1

8

October 21, 2024
Council Meeting

9

October 28, 2024
Council Consideration of By-law

Recent Changes to D.C. Legislation



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

- Revised definition for affordable unit:

Affordable Rental Unit: rent is less than 30% of the 60th percentile of income for rental households or average market rent set out in Bulletin*

Affordable Owned Unit: cost is less than 30% of the 60th percentile of income for households in the municipality or 90% of the average purchase price as defined in Bulletin*

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

- Removal of mandatory phase-in of charges
- Re-inclusion of studies as an eligible capital cost (included in calculated rates)
- D.C. rate freeze for zoning by-law amendment applications: reduction from two years to 18 months
- Process for minor amendments to D.C. by-laws
- Modernizing public notice requirements

Affordable/Attainable Exemptions

Bill 134



Definitions for “affordable” under the D.C.A. were updated by Bill 134, which received Royal Assent on December 4, 2023. As per s 4.1 of the D.C.A. the affordable rental unit and affordable owned unit exemptions are in effect as of June 1, 2024.

Bill 134 Definitions

Affordable Rental Unit: rent is less than 30% of the 60th percentile of income for rental households or average market rent set out in a new Bulletin*

Affordable Owned Unit: cost is less than 30% of the 60th percentile of income for households in the municipality or 90% of the average purchase price as defined in a new Bulletin*

Affordable Amounts (West Lincoln)

Affordable Monthly Rent:

Bachelor:	\$949
1 Bedroom:	\$1,229
2 Bedroom:	\$1,394
3+ Bedroom:	\$1,484

Affordable Owned Unit:

\$441,900 for All Unit Types

Attainable Unit: yet to be defined by legislation

Addendum #1 Summary



- The purpose of this meeting is to provide an update to the changes to the Background Study since the release of the original Background Study dated May 13, 2024, which was presented to Council during the public meeting held on May 27, 2024.
- On October 7, 2024, the Township released an addendum report to the D.C. Background Study. The purpose of the report was to:
 - Included Growth Studies as allowed by Bill 185.
 - Revised the Services Related to a Highway calculations due to updated project costs and contributions for roads-related infrastructure and vehicles/equipment.
 - Revised the Wastewater calculations due to a change in the Townline Rd project.
 - Revised the draft D.C. By-law to reference the 18-month rate freeze (originally 2 years).

Addendum #1 Summary (Con't)



- Based on the changes noted in the prior slide:
 - The Growth Studies D.C. calculations results in a rate of \$891 per single detached home and \$0.33 per sq.ft. for non-residential developments;
 - The Services Related to a Highway D.C.s decreased from \$18,757 to \$18,388 per single detached home and \$7.10 to \$6.96 per sq.ft. for non-residential developments; and
 - The Wastewater D.C.s increased from \$5,334 to \$5,356 per single detached home and \$1.96 to \$1.97 per sq.ft. for non-residential developments.

Calculated Development Charges – Addendum #1



Service	RESIDENTIAL					NON-RESIDENTIAL	
	Single and Semi-Detached Dwelling	Multiples	Apartments - 2 Bedrooms +	Apartments - Bachelor and 1 Bedroom	Special Care/Special Dwelling Units	Wind Turbines	(per sq.ft. of Gross Floor Area)
Township Wide Services							
Services Related to a Highway	18,388	12,590	11,789	7,638	6,385	9,194	6.96
Fire Protection Services	2,241	1,534	1,437	931	778	2,241	0.86
Parks and Recreation Services	6,567	4,496	4,210	2,728	2,280	-	0.80
Library Services	1,073	735	688	446	373	-	0.13
Growth Studies	891	610	571	370	309	891	0.33
Total Township Wide Services	29,160	19,965	18,695	12,113	10,125	12,326	9.08
Urban Services							
Stormwater	22	15	14	9	8	-	0.01
Wastewater Services	5,356	3,667	3,434	2,225	1,860	-	1.97
Water Services	267	183	171	111	93	-	0.10
Total Urban Services	5,645	3,865	3,619	2,345	1,961	-	2.08
GRAND TOTAL RURAL AREA	29,160	19,965	18,695	12,113	10,125	12,326	9.08
GRAND TOTAL URBAN AREA	34,805	23,830	22,314	14,458	12,086	12,326	11.16

Rate Comparison - Residential



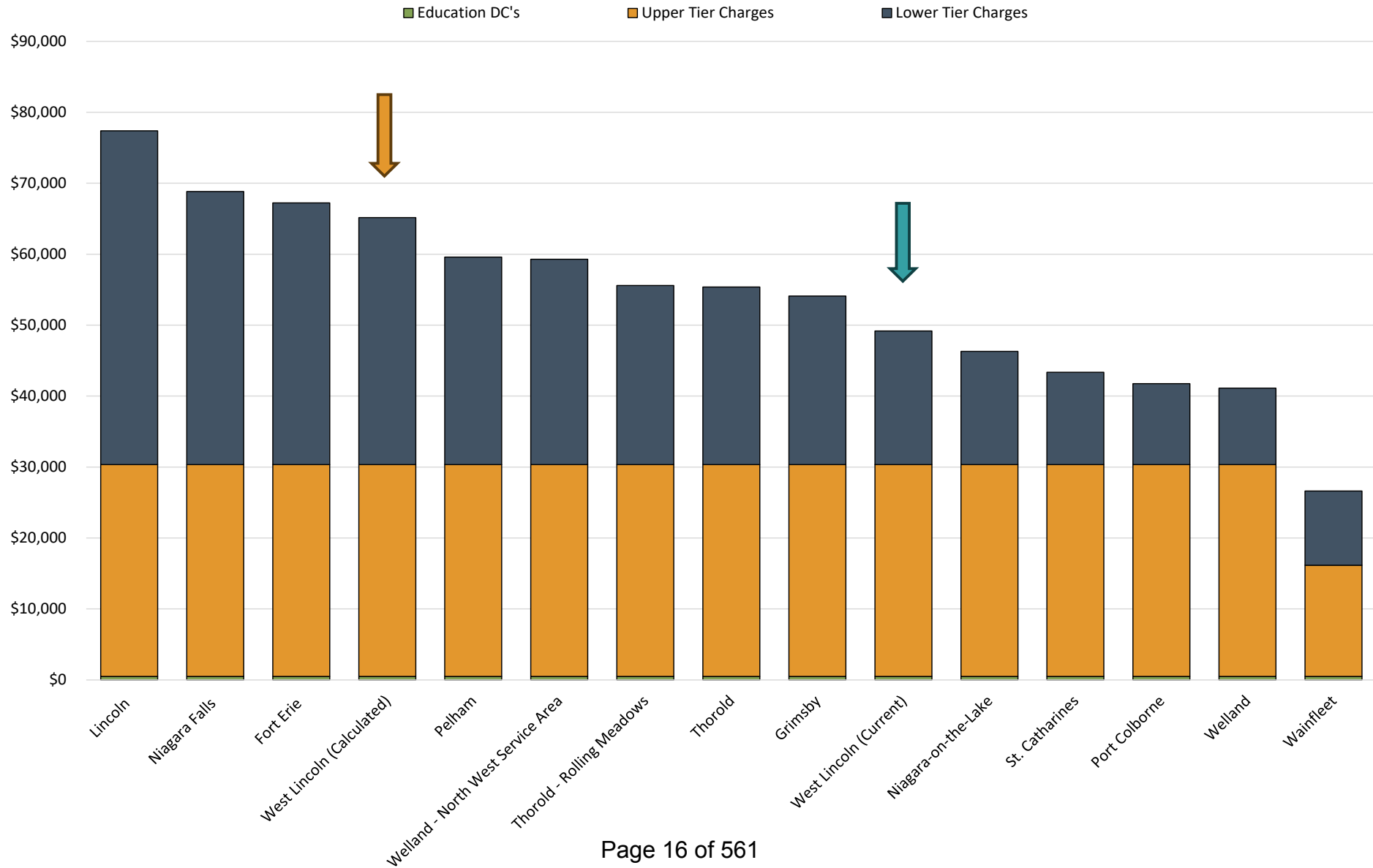
Service	Current	Calculated (May 13, 2024)	Calculated (Addendum #1)
Township Wide Services:			
Services Related to a Highway	8,042	18,757	18,388
Fire Protection Services	542	2,241	2,241
Parks and Recreation Services	6,393	6,567	6,567
Library Services	1,149	1,073	1,073
Growth Studies	472	-	891
Total Township Wide Services	16,598	28,638	29,160
Urban Services:			
Stormwater Services	100	22	22
Wastewater Services	623	5,334	5,356
Water Services	1,521	267	267
Total Urban Services	2,244	5,623	5,645
Grand Total - Urban Area	18,842	34,261	34,805

Rate Comparison – Non-Residential

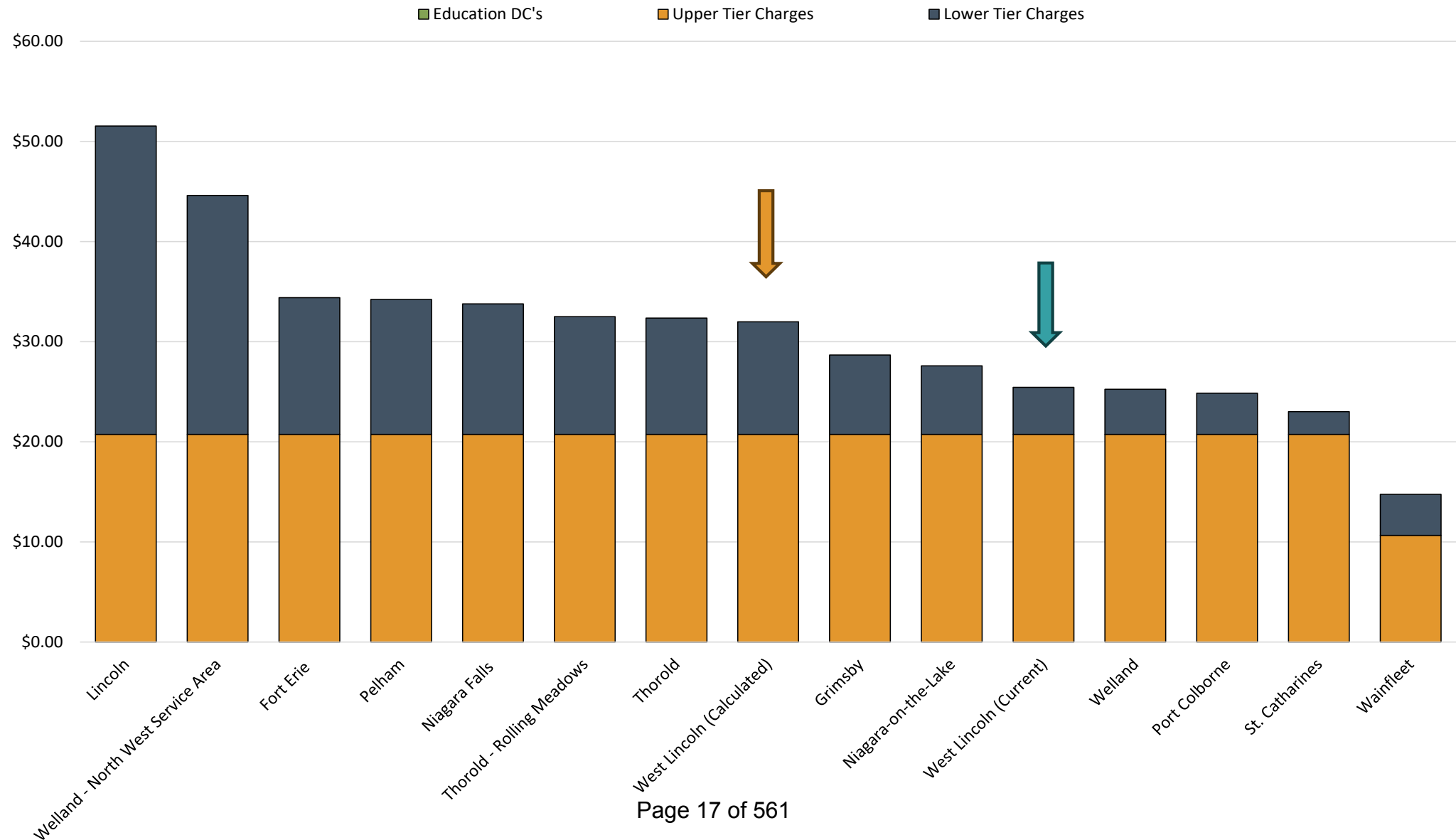


Service	Current	Calculated (May 13, 2024)	Calculated (Addendum #1)
Township Wide Services:			
Services Related to a Highway	2.99	7.10	6.96
Fire Protection Services	0.21	0.86	0.86
Parks and Recreation Services	0.47	0.80	0.80
Library Services	0.07	0.13	0.13
Growth Studies	0.18	-	0.33
Total Township Wide Services	3.92	8.89	9.08
Urban Services:			
Stormwater Services	0.02	0.01	0.01
Wastewater Services	0.21	1.96	1.97
Water Services	0.54	0.10	0.10
Total Urban Services	0.77	2.07	2.08
Grand Total - Urban Area	4.69	10.96	11.16

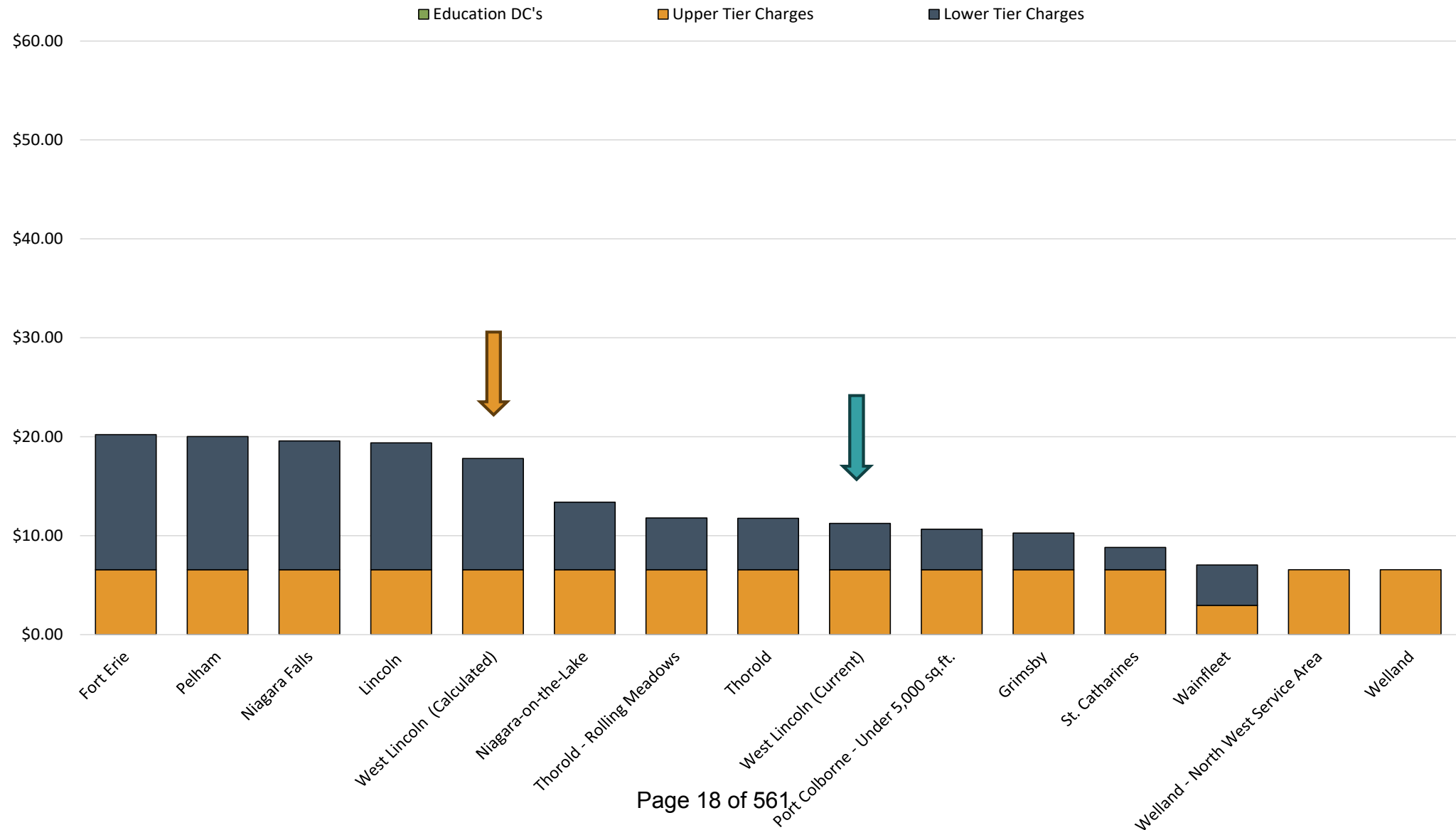
Survey of Comparator Municipalities – Single/Semi-Detached



Survey of Comparator Municipalities – Commercial (per sq.ft.)



Survey of Comparator Municipalities – Industrial (per sq.ft.)



Percentage of Development Charges to Average Purchase Price – Single Detached Homes



Municipality	Total Development Charges (Incl. Lower Tier, Upper Tier, Single Tier, and Education)	Average Purchase Price - Single Detached - per Ontario DC Bulletin	Percentage of D.C. to Purchase Price
Fort Erie	\$ 67,234	\$ 680,000	9.9%
Niagara Falls	\$ 68,835	\$ 720,000	9.6%
Welland - North West Service Area	\$ 59,297	\$ 630,000	9.4%
Lincoln	\$ 77,384	\$ 1,010,000	7.7%
Thorold - Rolling Meadows	\$ 55,597	\$ 730,000	7.6%
Thorold	\$ 55,386	\$ 730,000	7.6%
Port Colborne	\$ 41,763	\$ 610,000	6.8%
West Lincoln (Calculated)	\$ 65,149	\$ 960,000	6.8%
Welland	\$ 41,110	\$ 630,000	6.5%
Pelham	\$ 59,584	\$ 970,000	6.1%
St. Catharines	\$ 43,360	\$ 720,000	6.0%
Grimsby	\$ 54,112	\$ 1,040,000	5.2%
West Lincoln (Current)	\$ 49,186	\$ 960,000	5.1%
Niagara-on-the-Lake	\$ 46,303	\$ 1,350,000	3.4%
Wainfleet	\$ 26,617	\$ 900,000	3.0%
Average	\$ 54,061	\$ 842,667	6.8%

<https://data.ontario.ca/dataset/affordable-residential-units-for-the-purposes-of-the-development-charges-act-1997-bulletin/resource/f7b44381-3ce8-438f-97e2-a24bac052b7e>

Next Steps



July 2023 to April 2024
Data collection, staff review, D.C. calculations and policy work



April 18, 2024
Stakeholder Meeting



April 29, 2024
Council Workshop



May 13, 2024
Release of Final Background Study



May 27, 2024
Mandatory Public Meeting



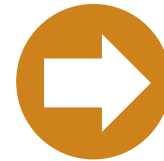
June 24, 2024
Amending By-law to remove the expiry date from D.C. By-law 2019-51



October 7, 2024
Release of Addendum Report #1



October 21, 2024
Council Meeting



October 28, 2024
Council Consideration of By-law

Questions



From: Danielle Stolys <danielle.stolys@gmail.com>
Sent: September 26, 2024 5:10 PM
To: Justin Paylove <jpaylove@westlincoln.ca>
Subject: Re: RE: Heritage Committee Application Follow Up

That's fine.

Danielle stolys

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Sent from Mail app for Android

Thursday, 26 September 2024, 00:34p.m. -04:00 from Justin Paylove jpaylove@westlincoln.ca:

Hi Danielle,

Unfortunately due to our Procedural By-law, the only people who can sit on Committees are residents of West Lincoln. Be that owning a house, land, or renting space. Unfortunately, what I will require from you is a letter (a response to this email will suffice) stating your resignation of the Committee.

I apologize for any inconvenience in this matter, however our procedural by-law is quite strict in this.

Justin

Our working hours may be different. Please do not feel obligated to reply outside of your working hours. Let's work together to help foster healthy work-life boundaries.

Justin Paylove

Interim Director of Legislative Services/Clerk

Tel: 905-957-3346 ext.5129

Email: jpaylove@westlincoln.ca

Web: www.westlincoln.ca

The information transmitted, including attachments, is intended only for the person(s) or entity to which it is addressed and may contain confidential and/or privileged material. Any review, retransmission, dissemination or other use of, or taking of any action in reliance upon this information by persons or entities other than the intended recipient is prohibited. If you received this in error, please contact the sender and destroy any copies of this information.

From: Stephanie Pouliot <spouliot@westlincoln.ca>
Sent: September 26, 2024 12:31 PM
To: Justin Paylove <jpaylove@westlincoln.ca>
Subject: FW: Heritage Committee Application Follow Up

Hi Justin,

Please see below.

Thank you,
Stephanie

From: Danielle Stolys <danielle.stolys@gmail.com>
Sent: September 26, 2024 12:29 PM
To: Stephanie Pouliot <spouliot@westlincoln.ca>
Subject: Re: Heritage Committee Application Follow Up

Sorry for the delay in reading and replying to your email, and thank you for your call. Yes, Grimsby is my primary residence, and no, I do not own any property in West Lincoln. I do not any property in Grimsby either, I currently rent an apartment.

If it makes a difference, I lived in West Lincoln for my entire life (in Smithville and then the surrounding area) prior to 7 years ago.

Thanks,

Danielle Stolys

--

Sent from Mail app for Android

Thursday, 19 September 2024, 01:22p.m. -04:00 from Stephanie Pouliot spouliot@westlincoln.ca:

Hi Danielle,

Thank you for sending in an application for the heritage committee. One of the Councillors noticed that your resume notes Grimsby as your prime residence, is this the case?

The terms of reference for the heritage committee notes that the committee shall act in accordance with the municipality's procedure bylaw which requires members to live in West Lincoln to be able to appoint them to a committee.

Please let me know.

Thank you,

Stephanie

Our working hours may be different. Please do not feel obligated to reply outside of your working hours. Let's work together to help foster healthy work-life boundaries.

Stephanie Pouliot

Planner

Tel: 905-957-3346 ext. 5140

Email: spouliot@westlincoln.ca

Web: www.westlincoln.ca

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Jacque Thrower

From: Reighan Van Duzen <reighanvanduzen@gmail.com>
Sent: September 13, 2024 11:03 AM
To: Jacque Thrower
Subject: Re: MYAC Committee
Attachments: imageeee58e.PNG

Hello,
I've become too busy able to attend sadly so if you could please remove me that would be great,
Thank you







On Sat., Sep. 7, 2024, 11:45 a.m. Jacque Thrower, <jthrower@westlincoln.ca> wrote:

Hi Reighan,

I hope you are doing well and we miss seeing you at our MYAC. If you are too busy to be a member we understand, if that is the case can you reply to this email advising you wish to be removed from the Committee. If we receive a written response we can proceed with removing you from our Committee.
Thanks in advance

Jacque

Our working hours may be different. Please do not feel obligated to reply outside of your working hours. Let's work together to help foster healthy work-life boundaries.

Jacque Thrower	
	Executive Assistant
	Tel: 905-957-3346 ext.6726 Email: jthrower@westlincoln.ca Web: www.westlincoln.ca
	   

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**TOWNSHIP OF WEST LINCOLN
WEST LINCOLN AGE FRIENDLY ADVISORY COMMITTEE (WLAFAC)**

MEETING NO. SIX HELD: Friday, June 7, 2024, Township Administration Building, 318 Canborough Street, and Smithville – 9:00 a.m. Council Chambers

PRESENT:

Chair: John Ganann

Members: Mayor Cheryl Ganann
Linda Sivyer
Stuart Lord
Toni Mills
Sue Langdon
Kitty McGrail
Karen Parker

Regrets: Tina Jol
Deb Thomas

Staff: Jacquie Thrower, Executive Assistant

1. Welcome and Introduction of members/guests

Chair Ganann welcomed the members of the Committee to the meeting.
2. Ratification of Minutes from last meeting – May 10, 2024

The minutes of Friday, May 10th, 2024 were ratified by the Committee.
3. Business Arising from Minutes – Collecting Info/resources and contact info for June 14, 2024 Forum – Business Cards etc.

Linda advised that Deb is working on finalizing the chart. Jacquie reached out to the Town of Lincoln and they will place posters advertising the Forum at Lincoln Town Hall and at the Fleming Centre in Beamsville and they will share with their Communications Team to see if they can share on their socials as well.
4. Job Assignments (day before and day of)

John Ganann reminded Committee Members that we will be meeting Thursday, June 13, 2024 at 7:30 p.m. to set up the Gym for our June 14 Event. On Friday we will be meeting at 8:00 a.m. to set up for the event.

5. Age Friendly Flag Raising – June 10 at 10:30 a.m.

Chair Ganann reminded the members that the Age Friendly Flag Raising event will take place on Friday June 10, 2024 at the West Lincoln Community Centre.

6. Roundtable Discussion


John advised the he had received a Fraud Alert Notice in his Enbridge Bill, direction was given to Jacquie to share the notice with the Committee and via Township Social Media channels.


John and Mayor Ganann watched a webinar from the Arthritis Society and the topic of discussion related to Rheumatoid Arthritis. John advised that the cost of the medication is very high. John advised that McMaster has excellent webinars to view on a monthly basis.

It was the consensus of the Committee that WLAFAC not meet during the summer and the next meeting will be Friday, Sept 13, 2024 at 9:00 a.m. and Jacquie will send out a series of calendar invites for the remainder of the year.

7. Adjournment

The meeting adjourned at 10:30 a.m.


Chair John Ganann or Mayor Ganann


Jacquie Thrower, Executive Assistant

**TOWNSHIP OF WEST LINCOLN
WEST LINCOLN AGE FRIENDLY ADVISORY COMMITTEE (WLAFAC)**

MEETING NO. SEVEN HELD: Friday, Sept 13, 2024, Township Administration Building, 318 Canborough Street, and Smithville – 9:00 a.m. Council Chambers

PRESENT:

Chair:	Deb Thomas
Members:	Mayor Cheryl Ganann Linda Sivyer Stuart Lord Toni Mills Sue Langdon Karen Parker Tina Jol
Regrets:	John Ganann Kitty McGrail
Staff:	Brianne Parsons, Recreation & Wellness Programmer Jacquie Thrower, Executive Assistant

1. Welcome and Introduction of members/guests –Brianne Parsons
Chair Thomas welcomed the members of the Committee to the meeting.
2. Ratification of Minutes from last meeting – June 7, 2024
The minutes of Friday, June 7th, 2024 were ratified by the Committee.
3. Business Arising from Minutes
 - a) Recap of Event
There was general discussion regarding positive feedback from the June 14, 2024 event:
 - Good attendance
 - Good speaker
 - Excellent staff help
 - Great music
 - High quality of information
 - Variety of tasty snacks
 - Bright and colourful decorations

- Good contact list for future events

Improvement for future events:

- Move water from in front of snack bar to a more visible location
- Move speakers further apart to ensure better sound and test prior to event
- Ensure enough space between tables i.e. 3 feet between tables
- Possibly reduce the size of the event by focusing on one theme i.e. health, banking etc.,
- Have Guest Speaker upstairs in community room where sound is better and use of full gym for the store front displays
- Ensure there is a designated Committee Member to act as the store front greeter
- Need to know if vendor will supply their own table – we have enough tables but they may have a specific table that accommodates their display
- Create a checklist

b) Funding Timing

Mayor Ganann advised that the funding model from the Province does not accommodate applying for a June event and suggested we change our event from June to the fall. Mayor Ganann advised that the issue with funding is the requirement that the monies be spent prior to March. Linda advised that National Seniors Day is October 1.

There was general discussion regarding the pros and cons of hosting an event in June vs the fall, however no decision was made and the item will be added to the October Agenda for discussion.

c) Potential Survey vs encouraging participation in upcoming surveys

Mayor Ganann encouraged Committee Members to fill out the West Lincoln Recreation and Parks Master Plan survey. Jacquie advised there is an In-person Community engagement workshop for residents to attend. Jacquie will share the link with the Committee.

4. Roundtable Discussion

Mayor Ganann supplied Jacquie with info sheets from the Ministry of Health that Jacquie will forward to the Committee.

Mayor Ganann advised that McMaster is continuing community involvement regarding the lack of transportation in the rural community.

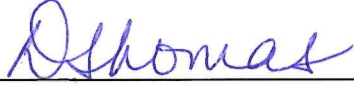
Linda suggested the following items at the next meeting(s):

Map out the remainder of the year
What do we want to accomplish?
What are our goals etc.?

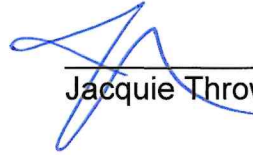
A few members are not able to attend the next meeting therefore it was the consensus of the Committee to move the meeting to October 4, 2024 at 9:00 a.m.

5. Adjournment

The meeting adjourned at 10:35 a.m.



Chair Deb Thomas or Mayor Ganann



Jacquie Thrower, Executive Assistant

DATE: October 21, 2024

REPORT NO: T-21-2024

SUBJECT: **Development Charges Background Study and Proposed By-Law**

CONTACT: Katelyn Repovs, CPA, CA Deputy Treasurer/Manager of Finance
Donna DeFilippis, CPA, CA Director of Finance/Treasurer

OVERVIEW:

- This Report presents the Township’s finalized 2024 Development Charges Background Study, as amended, and the proposed Development Charges By-Law.
- Attached to this Report is the Development Charges Background Study dated May 13, 2024 (Schedule “A”), Addendum to the Background Study dated October 7, 2024 (Schedule “B”), the proposed By-Law (Schedule “C”), and the Township’s responses to questions raised from the Stakeholder/Developer meeting (Schedules “D” and “E”).
- The final By-Law will be presented for Council approval on October 28, 2024.
- Administration recommends adoption of the 2024 Background Study, as amended and approval of a new Development Charges By-Law, with rates effective October 29, 2024.

RECOMMENDATION:

1. That, Recommendation Report T-21-2024, titled “Development Charges Background Study and Proposed By-Law”, be received; and,
2. That, Council approve the May 13, 2024 Development Charges Background Study, as amended and attached as Schedules “A” and “B” to this report; and,
3. That, Council approve the capital project listing set out in Chapter 5 of the Development Charges Background Study dated May 13, 2024, as amended, and that these projects be included in the Ten Year Capital Plan, subject to further review during the capital budget process; and,
4. That, Council continue to include a class of service for growth studies; and,
5. That, Council continue the DC approach to calculate the charges on a uniform Township-wide basis for all services except water, wastewater, and stormwater; and,
6. That, Council continue the DC approach to calculate the charges on an urban-area basis for water, wastewater, and stormwater services; and,
7. That, Council has determined that no further public meeting is required; and,

8. That, Council approve By-Law 2024-70, Imposition of Development Charges, as set out in Schedule “C” to this report; and,
9. That, the Mayor and Clerk be and are hereby authorized to sign By-Law 2024-70, Imposition of Development Charges, at the October 28, 2024 Council meeting.

ALIGNMENT TO STRATEGIC PLAN:

- **BUILD** a safe connected, caring and active community
- **CHAMPION** strategic and responsible growth
- **ADVANCE** organizational capacity and effectiveness

BACKGROUND:

Municipalities have the authority to impose Development Charges through the Development Charges Act, 1997, S.O. 1997, c. 27 (DCA). The municipality collects development charges to recover the cost of growth that occurs as a result of providing municipal services to new residential and non-residential development. For the Township, those municipal services include:

- Roads and Related Infrastructure
- Public Works Facilities, Equipment and Fleet
- Fire Protection
- Parks and Recreation
- Library
- Studies Related to Growth
- Stormwater
- Wastewater
- Water

One of the key elements in establishing development charges is the need to prepare a Development Charges Background Study and pass a by-law setting out the development charge (DC) fee to be collected. Administration provided the details related to future growth-related projects planned, as well as various growth statistics. The current Township population is roughly 15,500, with an anticipated target increase to approximately 22,780 by mid-2034 and 37,240 by mid-2051. Within a 30-year period, the Township’s population is expected to more than double, based on targets through the Niagara Region’s Official Plan.

This data forms the basis of the Background Study, which ultimately calculates a DC fee. Administration worked with consultants from Watson & Associates Economists Ltd. to prepare the 2024 Background Study (as amended) and proposed By-Law.

The Township’s current Development Charges By-Law 2019-51, as amended through By-Laws 2022-77 and 2024-42, came into effect on June 24, 2019. This By-law does not have an expiration date as this was removed through Recommendation Report T-13-2024, presented to Council in June 2024.

Council was presented with the Development Charges Background Study (Schedule “A”) at the May 27, 2024 Public/Council Meeting. The May 27, 2024 Public Meeting provided an opportunity for the public to provide comments and concerns to members of Council. At this meeting, Byron Tan from Watson & Associates Economists Ltd. presented an overview of the Development Charges Background Study and proposed By-Law. In addition, the Township hosted a Stakeholder/Developer Information meeting on April 18, 2024 with members of the development community, Administration, and Watson & Associates Economists Ltd. in order to provide an additional opportunity for public input.

In accordance with the DCA (where applicable), Administration is/has been following the below timeline to ensure all milestone requirements are adhered to, as noted below:

Process Steps	Date
Stakeholder/Developer Information Meeting	April 18, 2024
DC Council Workshop	April 29, 2024
Advertisement Notice of Public Meeting of Council <i>(written notice of at least 20 days must be given)</i>	Week of April 29, 2024 & Week of May 13, 2024
Release of Background Study and Proposed DC By-Law <i>(must be made available to public at least 2 weeks before Public Meeting, & 60 days prior to passing of DC By-Laws)</i>	May 13, 2024
Mandatory Public Meeting of Council <i>(before passing DC By-Laws, at least one public meeting must occur)</i>	May 27, 2024
Release of Staff Report T-13-2024 and Amending By-Law 2024-42 to remove DC By-Law expiration date	June 12, 2024
Council Passage of Amending By-Law 2024-42	June 24, 2024
Release of Background Study Report Addendum #1	October 7, 2024
Council Consideration of Background Study and Proposed DC By-Law	October 21, 2024
Council Approval of DC By-Law	October 28, 2024
New DC By-Laws in Effect	October 29, 2024
Written Notice of DC By-Law Passing	Week of October 28, 2024
Deadline to Appeal DC By-Laws <i>(must provide appeal period of 40 days after By-Law is passed)</i>	December 7, 2024

CURRENT SITUATION:

As a result of Bill 185: *Cutting Red Tape to Build More Homes Act*, receiving Royal Assent on June 6, 2024 and comments submitted from the Stakeholder/Developer Group, the Township worked with Watson & Associates Economists Ltd. to prepare Addendum #1 to the Development Charges Background Study Report (Schedule “B”). The Township’s responses to the Stakeholder/Developer Group comments are attached as Schedule “D” and “E” to this report. The Addendum Report was released on October 7, 2024 through the Township’s website. An advertisement was placed in the local newspaper advising the public of this Addendum. In addition, a communication was sent out to the Stakeholder/Developer Group.

The changes to the May 13, 2024 Background Study (as presented in the Addendum #1 Report) are summarized in Chapter 5 of the Addendum Report. A summary of notable changes are as follows:

- Addition of Growth Study projects and inclusion of calculation of a development charge for this service
- Road Project 7, South Grimsby Road 5: Spring Creek Road & RR20, removal of Other Contribution and DC recoverable amount increased, based on further review by Administration
- Road Project 16, Provision for Other Road-Related Works (Upgrades/Widenings), cost reduced, based on further review by Administration
- Public Works Project 1, Removal of Road Roller capital project, based on further review by Administration and in response to Stakeholder/Developer Group comments
- Public Works Project 5, Provision for New Vehicles/Equipment, cost reduced, based on further review by Administration and in response to Stakeholder/Developer Group comments
- Wastewater Project 7, Townline Road sewer upsizing, removal of Other Contribution, cost reduced, based on further review by Administration
- Removed Solar PVs from the DC calculations, as this was determined not to be feasible based on further review by Administration

The Addendum resulted in changes to the development charge rates presented in the May 13, 2024 Background Study. The below table presents a comparison of the Township-wide rates, for a single and semi-detached dwelling, under the current By-Law, under the May 13, 2024 Background Study and under the October 7, 2024 Addendum #1. The figures presented under the Addendum #1 column represent the finalized figures.

Service	Current	Calculated (May 13, 2024)	Calculated (Addendum #1)
Township Wide Services:			
Services Related to a Highway	8,042	18,757	18,388
Fire Protection Services	542	2,241	2,241
Parks and Recreation Services	6,393	6,567	6,567
Library Services	1,149	1,073	1,073
Growth Studies	472	-	891
Total Township Wide Services	16,598	28,638	29,160
Urban Services:			
Stormwater Services	100	22	22
Wastewater Services	623	5,334	5,356
Water Services	1,521	267	267
Total Urban Services	2,244	5,623	5,645
Grand Total - Urban Area	18,842	34,261	34,805

The below table presents a comparison of the Township-wide rates, for a non-residential development, under the current By-Law, under the May 13, 2024 Background Study and under the October 7, 2024 Addendum #1. The figures presented under the Addendum #1 column represent the finalized figures.

Service	Current	Calculated (May 13, 2024)	Calculated (Addendum #1)
Township Wide Services:			
Services Related to a Highway	2.99	7.10	6.96
Fire Protection Services	0.21	0.86	0.86
Parks and Recreation Services	0.47	0.80	0.80
Library Services	0.07	0.13	0.13
Growth Studies	0.18	-	0.33
Total Township Wide Services	3.92	8.89	9.08
Urban Services:			
Stormwater Services	0.02	0.01	0.01
Wastewater Services	0.21	1.96	1.97
Water Services	0.54	0.10	0.10
Total Urban Services	0.77	2.07	2.08
Grand Total - Urban Area	4.69	10.96	11.16

A full listing of the calculated residential and non-residential DC rates is available through the proposed Development Charges By-Law, attached as Schedule “C”, to be approved at the October 28, 2024 Council Meeting. Administration recommends that the By-Law and the new DC rates come into force on October 29, 2024. The attached By-Law notes an expiration date of 10 years from the date of passage, which aligns with the DCA. However, Council can repeal the By-Law at an earlier date. At present, Administration plans to update the Township-Wide Development Charges Background Study and By-Law every 5 years, in keeping with past practices.

Another item of note is that Administration can undergo a Background Study related to a single service area, and amend the By-Law accordingly. Administration will explore this further, upon the conclusion of ongoing and upcoming Master Plans, such as the Parks and Recreation Master Plan and Fire Master Plan. This would ensure the Township is accurately capturing all future growth-related infrastructure needs in a timely manner.

FINANCIAL IMPLICATIONS:

Development charges are a key component in financing growth related capital items. The Township Ten Year Capital plans include growth-related capital financed either completely or partially with development charges. The proposed increase in rates is reflective of the proposed capital projects.

Per the Background Study (as amended), **over the next ten years**, the Township’s anticipated growth-related expenditures are \$150.9 million. Of this, the amount recoverable

from DCs is \$121.2 million or 80% of the expenditures. An amount of \$26.3 million (or 17% of expenditures) will need to be contributed and funded from other sources, such as the tax levy or grants. A remaining amount of \$3.4 million represents the post period DC forecast benefit and will be captured in future Background Studies. The Township will likely increase the use of Front-Ending Agreements, in accordance with section 44 of the DCA, as mechanisms to pay for this growth-related infrastructure.

The total of the Township’s anticipated growth-related expenditures captured in the Background Study (as amended) is \$283.9 million. Of this, \$230.6 million will be recoverable from DCs, or 81% of the expenditures.

INTER-DEPARTMENTAL COMMENTS:

The development of this 2024 Background Study, as amended, and By-Law was a Township wide project with input from all Directors.

CONCLUSION:

Administration recommends the adoption of the 2024 Development Charges Background Study (as amended) dated May 13, 2024 and approval of By-Law 2024-70 Imposition of Development Charges, with an effective date of October 29, 2024.

ATTACHMENTS:

- Schedule “A” – Development Charge Background Study Report, May 13, 2024
- Schedule “B” – Development Charge Background Study Addendum, October 7, 2024
- Schedule “C” – Proposed Development Charges By-Law 2024-70
- Schedule “D” – Township Response to Stakeholder Group Questions, Letter 1
- Schedule “E” – Township Response to Stakeholder Group Questions, Letter 2

Prepared by:

Katelyn Repovs, CPA, CA
Deputy Treasurer/Manager of Finance

Approved by:

Truper McBride
CAO

Submitted by:

Donna DeFilippis, CPA, CA
Director of Finance/Treasurer



Development Charges Background Study

Township of West Lincoln

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List of Acronyms and Abbreviations

A.M.P.	Asset management plan
C.B.C.	Community benefits charge
D.C.	Development charge
D.C.A.	<i>Development Charges Act, 1997</i> , as amended
F.I.R.	Financial Information Return
G.F.A.	Gross floor area
N.F.P.O.W.	No fixed place of work
OLT	Ontario Land Tribunal
O.M.B.	Ontario Municipal Board
O.P.A.	Official Plan Amendment
O. Reg.	Ontario Regulation
P.P.U.	Persons per unit
S.D.E.	Single detached equivalent
S.D.U.	Single detached unit
S.W.M.	Stormwater management
sq.ft.	square foot/feet
sq.m	square metre(s)

Executive Summary

Executive Summary

1. The report provided herein represents the Development Charges (D.C.) Background Study for the Township of West Lincoln required by the *Development Charges Act, 1997*, as amended (D.C.A.). This report has been prepared in accordance with the methodology required under the D.C.A. The contents include the following:
 - Chapter 1 – Overview of the legislative requirements of the Act;
 - Chapter 2 – Review of present D.C. policies of the Township;
 - Chapter 3 – Summary of the residential and non-residential growth forecasts for the Township;
 - Chapter 4 – Approach to calculating the D.C.;
 - Chapter 5 – Review of historical service standards and identification of future capital requirements to service growth and related deductions and allocations;
 - Chapter 6 – Calculation of the D.C.s;
 - Chapter 7 – D.C. policy recommendations and rules; and
 - Chapter 8 – By-law implementation.

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

3. Subsequent to the passage of the Township's 2019 D.C. By-law, the Township undertook a D.C. Update Study in 2022 to pass an amending D.C. By-law to incorporate a number of changes to the D.C.A. as a result of the following Acts (details of each Act are provided in Chapter 1 of this report):

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

Since that time, the Province introduced another set of revisions to the D.C.A. through Bill 23: *More Homes Built Faster Act, 2022*. Bill 23 was first introduced on October 25, 2022, and received Royal Assent on November 28, 2022. A summary of the changes provided from Bill 23 are outlined below (further details are provided in Chapter 1 of this report):

- Additional Residential Unit Exemption: Allowance of a third unit as-of-right;
- Removal of Housing as an Eligible D.C. Service;
- New Statutory Exemptions for Affordable Units, Attainable Units, and Affordable Inclusionary Zoning Units (currently not in force);
Note: Bill 134: *Affordable Homes and Good Jobs Act, 2023* was released on September 28, 2023 which proposes a new definition of "affordable" under the D.C.A. and is anticipated to receive Royal Assent on December 4, 2023:
 - Owned unit (lesser of): cost is less than 30% of the 60th percentile of income for households in the municipality or 90% of the average purchase price as defined in a new Bulletin.
 - Rental unit (lesser of): rent is less than 30% of the 60th percentile of income for rental households or average market rent set out in a new Bulletin.
- New Statutory Exemption: Non-Profit Housing;
- Historical Level of Service extended to previous 15-year period instead of the previous 10-year period;
- Capital Cost definition revised to remove studies and prescribe services for which land or an interest in land will be restricted (nothing prescribed to date);
- Mandatory Phase-in of a D.C. passed after January 1, 2022, as follows:

- Year 1 – 80% of the maximum charge;
- Year 2 – 85% of the maximum charge;
- Year 3 – 90% of the maximum charge;
- Year 4 – 95% of the maximum charge; and
- Year 5 to expiry – 100% of the maximum charge.
- D.C. By-law expiry will be a maximum of 10 years after the date the by-law comes into force;
- D.C. for Rental Housing developments to receive a discount as follows:
 - Three or more bedrooms – 25% reduction;
 - Two bedrooms – 20% reduction; and
 - All other bedroom quantities – 15% reduction.
- Maximum Interest Rate for Installments and Determination of Charge for Eligible Site Plan and Zoning By-law Amendment Applications to be set at the average prime rate plus 1%; and
- Requirement to Allocate Funds Received – municipalities are required to spend or allocate at least 60% of their reserve fund at the beginning of the year for water, wastewater, and services related to a highway.

On April 10, 2024, the Province proposed further changes to the Development Charges Act under Bill 185: *Cutting Red Tape to Build More Homes Act*. A summary of the changes provided from Bill 185 are outlined below (further details are provided in Chapter 1 of this report):

- The definition of eligible capital costs (to include certain studies);
- The removal of the mandatory phase-in of charges;
- The process for minor amendments to D.C. by-laws;
- A reduction of time for the D.C. rate freeze related to site plan and zoning by-law amendment planning applications;
- Modernizing public notice requirements; and
- Implementation of the Affordable Residential Unit exemptions:

Bill 185 has not been enacted at the time of writing this D.C. Background Study. As such, the changes proposed have not been reflected in the D.C. calculations or draft by-laws contained herein. However, Watson will continue to monitor the progress of this Bill and will work with the Township to incorporate any required revisions to the D.C. calculations and D.C. by-law.

4. The growth forecast (Chapter 3) on which the D.C. study is based, projects the following population, housing, and non-residential floor area for the 10-year (2024 to 2034), Urban 10-year (2024 to 2034) Buildout (2024 to 2051), and Urban Buildout (2024 to 2051) forecast periods.

Table ES-1
Summary of Growth Forecast by Planning Period
Township of West Lincoln

Measure	10 Year 2024-2034	Urban 10 Year 2024-2034	Buildout 2024-2051	Urban – Buildout 2024-2051
(Net) Population Increase	7,119	7,390	21,759	22,524
Residential Unit Increase	2,858	2,844	8,735	8,692
Non-Residential Gross Floor Area Increase (sq.ft.)	1,035,700	965,000	2,906,200	2,712,100

5. On July 15, 2019, the Township of West Lincoln’s D.C. By-law 2019-51 came into force under the D.C.A. The by-law imposes D.C.s on residential and non-residential uses. This by-law was amended via By-law 2022-77. The Township is undertaking a D.C. public process and anticipates passing a new by-law on July 15, 2024, with the mandatory public meeting scheduled for May 27, 2024.
6. The Township’s D.C. currently in effect is \$16,017 for single detached dwelling units for full services. The non-residential charge is \$4.00 per sq.ft. for full services. It is noted that these rates are 85% of the eligible D.C.s due to the mandatory phase-in from Bill 23. If the rates were fully implemented, they would be at \$18,844 for single detached dwellings and \$4.71 per sq.ft. for non-residential.
7. This report has undertaken a recalculation of the charges based on future identified needs (presented in Schedule ES-3 for residential and non-residential). Charges have been provided on a Township-wide basis for all services excluding water, wastewater, and stormwater services, which have been provided on an urban-wide basis. The corresponding single-detached unit charge for full services

is \$34,261. The non-residential charge for full services is \$10.96 per sq.ft. of building area. These rates are submitted to Council for their consideration.

8. The Township has historically imposed a D.C. for wind turbines, which is currently \$7,698 per unit. It is noted that these rates are 85% of the eligible D.C.s due to the mandatory phase-in from Bill 23. If the rates were fully implemented, they would be at \$9,056 for wind turbines. The D.C. amount was based on the services related to a highway, fire protection, and growth studies using the single detached category. The calculations presented herein have continued this approach, with the exception of growth studies (which is currently not a D.C. eligible service). In addition to the wind turbines, the Township has included Solar PVs as a chargeable category. The calculated D.C. for wind turbines and solar PVs is \$11,620 per unit (based on the criteria as defined in the draft D.C. by-law).

9. The D.C.A. requires a summary be provided of the gross capital costs and the net costs to be recovered over the life of the by-law. This calculation is provided by service and is presented in Table 6-6. A summary of these costs is provided below:

Table ES-2
Summary of Expenditures Anticipated Over the Life of the By-law

Summary of Expenditures Anticipated Over the Life of the By-law	Expenditure Amount
Total gross expenditures planned over the next ten years	\$141,322,863
Less: Benefit to existing development	\$24,185,909
Less: Post planning period benefit	\$3,456,859
Less: Ineligible re: Level of Service	\$0
Less: Grants, subsidies and other contributions	\$4,388,182
Net costs to be recovered from development charges	\$109,291,913

This suggests that for the non-D.C. cost over the ten-year D.C. by-law (benefit to existing development, and grants, subsidies and other contributions), \$28.57 million (or an annual amount of \$2.86 million) will need to be contributed from taxes and rates, or other sources. With respect to the post period benefit amount of \$3.46

million, it will be included in subsequent D.C. study updates to reflect the portion of capital that benefits growth in the post period D.C. forecasts.

Based on the above table, the Township plans to spend \$141.32 million over the life of the by-law, of which \$109.29 million (77%) is recoverable from D.C.s. Of this net amount, \$96.42 million is recoverable from residential development and \$12.87 million from non-residential development. It is noted also that any exemptions or reductions in the charges would reduce this recovery further.

10. Considerations by Council – The background study represents the service needs arising from residential and non-residential growth over the forecast periods.

The following services are calculated based on an urban 2051 buildout forecast:

- Wastewater Services; and
- Water Services.

The following services are calculated based on a 2024 to 2051 forecast period:

- Services Related to a Highway.

The following services are calculated based on an urban 10-year forecast to 2034:

- Stormwater Services.

The following services are calculated based on a 10-year forecast to 2034:

- Fire Protection Services;
- Parks and Recreation Services; and
- Library Services.

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

- adopting the charges and policies recommended herein;
- considering additional exemptions to the by-law; and

- considering reductions in the charge by class of development (obtained by removing certain services on which the charge is based and/or by a general reduction in the charge).

**Table ES-3
Schedule of Development Charges**

Service	RESIDENTIAL					NON-RESIDENTIAL	
	Single and Semi-Detached Dwelling	Multiples	Apartments - 2 Bedrooms +	Apartments - Bachelor and 1 Bedroom	Special Care/Special Dwelling Units	Solar PV and Wind Turbines	(per sq.ft. of Gross Floor Area)
Township Wide Services							
Services Related to a Highway	18,757	12,842	12,025	7,792	6,513	9,379	7.10
Fire Protection Services	2,241	1,534	1,437	931	778	2,241	0.86
Parks and Recreation Services	6,567	4,496	4,210	2,728	2,280	-	0.80
Library Services	1,073	735	688	446	373	-	0.13
Total Township Wide Services	28,638	19,607	18,360	11,897	9,944	11,620	8.89
Urban Services							
Stormwater	22	15	14	9	8	-	0.01
Wastewater Services	5,334	3,652	3,420	2,216	1,852	-	1.96
Water Services	267	183	171	111	93	-	0.10
Total Urban Services	5,623	3,850	3,605	2,336	1,953	-	2.07
GRAND TOTAL RURAL AREA	28,638	19,607	18,360	11,897	9,944	11,620	8.89
GRAND TOTAL URBAN AREA	34,261	23,457	21,965	14,233	11,897	11,620	10.96

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., as amended, (D.C.A.) (section 10) and, accordingly, recommends new development charges (D.C.s) and policies for the Township of West Lincoln.

The Township retained Watson & Associates Economists Ltd. (Watson), to undertake the D.C. study process throughout 2023 and 2024. Watson worked with Township staff in preparing the D.C. analysis and policy recommendations.

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

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

In addition, the report is designed to set out sufficient background on the legislation (Chapter 4), West Lincoln's current D.C. policies (Chapter 2) and the policies underlying the proposed by-law, to make the exercise understandable to those who are involved.

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

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

1.2 Summary of the Process

The public meeting required under section 12 of the D.C.A. has been scheduled for May 27, 2024. Its purpose is to present the study to the public and to solicit public input. The meeting is also being held to answer any questions regarding the study's purpose, methodology, and the proposed modifications to the Township's D.C.s.

In accordance with the legislation, the background study and proposed D.C. by-law will be available for public review on May 13, 2024.

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

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

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

Figure 1-1
Schedule of Key D.C. Process Dates for the Township of West Lincoln

Schedule of Study Milestone	Dates
1. Data collection, staff review, D.C. calculations and policy work	July 2023 to April 2024
2. Stakeholder Meeting	April 18, 2024
3. Council Workshop	April 29, 2024
4. Public meeting advertisement placed in newspaper(s)	No later than May 5, 2024
5. Public release of final D.C. background study and proposed by-law	May 13, 2024
6. Public meeting of Council	May 27, 2024
7. Council meeting to discuss D.C. by-law	June 10, 2024
8. Council considers adoption of background study and passage of by-law	July 15, 2024
9. Newspaper notice given of by-law passage	By 20 days after passage

Schedule of Study Milestone	Dates
10. Last day for by-law appeal	40 days after passage
11. Township makes pamphlet available (where by-law not appealed)	By 60 days after in force date

1.3 Changes to the D.C.A.: Bills 108, 138, 197, and 213

1.3.1 *Bill 108: More Homes, More Choice Act – An Act to Amend Various Statutes with Respect to Housing, Other Development, and Various Matters*

On May 2, 2019, the Province introduced Bill 108, which proposed changes to the D.C.A. The Bill was introduced as part of the Province's "More Homes, More Choice: Ontario's Housing Supply Action Plan." The Bill received Royal Assent on June 6, 2019.

While having received Royal Assent, many of the amendments to the D.C.A. would not come into effect until they are proclaimed by the Lieutenant Governor (many of these changes were revised through Bill 197). At the time of writing, the following provisions have been proclaimed:

- Effective January 1, 2020, rental housing and institutional developments will pay D.C.s in six equal annual payments commencing at occupancy. Interest may be charged on the instalments, and any unpaid amounts may be added to the property and collected as taxes. As per Bill 23, non-profit housing developments are now exempt from paying D.C.s; however, prior to Bill 23, and as a result of Bill 108, non-profit housing developments paid D.C.s in 21 equal annual payments. Effective January 1, 2020, the D.C. amount for all developments occurring within 2 years of a Site Plan or Zoning By-law Amendment planning approval (for application submitted after this section is proclaimed), shall be determined based on the D.C. in effect on the day of Site Plan or Zoning By-law Amendment application. If the development is not proceeding via these planning approvals, then the amount is determined as of the date of issuance of a building permit.

On February 28, 2020, the Province released updated draft regulations related to the D.C.A. and the *Planning Act*. A summary of the changes that were to take effect upon proclamation by the Lieutenant Governor is provided below.

Changes to Eligible Services – Prior to Bill 108, the D.C.A. provided a list of ineligible services whereby municipalities could include growth related costs for any service that was not listed. With Bill 108, the changes to the D.C.A. would now specifically list the services that are eligible for inclusion in the by-law. Furthermore, the initial list of eligible services under Bill 108 was limited to "hard services", with the "soft services" being removed from the D.C.A. These services would be considered as part of a new community benefits charge (discussed below) imposed under the *Planning Act*. As noted in the next section this list of services has been amended through Bill 197.

Mandatory 10% deduction – The amending legislation would have removed the mandatory 10% deduction for all services that remain eligible under the D.C.A.

Remaining Services to be Included in a New Community Benefits Charge (C.B.C.) Under the *Planning Act* – It was proposed that a municipality may, by by-law, impose a C.B.C. against land to pay for the capital costs of facilities, services and matters required because of development or redevelopment in the area to which the by-law applies. The C.B.C. was proposed to include formerly eligible D.C. services that are not included in the above listing, in addition to parkland dedication and bonus zoning contributions.

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

On November 6, 2019, the Province released Bill 138 which provided further amendments to the D.C.A. and *Planning Act*. This Bill received Royal Assent on December 10, 2019, and was proclaimed which resulted in sections related to the D.C.A. (schedule 10) becoming effective on January 1, 2020. The amendments to the D.C.A. included removal of instalment payments for commercial and industrial developments that were originally included in Bill 108.

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

In response to the global pandemic that began affecting Ontario in early 2020, the Province released Bill 197 which provided amendments to a number of Acts, including the D.C.A. and *Planning Act*. This Bill also revised some of the proposed changes

identified in Bill 108. Bill 197 was tabled on July 8, 2020, received Royal Assent on July 21, 2020, and was proclaimed on September 18, 2020. The following provides a summary of the changes.

1.3.3.1 *D.C.-Related Changes*

List of D.C.-Eligible Services

- As noted above, under Bill 108 some services were to be included under the D.C.A. and some would be included under the C.B.C. authority. Bill 197, however, revised this proposed change and has included all services (with some exceptions) under the D.C.A. These services are as follows:
 - Water supply services, including distribution and treatment services.
 - Wastewater services, including sewers and treatment services.
 - Storm water drainage and control services.
 - Services related to a highway.
 - Electrical power services.
 - Toronto-York subway extension.
 - Transit services.
 - Waste diversion services.
 - Policing services.
 - Fire protection services.
 - Ambulance services.
 - Library services.
 - Long-term care services.
 - Parks and recreation services, but not the acquisition of land for parks.
 - Public health services.
 - Childcare and early years services.
 - Housing services (no longer eligible as per Bill 23).
 - *Provincial Offences Act* services.
 - Services related to emergency preparedness.
 - Services related to airports, but only in the Regional Municipality of Waterloo.
 - Additional services as prescribed.

Classes of Services – D.C.

Pre-Bill 108/197 legislation (i.e., D.C.A., 1997) allowed for categories of services to be grouped together into a minimum of two categories (90% and 100% services).

The Act (as amended) repeals and replaces the above with the four following subsections:

- A D.C. by-law may provide for any eligible service or capital cost related to any eligible service to be included in a class, set out in the by-law.
- A class may be composed of any number or combination of services and may include parts or portions of the eligible services or parts or portions of the capital costs in respect of those services.
- A D.C. by-law may provide for a class consisting of studies in respect of any eligible service whose capital costs are described in paragraphs 5 and 6 of section 5 of the D.C.A.
- A class of service set out in the D.C. by-law is deemed to be a single service with respect to reserve funds, use of monies, and credits.

Note: An initial consideration of “class” appears to mean any group of services.

Mandatory 10% Deduction

In addition, the removal of the 10% deduction for soft services under Bill 108 has been maintained.

As a result of the passage of Bill 197, and subsequent proclamation on September 18, 2020, this report has provided the D.C. calculations without the 10% mandatory deduction.

*1.3.3.2 C.B.C.-Related Changes*C.B.C. Eligibility

The C.B.C. is limited to lower-tier and single-tier municipalities; upper-tier municipalities will not be allowed to impose this charge.

1.3.3.3 Combined D.C. and C.B.C. Impacts

D.C. vs. C.B.C. Capital Cost

A C.B.C. may be imposed with respect to the services listed in subsection 2 (4) of the D.C.A. (eligible services), “provided that the capital costs that are intended to be funded by the community benefits charge are not capital costs that are intended to be funded under a development charge by-law.”

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

On December 8, 2020, Bill 213 received Royal Assent. One of the changes of the Bill that took effect upon Royal Assent included amending the *Ministry of Training, Colleges and Universities Act* by introducing a new section that would exempt the payment of D.C.s for developments of land intended for use by a university that receives operating funds from the Government. As a result, this mandatory exemption will be included in the D.C. by-law.

1.4 Changes to the D.C.A. – Bill 23: More Homes Built Faster Act, 2022

On November 28, 2022, Bill 23 received Royal Assent. This Bill amends a number of pieces of legislation including the *Planning Act* and the D.C.A. It is noted that, as of the time of writing, the Province has announced (on December 13, 2023) potential changes to the phase-in requirements and the removal of studies as eligible capital costs. The details of these changes will be forthcoming in early 2024 and Watson will monitor and advise as to the nature of these changes. The following provides a summary of the changes to the D.C.A.

1.4.1 Additional Residential Unit Exemption

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

- Exemption for residential units in existing rental residential buildings – For rental residential buildings with four or more residential units, the creation of the greater of one unit or 1% of the existing residential units will be exempt from a D.C.

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

1.4.2 Removal of Housing as an Eligible D.C. Service

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

1.4.3 New Statutory Exemption for Non-Profit Housing

Non-profit housing units are exempt from D.C.s and D.C. instalment payments due after November 28, 2022.

1.4.4 New Statutory Exemptions for Affordable Units, Attainable Units, and Affordable Inclusionary Zoning Units

Affordable units, attainable units, and inclusionary zoning units (affordable) are exempt from the payment of D.C.s, as follows:

- Inclusionary Zoning Units: Affordable housing units required under inclusionary zoning by-laws are exempt from a D.C.
- Affordable Rental Units – Where rent is no more than 80% of the average market rent as defined by a new bulletin published by the Ministry of Municipal Affairs and Housing.
- Affordable Owned Units – Where the price of the unit is no more than 80% of the average purchase price as defined by a new bulletin published by the Ministry of Municipal Affairs and Housing.

- Attainable Units – Excludes affordable units and rental units; will be defined as prescribed development or class of development and sold to a person who is at “arm’s length” from the seller.
 - Note: for affordable and attainable units, the municipality shall enter into an agreement that ensures the unit remains affordable or attainable for 25 years.

Further to the above, Bill 134: *Affordable Homes and Good Jobs Act, 2023* was released on September 28, 2023, which proposes a new definition of “affordable” under the D.C.A.:

- Owned unit (lesser of): cost is less than 30% of the 60th percentile of income for households in the municipality or 90% of the average purchase price as defined in a new Bulletin.
- Rental unit (lesser of): rent is less than 30% of the 60th percentile of income for rental households or average market rent set out in a new Bulletin.

Bill 134 is not yet in force; it will come into force on the day that section 3 of Schedule 3 of Bill 23 is proclaimed.

Note: the above exemptions are not currently in force. These exemptions will be in force upon proclamation and revisions to the regulations. The Bulletin has yet to be published as at the time of writing this report.

- Inclusionary Zoning Units: Affordable housing units required under inclusionary zoning by-laws are exempt from a D.C.

1.4.5 Historical Level of Service Extended to Previous 15-Year Period

Prior to Bill 23, the increase in need for service was limited by the average historical level of service calculated over the 10-year period preceding the preparation of the D.C. background study. This average is now extended to the historical 15-year period.

1.4.6 Revised Definition of Capital Costs

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

1.4.7 Mandatory Phase-in of a D.C.

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

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

1.4.8 D.C. By-law Expiry

A D.C. by-law now expires 10 years after the day it comes into force (unless the by-law provides for an earlier expiry date). This extends the by-law's life from five years, prior to Bill 23.

1.4.9 Installment Payments

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

1.4.10 Rental Housing Discount

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

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

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

No maximum interest rate was previously prescribed. As per Bill 23, the maximum interest rate is set at the average prime rate plus 1%. This maximum interest rate

provision would apply to all instalment payments and eligible site plan and zoning by-law amendment applications occurring after November 28, 2022.

1.4.12 Requirement to Allocate Funds Received

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

1.5 Proposed Changes to the D.C.A. – Bill 185: Cutting Red Tape to Build More Homes Act, 2024

On April 10, 2024, the Ontario government introduced Bill 185: *Cutting Red Tape to Build More Homes Act, 2024* which proposes the following changes to the D.C.A.:

- The removal of the Mandatory Phase-in for D.C. by-laws passed after Bill 185 comes into effect;
- Reinstatement of studies as an eligible capital cost;
- A reduction to the D.C. rate freeze timelines for developments proceeding through site plan and zoning by-law amendment applications under the Planning Act. Charges are currently held at rates in place on the date the application is made until building permit issuance, provided the building permit is issued within two years of the approval of the application. This time period is proposed to be reduced to 18 months under Bill 185 (note that the two-year timeline will still apply to applications received prior to Bill 185 coming into force);
- The ability to repeal a provision of the D.C. by-law specifying the date the by-law expires (subject to the 10-year by-law limitation provided in the D.C.A.);
- The ability to undertake minor D.C. by-law amendments for by-laws passed after November 28, 2022 and before Bill 185 takes effect, related to the inclusion of capital costs for studies and the removal of the mandatory D.C. phase-in; and
- To modernize public notice requirements to permit use of municipal websites where newspapers of general circulation are not available.

Bill 185 has not been enacted at the time of writing this D.C. Background Study. As such, the changes proposed have not been reflected in the D.C. calculations or draft by-laws contained herein. However, Watson will continue to monitor the progress of this Bill

and will work with the Township under incorporate any required revisions to the D.C. calculations and D.C. by-law.

Chapter 2

Current Township of West Lincoln D.C. Policies

2. Current Township of West Lincoln Policies

2.1 Schedule of Charges

On July 15, 2019, the Township of West Lincoln's D.C. By-law 2019-51 came into force under the D.C.A. Subsequently, the 2019 D.C. By-law was amended with By-law 2022-77, which provided updates to conform with the legislative changes from Bills 108, 197, and 213.

The by-law, as amended, imposes D.C.s for residential and non-residential uses. The table below provides the rates currently in effect, as of January 1, 2024.

Table 2-1
Township of West Lincoln
Current D.C. Rates
January 1, 2024

Service	Residential				Non-Residential	
	Single and Semi-Detached Dwelling	Multiples	Apartments - 2 Bedrooms +	Apartments - Bachelor and 1 Bedroom	Wind Turbines	per sq.ft.
Services Related to a Highway	6,836	4,556	4,350	2,693	6,836	2.54
Fire Protection Services	461	308	293	181	461	0.18
Parks and Recreation Services	5,434	3,622	3,458	2,140	-	0.40
Library Services	977	650	622	384	-	0.06
Growth Studies	401	266	254	158	401	0.16
Total Township Wide Services	14,109	9,402	8,977	5,556	7,698	3.34
Urban Services						
Stormwater	85	58	53	34.00	-	0.02
Wastewater Services	530	353	336	209.00	-	0.18
Water Services	1,293	861	823	510.00	-	0.46
Total Urban Services	1,908	1,272	1,212	753	-	0.66
GRAND TOTAL RURAL AREA	14,109	9,402	8,977	5,556	7,698	3.34
GRAND TOTAL URBAN AREA	16,017	10,674	10,189	6,309	7,698	4.00

Note: these rates are 85% of the eligible D.C.s due to the mandatory phase-in from Bill 23

2.2 Services Covered

The following services are covered under By-law 2019-51, as amended:

- Services related to a highway;
- Fire protection services;
- Parks and recreation services;
- Library services;

- Growth studies;
- Stormwater;
- Wastewater services; and
- Water services.

2.3 Timing of D.C. Calculation of Payment

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

2.4 Indexing

Rates shall be adjusted, without amendment to the by-law, annually on January 1, in accordance with the Statistics Canada Quarterly, Non-Residential Building Construction Price Index (Table 18-10-0276-02).^[1]

2.5 Redevelopment Allowance

In the case of the re-development involving the demolition and replacement of all or part of a building or structure:

- (1) A credit offsetting the development charges payable shall be allowed, provided that the land was improved by occupied structures (or structures capable of occupancy) within the five years prior to the issuance of the demolition permit, and the building permit has been issued for the development or redevelopment within five years from the date the demolition permit has been issued; and
- (2) The credit shall be calculated as follows:

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

- a. For residential buildings, the credit shall be equivalent to the number of dwelling units demolished multiplied by the applicable residential development charge in place at the time the development charge is payable under this by-law;
- b. For non-residential buildings, the credit shall be equivalent to the gross floor area demolished multiplied by the applicable non-residential development charge in place at the time the development charge is payable under this by-law;

Provided that such amounts shall not exceed, in total, the amount of the D.C.s otherwise payable with respect to the redevelopment.

2.6 Exemptions

The following exemptions are provided under By-law 2019-51:

- Cemeteries or burial grounds;
- Places of worship;
- Granny flats;
- Agricultural uses;
- Affordable Housing projects and Municipal housing project facilities that receive funding through an agreement with Niagara Regional Housing or a department or designated agency of the Niagara Region; and
- Canopies including gas station canopies and those intended for the parking and loading/unloading of vehicles.

Chapter 3

Anticipated Development in Township of West Lincoln

3. Anticipated Development in the Township of West Lincoln

3.1 Requirement of the Act

The growth forecast contained in this chapter (with supplemental tables in Appendix A) provides for the anticipated development for which the Township will be required to provide services over a 10-year (2024 to 2034) and a longer-term (2024 to 2051) time horizon.

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

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

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

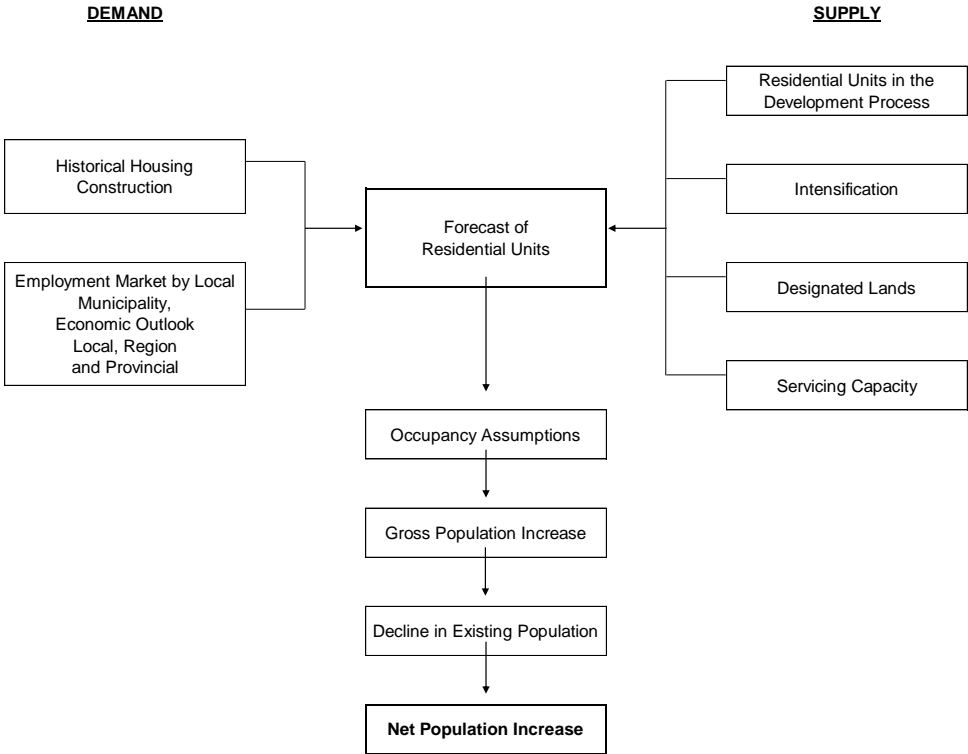
- Niagara Official Plan, November 4, 2022;
- Niagara Region Official Plan, PDS 17-2022, 2051 Land Needs Assessment, June 2022, Hemson Consulting Ltd.;
- Township of West Lincoln Official Plan, Consolidated July 2021; and Official Plan Amendments No. 62 and 63;
- 2011, 2016 and 2021 population, household and employment Census data;
- Historical residential building permit data over the 2014 to 2023 period;
- Residential and non-residential supply opportunities as identified by Township of West Lincoln staff; and
- Discussions with Township staff regarding anticipated residential and non-residential development in the Township of West Lincoln.

3.3 Summary of Growth Forecast

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

As identified in Table 3-1 and Appendix A – Schedule 1, population in the Township of West Lincoln (excluding census undercount) is anticipated to reach approximately 22,780 by mid-2034 and 37,420 by mid-2051, resulting in an increase of approximately 7,120 and 21,760 persons, respectively. ^[1]

Figure 3-1
Population and Household Forecast Model



^[1] The population figures used in the calculation of the 2024 D.C. exclude the net Census undercount, which is estimated at approximately 2.5%. Population figures presented herein have been rounded.

**Table 3-1
Township of West Lincoln
Residential Growth Forecast Summary**

	Year	Population (Including Census Undercount) ^[1]	Excluding Census Undercount			Housing Units					Person Per Unit (P.P.U.): Total Population/ Total Households	
			Population	Institutional Population	Population Excluding Institutional Population	Singles & Semi-Detached	Multiple Dwellings ^[2]	Apartments ^[3]	Other	Total Households		Equivalent Institutional Households
Historical	Mid 2011	14,190	13,837	37	13,800	4,190	274	155	10	4,629	34	2.989
	Mid 2016	14,870	14,500	30	14,470	4,460	345	150	15	4,970	27	2.918
	Mid 2021	15,850	15,454	49	15,405	4,705	450	140	10	5,305	45	2.913
Forecast	Mid 2024	16,060	15,661	50	15,611	4,749	477	152	10	5,388	45	2.907
	Mid 2034	23,360	22,780	73	22,707	6,415	1,207	593	10	8,225	66	2.770
	Mid 2051	38,370	37,420	119	37,301	9,735	2,819	1,496	10	14,060	108	2.661
Incremental	Mid 2011 - Mid 2016	680	663	-7	670	270	71	-5	5	341	-7	
	Mid 2016 - Mid 2021	980	954	19	935	245	105	-10	-5	335	18	
	Mid 2021 - Mid 2024	210	207	1	206	44	27	12	0	83	0	
	Mid 2024 - Mid 2034	7,300	7,119	23	7,096	1,666	730	441	0	2,837	21	
	Mid 2024 - Mid 2051	22,310	21,759	69	21,690	4,986	2,342	1,344	0	8,672	63	

^[1] Population includes the Census undercount estimated at approximately 2.5% and has been rounded.

^[2] Includes Townhouses and apartments in duplexes.

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

Notes:

Numbers may not add due to rounding.

Source: Derived from Niagara Region Official Plan, PDS 17-2022, 2051 Land Needs Assessment, June 2023, Hemson Consulting Ltd., and discussions with Township of West Lincoln staff regarding servicing and land supply by Watson & Associates Economists Ltd.

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

1. 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 the Township of West Lincoln.
- Based on the above indicators, the 2024 to 2051 household growth forecast for the Township is comprised of a unit mix of 57% low density units (single detached and semi-detached), 27% medium density (multiples except apartments) and 16% high density (bachelor, 1-bedroom and 2-bedroom apartments).

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

- Schedule 2 summarizes the anticipated amount, type, and location of development by area for the Township of West Lincoln.
- In accordance with forecast demand and available land supply, the amount and percentage of forecast housing growth between 2024 and 2051 by development location is summarized below.

Table 3-2
Township of West Lincoln
Geographic Location of Residential Development

Development Location	Amount of Housing Growth, 2024 to 2051	Percentage of Housing Growth, 2024 to 2051
Urban	8,630	99%
Rural	40	<1%
Township of West Lincoln	8,670	100%

Note: Figures may not sum precisely due to rounding.

3. Planning Period

- Short- and longer-term time horizons are required for the D.C. process. The D.C.A. limits the planning horizon for transit services to a 10-year planning horizon. All other services can utilize a longer planning period if the municipality has identified the growth-related capital infrastructure needs associated with the longer-term growth planning period.

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

- The number of housing units to be constructed by 2051 in the Township of West Lincoln over the forecast period is presented in Table 3-1. Over the 2024 to 2051 forecast period, the Township is anticipated to average approximately 321 new housing units per year.
- Institutional population ^[1] is anticipated to increase by approximately 70 people between 2024 to 2051.
- 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.
- Schedule 7a summarizes the average P.P.U. assumed for new housing units by age and type of dwelling based on Statistics Canada 2021 custom Census data for the Township of West Lincoln. Due to data limitations medium and high density P.P.U. data was derived from Niagara Region which includes the Township of West Lincoln, and is outlined in Schedule 7b . 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 25-year average P.P.U.s by dwelling type are as follows:
 - Low density: 3.168
 - Medium density: 2.169
 - High density: 1.763

^[1] Institutional population largely includes special care facilities such as nursing home or residences for senior citizens. A P.P.U. of 1.100 depicts 1-bedroom and 2-or-more-bedroom units in collective households.

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

- Existing households for mid-2024 are based on the 2021 Census households, plus estimated residential units constructed between mid-2021 to the beginning of the growth period, assuming a minimum six-month lag between construction and occupancy (see Schedule 3).
- The change in average occupancy levels for existing housing units is calculated in Schedules 3 through 5.^[1] The forecast population change in existing households over the 2024 to 2051 forecast period is forecast to decline by approximately 1,560.

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

- The employment projections provided herein are largely based on the activity rate method, which is defined as the number of jobs in the Township divided by the number of residents. Key employment sectors include primary, industrial, commercial/population-related, institutional, and work at home, which are considered individually below.
- 2016 employment data ^{[2],[3]} (place of work) for the Township of West Lincoln is outlined in Schedule 9a. The 2016 employment base is comprised of the following sectors:
 - 195 primary (5%);
 - 820 work at home employment (22%);
 - 1,348 industrial (37%);
 - 918 commercial/population-related (25%); and
 - 420 institutional (11%).
- The 2016 employment by usual place of work, including work at home, is 3,700. An additional 560 employees have been identified for the

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

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

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

Township of West Lincoln in 2016 that have no fixed place of work (N.F.P.O.W.).^[1]

- Total employment, including work at home and N.F.P.O.W. for the Township of West Lincoln is anticipated to reach approximately 6,610 by mid-2034 and 10,480 by mid-2051. This represents an employment increase of approximately 1,950 for the 10-year forecast period and 5,820 for the longer-term 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 G.F.A. calculation. Accordingly, work at home and N.F.P.O.W. employees have been removed from the D.C.A. employment forecast and calculation.
- Total employment for the Township of West Lincoln (excluding work at home and N.F.P.O.W. employment) is anticipated to reach approximately 4,170 by mid-2034 and 6,410 by mid-2051. This represents an employment increase of approximately 1,170 for the 10-year forecast period and 3,410 for the longer-term forecast period.^[2]

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

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

^[2] G.F.A. and employment associated within special care institutional dwellings treated as residential, resulting in an institutional employment difference between Schedules 9a and 9b. Total employment growth in Schedule 9b (excluding work at home and N.F.P.O.W. employment) has been downwardly adjusted to account for institutional employment associated with special care facilities. Total employment in Schedule 9b is anticipated to reach approximately 4,160 by mid-2034 and 6,380 by mid-2051.

- Square footage estimates were calculated in Schedule 10b based on the following employee density assumptions:
 - 3,000 sq.ft. per employee for primary;
 - 1,300 sq.ft. per employee for industrial;
 - 500 sq.ft. per employee for commercial/population-related; and
 - 690 sq.ft. per employee for institutional employment.
- The Township-wide incremental G.F.A. is anticipated to increase by 1,035,700 sq.ft. over the 10-year forecast period and 2,906,200 sq.ft. over the longer-term forecast period.
- In terms of percentage growth, the 2024 to 2051 incremental G.F.A. forecast by sector is broken down as follows:
 - Primary – 3%
 - industrial – 56%;
 - commercial/population-related – 24%; 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 by servicing area for the Township of West Lincoln by area.
- The amount and percentage of forecast total non-residential growth between 2024 and 2051 by development location is summarized below.

Table 3-3
 Township of West Lincoln
 Geographic Location of Non-Residential Development

Development Location	Amount of Non-Residential G.F.A. (sq.ft.), 2024 to 2051	Percentage of Non-Residential G.F.A., 2024 to 2051
Urban	2,712,100	93%
Rural	194,100	7%
Township of West Lincoln	2,906,200	100%

Note: Figures may not sum precisely due to rounding.

Chapter 4

The Approach to the Calculation of the Charge

4. The Approach to the Calculation of the Charge

4.1 Introduction

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

4.2 Services Potentially Involved

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

4.3 Increase in the Need for Service

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

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

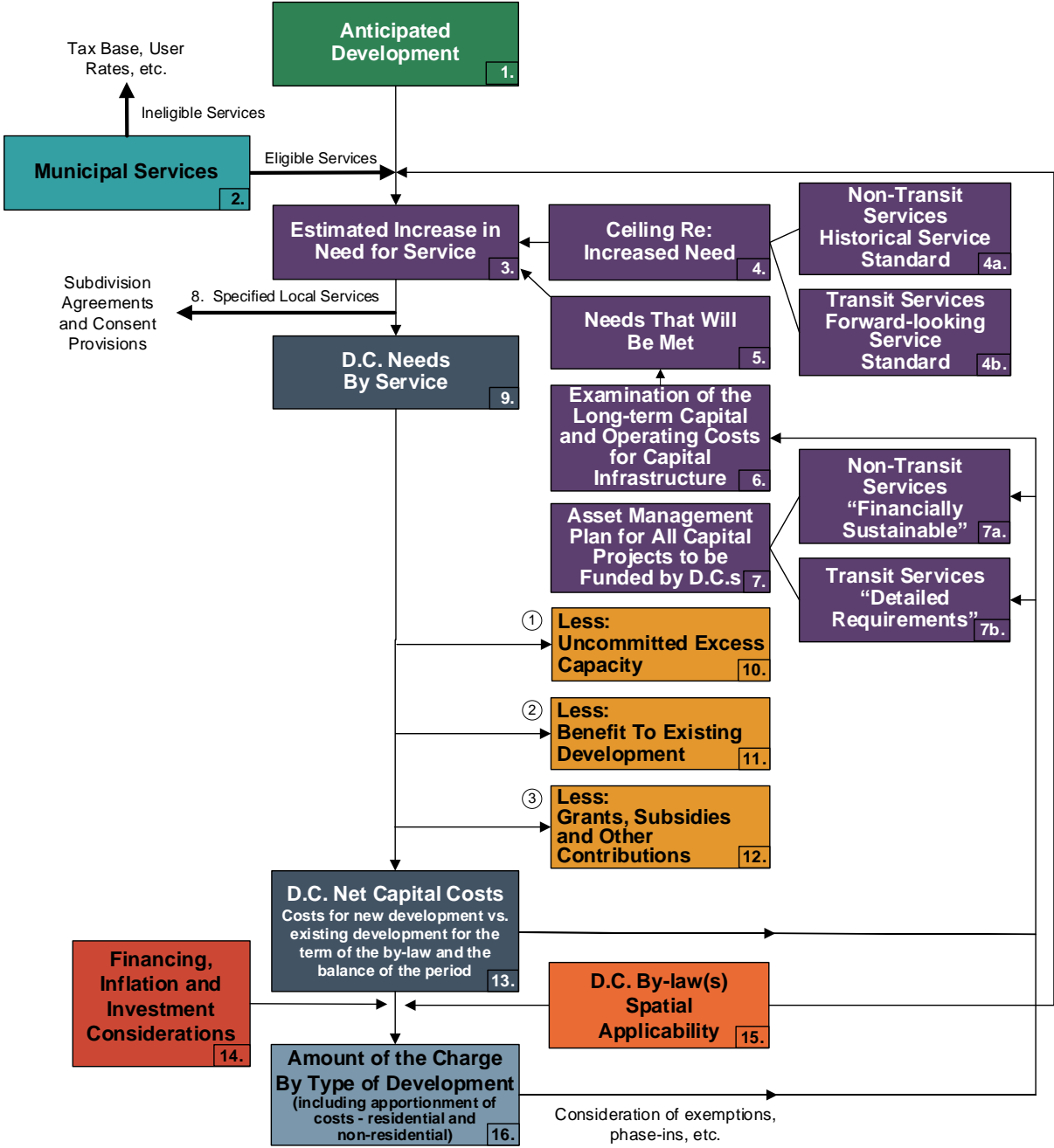


Table 4-1
Categories of Municipal Services to be Addressed as Part of the Calculation

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

Categories of Municipal Services	Eligibility for Inclusion in the D.C. Calculation	Service Components	Maximum Potential D.C. Recovery %
1. Services Related to a Highway	Yes	1.1 Arterial roads	100
	Yes	1.2 Collector roads	100
	Yes	1.3 Bridges, culverts and roundabouts	100
	No	1.4 Local municipal roads	0
	Yes	1.5 Traffic signals	100
	Yes	1.6 Sidewalks and streetlights	100
	Yes	1.7 Active transportation	100
2. Other Transportation Services	n/a	2.1 Transit vehicles ^[1] & facilities	100
	n/a	2.2 Other transit infrastructure	100
	Ineligible	2.3 Municipal parking spaces - indoor	0
	Ineligible	2.4 Municipal parking spaces - outdoor	0
	Yes	2.5 Works yards	100
	Yes	2.6 Rolling stock ^[1]	100
	n/a	2.7 Ferries	100
	n/a	2.8 Airport	100
3. Stormwater Drainage and Control Services	Yes	3.1 Main channels and drainage trunks	100
	Yes	3.2 Channel connections	100
	Yes	3.3 Retention/detention ponds	100

^[1] with 7+ year lifetime

Categories of Municipal Services	Eligibility for Inclusion in the D.C. Calculation	Service Components	Maximum Potential D.C. Recovery %
4. Fire Protection Services	Yes	4.1 Fire stations	100
	Yes	4.2 Fire pumpers, aerials and rescue vehicles ^[1]	100
	Yes	4.3 Small equipment and gear	100
5. Park 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	100
	Yes	5.3 Development of district parks	100
	Yes	5.4 Development of municipal-wide parks	100
	Yes	5.5 Development of special purpose parks	100
	Yes	5.6 Parks rolling stock ^[1] and yards	100
6. Recreation Services	Yes	6.1 Arenas, indoor pools, fitness facilities, community centres, etc. (including land)	100
	Yes	6.2 Recreation vehicles and equipment ^[1]	100
7. Library Services	Yes	7.1 Public library space (incl. furniture and equipment)	100
	Yes	7.2 Library vehicles ^[1]	100
	Yes	7.3 Library materials	100
8. Emergency Preparedness Services	No	8.1 Facility space (incl. furniture and equipment)	100
	No	8.2 Vehicles ^[1]	100
	No	8.3 Equipment	100
9. Electrical Power Services	Ineligible	9.1 Electrical substations	0
	Ineligible	9.2 Electrical distribution system	0
	Ineligible	9.3 Electrical system rolling stock	0

^[1] with 7+ year lifetime

Categories of Municipal Services	Eligibility for Inclusion in the D.C. Calculation	Service Components	Maximum Potential D.C. Recovery %
10. Provision of Cultural, Entertainment and Tourism Facilities and Convention Centres	Ineligible	10.1 Cultural space (e.g., art galleries, museums and theatres)	0
	Ineligible	10.2 Tourism facilities and convention centres	0
11. Wastewater Services	n/a	11.1 Treatment plants	100
	Yes	11.2 Sewage trunks	100
	n/a	11.3 Local systems	0
	Yes	11.4 Vehicles and equipment ^[1]	100
12. Water Supply Services	n/a	12.1 Treatment plants	100
	Yes	12.2 Distribution systems	100
	n/a	12.3 Local systems	0
	Yes	12.4 Vehicles and equipment ^[1]	100
13. Waste Management Services	Ineligible	13.1 Landfill collection, transfer vehicles and equipment	0
	Ineligible	13.2 Landfills and other disposal facilities	0
	n/a	13.3 Waste diversion facilities	100
	n/a	13.4 Waste diversion vehicles and equipment ^[1]	100
14. Policing Services	n/a	14.1 Policing detachments	100
	n/a	14.2 Policing rolling stock ^[1]	100
	n/a	14.3 Small equipment and gear	100
15. Homes for the Aged	n/a	15.1 Homes for the aged space	100
	n/a	15.2 Vehicles ^[1]	100
16. Child Care	n/a	16.1 Child-care space	100
	n/a	16.2 Vehicles ^[1]	100
17. Health	n/a	17.1 Health department space	100
	n/a	17.2 Health department vehicles ^[1]	100
18. Social Housing	n/a	18.1 Social housing space	0
19. Provincial Offences Act Services	No	19.1 Provincial Offences Act services space	100
20. Social Services	Ineligible	20.1 Social service space	0

^[1] with 7+ year lifetime

Categories of Municipal Services	Eligibility for Inclusion in the D.C. Calculation	Service Components	Maximum Potential D.C. Recovery %
21. Ambulance	n/a n/a	21.1 Ambulance station space 21.2 Vehicles ^[1]	100 100
22. Hospital Provision	Ineligible	22.1 Hospital capital contributions	0
23. Provision of Headquarters for the General Administration of Municipalities and Area Municipal Boards	Ineligible Ineligible Ineligible	23.1 Office space 23.2 Office furniture 23.3 Computer equipment	0 0 0
24. Other Services	Ineligible	24.1 Studies in connection with acquiring buildings, rolling stock, materials and equipment, and improving land and facilities, including the D.C. background study cost	0
	Yes	24.2 Interest on money borrowed to pay for growth-related capital	0-100

^[1] with a 7+ year lifetime

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 detailed Local Service Policy is provided in Appendix E.

4.5 Capital Forecast

Paragraph 7 of subsection 5 (1) of the D.C.A. requires that "the capital costs necessary to provide the increased services must be estimated." The Act goes on to require 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; and
- e) interest on money borrowed to pay for the above-referenced costs;

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

4.6 Treatment of Credits

Section 8, paragraph 5, of O. Reg. 82/98 indicates that a D.C. background study must set out "the estimated value of credits that are being carried forward relating to the service." Section 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.

4.7 Classes of Services

Section 7 of the D.C.A. states that a D.C. by-law may provide for any D.C. eligible service or the capital costs with respect to those services. Furthermore, a class may be composed of any number or combination of services and may include parts or portions of each D.C. eligible service.

These provisions allow for services to be grouped together to create a class for the purposes of the D.C. by-law and D.C. reserve funds.

4.8 Existing Reserve Funds

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

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

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

For services that are subject to a per capita based, service level “cap,” the reserve fund balance should be applied against the development-related costs for which the charge was imposed once the project is constructed (i.e., the needs of recent growth). This cost component is distinct from the development-related costs for the future forecast periods, 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 that contributed them (rather than to future development, which will generate the need for additional facilities directly proportionate to future growth).

The Township's D.C. Reserve Fund balances by service as of December 31, 2023, are shown below:

Table 4-2
Summary of Development Charges Reserve Fund Balances
As of December 31, 2023

Service	Balance as of December 31, 2023
Services Related to a Highway	\$1,715,699
Fire Protection Services	(\$610,102)
Parks and Recreation Services	\$100,555
Library Services	(\$199,681)
Growth Studies	\$248,828
Stormwater	(\$61,510)
Wastewater Services	\$547,627
Water Services	\$583,193
Total	\$2,324,608

Note: Amounts in brackets are deficit balances.

4.9 Deductions

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

- The level of service ceiling;
- Uncommitted excess capacity;
- Benefit to existing development; and
- Anticipated grants, subsidies, and other contributions.

The requirements behind each of these reductions are addressed below.

4.9.1 Reduction Required by Level of Service Ceiling

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

development increment] exceeding the average level of the service provided in the municipality over the 15-year period immediately preceding the preparation of the background study" (D.C.A., subsection 5 (1) 4). O. Reg. 82/98 (section 4) goes further to indicate that "both the quantity and quality of a service shall be taken into account in determining the level of service and the average level of service."

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

With respect to transit services, the changes to the Act introduced in 2015 have provided for an alternative method for calculating the service 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.

4.9.2 Reduction for Uncommitted Excess Capacity

Paragraph 5 of subsection 5 (1) requires a deduction from the increase in the need for service attributable to the anticipated development that can be met using the 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.

4.9.3 Reduction for Benefit to Existing Development

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

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

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

Where existing development has an adequate service level which will not be tangibly increased by an increase in service, no benefit would appear to be involved. For example, where expanding existing library facilities simply replicates what existing residents are receiving, they receive very limited (or no) benefit as a result. Alternatively, 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 Wednesdays in one arena and Thursdays in another). As a result, residents will travel to different facilities to access the services they want at the times they wish to use them, and facility location generally does not correlate directly with residence location. Even where it does, displacing users

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

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

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

4.10 Municipal-wide vs. Area Rating

This step involves determining whether all of the subject costs are to be recovered on a uniform municipal-wide basis or whether some or all are to be recovered on an area-specific basis. Under the amended D.C.A., it is now mandatory to “consider” area rating of services (providing charges for specific areas and services); however, it is not mandatory to implement area rating. Further discussion is provided in subsection 7.4.4 of this report.

4.11 Allocation of Development

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

4.12 Asset Management

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

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

4.13 Transit

The D.C.A. provides for the following matters for transit:

- The background study requires the following in regard to transit costs (as per subsection 8 (2) of the Regulations):
 - The calculations used to prepare the estimate for the planned level of service for the transit services, as mentioned in subsection 5.2 (3) of the Act.
 - i. An identification of the portion of the total estimated capital cost relating to the transit services that would benefit,
 - ii. the anticipated development over the 10-year period immediately following the preparation of the background study, or
 - iii. the anticipated development after the 10-year period immediately following the preparation of the background study.
 - An identification of the anticipated excess capacity that would exist at the end of the 10-year period immediately following the preparation of the background study.
 - An assessment of ridership forecasts for all modes of transit services proposed to be funded by the development charge over the 10-year period immediately following the preparation of the background study, categorized by development types, and whether the forecast ridership will be from existing or planned development.
 - An assessment of the ridership capacity for all modes of transit services proposed to be funded by the development charge over the 10-year period immediately following the preparation of the background study.
- A forward-looking service standard (as per subsection 6.1 (2) of the Regulations):
 - The service is a discrete service.

- No portion of the service that is intended to benefit anticipated development after the 10-year period immediately following the preparation of the background study may be included in the estimate.
- No portion of the service that is anticipated to exist as excess capacity at the end of the 10-year period immediately following the preparation of the background study may be included in the estimate.
- A detailed asset management strategy and reporting requirements (subsection 6.1 (3) of the Regulations) that includes lifecycle costs, action plans that will enable the assets to be sustainable, summary of how to achieve the proposed level of service, discussion on procurement measures and risk.

Transit services are the Region of Niagara's responsibility, therefore the above calculations and reporting requirements are not required for this study.

4.14 Mandatory Phase-in of a D.C.

As described in Chapter 1, all D.C. by-laws passed after January 1, 2022, the charge must be phased-in relative to the maximum charge that could be imposed under the by-law. The phase-in for the first 5-years that the by-law is in force, are as follows:

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

As noted in section 1.5, the Province released Bill 185 which may remove the phase-in requirements. The details of these changes are anticipated to be forthcoming in 2024 and Watson will keep the Township informed of any required revisions to the D.C. by-law.

Chapter 5

D.C.-Eligible Cost Analysis by Service

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

5.1 Introduction

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

The service component is evaluated on two format sheets:

- The service standards that provide the average historical 15-year level of service calculation (see Appendix B), which “caps” the D.C. amounts (note that this is not required for water, wastewater, and stormwater); and
- The infrastructure cost calculation, which determines the potential D.C. recoverable cost.

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

5.2 Service Levels and 10-Year Capital Costs for West Lincoln’s D.C. Calculation

This section evaluates the development-related capital requirements for fire protection services, parks and recreation services, and library services over a 10-year planning period from 2024 to 2034. For stormwater services, it has been evaluated over an urban 10-year planning period.

5.2.1 Fire Protection Services

The West Lincoln Fire Department currently operates out of Smithville and Caistor Centre with a combined 17,547 sq.ft. of facility space. This provides for a per capita average level of service of 1.17 sq.ft. per capita or \$691 per capita. This level of service provides the Township with a maximum D.C.-eligible amount for recovery over the forecast period of \$4.92 million.

The fire department has a current inventory of 13 vehicles. The total D.C.-eligible amount calculated for fire vehicles over the forecast period is \$2.97 million, based on a standard of \$417 per capita.

In addition to vehicles, the Township provides 529 items of equipment and gear for the use in fire services. This results in a calculated average level of service for the historical 15-year period of \$95 per capita, providing for a D.C.-eligible amount over the forecast period of \$678,298 for small equipment and gear.

Based on the above, the maximum D.C.-eligible amount for fire protection services is approximately \$8.57 million.

To service new development, the Township has identified future capital needs totalling \$8.2 million, which includes the need for a SCBA cylinder compressor and filling station for Station 2, SCBA Washer decontamination equipment, debt related to the Caistor Fire Hall facility, as well as provisions for future facilities, equipment, and vehicles. Additionally, the existing reserve fund deficit of \$610,102 has been included for recovery, for a combined gross total of \$8.8 million. Of this amount, a deduction of \$2.5 million has been made to recognize the portion of the capital works that will benefit development beyond the forecast period. In total, the net D.C. recoverable amount included in the D.C. calculation is approximately \$6.3 million.

These costs are shared between residential and non-residential based on the population to employment ratio over the forecast period, resulting in 86% being allocated to residential development and 14% being allocated to non-residential development.

Table 5-1
Infrastructure Cost Included in the Development Charges Calculation
Fire Protection Services

Prj. No	Increased Service Needs Attributable to Anticipated Development 2024 to 2034	Timing (year)	Gross Capital Cost Estimate (2024\$)	Post Period Benefit	Other Deductions	Net Capital Cost	Less:		Potential D.C. Recoverable Cost		
							Benefit to Existing Development	Grants, Subsidies and Other Contributions Attributable to New Development	Total	Residential Share 86%	Non-Residential Share 14%
1	Caistor Fire Hall Debt - Growth Related Principal	Debt	786,600	-		786,600	-		786,600	676,476	110,124
2	Caistor Fire Hall Debt - Growth Related Interest (discounted)	Debt	229,595	-		229,595	-		229,595	197,452	32,143
3	SCBA Cylinder Compressor and Filling Station at Station 2	2024	90,000	-		90,000	-		90,000	77,400	12,600
4	SCBA Washer - Decontamination Equipment	2027	50,000	-		50,000	-		50,000	43,000	7,000
6	Provision for Fire Facility	2027-2042	5,000,000	2,500,000		2,500,000	-		2,500,000	2,150,000	350,000
7	Provision for Equipment	2025-2033	615,000	-		615,000	-		615,000	528,900	86,100
8	Provision for Vehicles	2025-2033	1,420,000	-		1,420,000	-		1,420,000	1,221,200	198,800
9	Reserve Fund Adjustment	Reserve	610,102	-		610,102	-		610,102	524,688	85,414
	Total		8,801,298	2,500,000	-	6,301,298	-	-	6,301,298	5,419,116	882,182

5.2.2 Parks and Recreation Services

The Township currently provides a variety of parks and recreation-related assets to service the community. A summary of the Township's inventory is provided below:

- 110.11 acres of parkland (consisting of various sized community parks, urban parks, Township parks, and roadside parks);
- 55 amenities that include items such as soccer fields, baseball diamonds, tennis courts, pavilions, etc.;
- 4 trails totaling 1.9 kilometers;
- 35 parks and recreation vehicles and equipment (consisting of mowers, trailer, ice resurfacer, pick-up trucks, etc.); and
- Approximately 85,700 sq.ft. of recreation facility space, which includes community centres, parks buildings, and a greenhouse.

In total, the Township's parks and recreation service has provided a 15-year (2009 to 2023) historical level of service that equates to an investment of \$3,331 per capita. This level of investment provides the Township with a D.C.-eligible amount of \$23.7 million towards future parks and recreation capital.

Based on the projected growth over the 10-year forecast period, the Township has identified \$20.95 million in future growth capital costs for parks and recreation. The projects include additional playground equipment, new soccer field, trails, provisions for future parks and recreation infrastructure and associated works (based on potential capital to be identified through a future parks and recreation master plan that is currently underway), and debt related to the West Lincoln Community Centre. With respect to deductions, the following adjustments have been made:

- Benefit to existing development: \$1.1 million.
- Post period benefit: \$3.1 million.
- Reserve fund surplus balance: \$100,555.

Therefore, the net growth-related capital cost of \$16.7 million is being included in the D.C. calculations.

As the predominant users of parks and recreation tend to be residents of the Township, the forecast growth-related costs have been allocated 95% to residential and 5% to non-residential.

Table 5-2
 Infrastructure Cost Included in the Development Charges Calculation
 Parks and Recreation Services

Prj.No	Increased Service Needs Attributable to Anticipated Development	Timing (year)	Gross Capital Cost Estimate (2024\$)	Post Period Benefit	Other Deductions	Net Capital Cost	Less:		Potential D.C. Recoverable Cost		
							Benefit to Existing Development	Grants, Subsidies and Other Contributions Attributable to New Development	Total	Residential Share	Non-Residential Share
2024 to 2034									95%	5%	
1	Leisureplex - New soccer field - no lighting / irrigation	2029	200,000	-		200,000	137,200		62,800	59,660	3,140
2	New Playground Equipment - Station Meadows West	2025	180,000	-		180,000	-		180,000	171,000	9,000
3	New Playground Equipment - Thrive Development	2026	180,000	-		180,000	-		180,000	171,000	9,000
4	Wellandport Community Centre Park & Shoreline Enhancements	2025-2027	1,420,000	-		1,420,000	923,000		497,000	472,150	24,850
5	TMP Capital Project ID TWL-Trail-01 Hydro Corridor Trail: Between Spring Creek Road Extension and Industrial Park Road	2024-2034	3,250,000	2,186,700		1,063,300	-		1,063,300	1,010,135	53,165
6	TMP Capital Project ID TWL-Trail-04 Enbridge Trail: Between Shurie Road and Alma Dr	2034-2044	512,000	512,000		-	-		-	-	-
7	TMP Capital Project ID TWL-Trail-08 Industrial Park Road - Townline Road Connector Trail: Between Regional Road 20/Industrial Park Road Intersection and Townline Road	2034-2044	375,000	375,000		-	-		-	-	-
8	TMP Capital Project ID TWL-Trail-14 North Creek Trail: Between South Grimsby Road 6 and Streamside Park	2025-2030	750,000			750,000	-		750,000	712,500	37,500
9	Provision for Future Parkland/Amenities Development	2024-2033	4,200,000			4,200,000	-		4,200,000	3,990,000	210,000
10	Provision for Additional Parks and Recreation Vehicles and Equipment	2024-2033	600,000			600,000	-		600,000	570,000	30,000
11	West Lincoln Community Centre Debt- Principal	Debt	7,982,730	-		7,982,730	-		7,982,730	7,583,593	399,136
12	West Lincoln Community Centre Debt- Discounted Interest	Debt	1,304,905	-		1,304,905	-		1,304,905	1,239,660	65,245
13	Reserve Fund	Reserves					100,555		(100,555)	(95,527)	(5,028)
	Total		20,954,635	3,073,700	-	17,880,935	1,160,755	-	16,720,180	15,884,171	836,009

5.2.3 Library Services

The Township currently operates its library services from three locations with a combined 19,351 sq.ft. of facility space. Over the past 15 years, the average level of service was 0.80 sq.ft. of space per capita or an investment of \$540 per capita. Based on this service standard, the Township would be eligible to collect a total of \$3.84 million from D.C.s for library facilities.

The Township has a current inventory of library collection materials with 43,281 items that includes books, periodicals, electronic media, 3D printer, database subscriptions, internet access stations, etc. Over the past 15 years, the average level of service is approximately 3.26 collection items per capita or an investment of \$142 per capita. Based on this service standard, the Township would be eligible to collect \$1.01 million from D.C.s for library collection items.

Therefore, the total D.C.-eligible amount for library services is \$4.9 million.

With respect to capital needs to accommodate growth over the forecast period, the Township has identified additional collection materials, additional audio-visual collection for all branches, radio frequency identification, automated sorter, bookmobile, makerspace, book vending machines, subscriptions, as well as debt associated to the Smithville Library facility. Additionally, the existing reserve fund balance deficit of \$199,681 has been included in the calculations. The costs of these items total \$3.2 million. The following deductions have been made to the capital program:

- \$223,000 to account for the benefit to existing development.
- \$208,800 to recognize the portion of the capital works that will benefit development beyond the forecast period.

Therefore, the net growth-related capital cost included for recovery is \$2.7 million.

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

Table 5-3
Infrastructure Cost Included in the Development Charges Calculation
Library Services

Prj.No	Increased Service Needs Attributable to Anticipated Development 2024 to 2034	Timing (year)	Gross Capital Cost Estimate (2024\$)	Post Period Benefit	Other Deductions	Net Capital Cost	Less:		Potential D.C. Recoverable Cost		
							Benefit to Existing Development	Grants, Subsidies and Other Contributions Attributable	Total	Residential Share 95%	Non- Residential Share 5%
1	Library-Smithville - Additional Collections	2024-2033	218,500	-		218,500	-	-	218,500	207,575	10,925
2	Library-Caistorville - Additional Collections	2024-2033	101,900	-		101,900	-	-	101,900	96,805	5,095
3	Library-Wellandport - Addition to printed collection	2024-2033	126,900	-		126,900	-	-	126,900	120,555	6,345
4	Addition to audio visual collection all branches	2024-2033	167,550	-		167,550	-	-	167,550	159,173	8,378
5	Radio Frequency Identification	2026-2027	100,000	39,200		60,800	41,800	-	19,000	18,050	950
6	Automated Sorter	2027	25,000	9,800		15,200	10,500	-	4,700	4,465	235
7	Bookmobile	2030	180,000	70,500		109,500	75,300	-	34,200	32,490	1,710
8	StoryWalks	2025-2027	18,000	7,100		10,900	7,500	-	3,400	3,230	170
9	Makerspace	2025	20,000	-		20,000	-	-	20,000	19,000	1,000
10	Subscription	2024-2033	27,000	-		27,000	-	-	27,000	25,650	1,350
11	Book Vending Machines	2030-2040	130,000	50,900		79,100	54,400	-	24,700	23,465	1,235
12	Outdoor Meeting Space	2024-2026	80,000	31,300		48,700	33,500	-	15,200	14,440	760
13	Smithville Library Debt- Principal	Debt	1,520,520	-		1,520,520	-	-	1,520,520	1,444,494	76,026
14	Smithville Library Debt-Discounted Interest	Debt	248,553	-		248,553	-	-	248,553	236,126	12,428
15	Reserve Fund Adjustment	Reserve	199,681	-		199,681	-	-	199,681	189,697	9,984
	Total		3,163,605	208,800	-	2,954,805	223,000	-	2,731,805	2,595,214	136,590

5.2.4 Stormwater Services

The Township currently has a reserve fund deficit of \$61,510 from growth-related works already undertaken to support new development. This amount has been included for recovery.

This amount is shared between residential and non-residential based on the population to employment ratio over the 10-year urban forecast period, resulting in 87% being residential development and 13% being allocated to non-residential development.

5.3 Service Levels and Long Term Capital Costs for West Lincoln's D.C. Calculation

This section evaluates the development-related capital requirements for parks and recreation services and library services over a long-term planning period from 2024 to 2051.

5.3.1 Services Related to a Highway

5.3.1.1 Services Related to a Highway – Roads and Related

The Township owns and maintains:

- 115 km of unpaved roads;
- 214 km of surface treated roads;
- 39 km of asphalt paved roads;
- 72 bridges;
- 19 culverts;
- 17.9 km of sidewalks;
- 250 streetlight fixtures; and
- 74 streetlight poles.

This provides an average level of investment of \$68,993 per capita, resulting in a D.C.-eligible recovery amount of \$1.5 billion over the 2024 to 2051 forecast period.

With respect to future needs, the Township has identified a capital program totalling \$183.06 million, with the majority of the projects originating from the Smithville Master Community Plan. These projects include numerous road urbanizations, upgrades, junction improvements, new pedestrian bridges, and sidewalks. A deduction of \$29.4 million has been made to recognize the portion of the works that would benefit the existing community. Furthermore, \$1.7 million has also been deducted to account for the Township's existing reserve fund balance and \$4.2 million to recognize developer contributions. Therefore, the total growth-related cost to be included in the D.C. is \$147.7 million.

The residential/non-residential capital cost allocation for service related to a highway – roads and related is based on the ratio of the anticipated population and employment

growth over the 2024 to 2051 forecast period. This results in 87% being allocated to residential development and 13% to non-residential development.

Table 5-5
 Infrastructure Cost Included in the Development Charges Calculation
 Services Related to a Highway – Roads and Related

Prj. No	Increased Service Needs Attributable to Anticipated Development 2024 to 2051	Timing (year)	Gross Capital Cost Estimate (2024\$)	Post Period Benefit	Other Deductions	Net Capital Cost	Less:		Potential D.C. Recoverable Cost		
							Benefit to Existing Development	Grants, Subsidies and Other Contributions Attributable to New Development	Total	Residential Share 87%	Non-Residential Share 13%
	Roadways										
1	Urban Boundary Expansion TWL-Road-01 Spring Creek Rd Extension: west limit of existing Spring Creek Rd allowance to the New Western Link	2024-2026	7,000,000	-		7,000,000	-	-	7,000,000	6,090,000	910,000
2	TMP Capital Project ID TWL-Road-05 Tober Road realignment New Southern Collector 2: Tober Rd to Port Davidson Rd New Southern Collector 1: Port Davidson Rd to Shurie Rd	2034-2044	17,500,000	-		17,500,000	-	-	17,500,000	15,225,000	2,275,000
3	TMP Capital Project ID TWL-Road-06 New Western Collector 1: South Grimsby Rd 6 to Townline Rd	2044-2051	24,000,000	-		24,000,000	-	-	24,000,000	20,880,000	3,120,000
4	TWL-Road-07 Spring Creek Rd: Spring Creek Rd Extension to Hornak Rd	2025-2026	12,000,000	-		12,000,000	-	-	12,000,000	10,440,000	1,560,000
5	TMP Capital Project ID TWL-Road-08 Road Upgrade - South Grimsby Rd 5: Young St and New Northern Collector	2024-2034	4,500,000	-		4,500,000	1,350,000	-	3,150,000	2,740,500	409,500
6	TMP Capital Project ID TWL-Road-09 Road Upgrade - South Grimsby Rd 5: New Northern Collector and Spring Creek Rd	2024-2034	4,500,000	-		4,500,000	1,350,000	-	3,150,000	2,740,500	409,500
7	TMP Capital Project ID TWL-Road-10 Road Upgrade - South Grimsby Rd 5: Spring Creek Rd and RR20 (West St)	2024-2034	7,000,000	-		7,000,000	840,000	4,200,000	1,960,000	1,705,200	254,800
8	TMP Capital Project ID TWL-Road-14 Road Upgrade - Industrial Park Rd: Young St and New Northern Collector	2024-2034	4,500,000	-		4,500,000	1,350,000	-	3,150,000	2,740,500	409,500
9	TMP Capital Project ID TWL-Road-16 Road Upgrade - Industrial Park Rd: New Eastern Link and RR20 (West St)	2024-2034	10,000,000	-		10,000,000	3,000,000	-	7,000,000	6,090,000	910,000
10	TMP Capital Project ID TWL-Road-17a Road Upgrade - Townline Rd: RR20 (St. Catharines St) and RR14 (Canborough St)	2034-2044	20,000,000	-		20,000,000	6,000,000	-	14,000,000	12,180,000	1,820,000
11	TMP Capital Project ID TWL-Road-19 Road Upgrade - Port Davidson Rd: Townline Rd and New Southern Collector	2034-2044	4,500,000	-		4,500,000	1,350,000	-	3,150,000	2,740,500	409,500
12	TMP Capital Project ID TWL-Road-20 Road Upgrade - Shurie Rd: Townline Rd to New Southern Collector 1	2034-2044	4,500,000	-		4,500,000	1,350,000	-	3,150,000	2,740,500	409,500
13	TMP Capital Project ID TWL-Road-21 Road Upgrade - South Grimsby Rd 6: New Western Collector 1 and Townline Rd	2034-2051	15,000,000	-		15,000,000	4,500,000	-	10,500,000	9,135,000	1,365,000
14	TMP Capital Project ID TWL-Road-22 Road Upgrade - South Grimsby Rd 6: New Western Collector 1 and RR20 (West St)	2044-2051	9,000,000	-		9,000,000	2,700,000	-	6,300,000	5,481,000	819,000

Table 5-5
 Infrastructure Cost Included in the Development Charges Calculation
 Services Related to a Highway – Roads and Related - continued

Prj. No	Increased Service Needs Attributable to Anticipated Development 2024 to 2051	Timing (year)	Gross Capital Cost Estimate (2024\$)	Post Period Benefit	Other Deductions	Net Capital Cost	Less:		Potential D.C. Recoverable Cost		
							Benefit to Existing Development	Grants, Subsidies and Other Contributions Attributable to New Development	Total	Residential Share 87%	Non-Residential Share 13%
15	TMP Capital Project ID TWL-Road-23 Road Upgrade - Young St: RR14 (Thirty Rd) and South Grimsby Rd 2	2024-2034	15,000,000	-		15,000,000	4,500,000	-	10,500,000	9,135,000	1,365,000
16	Provision for Other Road-Related Works (Upgrades/Widenings)	2031-2051	10,000,000	-		10,000,000	-	-	10,000,000	8,700,000	1,300,000
	Junction Improvements										
17	TMP Capital Project ID TWL-Junction-02 South Grimsby Road 5 and Spring Creek Road	2024-2034	900,000	-		900,000	450,000	-	450,000	391,500	58,500
18	TMP Capital Project ID TWL-Junction-16 Tober Road/New Southern Collector 2	2034-2051	900,000	-		900,000	-	-	900,000	783,000	117,000
19	TMP Capital Project ID TWL-Junction-17 Port Davidson Road/New Southern Collector 1/New Southern Collector 2	2034-2051	900,000	-		900,000	-	-	900,000	783,000	117,000
20	TMP Capital Project ID TWL-Junction-18 Shurie Road and New Southern Collector 1	2034-2051	700,000	-		700,000	-	-	700,000	609,000	91,000
21	TMP Capital Project ID TWL-Junction-19 South Grimsby Road 6 and New Western Collector 1	2044-2051	700,000	-		700,000	-	-	700,000	609,000	91,000
	Bridges and Culverts										
22	TWL-Trail-03a (Pedestrian Bridge)	2044	2,300,000	-		2,300,000	-	-	2,300,000	2,001,000	299,000
23	TWL-Trail-08a (Pedestrian Bridge)	2034-2043	2,300,000	-		2,300,000	-	-	2,300,000	2,001,000	299,000
				-		-	-	-	-	-	-
	Sidewalks			-		-	-	-	-	-	-
24	RR 63 Canborough Rd - From: House # 5103 To: House # 5065 - 250m-upgrade	2025	250,000	-		250,000	171,500	-	78,500	68,295	10,205
25	Sping Creek Rd - From: Regional Rd 14 To: Hornak Rd-new	2026	11,000	-		11,000	7,600	-	3,400	2,958	442
26	Townline Rd: Canborough St to South Grimsby Rd 6 (both sides)	2033	690,000	-		690,000	476,100	-	213,900	186,093	27,807

Table 5-5
 Infrastructure Cost Included in the Development Charges Calculation
 Services Related to a Highway – Roads and Related - continued

Prj. No	Increased Service Needs Attributable to Anticipated Development 2024 to 2051	Timing (year)	Gross Capital Cost Estimate (2024\$)	Post Period Benefit	Other Deductions	Net Capital Cost	Less:		Potential D.C. Recoverable Cost		
							Benefit to Existing Development	Grants, Subsidies and Other Contributions Attributable to New Development	Total	Residential Share 87%	Non-Residential Share 13%
27	McMurchie Ln - From: Griffin St To: End - 60m-new	2028	25,000	-		25,000	17,200	-	7,800	6,786	1,014
28	New Northern Connector - From: New Western Link To: Industrial Park Rd (Regional Road project RR/TWL-Road-02) both sides	2030	1,150,000	-		1,150,000	-	-	1,150,000	1,000,500	149,500
29	Industrial Park Rd - From: New Northern Connector To: New Eastern Link (Regional Road project RR/TWL-Road-15) both sides	2030	460,000	-		460,000	-	-	460,000	400,200	59,800
30	New Eastern Link: Industrial Park Rd to Regional Rd 20 (Regional Road project RR/TWL-Road-04)	2030	920,000	-		920,000	-	-	920,000	800,400	119,600
31	Regional Road 14 (Thirty Rd) - From: Young St To: New Northern Connector (Regional Road project RR-Road-11) both sides	2030	230,000	-		230,000	-	-	230,000	200,100	29,900
32	Regional Road 14 (Thirty Rd) - From: New Northern Connector To: Spring Creek Rd (Regional Road project RR-Road-12) both sides	2030	230,000	-		230,000	-	-	230,000	200,100	29,900
33	Regional Road 14 (Station St) - From: Spring Creek Rd To: Regional Rd 20 (Regional Road project RR-Road-13) both sides	2030	460,000	-		460,000	-	-	460,000	400,200	59,800
34	Townline Rd - From: Regional Rd 14 (Canborough St) To: New Western Collector 1 (Regional Road project RR-Road-17B) both sides	2030	460,000	-		460,000	-	-	460,000	400,200	59,800
35	Townline Rd - From: New Western Collector 1 To: South Grimsby Rd 6 (Regional Road project RR-Road-18) both sides	2030	230,000	-		230,000	-	-	230,000	200,100	29,900
36	St. Catharines St - From: Industrial Park Rd To: Townline Rd roundabout	2033	150,000	-		150,000	-	-	150,000	130,500	19,500
37	West St - From: South Grimsby Rd 5 To: South Grimsby Rd 6 roundabout	2033	92,000	-		92,000	-	-	92,000	80,040	11,960
38	Reserve Fund	Reserves		-			1,715,699	-	(1,715,699)	(1,492,658)	(223,041)
	Total		183,058,000	-	-	183,058,000	31,128,099	4,200,000	147,729,901	128,525,014	19,204,887

5.3.1.2 Services Related to a Highway – Public Works Facilities, Equipment, and Fleet

The Township's Public Works department operates out of a combined space of 15,341 sq.ft. of building area, providing an average level of service of \$565 per capita. This level of service provides the Township with a maximum D.C.-eligible amount for recovery over the 2051 forecast period of \$12.3 million.

The Public Works Department currently maintains an inventory of 71 vehicles and major equipment totalling \$7.8 million. This inventory provides for an average level of service of \$509 per capita. Over the forecast period, the D.C.-eligible amount for vehicles and equipment is \$11.1 million.

Based on the above, the maximum D.C.-eligible amount for public works is approximately \$23.4 million.

Based on the anticipated growth in the Township over the forecast period, approximately \$17.2 million of future capital has been identified. These include a new Smithville Depot, a road roller, sidewalk tractor, Grade-all 4X4 excavator, as well as a provision for new vehicles and equipment to service the new development. A deduction of approximately \$6.3 million has been made for the share of the projects that benefit existing development. Therefore, the net growth-related D.C. recoverable amount of \$10.9 million has been included in the calculations.

The residential/non-residential capital cost allocation for service related to a highway – roads and related is based on the ratio of the anticipated population and employment growth over the 2024 to 2051 forecast period. This results in 87% being allocated to residential development and 13% to non-residential development.

Table 5-6
Infrastructure Cost Included in the Development Charges Calculation
Services Related to a Highway – Public Works Facilities, Equipment, and Fleet

Prj. No	Increased Service Needs Attributable to Anticipated Development 2024 to 2051	Timing (year)	Gross Capital Cost Estimate (2024\$)	Post Period Benefit	Other Deductions	Net Capital Cost	Less:		Potential D.C. Recoverable Cost		
							Benefit to Existing Development	Grants, Subsidies and Other Contributions Attributable to New Development	Total	Residential Share 87%	Non-Residential Share 13%
1	Road Roller - new	2025	120,000	-		120,000	60,000		60,000	52,200	7,800
2	Sidewalk Tractor and Attachment - Addition to Fleet	2027	170,000	-		170,000	-		170,000	147,900	22,100
3	Grade All 4x4 Excavator for ditches and tree trimming - Addition to Fleet	2026	600,000	-		600,000	540,000		60,000	52,200	7,800
4	New Smithville Depot (with salt dome and storage)	2026-2029	11,300,000	-		11,300,000	5,650,000		5,650,000	4,915,500	734,500
5	Provision for new vehicles and equipment	2024-2051	5,000,000	-		5,000,000	-		5,000,000	4,350,000	650,000
	Total		17,190,000	-	-	17,190,000	6,250,000	-	10,940,000	9,517,800	1,422,200

5.4 Service Levels and Urban Buildout Capital Costs for West Lincoln's D.C. Calculation

This section evaluates the development-related capital requirements for water and wastewater over an urban 2051 buildout planning period. The capital program is primarily based on the information from the Smithville Master Community Plan, as well as capital identified from the previous D.C. background study.

5.4.1 Water Services

Based on the anticipated growth forecast, a number of water projects have been identified to service developments throughout the Township. These project are mostly based on works identified in the previous D.C. study, but also include the servicing of the new urban boundary. It is noted that the majority of the water infrastructure identified in the Smithville Master Community Plan is assumed to be a local service and developer responsibility.

The projects included in the D.C. for consideration are upsizing of watermains, new urban boundary watermain, and water reading equipment. The total gross capital cost for capital projects is approximately \$4.8 million. With respect to deductions, the following adjustments have been made:

- Benefit to existing development: \$1.9 million.
- Reserve fund surplus balance: \$583,193.

Therefore, the net growth-related capital cost of \$2.2 million is being included in the D.C. calculations.

These costs are shared between residential and non-residential based on the population to employment ratio over the urban 2051 buildout forecast period, resulting in 88% being residential development and 12% being allocated to non-residential development.

Table 5-7
Infrastructure Cost Included in the Development Charges Calculation
Water Services

Prj.No	Increased Service Needs Attributable to Anticipated Development 2024 to Urban 2051	Timing (year)	Gross Capital Cost Estimate (2024\$)	Post Period Benefit	Other Deductions	Net Capital Cost	Less:		Potential D.C. Recoverable Cost		
							Benefit to Existing Development	Grants, Subsidies and Other Contributions Attributable to New Development	Total	Residential Share 88%	Non-Residential Share 12%
1	RR 20 (West Street) & Wade Road North Water Main Upgrade	2024	2,500,000	-		2,500,000	1,250,000		1,250,000	1,100,000	150,000
2	South Grimsby Rd 5 Water Main - From: Northridge Dr To: HWY 20	2025-2026	342,000	-		342,000	171,000		171,000	150,480	20,520
3	Griffin St. N Water Main - From: Griffin Street to McMurchie Lane	2027	100,000	-		100,000	50,000		50,000	44,000	6,000
4	St. Catherines St. Water Main - From: Industrial Park Rd To: Frank St	2027	800,000	-		800,000	400,000		400,000	352,000	48,000
5	Frank Street Water Main - From: RR20 To: RR14	2027	120,000	-		120,000	60,000		60,000	52,800	7,200
6	Industrial Park Rd Water Main - From: Pearson Rd to New Urban Boundary	2027	800,000	-		800,000	-		800,000	704,000	96,000
7	AMI Gateway Antennas (2) - Water Reading Automation	2027	120,000	-		120,000	50,200		69,800	61,424	8,376
8	Reserve Fund	Reserves					583,193		(583,193)	(513,209)	(69,983)
	Total		4,782,000	-	-	4,782,000	2,564,393	-	2,217,607	1,951,495	266,113

5.4.2 Wastewater Services

The wastewater capital program is primarily based on the projects identified in the Smithville Master Community Plan, with a couple of projects identified from the previous D.C. study. These projects include sewer upgrades, new mains to service the urban boundary, pumping station, forcemains, etc. The total gross capital cost for capital projects is approximately \$48.9 million. With respect to deductions, the following adjustments have been made:

- Benefit to existing development: \$3.5 million.
- Reserve fund surplus balance: \$547,627.
- Other Contributions attributable to Growth: \$570,000.

Therefore, the net growth-related capital cost of \$44.3 million is being included in the D.C. calculations.

These costs are shared between residential and non-residential based on the population to employment ratio over the urban 2051 buildout forecast period, resulting in 88% being residential development and 12% being allocated to non-residential development.

Table 5-8
 Infrastructure Cost Included in the Development Charges Calculation
 Wastewater Services

Prj.No	Increased Service Needs Attributable to Anticipated Development 2024 to Urban 2051	Timing (year)	Gross Capital Cost Estimate (2024\$)	Post Period Benefit	Other Deductions	Net Capital Cost	Less:		Potential D.C. Recoverable Cost		
							Benefit to Existing Development	Grants, Subsidies and Other Contributions Attributable to New Development	Total	Residential Share 88%	Non-Residential Share 12%
1	RR20 (West Street) & Wade Rd North Sanitary Replacement and Upgrade	2024	2,500,000	-		2,500,000	1,250,000		1,250,000	1,100,000	150,000
2	Inflow & Infiltration Reduction Program	2025-2051	2,600,000	-		2,600,000	1,794,000		806,000	709,280	96,720
3	Urban Boundary Expansion - WW-SL-002 - wastewater servicing for urban boundary expansion Stage 1 West St (RR20) - Block Plan Area C1/in vicinity of South Grimsby Rd 6 roundabout to Streamside Pumping Station	2032	1,600,000	-		1,600,000	-		1,600,000	1,408,000	192,000
4	Urban Boundary Expansion - WW-SL-003 - wastewater servicing for urban boundary expansion Stage 2 St. Catharines St (RR20) - Townline Rd roundabout/East Smithville Secondary Plan area to Industrial Park Rd.	2032	1,900,000	-		1,900,000	-		1,900,000	1,672,000	228,000
5	Urban Boundary Expansion - WW-SL-003A - wastewater servicing for urban boundary expansion Stage 1 and Stage 2 St. Catharines St (RR20) - Industrial Park Rd to Smithville Pumping Station	2029	1,370,000	-		1,370,000	-		1,370,000	1,205,600	164,400
6	Urban Boundary Expansion - WW-SL-004 - wastewater servicing for urban boundary expansion (Stage 3) north/south and east/west sanitary sewers throughout Stage 3 connecting to Port Davidson Rd pumping station	2029	8,200,000	-		8,200,000	-		8,200,000	7,216,000	984,000
7	Urban Boundary Expansion - WW-SL-004B - wastewater servicing for urban boundary expansion (Stage 3A) Townline Rd - Rock St to Anderson Cres - upsizing of existing sewer Anderson Cres - Townline Rd to the Smithville Pumping Station - upsizing of existing sewer	2033	1,458,000	-		1,458,000	421,000	570,000	467,000	410,960	56,040

Table 5-8
 Infrastructure Cost Included in the Development Charges Calculation
 Wastewater Services - continued

Prj.No	Increased Service Needs Attributable to Anticipated Development	Timing (year)	Gross Capital Cost Estimate (2024\$)	Post Period Benefit	Other Deductions	Net Capital Cost	Less:		Potential D.C. Recoverable Cost		
							Benefit to Existing Development	Grants, Subsidies and Other Contributions Attributable to New Development	Total	Residential Share	Non-Residential Share
	2024 to Urban 2051									88%	12%
8	Urban Boundary Expansion - WW-SL-005 - wastewater servicing for urban boundary expansion (Stage 4) north/south and east/west sanitary sewers throughout Stage 4 connecting to Port Davidson Rd pumping station	2033	6,000,000	-		6,000,000	-		6,000,000	5,280,000	720,000
9	W&WWMP Capital Project ID WW-PS-003 New sewage pumping station on Port Davidson Rd for Stages 3 & 4	2034	4,400,000	-		4,400,000	-		4,400,000	3,872,000	528,000
10	W&WWMP Capital Project ID WW-PM-003 New forcemain from pumping station on Port Davidson Rd (WW-PS-003) to Townline Rd Townline Rd from Port Davidson Rd to Township of West Lincoln easement east of Anderson Cres Through Township of West Lincoln easement from Townline Rd to St. Catharines St (RR20)	2034	8,400,000	-		8,400,000	-		8,400,000	7,392,000	1,008,000
11	Provision for Future Gravity Sewer to Stage 1 Urban Boundary Expansion (North Area)	2032	10,500,000	-		10,500,000	-		10,500,000	9,240,000	1,260,000
12	Reserve Fund Adjustment	Reserve	-	-		-	547,627		(547,627)	(481,912)	(65,715)
	Total		48,928,000	-	-	48,928,000	4,012,627	570,000	44,345,373	39,023,928	5,321,445

Chapter 6

D.C. Calculation

6. D.C. Calculation

Table 6-1 calculates the proposed urban area D.C.s to be imposed for infrastructure services based upon the 2024 to 2051 urban forecast period (wastewater and water). Table 6-2 calculates the proposed uniform D.C.s to be imposed on anticipated development in the Township for Township-wide services over the 2024 to 2051 forecast period. Table 6-3 calculates the proposed uniform D.C.s to be imposed on anticipated development in the Township for Township-wide services over the 10-year 2024 to 2034 forecast period. Table 6-4 calculates the proposed urban D.C.s for stormwater over the urban 10-year 2024 to 2034 forecast period.

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

The D.C.-eligible costs for each service component were developed in Chapter 5 for all Town services, based on their proposed capital programs.

For the residential calculations, the total cost is divided by the "gross" (new resident) population to determine the per capita amount. The eligible-D.C. cost calculations set out in Chapter 5 are based on the net anticipated population increase (the forecast new unit population less the anticipated decline in existing units). The cost per capita is then multiplied by the average occupancy of the new units (Appendix A, Schedule 7) to calculate the charge in Tables 6-1 to 6-4.

With respect to non-residential development, the total costs in the uniform charge allocated to non-residential development (based on need for service) have been divided by the anticipated development over the planning period to calculate a cost per sq.ft. of G.F.A.

The Township also imposes D.C.s for wind turbines and is proposing to add solar PVs for recovery. Their D.C.s will be equivalent to a single detached unit based on the services related to a highway (50%) and fire protection services (100%) categories to recognize the utilization of those two services.

Table 6-5 summarizes the total D.C. that is applicable for Township-wide and urban area services and Table 6-6 summarizes the gross capital expenditures and sources of revenue for works to be undertaken during the life of the by-law.

Table 6-1
 Township of West Lincoln
 Development Charge Calculation
 Urban Area Services
 Urban Buildout (2024 to 2051)

SERVICE/CLASS	2024\$ D.C.-Eligible Cost		2024\$ D.C.-Eligible Cost	
	Residential	Non-Residential	S.D.U.	per sq.ft.
	\$	\$	\$	\$
1. <u>Wastewater Services</u>				
1.1 Sewers	39,023,928	5,321,445	5,334	1.96
	39,023,928	5,321,445	5,334	1.96
2. <u>Water Services</u>				
2.1 Treatment, storage and distribution systems	1,951,495	266,113	267	0.10
	1,951,495	266,113	267	0.10
TOTAL	\$40,975,423	\$5,587,558	\$5,601	2.06
D.C.-Eligible Capital Cost	\$40,975,423	\$5,587,558		
Urban Buildout Gross Population/GFA Growth (sq.ft.)	23,177	2,712,100		
Cost Per Capita/Non-Residential GFA (sq.ft.)	\$1,768	\$2.06		
By Residential Unit Type				
	P.P.U.			
Single and Semi-Detached Dwelling	3.168	\$5,601		
Multiples	2.169	\$3,835		
Apartments - 2 Bedrooms +	2.031	\$3,591		
Apartments - Bachelor and 1 Bedroom	1.316	\$2,327		
Special Care/Special Dwelling Units	1.100	\$1,945		

Table 6-2
 Township of West Lincoln
 Development Charge Calculation
 Township-wide Services
 Long-Term (2024 to 2051)

SERVICE/CLASS	2024\$ D.C.-Eligible Cost		2024\$ D.C.-Eligible Cost	
	Residential	Non-Residential	S.D.U.	per sq.ft.
	\$	\$	\$	\$
3. <u>Services Related to a Highway</u>				
3.1 Roads and Related	128,525,014	19,204,887	17,464	6.61
3.2 Public Works Facilities and Fleet	9,517,800	1,422,200	1,293	0.49
	138,042,814	20,627,087	18,757	7.10
TOTAL	\$138,042,814	\$20,627,087	\$18,757	\$7.10
D.C.-Eligible Capital Cost	\$138,042,814	\$20,627,087		
2051 Gross Population/GFA Growth (sq.ft.)	23,315	2,906,200		
Cost Per Capita/Non-Residential GFA (sq.ft.)	\$5,921	\$7.10		
<u>By Residential Unit Type</u>	<u>P.P.U.</u>			
Single and Semi-Detached Dwelling	3.168	\$18,757		
Multiples	2.169	\$12,842		
Apartments - 2 Bedrooms +	2.031	\$12,025		
Apartments - Bachelor and 1 Bedroom	1.316	\$7,792		
Special Care/Special Dwelling Units	1.100	\$6,513		

Table 6-3
Township of West Lincoln
Development Charge Calculation
Township-wide Services
10-Year (2024 to 2034)

SERVICE/CLASS	2024\$ D.C.-Eligible Cost		2024\$ D.C.-Eligible Cost	
	Residential	Non-Residential	S.D.U.	per sq.ft.
	\$	\$	\$	\$
4. <u>Fire Protection Services</u>				
4.1 Fire facilities, vehicles & equipment	5,419,116	882,182	2,241	0.86
	5,419,116	882,182	2,241	0.86
5. <u>Parks and Recreation Services</u>				
5.1 Park development, amenities, trails, facilities, vehicles, and equipment	15,884,171	836,009	6,567	0.80
	15,884,171	836,009	6,567	0.80
6. <u>Library Services</u>				
6.1 Library facilities, materials and vehicles	2,595,214	136,590	1,073	0.13
	2,595,214	136,590	1,073	0.13
TOTAL	\$23,898,502	\$1,854,781	\$9,881	\$1.79
D.C.-Eligible Capital Cost	\$23,898,502	\$1,854,781		
10-Year Gross Population/GFA Growth (sq.ft.)	7,662	1,035,700		
Cost Per Capita/Non-Residential GFA (sq.ft.)	\$3,119	\$1.79		
By Residential Unit Type				
	P.P.U.			
Single and Semi-Detached Dwelling	3.168	\$9,881		
Multiples	2.169	\$6,765		
Apartments - 2 Bedrooms +	2.031	\$6,335		
Apartments - Bachelor and 1 Bedroom	1.316	\$4,105		
Special Care/Special Dwelling Units	1.100	\$3,431		

Table 6-4
 Township of West Lincoln
 Development Charge Calculation
 Urban Area Services
 Urban 10-Year (2024 to 2034)

SERVICE/CLASS	2024\$ D.C.-Eligible Cost		2024\$ D.C.-Eligible Cost	
	Residential	Non-Residential	S.D.U.	per sq.ft.
	\$	\$	\$	\$
7. <u>Stormwater Services</u>				
7.1 Stormwater	53,514	7,996	22	0.01
	53,514	7,996	22	0.01
TOTAL	\$53,514	\$7,996	\$22	\$0.01
D.C.-Eligible Capital Cost	\$53,514	\$7,996		
Urban 10-Year Gross Population/GFA Growth (sq.ft.)	7,618	965,000		
Cost Per Capita/Non-Residential GFA (sq.ft.)	\$7	\$0.01		
By Residential Unit Type	P.P.U.			
Single and Semi-Detached Dwelling	3.168	\$22		
Multiples	2.169	\$15		
Apartments - 2 Bedrooms +	2.031	\$14		
Apartments - Bachelor and 1 Bedroom	1.316	\$9		
Special Care/Special Dwelling Units	1.100	\$8		

Table 6-5
 Township of West Lincoln
 Development Charge Calculation
 Total All Services

	2024\$ D.C.-Eligible Cost		2024\$ D.C.-Eligible Cost	
	Residential	Non-Residential	S.D.U.	per sq.ft.
	\$	\$	\$	\$
Urban-wide Services - 2051	40,975,423	5,587,558	5,601	2.06
Township-wide Services - 2051	138,042,814	20,627,087	18,757	7.10
Urban-wide Services - 10 Year	53,514	7,996	22	0.01
Township-wide Services - 10 Year	23,898,502	1,854,781	9,881	1.79
TOTAL	202,970,252	28,077,422	34,261	10.96

Table 6-6
Township of West Lincoln
Gross Expenditure and Sources of Revenue Summary for Costs to be Incurred over the Life of the By-law

Service	Total Gross Cost	Sources of Financing					
		Tax Base or Other Non-D.C. Source			Post D.C. Period Benefit	D.C. Reserve Fund	
		Other	Benefit to	Other Funding		Residential	Non-Residential
1. Wastewater Services							
1.1 Sewers	34,528,000	0	2,361,000	570,000	0	27,805,360	3,791,640
2. Water Services							
2.1 Treatment, storage and distribution systems	4,782,000	0	1,981,200	0	0	2,464,704	336,096
3. Services Related to a Highway							
3.1 Roads and Related	66,539,818	0	12,345,127	3,818,182	0	43,827,563	6,548,946
3.2 Public Works Facilities and Fleet	14,041,852	0	6,250,000	0	0	6,778,911	1,012,941
4. Fire Protection Services							
4.1 Fire facilities, vehicles & equipment	4,870,598	0	0	0	1,093,750	3,248,089	528,759
5. Parks and Recreation Services							
5.1 Park development, amenities, trails, facilities, vehicles, and equipment	14,649,848	0	1,060,200	0	2,186,700	10,832,801	570,147
6. Library Services							
6.1 Library facilities, materials and vehicles	1,849,237	0	188,382	0	176,409	1,410,223	74,222
7. Stormwater Services							
7.1 Stormwater	61,510	0	0	0	0	53,514	7,996
Total Expenditures & Revenues	\$141,322,863	\$0	\$24,185,909	\$4,388,182	\$3,456,859	\$96,421,165	\$12,870,748

Chapter 7

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

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

7.1 Introduction

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

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

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

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

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

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

The rules provided are based on the Townships’ existing policies; with some modifications and consideration for the changes to the D.C.A. resulting from Bills 108, 197, 213 and 23.

7.2 D.C. By-law Structure

It is recommended that:

- the Township uses a uniform Township-wide D.C. calculation for services excluding stormwater, water and wastewater services;
- D.C.s for stormwater, water and wastewater services be imposed on the urban service areas of the Township; and
- one D.C. by-law be used for all services referenced above.

7.3 D.C. By-law Rules

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

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

7.3.1 Payment in any Particular Case

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

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

7.3.2 Determination of the Amount of the Charge

The following conventions be adopted:

- 1) Costs allocated to residential uses will be assigned to different types of residential units based on the average occupancy for each housing type constructed during the previous decade. Costs allocated to non-residential uses will be assigned based on the number of square feet of G.F.A. constructed for eligible uses (i.e., industrial, commercial, and institutional).
- 2) Costs allocated to residential and non-residential uses are based upon a number of conventions, as may be suited to each municipal circumstance, e.g.,
 - for parks and recreation services and library services, a 5% non-residential attribution has been made to recognize use by the non-residential sector;
 - for services related to a highway, an 87% residential/13% non-residential attribution has been made based on a population vs. employment growth ratio over the 2024 to 2051 forecast period;
 - fire protection services an 86% residential/12% non-residential attribution has been made based on a population vs. employment growth ratio over the 10-year (2024 to 2034) forecast period;
 - stormwater services an 87% residential/13% non-residential attribution has been made based on a population vs. employment growth ratio over the urban 10-year (2024 to 2034) forecast period; and
 - for water and wastewater services an 88% residential/12% non-residential allocation has been made based on population vs. employment growth over the urban long-term (2024 to 2051) forecast period.

7.3.3 Application to Redevelopment of Land (Demolition and Conversion)

If a development involves the demolition and replacement of a building or structure on the same site (within 5 years 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 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;

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

7.3.4 Exemptions (full or partial)

a) Statutory exemptions:

- industrial building additions of up to and including 50% of the existing G.F.A. (defined in O. Reg. 82/98, section 1) of the building; for industrial building additions that exceed 50% of the existing G.F.A., only the portion of the addition in excess of 50% is subject to D.C.s (subsection 4 (3) of the D.C.A.);
- buildings or structures owned by and used for the purposes of any municipality, local board, or Board of Education (section 3);
- may add up to 2 apartments in an existing or new detached, semi-detached, or rowhouse (including in an ancillary structure);
- add one additional unit or 1% of existing units in an existing rental residential building;
- a university in Ontario that receives direct, regular, and ongoing operating funding from the Government of Ontario;
- affordable units and attainable units (to be in force at a later date);
- affordable inclusionary zoning units;
- non-profit housing; and
- discount for rental housing units based on bedroom size (i.e., three or more bedrooms – 25% reduction, two bedrooms – 20% reduction, and all others – 15% reduction).

b) Non-statutory exemptions for Council's consideration:

- Cemeteries or burial grounds;
- Places of worship;

- Garden suites;
- Agricultural uses;
- Affordable Housing projects and Municipal housing project facilities that receive funding through an agreement with Niagara Regional Housing or a department or designated agency of the Niagara Region; and
- Canopies including gas station canopies and those intended for the parking and loading/unloading of vehicles.

7.3.5 Phasing in

As required by Section 5(6) paragraph 4 of the D.C.A., the calculated D.C. will be phased-in over a five-year period as follows:

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

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 issuance of the first building permit prior to the commencement of development or redevelopment as the case may be; and
- Despite 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 The Applicable Areas

The charges developed herein provide for varying charges within the Township, as follows:

- All Township-wide services – the full residential and non-residential charge will be imposed on all lands within the Township; and

- Water, wastewater, and stormwater – the full residential and non-residential charge will be imposed on the urban service areas of the Township.

7.3.8 Indexing

Indexing of the D.C.s shall be implemented on a mandatory basis annually commencing on January 1, 2025, and each January 1st thereafter, in accordance with the Statistics Canada Quarterly, Non-Residential Building Construction Price Index (Table 18-10-0276-02)^[1] for the most recent year-over-year period.

7.4 Other D.C. By-law Provisions

It is recommended that:

7.4.1 Categories of Services for Reserve Fund and Credit Purposes

The Township's D.C. collections are currently in 8 separate reserve funds: Administration Studies, Fire Protection, Roads and Related, Parks & Recreation, Library Services, Water, Wastewater, and Stormwater.

It is recommended that the administration studies amount be utilized or incorporated as part of the Township's General Capital Reserves as Studies will no longer be an eligible D.C. service upon passage of the new D.C. by-law (as per Section 5(3) of the Act).

Appendix D outlines the reserve fund policies that the Township is required to follow as per the D.C.A.

7.4.2 By-law In-force Date

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

^[8] O. Reg. 82/98 referenced "The Statistics Canada Quarterly, Construction Price Statistics, catalogue number 62-007" as the index source. Since implementation, Statistics Canada has modified this index twice and the above-noted index is the most current. The draft by-law provided herein refers to O. Reg. 82/98 to ensure traceability should this index continue to be modified over time.

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

The minimum interest rate is what the Bank of Canada rate is on the day the by-law comes into force updated on the first business day of every January, April, July and October (as per section 11 of O. Reg. 82/98).

7.4.4 Area Rating

The D.C.A. required that Council must consider the use of area specific charges:

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

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

Currently, the Township’s by-law does provide for area-rating with respect to water, wastewater, and stormwater. All other Township services are recovered based on a uniform, Township-wide basis. There have been several reasons why area-rating has not been imposed on these services, including:

1. All Township services, with the exception of stormwater, water and wastewater, require that the average 15-year service standard be calculated. This average service standard multiplied by growth in the Township, establishes an upper ceiling on the amount of funds that can be collected from all developing landowners. Section 4 (4) of O. Reg. 82/98 provides that “if a development charge by-law applies to a part of the municipality, the level of service and average level of service cannot exceed that which would be determined if the by-law applied to the whole municipality.” Put in layperson terms, the average

service standard multiplied by the growth within the specific area would establish an area-specific ceiling which would significantly reduce the total revenue recoverable for the Township hence potentially resulting in D.C. revenue shortfalls and impacts on property taxes.

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

For the reasons noted above, it is recommended that Council continue the D.C. approach to calculate the charges on an urban area basis for stormwater, water and wastewater, while all other services be charged on a uniform Township-wide basis.

7.5 Other Recommendations

It is recommended that Council:

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

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

“Continue the D.C. approach to calculate the charges on a uniform Township-wide basis for all services except water, wastewater, and stormwater;”

“Continue the D.C. approach to calculate the charges on an urban-area basis for water, wastewater, and stormwater services;”

“Approve the capital project listing set out in Chapter 5 of the D.C.s Background Study dated May 13, 2024, subject to further annual review during the capital budget process;”

“Approve the D.C.s Background Study dated May 13, 2024;”

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

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

Chapter 8

By-law Implementation

8. By-law Implementation

8.1 Public Consultation Process

8.1.1 Introduction

This chapter addresses the mandatory, formal public consultation process (section 8.1.2), as well as the optional, informal consultation process (section 8.1.3). The latter is designed to seek the co-operation and participation of those involved, in order to produce the most suitable policy. Section 8.2 addresses the anticipated impact of the D.C. on development from a generic viewpoint.

8.1.2 Public Meeting of Council

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

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

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

8.1.3 Other Consultation Activity

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

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

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

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

8.2 Anticipated Impact of the Charge on Development

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

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

8.3 Implementation Requirements

8.3.1 Introduction

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

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

8.3.2 Notice of Passage

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

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

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

8.3.3 By-law Pamphlet

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

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

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

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

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

8.3.4 Appeals

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

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

8.3.5 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 OLT.

8.3.6 Credits

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

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

8.3.7 Front-Ending Agreements

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

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

8.3.8 Severance and Subdivision Agreement Conditions

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

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

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

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

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

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

Appendices

Appendix A

Background Information on Residential and Non- Residential Growth Forecast

Schedule 1 Township of West Lincoln Residential Growth Forecast Summary

Year		Population (Including Census Undercount) ^[1]	Excluding Census Undercount			Housing Units						Person Per Unit (P.P.U.): Total Population/ Total Households
			Population	Institutional Population	Population Excluding Institutional Population	Singles & Semi-Detached	Multiple Dwellings ^[2]	Apartments ^[3]	Other	Total Households	Equivalent Institutional Households	
Historical	Mid 2011	14,190	13,837	37	13,800	4,190	274	155	10	4,629	34	2.989
	Mid 2016	14,870	14,500	30	14,470	4,460	345	150	15	4,970	27	2.918
	Mid 2021	15,850	15,454	49	15,405	4,705	450	140	10	5,305	45	2.913
Forecast	Mid 2024	16,060	15,661	50	15,611	4,749	477	152	10	5,388	45	2.907
	Mid 2034	23,360	22,780	73	22,707	6,415	1,207	593	10	8,225	66	2.770
	Mid 2051	38,370	37,420	119	37,301	9,735	2,819	1,496	10	14,060	108	2.661
Incremental	Mid 2011 - Mid 2016	680	663	-7	670	270	71	-5	5	341	-7	
	Mid 2016 - Mid 2021	980	954	19	935	245	105	-10	-5	335	18	
	Mid 2021 - Mid 2024	210	207	1	206	44	27	12	0	83	0	
	Mid 2024 - Mid 2034	7,300	7,119	23	7,096	1,666	730	441	0	2,837	21	
	Mid 2024 - Mid 2051	22,310	21,759	69	21,690	4,986	2,342	1,344	0	8,672	63	

^[1] Population includes the Census undercount estimated at approximately 2.5% and has been rounded.

^[2] Includes townhouses and apartments in duplexes.

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

Notes:

Numbers may not add due to rounding.

Source: Derived from Niagara Region Official Plan, PDS 17-2022, 2051 Land Needs Assessment, June 2023, Hemson Consulting Ltd., and discussions with Township of West Lincoln staff regarding servicing and land supply by Watson & Associates Economists Ltd.

Schedule 2
Township of West Lincoln
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	2024 - 2034	1652	730	441	2823	7595	-228	7367	23	7390
	2024 - 2051	4943	2342	1344	8629	23108	-653	22455	69	22524
Rural	2024 - 2034	14	0	0	14	45	-315	-270	0	-270
	2024 - 2051	43	0	0	43	137	-903	-766	0	-766
Township of West Lincoln	2024 - 2034	1666	730	441	2837	7639	-543	7096	23	7119
	2024 - 2051	4986	2342	1344	8672	23246	-1556	21690	69	21759

^[1] Includes townhouses and apartments in duplexes.
^[2] Includes bachelor, 1-bedroom, and 2-bedroom+ apartment units.
 Note: Numbers may not add to totals due to rounding.
 Source: Watson & Associates Economists Ltd.

Schedule 3
Township of West Lincoln
Current Year Growth Forecast
Mid-2021 to Mid-2024

		Population
Mid 2021 Population		15,454
Occupants of New Housing Units, Mid 2021 to Mid 2024	<i>Units (2)</i>	83
	<i>multiplied by P.P.U. (3)</i>	2.586
	<i>gross population increase</i>	215
Occupants of New Equivalent Institutional Units, Mid 2021 to Mid 2024	<i>Units</i>	0
	<i>multiplied by P.P.U. (3)</i>	1.100
	<i>gross population increase</i>	0
Decline in Housing Unit Occupancy, Mid 2021 to Mid 2024	<i>Units (4)</i>	5,305
	<i>multiplied by P.P.U. decline rate (5)</i>	-0.002
	<i>total decline in population</i>	-8
Population Estimate to Mid 2024		15,661
<i>Net Population Increase, Mid 2021 to Mid 2024</i>		<i>207</i>

(1) 2021 population based on Statistics Canada Census unadjusted for Census undercount.

(2) Estimated residential units constructed, Mid-2021 to the beginning of the growth period assuming a six-month lag between construction and occupancy.

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

Structural Type	Persons Per Unit ¹ (P.P.U.)	% Distribution of Estimated Units ²	Weighted Persons Per Unit Average
<i>Singles & Semi Detached</i>	3.074	53%	1.629
<i>Multiples (6)</i>	2.159	33%	0.702
<i>Apartments (7)</i>	1.755	14%	0.254
Total		100%	2.586

¹ Based on 2021 Census custom database

² Based on Building permit/completion activity

(4) 2021 households taken from Statistics Canada Census.

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

(6) Includes townhouses and apartments in duplexes.

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

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

**Schedule 4
Township of West Lincoln
10-Year Growth Forecast
Mid-2024 to Mid-2034**

		Population
Mid 2024 Population		15,661
Occupants of New Housing Units, Mid 2024 to Mid 2034	<i>Units (2)</i>	2,837
	<i>multiplied by P.P.U. (3)</i>	2,693
	<i>gross population increase</i>	7,639
Occupants of New Equivalent Institutional Units, Mid 2024 to Mid 2034	<i>Units</i>	21
	<i>multiplied by P.P.U. (3)</i>	1,100
	<i>gross population increase</i>	23
Decline in Housing Unit Occupancy, Mid 2024 to Mid 2034	<i>Units (4)</i>	5,388
	<i>multiplied by P.P.U. decline rate (5)</i>	-0.101
	<i>total decline in population</i>	-543
Population Estimate to Mid 2034		22,780
<i>Net Population Increase, Mid 2024 to Mid 2034</i>		7,119

(1) Mid 2024 Population based on:

2021 Population (15,454) + Mid 2021 to Mid 2024 estimated housing units to beginning of forecast period (83 x 2.586 = 215) + (x 1.1 =) + (5,305 x -0.002 = -8) = 15,661

(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>	3.168	59%	1.861
<i>Multiples (6)</i>	2.169	26%	0.558
<i>Apartments (7)</i>	1.763	16%	0.274
<i>one bedroom or less</i>	1.316		
<i>two bedrooms or more</i>	2.031		
Total		100%	2.693

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

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

(4) Mid 2024 households based upon 2021 Census (5,305 units) + Mid 2021 to Mid 2024 unit estimate (83 units) = 5,388 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 West Lincoln
Longer-Term Growth Forecast
Mid-2024 to Mid-2051**

		Population
Mid 2024 Population		15,661
Occupants of New Housing Units, Mid 2024 to Mid 2051	<i>Units (2)</i>	8,672
	<i>multiplied by P.P.U. (3)</i>	2,681
	<i>gross population increase</i>	23,246
Occupants of New Equivalent Institutional Units, Mid 2024 to Mid 2051	<i>Units</i>	63
	<i>multiplied by P.P.U. (3)</i>	1,100
	<i>gross population increase</i>	69
Decline in Housing Unit Occupancy, Mid 2024 to Mid 2051	<i>Units (4)</i>	5,388
	<i>multiplied by P.P.U. decline rate (5)</i>	-0.289
	<i>total decline in population</i>	-1,556
Population Estimate to Mid 2051		37,420
<i>Net Population Increase, Mid 2024 to Mid 2051</i>		<i>21,759</i>

(1) Mid 2024 Population based on:

2021 Population (15,454) + Mid 2021 to Mid 2024 estimated housing units to beginning of forecast period (83 x 2.586 = 215) + (x 1.1 =) + (5,305 x -0.002 = -8) = 15,661

(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>	3.168	57%	1.822
<i>Multiples (6)</i>	2.169	27%	0.586
<i>Apartments (7)</i>	1.763	16%	0.273
<i>one bedroom or less</i>	1.316		
<i>two bedrooms or more</i>	2.031		
Total		100%	2.681

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

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

(4) Mid 2024 households based upon 2021 Census (5,305 units) + Mid 2021 to Mid 2024 unit estimate (83 units) = 5,388 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 West Lincoln
Historical Residential Building Permits
Years 2014 to 2023

Year	Residential Building Permits			
	Singles & Semi Detached	Multiples ^[1]	Apartments ^[2]	Total
2014	61	10	0	71
2015	74	50	4	128
2016	113	0	0	113
2017	73	7	0	80
2018	31	13	0	44
Sub-total	352	80	4	436
Average (2014 - 2018)	70	16	1	87
% Breakdown	80.7%	18.3%	0.9%	100.0%
2019	20	51	1	72
2020	26	72	0	98
2021	19	27	2	48
2022	13	0	10	23
2023	12	0	0	12
Sub-total	90	150	13	253
Average (2019 - 2023)	18	30	3	51
% Breakdown	35.6%	59.3%	5.1%	100.0%
2014 - 2023				
Total	442	230	17	689
Average	44	23	2	69
% Breakdown	64.2%	33.4%	2.5%	100.0%

^[1] Includes townhouses and apartments in duplexes.

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

Source: Historical housing activity derived from Statistics Canada building permit data for the Township of West Lincoln, 2014-2023.

Schedule 7a
Township of West Lincoln
Person Per Unit by Age and Type of Dwelling
(2021 Census)

Age of Dwelling	Singles and Semi-Detached						25 Year Average	25 Year Average Adjusted ^[1]
	< 1 BR	1 BR	2 BR	3/4 BR	5+ BR	Total		
1-5	-	-	1.846	3.347	-	3.074		
6-10	-	-	2.000	3.345	-	3.133		
11-15	-	-	1.455	3.531	-	3.258		
16-20	-	-	-	3.224	4.636	3.277		
20-25	-	-	-	3.275	-	3.159	3.180	3.168
25-35	-	-	-	3.156	-	3.524		
35+	0.900	-	1.934	2.861	4.421	2.881		
Total	0.750	-	1.920	3.046	4.650	3.025		

Age of Dwelling	All Density Types					
	< 1 BR	1 BR	2 BR	3/4 BR	5+ BR	Total
1-5	-	-	2.000	2.972	-	2.832
6-10	-	-	2.000	3.057	-	2.893
11-15	-	-	1.600	3.560	-	3.167
16-20	-	-	-	3.289	4.545	3.281
20-25	-	-	-	3.070	-	3.132
25-35	-	-	-	3.270	-	3.102
35+	-	1.276	1.958	2.820	4.421	2.793
Total	-	1.432	1.932	2.982	4.539	2.912

[1] Adjusted based on historical trends.

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

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

Schedule 7b
Niagara Region
Person Per Unit by Age and Type of Dwelling
(2021 Census)

Age of Dwelling	Multiples ^[1]						25 Year Average	25 Year Average Adjusted ^[3]
	< 1 BR	1 BR	2 BR	3/4 BR	5+ BR	Total		
1-5	-	1.407	1.796	2.633	-	2.159		
6-10	-	1.889	1.768	2.502	-	2.210		
11-15	-	1.294	1.798	2.665	-	2.235		
16-20	-	1.385	1.742	2.364	-	2.107		
20-25	-	1.667	1.675	2.408	-	2.061	2.154	2.169
25-35	-	1.364	1.882	2.683	-	2.365		
35+	0.813	1.267	1.836	2.687	3.670	2.260		
Total	0.771	1.331	1.802	2.621	3.847	2.226		

Age of Dwelling	Apartments ^[2]						25 Year Average	25 Year Average Adjusted ^[3]
	< 1 BR	1 BR	2 BR	3/4 BR	5+ BR	Total		
1-5	-	1.291	1.688	2.600	-	1.755		
6-10	-	1.200	1.763	2.033	-	1.603		
11-15	-	1.500	1.823	3.000	-	1.797		
16-20	-	1.246	1.922	2.130	-	1.701		
20-25	-	1.266	2.028	2.412	-	1.745	1.720	1.763
25-35	-	1.226	1.773	3.043	-	1.602		
35+	1.017	1.192	1.749	2.447	2.545	1.575		
Total	1.037	1.207	1.764	2.463	2.778	1.599		

Age of Dwelling	All Density Types					
	< 1 BR	1 BR	2 BR	3/4 BR	5+ BR	Total
1-5	2.692	1.378	1.881	2.987	4.086	2.634
6-10	-	1.356	1.846	2.840	4.441	2.639
11-15	-	1.463	1.839	2.923	4.133	2.727
16-20	-	1.378	1.834	2.849	4.106	2.669
20-25	-	1.367	1.851	2.777	3.748	2.558
25-35	-	1.283	1.814	2.789	3.922	2.481
35+	1.295	1.246	1.799	2.579	3.721	2.311
Total	1.504	1.270	1.812	2.661	3.846	2.396

^[1] Includes townhouses and apartments in duplexes.

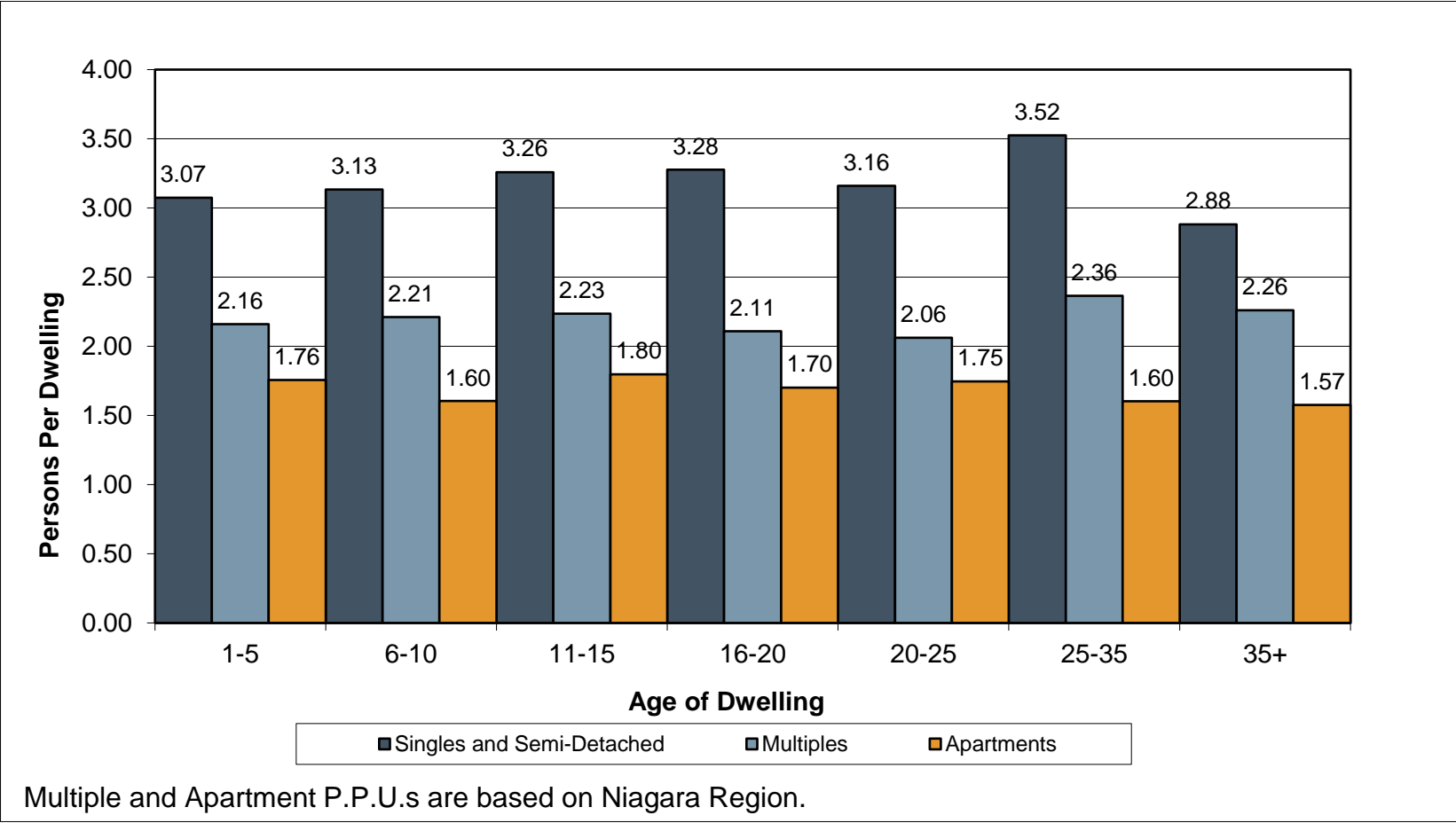
^[2] Includes bachelor, 1 bedroom and 2 bedroom+ apartments.

^[3] Adjusted based on historical trends.

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

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

Schedule 8
Township of West Lincoln
Person Per Unit Structural Type and Age of Dwelling
(2021 Census)



**Schedule 9a
Township of West Lincoln
Employment Forecast, 2024 to 2051**

Period	Population	Activity Rate								Employment								Employment Total (Excluding Work at Home and N.F.P.O.W.)
		Primary	Work at Home	Industrial	Commercial/ Population Related	Institutional	Total	N.F.P.O.W. ^[1]	Total Including N.F.P.O.W.	Primary	Work at Home	Industrial	Commercial/ Population Related	Institutional	Total	N.F.P.O.W. ^[1]	Total Employment (Including N.F.P.O.W.)	
Mid 2011	13,837	0.013	0.060	0.087	0.067	0.042	0.268	0.034	0.302	180	825	1,205	925	580	3,715	468	4,183	2,890
Mid 2016	14,500	0.013	0.057	0.093	0.063	0.029	0.255	0.039	0.294	195	820	1,348	918	420	3,700	564	4,264	2,880
Mid 2024	15,661	0.013	0.060	0.089	0.061	0.029	0.252	0.046	0.298	199	943	1,395	961	447	3,945	718	4,663	3,002
Mid 2034	22,780	0.009	0.061	0.082	0.062	0.030	0.244	0.046	0.290	211	1,389	1,876	1,407	678	5,561	1,052	6,613	4,172
Mid 2051	37,420	0.006	0.062	0.071	0.063	0.032	0.233	0.047	0.280	233	2,329	2,643	2,340	1,192	8,737	1,743	10,480	6,408
Incremental Change																		
Mid 2011 - Mid 2016	663	0.000	-0.003	0.006	-0.004	-0.013	-0.013	0.005	-0.008	15	-5	143	-8	-160	-15	96	81	-10
Mid 2016 - Mid 2024	1,161	-0.001	0.004	-0.004	-0.002	0.000	-0.003	0.007	0.004	4	123	48	44	27	245	154	399	122
Mid 2024 - Mid 2034	7,119	-0.003	0.001	-0.007	0.000	0.001	-0.008	0.000	-0.007	12	446	481	446	231	1,616	334	1,950	1,170
Mid 2024 - Mid 2051	21,759	-0.006	0.002	-0.018	0.001	0.003	-0.018	0.001	-0.018	34	1,386	1,248	1,379	745	4,792	1,025	5,817	3,406
Annual Average																		
Mid 2011 - Mid 2016	133	0.000	-0.001	0.001	-0.001	-0.003	-0.003	0.001	-0.002	3	-1	29	-2	-32	-3	19	16	-2
Mid 2016 - Mid 2024	145	0.000	0.000	0.000	0.000	0.000	0.000	0.001	0.000	1	15	6	5	3	31	19	50	15
Mid 2024 - Mid 2034	712	0.000	0.000	-0.001	0.000	0.000	-0.001	0.000	-0.001	1	45	48	45	23	162	33	195	117
Mid 2024 - Mid 2051	806	0.000	0.000	-0.001	0.000	0.000	-0.001	0.000	-0.001	1	51	46	51	28	177	38	215	126

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

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

Source: Watson & Associates Economists Ltd.

Schedule 9b
Township of West Lincoln
Employment and Gross Floor Area (G.F.A.) Forecast, 2024 to 2051

Period	Population	Employment					Gross Floor Area in Square Feet (Estimated) ^[1]				
		Primary	Industrial	Commercial/ Population Related	Institutional ^[3]	Total ICI & Primary	Primary ^[2]	Industrial	Commercial/ Population Related	Institutional ^[3]	Total
Mid 2011	13,837	180	1,205	925	580	2,890					
Mid 2016	14,500	195	1,348	918	420	2,880					
Mid 2024	15,661	199	1,395	961	447	3,002					
Mid 2034	22,780	211	1,876	1,407	667	4,161					
Mid 2051	37,420	233	2,643	2,340	1,160	6,376					
Incremental Change											
Mid 2011 - Mid 2016	663	15	143	-8	-160	-10					
Mid 2016 - Mid 2024	1,161	4	48	44	27	122					
Mid 2024 - Mid 2034	7,119	12	481	446	220	1,159	36,000	625,300	223,000	151,400	1,035,700
Mid 2024 - Mid 2051	21,759	34	1,248	1,379	713	3,374	102,000	1,622,400	689,500	492,300	2,906,200
Annual Average											
Mid 2011 - Mid 2016	133	3	29	-2	-32	-2					
Mid 2016 - Mid 2024	145	1	6	5	3	15					
Mid 2024 - Mid 2034	712	1	48	45	22	116	3,600	62,530	22,300	15,140	103,570
Mid 2024 - Mid 2051	791	1	45	50	26	123	3,709	58,996	25,073	17,902	105,680

[1] Square Foot Per Employee Assumptions

Primary	3,000
Industrial	1,300
Commercial/Population-Related	500
Institutional	690

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

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

*Reflects Mid-2024 to Mid-2051 forecast period.

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

Source: Watson & Associates Economists Ltd.

Schedule 9c
 Township of West Lincoln
 Estimate of the Anticipated Amount, Type and Location of
 Non-Residential Development for Which Development Charges Can Be Imposed

Development Location	Timing	Primary G.F.A. S.F. ^{[1],[2]}	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 ^[3]
Urban	2024 - 2034	-	607,100	206,500	151,400	965,000	1,100
	2024 - 2051	-	1,574,300	645,500	492,300	2,712,100	3,215
Rural	2024 - 2034	36,000	18,200	16,500	-	70,700	59
	2024 - 2051	102,000	48,100	44,000	-	194,100	159
Township of West Lincoln	2024 - 2034	36,000	625,300	223,000	151,400	1,035,700	1,159
	2024 - 2051	102,000	1,622,400	689,500	492,300	2,906,200	3,374

^[1] Square Foot Per Employee Assumptions

Primary	3,000
Industrial	1,300
Commercial/Population-Related	500
Institutional	690

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

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

^[4] Employment Increase does not include No Fixed Place of Work.

*Reflects Mid-2024 to Mid-2051 forecast period.

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

Source: Watson & Associates Economists Ltd.

Schedule 10
Township of West Lincoln
Employment Categories by Major Employment Sector

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

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

Source: Watson & Associates Economists Ltd.

Appendix B

Level of Service

Appendix B: Level of Service

SUMMARY OF SERVICE STANDARDS AS PER DEVELOPMENT CHARGES ACT, 1997, AS AMENDED							
Service Category	Sub-Component	15 Year Average Service Standard					Maximum Ceiling LOS
		Cost (per capita)	Quantity (per capita)		Quality (per capita)		
Service Related to a Highway	Services Related to a Highway - Roads and Related Infrastructure	\$59,018.80	0.0253	km of roadways	2,332,759	per km	1,284,190,069
	Services Related to a Highway - Bridges, Culverts & Structures	\$9,655.00	0.0063	Number of Bridges, Culverts & Structures	1,532,540	per item	210,083,145
	Services Related to a Highway - Sidewalks and Active Transportation	\$261.93	0.0011	km of sidewalks and active transportation	238,118	per km	5,699,335
	Services Related to a Highway - Traffic Signals & Streetlights	\$57.33	0.0202	No. of Traffic Signals	2,838	per item	1,247,443
	Services Related to a Highway - Public Works Facilities	\$564.67	1.0466	sq.ft. of building area	540	per sq.ft.	12,286,655
	Services Related to a Highway - Public Works Vehicles & Equipment	\$508.79	0.0043	No. of vehicles and equipment	118,323	per item	11,070,762
Fire Protection	Fire Protection Services - Facilities	\$691.24	1.1710	sq.ft. of building area	590	per sq.ft.	4,920,938
	Fire Protection Services - Vehicles & Equipment	\$416.60	0.0007	No. of vehicles	595,143	per item	2,965,775
	Fire Protection Services - Small Equipment and Gear	\$95.28	0.0352	No. of equipment and gear	2,707	per item	678,298
Parks & Recreation	Parkland Development	\$601.41	0.0075	Acres of Parkland	80,188	per acre	4,281,438
	Parkland Amenities	\$536.61	0.0036	No. of parkland amenities	149,058	per amenity	3,820,127
	Parkland Trails	\$17.05	0.0972	Linear Metres of Paths and Trails	175	per linear m	121,379
	Recreation Facilities	\$2,092.35	4.6443	sq.ft. of building area	451	per sq.ft.	14,895,440
	Parks & Recreation Vehicles and Equipment	\$84.07	0.0017	No. of vehicles and equipment	49,453	per item	598,494
Library	Library Services - Facilities	\$539.81	0.7972	sq.ft. of building area	677	per sq.ft.	3,842,907
	Library Services - Collection Materials	\$141.63	3.2557	No. of library collection items	44	per collection item	1,008,264

**Township of West Lincoln
Service Standard Calculation Sheet**

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

Description	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024 Bld'g Value (\$/sq.ft.)	Value/sq.ft. with land, site works, etc.
Smithville Fire Hall - old	6,755	6,755	-	-	-	-	-	-	-	-	-	-	-	-	-	\$500	\$599
Station 2: Caistor Fire Station - 8635 Regional Road #65, Caistor Centre	6,000	6,000	6,000	6,000	6,000	6,000	6,000	6,000	6,000	6,000	6,000	6,000	6,000	6,000	6,000	\$500	\$658
Station 1: Smithville Fire Hall - 344 Canborough Street, Smithville	-	-	10,362	10,362	10,362	10,362	10,362	10,362	10,362	10,362	10,362	10,362	10,362	10,362	10,362	\$500	\$599
Fire Station 1 Garage/Storage	1,185	1,185	1,185	1,185	1,185	1,185	1,185	1,185	1,185	1,185	1,185	1,185	1,185	1,185	1,185	\$175	\$175
Total	13,940	13,940	17,547	17,547	17,547	17,547	17,547	17,547	17,547	17,547	17,547	17,547	17,547	17,547	17,547		

Population	13,534	13,652	13,837	13,959	14,001	14,133	14,253	14,500	14,796	14,996	15,092	15,242	15,453	15,581	15,645
Per Capita Standard	1.03	1.02	1.27	1.26	1.25	1.24	1.23	1.21	1.19	1.17	1.16	1.15	1.14	1.13	1.12

15 Year Average	2009 to 2023
Quantity Standard	1.17
Quality Standard	\$590
Service Standard	\$691

D.C. Amount (before deductions)	10 Year
Forecast Population	7,119
\$ per Capita	\$691
Eligible Amount	\$4,920,938

Service Standard Calculation Sheet

Service: Fire Protection Services - Vehicles & Equipment
 Unit Measure: No. of vehicles

Description	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024 Value (\$/Vehicle)
Pumper	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	\$1,000,000
Deputy Chief Vehicle	-	-	-	1	1	1	1	1	1	1	1	1	1	1	1	\$80,000
Chiefs Vehicle	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	\$80,000
Squad	-	-	1	1	1	1	1	1	1	1	1	1	1	1	1	\$90,000
Pumper Tanker -1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	\$700,000
Pumper	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	\$1,000,000
Squad	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	\$90,000
Aerial Ladder Truck	-	-	-	-	1	1	1	1	1	1	1	1	1	1	1	\$1,500,000
Trailer -1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	\$20,000
Pumper Tanker-2	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	\$700,000
Pumper Rescue 1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	\$1,000,000
Pumper Rescue 2	-	-	-	-	-	-	-	-	-	-	-	1	1	1	1	\$1,000,000
Trailer	-	-	-	-	-	-	-	-	-	-	-	-	1	1	1	\$10,000
Total	8	8	9	10	11	11	11	11	11	11	11	12	13	13	13	

Population	13,534	13,652	13,837	13,959	14,001	14,133	14,253	14,500	14,796	14,996	15,092	15,242	15,453	15,581	15,645
Per Capita Standard	0.0006	0.0006	0.0007	0.0007	0.0008	0.0008	0.0008	0.0008	0.0007	0.0007	0.0007	0.0008	0.0008	0.0008	0.0008

15 Year Average	2009 to 2023
Quantity Standard	0.0007
Quality Standard	\$595,143
Service Standard	\$417

D.C. Amount (before deductions)	10 Year
Forecast Population	7,119
\$ per Capita	\$417
Eligible Amount	\$2,965,775

**Township of West Lincoln
Service Standard Calculation Sheet**

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

Description	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024 Value (\$/item)
Motorolla P25 System	-	-	-	-	-	-	-	-	-	48	48	48	48	48	48	\$7,000
VHF Radio System	48	48	48	48	48	48	48	48	48	-	-	-	-	-	-	\$1,000
Fire Hoses	250	250	250	250	250	250	250	250	250	250	250	250	250	250	250	\$500
Portable Pump	1	1	2	3	3	3	3	3	3	3	3	3	3	3	3	\$15,000
Extrication Stabilization Kit	-	-	2	2	2	2	2	2	2	2	2	2	2	2	2	\$8,200
Thermal Imaging Camera	-	-	2	2	2	2	2	2	2	2	2	2	2	2	2	\$9,500
Bunker Gear	47	47	47	47	47	47	47	47	47	47	47	47	53	57	57	\$5,100
SCBA Compressor	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	\$90,000
SCBA Cylinder and Packs	125	125	125	125	125	125	125	125	135	135	135	135	135	135	135	\$4,200
Equipment - Confined Space Rescue	-	-	-	-	1	1	1	1	1	1	1	1	1	1	1	\$16,200
Extraction Equipment	1	1	1	1	1	1	1	1	1	1	-	-	-	-	-	\$64,500
Fire Edraulic Extrication Equipment	-	-	-	-	-	-	-	-	-	-	1	1	1	1	1	\$65,000
Firecon Headsets	-	-	-	-	-	-	1	1	1	1	1	1	1	1	1	\$36,400
Farm rescue	-	-	-	-	1	1	1	1	1	1	1	1	1	1	1	\$6,000
Fire Nozzles	20	20	20	20	20	20	20	20	20	20	20	20	20	20	20	\$1,500
Multi Gas Detectors	2	2	3	3	3	3	3	3	3	3	3	3	3	3	3	\$1,500
Defibrillators	3	3	3	3	3	3	3	3	3	3	3	3	4	4	4	\$5,000
Total	498	498	504	505	507	507	508	508	518	518	518	518	525	529	529	

Population	13,534	13,652	13,837	13,959	14,001	14,133	14,253	14,500	14,796	14,996	15,092	15,242	15,453	15,581	15,645
Per Capita Standard	0.037	0.037	0.036	0.036	0.036	0.036	0.036	0.035	0.035	0.035	0.034	0.034	0.034	0.034	0.034

15 Year Average	2009 to 2023
Quantity Standard	0.0352
Quality Standard	\$2,707
Service Standard	\$95

D.C. Amount (before deductions)	10 Year
Forecast Population	7,119
\$ per Capita	\$95
Eligible Amount	\$678,298

**Township of West Lincoln
Service Standard Calculation Sheet**

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

Description	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024 Value (\$/km)
Unpaved Roads	129	129	129	129	129	129	129	129	129	129	129	129	122	122	115	\$2,000,000
Paved Roads- Surface treated	200	200	200	200	200	200	200	200	200	200	200	200	207	207	214	\$2,340,000
Paved Roads- Asphalt	39	39	39	39	39	39	39	39	39	39	39	39	39	39	39	\$3,380,000
Total	368	368	368	368	368	368	368	368	368	368	368	368	368	368	368	

Population	13,534	13,652	13,837	13,959	14,001	14,133	14,253	14,500	14,796	14,996	15,092	15,242	15,453	15,581	15,645
Per Capita Standard	0.027	0.027	0.027	0.026	0.026	0.026	0.026	0.025	0.025	0.025	0.024	0.024	0.024	0.024	0.024

15 Year Average	2009 to 2023
Quantity Standard	0.0253
Quality Standard	\$2,332,759
Service Standard	\$59,019

D.C. Amount (before deductions)	2051
Forecast Population	21,759
\$ per Capita	\$59,019
Eligible Amount	\$1,284,190,069

**Township of West Lincoln
Service Standard Calculation Sheet**

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

Description	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024 Value (\$/item)
Bridges	72	72	72	72	72	72	72	72	72	72	72	72	72	72	72	\$1,800,000
Culverts	19	19	19	19	19	19	19	19	19	19	19	19	19	19	19	\$570,000
Total	91	91	91	91	91	91	91	91	91	91	91	91	91	91	91	

Population	13,534	13,652	13,837	13,959	14,001	14,133	14,253	14,500	14,796	14,996	15,092	15,242	15,453	15,581	15,645
Per Capita Standard	0.0067	0.0067	0.0066	0.0065	0.0065	0.0064	0.0064	0.0063	0.0062	0.0061	0.0060	0.0060	0.0059	0.0058	0.0058

15 Year Average	2009 to 2023
Quantity Standard	0.0063
Quality Standard	\$1,532,540
Service Standard	\$9,655

D.C. Amount (before deductions)	2051
Forecast Population	21,759
\$ per Capita	\$9,655
Eligible Amount	\$210,083,145

**Township of West Lincoln
Service Standard Calculation Sheet**

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

Description	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024 Value (\$/km)
Sidewalks	14.67	14.67	16.36	16.36	16.36	16.36	16.36	16.36	16.36	16.79	17.26	17.47	17.88	17.88	17.88	\$230,000
Total	14.67	14.67	16.36	16.36	16.36	16.36	16.36	16.36	16.36	16.79	17.26	17.47	17.88	17.88	17.88	

Population	13,534	13,652	13,837	13,959	14,001	14,133	14,253	14,500	14,796	14,996	15,092	15,242	15,453	15,581	15,645
Per Capita Standard	0.0011	0.0011	0.0012	0.0012	0.0012	0.0012	0.0011	0.0011	0.0011	0.0011	0.0011	0.0011	0.0012	0.0011	0.0011

15 Year Average	2009 to 2023
Quantity Standard	0.0011
Quality Standard	\$238,118
Service Standard	\$262

D.C. Amount (before deductions)	2051
Forecast Population	21,759
\$ per Capita	\$262
Eligible Amount	\$5,699,335

**Township of West Lincoln
Service Standard Calculation Sheet**

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

Description	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024 Value (\$/item)
Streetlights-Fixtures	228	228	228	228	228	228	228	228	228	228	250	250	250	250	250	\$2,500
Street light-Poles	52	52	52	52	52	52	52	52	52	52	74	74	74	74	74	\$4,200
Total	280	280	280	280	280	280	280	280	280	280	324	324	324	324	324	

Population	13,534	13,652	13,837	13,959	14,001	14,133	14,253	14,500	14,796	14,996	15,092	15,242	15,453	15,581	15,645
Per Capita Standard	0.021	0.021	0.020	0.020	0.020	0.020	0.020	0.019	0.019	0.019	0.022	0.021	0.021	0.021	0.021

15 Year Average	2009 to 2023
Quantity Standard	0.0202
Quality Standard	\$2,838
Service Standard	\$57

D.C. Amount (before deductions)	2051
Forecast Population	21,759
\$ per Capita	\$57
Eligible Amount	\$1,247,443

**Township of West Lincoln
Service Standard Calculation Sheet**

Class of Service: Services Related to a Highway - Public Works Facilities
Unit Measure: sq.ft. of building area

Description	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024 Bld'g Value (\$/sq.ft.)	Value/sq.ft. with land, site works, etc.
Smithville Depot	10,529	10,529	10,529	10,529	10,529	10,529	10,529	10,529	10,529	10,529	10,529	10,529	10,529	10,529	10,529	\$500	\$699
Salt Depot (2)	3,176	3,176	3,176	3,176	3,176	3,176	3,176	3,176	3,176	3,176	3,176	3,176	3,176	3,176	3,176	\$100	\$100
Water Dept. Storage Building	601	601	601	601	601	601	601	601	601	601	601	601	601	601	601	\$175	\$175
Truck Filling Station	344	344	344	344	344	344	344	344	344	344	344	344	344	344	344	\$250	\$297
Townhall -Public Works Staff	518	518	518	518	518	518	518	518	518	518	691	691	691	691	691	\$500	\$573
Total	15,168	15,168	15,168	15,168	15,168	15,168	15,168	15,168	15,168	15,168	15,341	15,341	15,341	15,341	15,341		

Population	13,534	13,652	13,837	13,959	14,001	14,133	14,253	14,500	14,796	14,996	15,092	15,242	15,453	15,581	15,645
Per Capita Standard	1.12	1.11	1.10	1.09	1.08	1.07	1.06	1.05	1.03	1.01	1.02	1.01	0.99	0.98	0.98

15 Year Average	2009 to 2023
Quantity Standard	1.05
Quality Standard	\$540
Service Standard	\$565

D.C. Amount (before deductions)	2051
Forecast Population	21,759
\$ per Capita	\$565
Eligible Amount	\$12,286,655

**Township of West Lincoln
Service Standard Calculation Sheet**

Class of Service: Services Related to a Highway - Public Works Vehicles & Equipment
Unit Measure: No. of vehicles and equipment

Description	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024 Value (\$/Vehicle)
Pick-up Trucks (1/2 ton)	8	8	8	8	8	8	7	7	7	7	7	7	7	7	7	53,000
Pick-up Trucks (3/4 ton)	-	-	-	-	-	-	-	-	-	1	1	1	1	2	2	60,000
Pick-up Trucks (1 ton)	-	-	-	-	-	-	1	1	1	1	2	2	2	2	2	90,000
Tractor Mower	4	4	4	4	4	4	4	4	4	4	4	4	4	3	3	29,000
Backhoe	3	2	2	2	2	2	2	2	2	3	2	2	3	2	2	213,000
SUVs						1	1	1	1	1	1	1	1	1	1	60,000
Single Axle Dump	-	-	-	-	-	-	-	-	-	-	-	-	1	1	1	300,000
Tractor-Small	-	-	-	-	1	1	1	1	1	1	1	1	1	1	1	61,000
Tractor-Large	1	1	1	1	2	2	2	2	2	3	3	2	2	2	2	334,000
Trackless	2	2	2	2	2	3	3	3	2	2	2	2	2	2	2	274,000
Tandem Trucks	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	385,000
Graders	2	2	2	2	2	2	2	3	2	2	2	2	2	2	2	605,000
Trailers	2	2	2	2	2	2	2	2	2	2	4	5	5	5	5	9,000
Jeep Liberty	1	1	1	1	1	1	1	-	-	-	-	-	-	-	-	\$50,000
2008 Trackless Sweeper	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	\$10,000
Street Furniture - West St	-	-	-	-	-	-	-	-	1	1	1	1	1	1	1	\$29,000
Street Furniture - Station St	-	-	-	-	-	-	-	-	1	1	1	1	1	1	1	\$24,000
Street Furniture - Griffin St N	-	-	-	-	-	-	-	-	-	1	1	1	1	1	1	\$25,000
Snow Plow blade attachment	-	-	-	1	1	1	1	1	1	1	1	1	1	1	1	\$34,000
Retroreflectometer	-	-	-	-	-	-	-	1	1	1	1	1	1	1	1	\$21,000
Pressure washer	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	\$16,000
Hoist	-	-	-	-	-	-	-	1	1	1	1	1	1	1	1	\$12,000
GPS Units	-	-	-	-	1	1	1	1	1	1	1	1	1	1	1	\$24,000
Fuel tank	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	\$77,000
Diamond mower attachment	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	\$81,000
Salt Spreader (attachment)	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	\$23,000
Gas Power Washer	-	-	-	-	-	-	-	1	1	1	1	1	1	1	1	\$9,000
Post Driver	-	1	1	1	1	1	1	1	1	1	1	1	1	1	1	\$8,000
Chainsaws	2	2	2	2	2	2	2	3	3	3	3	3	3	3	3	\$1,000
Electronic Speed Board	-	-	-	-	-	-	1	1	1	1	1	1	1	1	1	\$10,000

**Township of West Lincoln
Service Standard Calculation Sheet**

Class of Service: Services Related to a Highway - Public Works Vehicles & Equipment
Unit Measure: No. of vehicles and equipment

Description	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024 Value (\$/Vehicle)
Portable Culvert Steamer	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	\$20,000
Snow Plow, Wings and Harness	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	\$51,000
Vemeer Brush Trip Chipper	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	\$61,000
Chev. Express Cargo van	1	1	1	1	1	1	-	-	-	-	-	-	-	-	-	\$67,000
2015 GMC Savana Cargo Van W	-	-	-	-	-	-	1	1	1	1	1	1	1	1	1	\$60,000
Total	53	53	53	54	57	59	60	64	64	68	70	70	72	71	71	

Population	13,534	13,652	13,837	13,959	14,001	14,133	14,253	14,500	14,796	14,996	15,092	15,242	15,453	15,581	15,645
Per Capita Standard	0.0039	0.0039	0.0038	0.0039	0.0041	0.0042	0.0042	0.0044	0.0043	0.0045	0.0046	0.0046	0.0047	0.0046	0.0045

15 Year Average	2009 to 2023
Quantity Standard	0.0043
Quality Standard	\$118,323
Service Standard	\$509

D.C. Amount (before deductions)	2051
Forecast Population	21,759
\$ per Capita	\$509
Eligible Amount	\$11,070,762

**Township of West Lincoln
Service Standard Calculation Sheet**

Service: Parkland Development
Unit Measure: Acres of Parkland

Description	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024 Value (\$/Acre)
Community Parks																
Wellandport Community Park	19.01	19.01	19.01	19.01	19.01	19.01	19.01	19.01	19.01	19.01	19.01	19.01	19.01	19.01	19.01	\$67,000
Caistor Community Park	8.96	8.96	8.96	8.96	8.96	8.96	8.96	8.96	8.96	8.96	8.96	8.96	8.96	8.96	8.96	\$127,000
West Lincoln Community Park	9.37	9.37	9.37	9.37	9.37	9.37	9.37	9.37	9.37	9.37	9.37	9.37	9.37	9.37	9.37	\$326,000
Silverdale Community Park	1.12	1.12	1.12	1.12	1.12	1.12	1.12	1.12	1.12	1.12	1.12	1.12	1.12	1.12	1.12	\$175,000
Urban Parks																
Rock Street	10.59	10.59	10.59	10.59	10.59	10.59	10.59	10.59	10.59	10.59	10.59	10.59	10.59	10.59	10.59	\$32,000
Hank MacDonald Park	0.91	0.91	0.91	0.91	0.91	0.91	0.91	0.91	0.91	0.91	0.91	0.91	0.91	0.91	0.91	\$219,000
Alma Park	3.05	3.05	3.05	3.05	3.05	3.05	3.05	3.05	3.05	3.05	3.05	3.05	3.05	3.05	3.05	\$105,000
Anastasio Park	1.30	1.30	1.30	1.30	1.30	1.30	1.30	1.30	1.30	1.30	1.30	1.30	1.30	1.30	1.30	\$202,000
Streamside Park	0.51	0.51	0.51	0.51	0.51	0.51	0.51	0.51	0.51	0.51	0.51	0.51	0.51	0.51	0.51	\$535,000
Harvest Gate Park	0.44	0.44	0.44	0.44	0.44	0.44	0.44	0.44	0.44	0.44	0.44	0.44	0.44	0.44	0.44	\$159,000
Dennis Dr Park	-	-	-	-	-	-	-	-	-	-	-	-	1.24	1.24	1.24	\$202,000
Township Parks																
Leisureplex	50.43	50.43	50.43	50.43	50.43	50.43	50.43	50.43	50.43	50.43	50.43	50.43	50.43	50.43	50.43	\$28,000
Roadside																
Twenty Park	2.76	2.76	2.76	2.76	2.76	2.76	2.76	2.76	2.76	2.76	2.76	2.76	2.76	2.76	2.76	\$53,000
Old Bridge Park	0.11	0.11	0.11	0.11	0.11	0.11	0.11	0.11	0.11	0.11	0.11	0.11	0.11	0.11	0.11	\$7,000
Smithville Square Parkette	-	-	-	-	-	-	-	-	-	-	0.22	0.22	0.22	0.22	0.22	\$103,000
Parkette -Murgatroyd	0.08	0.08	0.08	0.08	0.08	0.08	0.08	0.08	0.08	0.08	0.08	0.08	0.08	0.08	0.08	\$103,000
Total	108.64	108.64	108.64	108.64	108.64	108.64	108.64	108.64	108.64	108.64	108.86	108.86	110.10	110.10	110.10	

Population	13,534	13,652	13,837	13,959	14,001	14,133	14,253	14,500	14,796	14,996	15,092	15,242	15,453	15,581	15,645
Per Capita Standard	0.008	0.008	0.008	0.008	0.008	0.008	0.008	0.008	0.007	0.007	0.007	0.007	0.007	0.007	0.007

15 Year Average	2009 to 2023
Quantity Standard	0.0075
Quality Standard	\$80,188
Service Standard	\$601

D.C. Amount (before deductions)	10 Year
Forecast Population	7,119
\$ per Capita	\$601
Eligible Amount	\$4,281,438

**Township of West Lincoln
Service Standard Calculation Sheet**

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

Description	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024 Value (\$/item)
WLCC - Skatepark	-	-	-	-	-	-	-	-	-	-	1	1	1	1	1	\$680,000
WLCC - Splashpad	-	-	-	-	-	-	-	-	-	-	1	1	1	1	1	\$339,000
Baseball Diamonds with lights	7	7	7	7	7	7	7	7	7	5	5	5	5	5	5	\$448,000
Multi-Use Sportsfield	2	2	2	2	2	2	2	2	1	1	1	1	1	1	1	\$150,000
Soccer Field - Unlit	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	\$200,000
Soccer Field - Lit	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	\$450,000
Playground Equipment Large	9	9	9	9	9	9	9	9	9	9	9	9	10	10	10	\$180,000
Playground Equipment- Small	-	-	-	-	-	-	-	-	-	1	1	1	2	2	2	\$100,000
Bleachers	20	20	20	20	20	20	20	20	20	20	20	20	20	20	20	\$5,000
Tennis Courts - unlit	4	4	4	4	4	4	4	4	4	4	2	2	2	2	2	\$100,000
Smithville Parkette Furniture includes Shade Shelter	-	-	-	-	-	-	-	-	-	-	-	-	-	1	1	\$44,000
Leisureplex Pavillion	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1	\$235,000
West Lincoln Community Center- Bandshell	-	-	-	-	-	-	-	-	-	-	-	-	1	1	1	\$200,000
Total	52	52	52	52	52	52	52	52	51	50	50	50	53	54	55	

Population	13,534	13,652	13,837	13,959	14,001	14,133	14,253	14,500	14,796	14,996	15,092	15,242	15,453	15,581	15,645
Per Capita Standard	0.0038	0.0038	0.0038	0.0037	0.0037	0.0037	0.0036	0.0036	0.0034	0.0033	0.0033	0.0033	0.0034	0.0035	0.0035

15 Year Average	2009 to 2023
Quantity Standard	0.0036
Quality Standard	\$149,058
Service Standard	\$537

D.C. Amount (before deductions)	10 Year
Forecast Population	7,119
\$ per Capita	\$537
Eligible Amount	\$3,820,127

**Township of West Lincoln
Service Standard Calculation Sheet**

Service: Parkland Trails
Unit Measure: Linear Metres of Paths and Trails

Description	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024 Value (\$/ Linear Metre)
South Creek Trail	-	-	-	-	-	765	765	765	765	765	765	765	765	765	765	\$200
Leisureplex Trail	633	633	633	633	633	633	633	633	633	633	633	633	633	633	633	\$100
Murgatroyd Trail	200	200	200	200	200	200	200	200	200	200	200	200	200	200	200	\$300
West Lincoln Community Centre	-	-	-	-	-	-	-	-	-	-	270	270	270	270	270	\$300
Total	833	833	833	833	833	1,598	1,598	1,598	1,598	1,598	1,868	1,868	1,868	1,868	1,868	

Population	13,534	13,652	13,837	13,959	14,001	14,133	14,253	14,500	14,796	14,996	15,092	15,242	15,453	15,581	15,645
Per Capita Standard	0.06	0.06	0.06	0.06	0.06	0.11	0.11	0.11	0.11	0.11	0.12	0.12	0.12	0.12	0.12

15 Year Average	2009 to 2023
Quantity Standard	0.097
Quality Standard	\$175
Service Standard	\$17

D.C. Amount (before deductions)	10 Year
Forecast Population	7,119
\$ per Capita	\$17
Eligible Amount	\$121,379

**Township of West Lincoln
Service Standard Calculation Sheet**

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

Description	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024 Bld'g Value (\$/sq.ft.)	Value/sq.ft. with land, site works, etc.
Smithville Arena & Community Centre	31,635	31,635	31,635	31,635	31,635	31,635	31,635	31,635	31,635	31,635	-	-	-	-	-	\$280	\$330
West Lincoln Community Center- exclude library	-	-	-	-	-	-	-	-	-	-	-	57,951	57,951	57,951	57,951	\$600	\$725
Leisureplex (White Barn)	8,194	8,194	8,194	8,194	8,194	8,194	8,194	8,194	8,194	8,194	8,194	8,194	8,194	8,194	8,194	\$200	\$242
Leisureplex (Blue Barn)	1,750	1,750	1,750	1,750	1,750	1,750	1,750	1,750	1,750	1,750	1,750	1,750	1,750	1,750	1,750	\$200	\$242
Leisureplex Bathrooms	3,025	3,025	3,025	3,025	3,025	3,025	3,025	3,025	3,025	3,025	3,025	3,025	3,025	3,025	3,025	\$200	\$242
Silverdale Community Centre	1,653	1,653	1,653	1,653	1,653	1,653	1,653	1,653	1,653	1,653	1,653	1,653	1,653	1,653	1,653	\$450	\$518
Caistor Community Centre - Abingdon Hall	4,592	4,592	4,592	4,592	4,592	4,592	4,592	4,592	4,592	4,592	4,592	4,592	4,592	4,592	4,592	\$450	\$518
Caistor Ball Building (Concession & Storage)	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	\$200	\$200
Wellandport Community Centre (Excluding Library)	6,106	6,106	6,106	6,106	6,106	6,106	6,106	6,106	6,106	6,106	6,106	6,106	6,106	6,106	6,106	\$450	\$518
Greenhouse - Hank MacDonald Park	-	-	-	-	-	-	-	-	-	-	-	-	-	100	100	\$165	\$165
Building - Hank MacDonald Park	1,298	1,298	1,298	1,298	1,298	1,298	1,298	1,298	1,298	1,298	1,298	1,298	1,298	1,298	1,298	\$200	\$242
Total	59,253	59,253	59,253	59,253	59,253	59,253	59,253	59,253	59,253	59,253	85,569	85,569	85,569	85,669	85,669		

Population	13,534	13,652	13,837	13,959	14,001	14,133	14,253	14,500	14,796	14,996	15,092	15,242	15,453	15,581	15,645
Per Capita Standard	4.38	4.34	4.28	4.24	4.23	4.19	4.16	4.09	4.00	3.95	5.67	5.61	5.54	5.50	5.48

15 Year Average	2009 to 2023
Quantity Standard	4.64
Quality Standard	\$451
Service Standard	\$2,092

D.C. Amount (before deductions)	10 Year
Forecast Population	7,119
\$ per Capita	\$2,092
Eligible Amount	\$14,895,440

**Township of West Lincoln
Service Standard Calculation Sheet**

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

Description	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024 Value (\$/Item)
Pick-up Trucks	2	2	3	3	3	4	4	4	4	3	4	4	4	3	3	\$49,000
Mower	4	5	5	5	6	6	5	5	6	7	6	5	5	6	6	\$23,000
Mower-Large	-	-	-	1	1	1	1	1	1	1	1	2	2	2	2	\$82,500
Tractor	2	2	2	2	2	2	1	2	2	2	1	1	1	1	1	\$55,000
Kubota Tractor	1	1	1	1	1	1	1	1	1	1	-	-	-	-	-	\$118,000
Pick-up Truck One-Ton	1	1	1	1	1	1	-	-	-	-	-	-	-	-	-	\$76,000
Ice Resurfacers	2	2	2	2	2	2	2	3	2	1	1	1	1	1	1	\$200,000
Cleaning Machine	1	1	1	1	1	1	1	1	1	2	3	3	3	3	3	\$8,000
Baseball Groomer	-	-	-	-	-	-	-	-	2	2	2	2	2	2	2	\$10,000
Trailer	1	1	1	1	1	1	1	1	1	2	2	2	2	2	2	\$8,000
2015 Top Dresser	-	-	-	-	-	-	1	1	1	1	1	1	1	1	1	\$31,000
Split Seeder Unit	-	-	1	1	1	1	1	1	1	1	1	1	1	1	1	\$11,000
Infr. Red Ice Temp Controller	-	-	-	-	1	1	1	1	1	1	1	1	1	1	1	\$12,000
Floor Sweeper AR71001	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	\$121,000
Turf Edger	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	\$79,000
2012 Kubota Gator Vehicle	-	-	-	1	1	1	1	1	1	1	1	1	1	1	1	\$22,000
Misc. Parks Equipment	-	-	-	-	-	-	-	-	-	1	2	3	4	5	5	\$8,000
Misc. Recreation Program Equipment	-	-	-	-	-	-	-	-	1	1	1	2	2	3	3	\$10,000
Smithville Parkette Furniture														1	1	\$40,000
Total	16	17	19	21	23	24	22	24	27	29	29	31	32	35	35	

Population	13,534	13,652	13,837	13,959	14,001	14,133	14,253	14,500	14,796	14,996	15,092	15,242	15,453	15,581	15,645
Per Capita Standard	0.0012	0.0012	0.0014	0.0015	0.0016	0.0017	0.0015	0.0017	0.0018	0.0019	0.0019	0.0020	0.0021	0.0022	0.0022

15 Year Average	2009 to 2023
Quantity Standard	0.0017
Quality Standard	\$49,453
Service Standard	\$84

D.C. Amount (before deductions)	10 Year
Forecast Population	7,119
\$ per Capita	\$84
Eligible Amount	\$598,494

**Township of West Lincoln
Service Standard Calculation Sheet**

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

Description	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024 Bld'g Value (\$/sq.ft.)	Value/sq.ft. with land, site works, etc.
Smithville Branch	2,600	2,600	2,600	2,600	2,600	2,600	2,600	2,600	2,600	13,099	13,099	13,099	13,099	13,099	13,099	\$600	\$600
Caistor Library Branch	3,252	3,252	3,252	3,252	3,252	3,252	3,252	3,252	3,252	3,252	3,252	3,252	3,252	3,252	3,252	\$500	\$796
Wellandport Library Branch	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	3,000	3,000	3,000	3,000	3,000	3,000	\$600	\$746
Total	6,852	6,852	6,852	6,852	6,852	6,852	6,852	6,852	6,852	19,351	19,351	19,351	19,351	19,351	19,351		

Population	13,534	13,652	13,837	13,959	14,001	14,133	14,253	14,500	14,796	14,996	15,092	15,242	15,453	15,581	15,645
Per Capita Standard	0.51	0.50	0.50	0.49	0.49	0.48	0.48	0.47	0.46	1.29	1.28	1.27	1.25	1.24	1.24

15 Year Average	2009 to 2023
Quantity Standard	0.7972
Quality Standard	\$677
Service Standard	\$540

D.C. Amount (before deductions)	10 Year
Forecast Population	7,119
\$ per Capita	\$540
Eligible Amount	\$3,842,907

**Township of West Lincoln
Service Standard Calculation Sheet**

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

Description	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024 Value (\$/item)
Books	52,842	52,842	52,842	50,558	52,000	44,088	45,780	41,389	38,612	38,612	33,701	35,154	38,612	36,604	37,956	\$40
References	121	121	121	125	130	314	398	260	260	260	-	-	-	-	-	\$40
Periodicals	91	91	91	102	103	68	74	68	64	64	48	42	59	41	41	\$220
Overdrive Subscription* - E-Books, E-Audio, E-Magazine	-	-	1	1	1	1	1	1	1	1	1	1	1	1	1	\$58,000
Electronic Media	295	295	295	2,010	2,400	3,939	4,301	4,180	4,368	4,368	4,465	4,769	5,416	5,176	5,219	\$60
3D Printer	-	-	-	-	-	-	-	-	-	-	-	-	-	1	1	\$3,400
Database subscriptions	32	27	13	13	18	18	18	-	-	-	-	1	1	1	1	\$430
WiFi Hotspot Lending	-	-	-	-	-	-	-	-	-	-	-	-	4	4	4	\$225
Virtual Reality Headsets	-	-	-	-	-	-	-	-	-	-	-	1	1	1	2	\$475
Nintendo Switch	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1	\$450
Internet Access Stations	16	16	16	16	16	11	11	11	11	11	14	14	14	14	14	\$1,500
Catalogue Access Points (OPAC search)	2	2	2	2	2	-	-	-	1	4	4	5	5	5	5	\$1,880
Cricut	-	-	-	-	-	-	-	-	-	-	-	-	-	3	3	\$525
Sewing Machine	-	-	-	-	-	-	-	-	-	-	-	-	-	1	1	\$390
Embroidery Machine	-	-	-	-	-	-	-	-	-	-	-	-	-	1	1	\$660
Public Access Laptops	-	-	-	-	-	2	2	7	7	6	6	6	10	15	16	\$600
Vinyl Converter	-	-	-	-	-	-	-	-	-	1	1	1	1	1	1	\$150
Public access tablets	-	-	-	-	-	-	-	-	2	2	2	2	2	2	2	\$550
Children's Computers	-	-	-	-	-	-	-	-	-	1	2	2	2	2	2	\$3,590
Conference Room Equipment - Owl	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1	\$1,620
Robotics Equipment - Sphero, Mindstorm, Ozobots, LittleBits	-	-	-	-	-	-	-	5	8	8	8	8	9	9	9	\$265
Total	53,399	53,394	53,381	52,827	54,670	48,441	50,585	45,921	43,334	43,338	38,252	40,006	44,137	41,882	43,281	

Population	13,534	13,652	13,837	13,959	14,001	14,133	14,253	14,500	14,796	14,996	15,092	15,242	15,453	15,581	15,645
Per Capita Standard	3.95	3.91	3.86	3.78	3.90	3.43	3.55	3.17	2.93	2.89	2.53	2.62	2.86	2.69	2.77

15 Year Average	2009 to 2023
Quantity Standard	3.2557
Quality Standard	\$44
Service Standard	\$142

D.C. Amount (before deductions)	10 Year
Forecast Population	7,119
\$ per Capita	\$142
Eligible Amount	\$1,008,264

Appendix C

Long-Term Capital and Operating Cost Examination

Appendix C: Long-Term Capital and Operating Cost Examination

Township of West Lincoln

Annual Capital and Operating Cost Impact

As a requirement of the *Development Charges Act, 1997*, as amended, 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 development charge. As part of this analysis, it was deemed necessary to isolate the incremental operating expenditures directly associated with these capital projects, factor in cost savings attributable to economies of scale or cost sharing where applicable and prorate the cost on a per unit basis (i.e., sq.ft. of building space, per vehicle, etc.). This was undertaken through a review of the Township's approved 2022 Financial Information Return (F.I.R.).

In addition to the operational impacts, over time the initial capital projects will require replacement. This replacement of capital is often referred to as lifecycle cost. By definition, lifecycle costs are all the costs 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. The following factors were utilized to calculate the annual replacement cost of the capital projects (annual contribution = factor X capital asset cost) and are based on an annual growth rate of 2% (net of inflation) over the average useful life of the asset:

Table C-1
Township of West Lincoln
Lifecycle Cost Factors and Average Useful Lives

Asset	Lifecycle Cost Factors	
	Average Useful Life	Factor
Water and Wastewater Infrastructure	80	0.005160705
Facilities	50	0.01182321
Services Related to a Highway	50	0.01182321
Parkland Development	40	0.016555748
Vehicles	15	0.057825472
Small Equipment & Gear	10	0.091326528
Library Materials	10	0.091326528

Table C-2 depicts the annual operating impact resulting from the proposed gross capital projects at the time they are all in place. It is important to note that, while Township program expenditures will increase with growth in population, the costs associated with the new infrastructure (i.e., facilities) would be delayed until the time these works are in place.

Table C-2
Township of West Lincoln
Operating and Capital Expenditure Impacts for Future Capital Expenditures

SERVICE/CLASS OF SERVICE	GROSS COST LESS BENEFIT TO EXISTING	ANNUAL LIFECYCLE EXPENDITURES	ANNUAL OPERATING EXPENDITURES	TOTAL ANNUAL EXPENDITURES
1. Wastewater Services				
1.1 Sewers	44,915,373	1,300,153	2,931,436	4,231,589
2. Water Services				
2.1 Treatment, storage and distribution systems	2,217,607	76,485	2,610,272	2,686,757
3. Services Related to a Highway				
3.1 Roads and Related	151,929,901	3,248,171	4,847,869	8,096,040
3.2 Public Works Facilities and Fleet	10,940,000	587,794	349,080	936,874
4. Fire Protection Services				
4.1 Fire facilities, vehicles & equipment	8,801,298	401,253	541,066	942,319
5. Parks and Recreation Services				
5.1 Park development, amenities, trails, facilities, vehicles, and equipment	19,793,880	479,429	1,092,073	1,571,502
6. Library Services				
6.1 Library facilities, materials and vehicles	2,940,605	103,500	332,002	435,502
7. Stormwater Services				
7.1 Stormwater	61,510	-	-	-
Total	241,600,174	6,196,785	12,703,798	18,900,583

Appendix D

D.C. Reserve Fund Policy

Appendix D: D.C. Reserve Fund Policy

D.1 Legislative Requirements

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

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

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

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

- opening balance;
- closing balance;

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

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

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

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

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

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

The services currently prescribed are water, wastewater, and services related to a highway. Therefore, as of 2023, a municipality shall spend or allocate at least 60 percent of the monies in the reserve fund at the beginning of the year. There are generally two (2) ways in which a municipality may approach this requirement:

- a) Include a schedule as part of the annual treasurer's statement; or
- b) Incorporate the information into the annual budgeting process.

Based upon the above, Figure 1 and Attachments 1 and 2, set out the format for which annual reporting to Council should be provided. Attachment 3 provides for the schedule for allocating reserve fund balances to projects.

D.2 D.C. Reserve Fund Application

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

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

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

Figure D-1
Township of West Lincoln
Annual Treasurer's Statement of Development Charge Reserve Funds

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

¹ Source of funds used to repay the D.C. reserve fund

² See Attachment 1 for details

³ See Attachment 2 for details

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

Figure D-2a
Township of West Lincoln
Attachment 1
Annual Treasurer's Statement of Development Charge Reserve Funds
Amount Transferred to Capital (or Other) Funds – Capital Fund Transactions

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

Figure D-2b
Township of West Lincoln
Attachment 1
Annual Treasurer's Statement of Development Charge Reserve Funds
Amount Transferred to Capital (or Other) Funds – Operating Fund Transactions

Operating Fund Transactions	Annual Debt Repayment Amount	D.C. Reserve Fund Draw		Post D.C. Forecast Period			Non-D.C. Recoverable Cost Share		
		Principal	Interest	Principal	Interest	Source	Principal	Interest	Source
<u>Services Related to a Highway</u>									
Capital Cost J									
Capital Cost K									
Capital Cost L									
Sub-Total - Services Related to a Highway	\$0	\$0	\$0	\$0	\$0		\$0	\$0	
<u>Water Services</u>									
Capital Cost M									
Capital Cost N									
Capital Cost O									
Sub-Total - Water	\$0	\$0	\$0	\$0	\$0		\$0	\$0	
<u>Wastewater Services</u>									
Capital Cost P									
Capital Cost Q									
Capital Cost R									
Sub-Total - Wastewater	\$0	\$0	\$0	\$0	\$0		\$0	\$0	

Figure D-3
Township of West Lincoln
Attachment 2
Annual Treasurer's Statement of Development Charge Reserve Funds
Statement of Credit Holder Transactions

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

Figure D-4
Township of West Lincoln
Attachment 3
Annual Treasurer's Statement of Development Charge Reserve Funds
Statement of Reserve Fund Balance Allocations

Service:	Water
Balance in Reserve Fund at Beginning of Year:	
60% of Balance to be Allocated (at a minimum):	

Projects to Which Funds Will be Allocated

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

Service:	Wastewater
Balance in Reserve Fund at Beginning of Year:	
60% of Balance to be Allocated (at a minimum):	

Projects to Which Funds Will be Allocated

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

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

Projects to Which Funds Will be Allocated

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

Appendix E

Local Service Policy

Appendix E: Local Service Policy

Township of West Lincoln

Recommended General Policy Guidelines on Development Charge and Local Service Funding for Road-related, Stormwater Management, Parkland Development, Water, and Sanitary Sewer Works

The following guidelines set out in general terms the size and nature of engineered infrastructure that is included in the study as a development charge project versus infrastructure that is considered as a local service, to be emplaced separately by landowners, pursuant to a development agreement.

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

SERVICES RELATED TO A HIGHWAY

A highway and services related to a highway are intended for the transportation of people and goods via many different modes including, but not limited to passenger automobiles, commercial vehicles, transit vehicles, bicycles and pedestrians. The highway shall consist of all land and associated infrastructure built to support (or service) this movement of people and goods regardless of the mode of transportation employed, thereby achieving a complete street. A complete street is the concept whereby a highway is planned, designed, operated and maintained to enable pedestrians, cyclists, public transit users and motorists to safely and comfortably be moved, thereby allowing for the efficient movement of persons and goods.

The associated infrastructure to achieve this concept shall include, but is not limited to: road pavement structure and curbs; grade separation/bridge structures (for any vehicles, railways and/or pedestrians); grading, drainage and retaining wall features; culvert structures; storm water drainage systems; utilities; traffic control systems; signage; gateway features; street furniture; active transportation facilities (e.g.,

sidewalks, bike lanes, multi-use trails which interconnect the transportation network, etc.); transit lanes & lay-bys; roadway illumination systems; boulevard and median surfaces (e.g., sod & topsoil, paving, etc.); street trees and landscaping; parking lanes & lay-bys; (excluding on-street parking in the downtown) and driveway entrances; noise attenuation systems; railings and safety barriers.

For the purposes of interpreting this section, the following definitions will be used:

Arterial roads are intended to carry medium to large volumes of all types of traffic moving at medium speeds. These roads serve the major traffic flows between the principal areas of traffic generation. Right-of-way widths shall be 25 metres.

Collector roads are designed for the movement of light to moderate volumes of local traffic, at moderate speeds, to arterial roads or for the distribution of traffic to local roads. Right-of-way widths shall be 22 metres.

Local roads are designed to accommodate low volumes of traffic traveling at low speeds. They provide primarily for land access to abutting properties and shall be designed to discourage the movement of through traffic. Right-of-way widths shall be 20 metres.

1. Roads (including Structures)

- I. New collector roads internal to a development are a direct developer responsibility through local service provisions (section 59 of D.C.A.), unless identified as a DC project.
- II. New, widened, extended or upgraded, arterial and collector roads external to a development are considered to be development charge projects.
- III. New collector roads external to a development, but primarily acting as a connection serving a development, are a direct developer responsibility through local service provisions (section 59 of D.C.A.).
- IV. New local roads internal to a development are a direct developer responsibility through local service provisions (section 59 of D.C.A.).

- V. Widened, extended or upgraded local roads external to a development, but primarily acting as a connection servicing a development, are a direct developer responsibility through local service provisions (section 59 of D.C.A.).

2. Traffic Control Systems, Signals and Intersection Improvements

- I. On new arterial roads and for arterial road improvements, unrelated to a specific development: included as part of road costing funded through development charges.
- II. On non-arterial roads, or for any private site entrances or entrances to a specific development: a direct developer responsibility through local service provisions (section 59 of D.C.A.).
- III. On arterial, collector or local road intersections with Regional roads: a Regional responsibility included in Regional development charges.
- IV. Intersection improvements, new or modified signalization, signal timing & optimization plans, area traffic studies for highways attributed to growth and unrelated to a specific development are included in D.C. calculation as permitted under subsection 5 (1) of the D.C.A.

3. Streetlights

- I. Streetlights on new arterial roads and for arterial road improvements: considered part of the complete street and included as part of the road costing funded through development charges or in exceptional circumstances, may be a direct developer responsibility through local service provisions (section 59 of D.C.A.).
- II. Streetlights on new non-arterial roads internal to development: considered part of the complete street and included as a direct developer responsibility through local service provisions (section 59 of D.C.A.).
- III. Streetlights on new non-arterial roads external to development, needed to support a specific development or required to link with the area to which the plan relates: considered part of the complete street and included as a direct developer responsibility through local service provisions (section 59 of D.C.A.).

- IV. Streetlights on new, widened, extended or upgraded non-arterial roads external to a development are considered to be development charge projects.

4. Transportation Related Pedestrian and Cycling Facilities

- I. Sidewalks, multi-use trails, cycle tracks, and bike lanes, inclusive of all required infrastructure, located within arterial roads and Regional roads: considered part of the complete street and included in D.C.s, or, in exceptional circumstances, may be direct developer responsibility through local service provisions (section 59 of D.C.A.).
- II. Sidewalks, multi-use trails, cycle tracks, and bike lanes, inclusive of all required infrastructure, located within or linking to non-arterial road corridors internal to development: considered part of the complete street and is a direct developer responsibility through local service provisions (section 59 of D.C.A.).
- III. Other sidewalks, multi-use trails, cycle tracks, and bike lanes, inclusive of all required infrastructure, located within non-arterial road corridors external to development and needed to support a specific development or required to link with the area to which the plan relates: direct developer responsibility through local service provisions (section 59 of D.C.A.).
- IV. Multi-use trails (not associated with a road) and pedestrian bridges, inclusive of all land and required infrastructure, that go beyond the function of a (parkland) recreational trail and form part of the municipality's active transportation network for cycling and/or walking that are external to development: included in D.C.s.
- V. Multi-use trails (not associated with a road), inclusive of all land and required infrastructure, that go beyond the function of a (parkland) recreational trail and form part of the municipality's active transportation network for cycling and/or walking that are internal to development: direct developer responsibility through local service provisions (section 59 of D.C.A.).

5. Transit Lanes and Lay-bys

- I. Transit lanes and lay-bys located within municipal arterial and regional road corridors: considered part of the complete street and included in development charges.

- II. Transit lanes and lay-bys located within non-arterial road corridors internal to development: considered part of the complete street and direct developer responsibility through local service provisions (section 59 of D.C.A.).
- III. Transit lanes and lay-bys located within non-arterial road corridors external to development and needed to support a specific development or required to link with the area to which the plan relates: direct developer responsibility through local service provisions (section 59 of D.C.A.).

6. Transit Bus Stops and Amenities

- I. Transit bus stops and amenities internal to development: direct developer responsibility through local service provisions (section 59 of D.C.A.).
- II. Transit bus stops and amenities on arterial roads: included in the Region's Transit D.C.s consistent with D.C.A., subsection 5 (1).

7. Noise Abatement Measures

- I. Noise abatement measure internal and external to a development where it is related to, or a requirement of a specific development: direct developer responsibility through local service provisions (section 59 of D.C.A.).
- II. Noise abatement measures on new arterial roads and arterial road improvements abutting an existing community and unrelated to a specific development: included as part of the road costing funded through development charges.

LAND ACQUISITION FOR ROADS

8. Road Allowances

- I. Land acquisition for arterial or collector roads, to the widths required according to the approved engineering standards, is primarily provided by dedications under the *Planning Act*. In areas where limited or no development is anticipated, and direct dedication is unlikely, the land acquisition is considered to be part of the capital cost of the related development charge project.

9. Grade Separations

- I. Land acquisition for Grade Separations (beyond normal dedication requirements) is considered to be part of the capital cost of the related development charge project.

PARKLAND DEVELOPMENT

10. Parkland

- I. Parkland development: direct developer responsibility to provide at base condition, as defined in the Township's Parks Standards, as a local service provision (section 59 of D.C.A.).
- II. Program facilities, amenities, and furniture within the parkland are included in development charges.

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

- I. The cost of developing all landscape buffer blocks, landscape features, cul-de-sac islands, berms, grade transition areas, walkway connections to adjacent arterial and collector roads, open space and other remnant pieces of land conveyed to the municipality shall be a direct developer responsibility as a local service provision (section 59 of D.C.A.). Such costs include but are not limited to:
 - pre-grading, sodding or seeding, supply and installation of topsoil, (to the municipality's required depth), landscape features, perimeter fencing and amenities and all planting.
 - Perimeter fencing to the municipal standard located on the public property side of the property line to adjacent land uses (such as but not limited to arterial roads) as directed by the municipality.

WATER

12. Watermains

- I. Watermains internal to the development are considered to be a local service unless the Township requests a watermain be oversized, in which case the oversizing is a development charge project.
- II. External watermains of any size required by a development to connect to an existing local trunk main are considered to be the developer's local service responsibility.
- III. Watermains of any size required to connect a development charge eligible pumping station or reservoir to the supply network are considered to be development charge projects.
- IV. Providing new underground services or upgrading existing underground services external to the development if the services are required to service the development, and if the pipe sizes do not exceed 300 mm, are considered to be the developer's local service responsibility.

13. Fire Protection Reservoirs

- I. New or expanded fire protection reservoirs required for a development are a direct developer responsibility.

WASTEWATER

14. Sanitary Sewers

- I. Sanitary Sewers internal to the development are considered to be a local service, unless the Township requests a sewer be oversized, in which case the oversizing is a development charge project.
- II. Sanitary Sewers of any size required by a development to connect to an existing local trunk main are considered to be the developer's responsibility.
- III. Providing new underground services or upgrading existing underground services external to the development if the services are required to service the

development are considered to be the developer's local service responsibility, unless identified as a DC project.

15. Pumping Stations

- I. New or expanded pumping stations internal or external to a development, that are fed by sanitary sewers and service more than one development may be considered a cost sharing item between those developments or included in the D.C. to the extent permitted by the D.C.A.
- II. New or expanded private pumping stations fed by sanitary sewers that do not qualify as a development charge project are the responsibility of the developer.
- III. Where required, land acquisition for Pumping Stations that are development charges projects, to the size required by the design of the facility, is to be provided by the developer as part of the development approval process. The market value of the land is considered to be part of the capital cost of the related development charge project.

STORMWATER MANAGEMENT

16. Stormwater Management Facilities

- I. The cost of all local stormwater management facilities internal to a development including all associated features such as landscaping and fencing, are considered to be a local service under the D.C.A.
- II. Local stormwater management facilities would typically include:
 - Stormwater management facilities servicing local drainage areas;
 - Storm sewer oversizing associated with local drainage areas; and
 - New storm sewer works or upgrading existing storm sewer works external to the development required to support the development.
- III. Erosion works, inclusive of all restoration requirements, related to a development application: direct developer responsibility through local service provisions (section 59 of D.C.A.).

- IV. Storm sewer systems and drainage works that are required for a specific development, either internal or external to the area to which the plan relates: direct developer responsibility through local service provisions (section 59 of D.C.A.).

Appendix F

Asset Management Plan

Appendix F: Asset Management Plan

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

“The asset management plan shall,

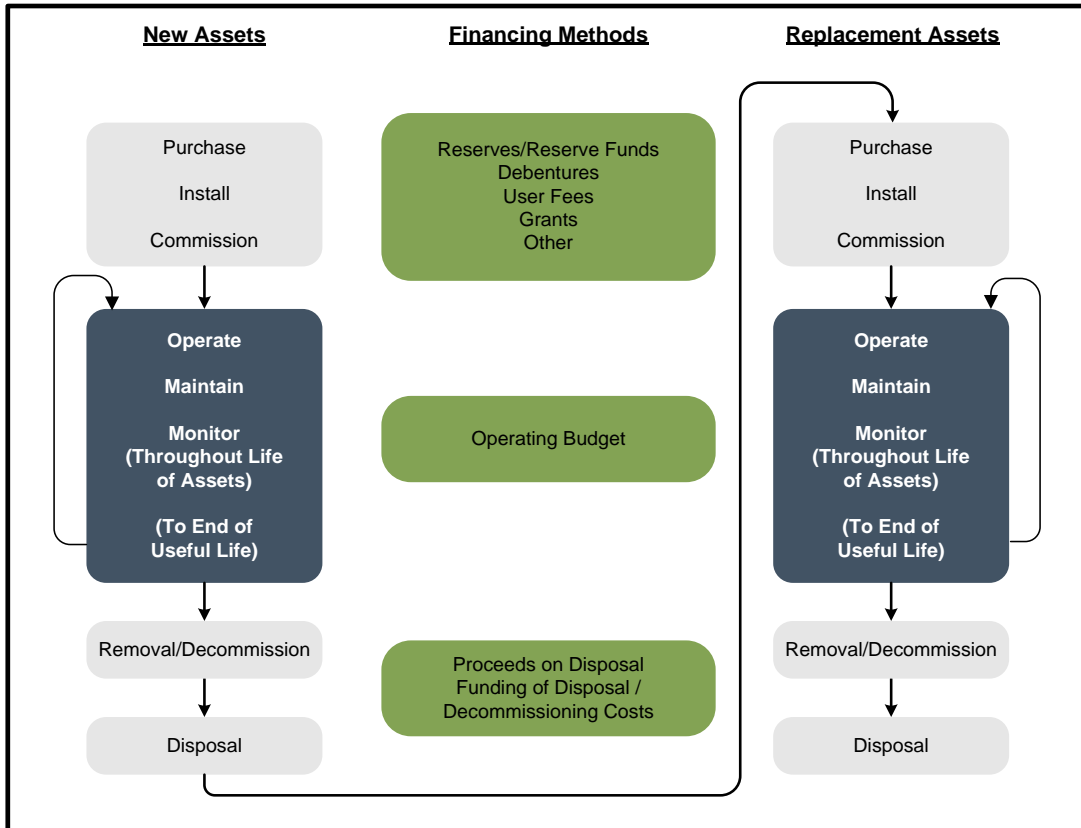
- (a) deal with all assets whose capital costs are proposed to be funded under the development charge by-law;
- (b) demonstrate that all the assets mentioned in clause (a) are financially sustainable over their full life cycle;
- (c) contain any other information that is prescribed; and
- (d) be prepared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

In regard to the above, section 8 of the regulations was amended to include subsections (2), (3), and (4) which set out specific detailed requirements for transit (only). For all services except transit, there are no prescribed requirements at this time, thus requiring the municipality to define the approach to include in the background study.

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

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

the D.C.A. requires that the D.C. background study include information to show the assets to be funded by the D.C. are sustainable over their full lifecycle.



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

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

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

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

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

Commensurate with the above, the Township prepared an A.M.P. in 2021 for its existing assets; however, it did not take into account future growth-related assets for all services included in the D.C. calculations. As a result, the asset management requirement for the D.C. must be undertaken in the absence of this information.

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

1. The non-D.C. recoverable portion of the projects that will require financing from municipal financial resources (i.e., taxation, rates, fees, etc.). This amount has been presented on an annual debt charge amount based on 20-year financing.
2. Lifecycle costs for the 2024 D.C. capital works have been presented based on a sinking fund basis. The assets have been considered over their estimated useful lives.
3. Incremental operating costs for the D.C. services (only) have been included.
4. The resultant total annualized expenditures are approximately \$22.4 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 approximately \$6.6 million. This amount, totaled with the existing operating revenues of approximately \$20.4 million, provides annual revenues of approximately \$26.9 million by the end of the period.

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

Township of West Lincoln
Asset Management – Future Expenditures and Associated Revenues
2024\$

	2051 (Total)
Expenditures (Annualized)	
Annual Debt Payment on Non-Growth Related Capital ¹	3,146,760
Annual Debt Payment on Post Period Capital ²	360,219
Annual Lifecycle	\$6,196,785
Incremental Operating Costs (for D.C. Services)	\$12,703,798
Total Expenditures	\$22,407,562
Revenue (Annualized)	
Total Existing Revenue ³	\$20,384,229
Incremental Tax and Non-Tax Revenue (User Fees, Fines, Licences, etc.)	\$6,570,497
Total Revenues	\$26,954,726

¹ Non-Growth Related component of Projects

² Interim Debt Financing for Post Period Benefit

³ As per Sch. 10 of FIR

Appendix G

Proposed Development Charges By-law

Appendix G: Proposed Development Charges By-law

THE CORPORATION OF THE TOWNSHIP OF WEST LINCOLN

BY-LAW _____

A BY-LAW FOR THE IMPOSITION OF DEVELOPMENT CHARGES

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

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 West Lincoln 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 Charges Background Study dated May 13, 2024, has been completed in accordance with the Act;

AND WHEREAS the Council of The Corporation of the Township of West Lincoln has given notice of and held a public meeting on May 27, 2024 in accordance with the Act and the regulations thereto;

NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE TOWNSHIP OF WEST LINCOLN ENACTS AS FOLLOWS:

1. INTERPRETATION

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

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

“Accessory use” means a use of land, building, or structures, which is incidental and subordinate to the principal use of the lands, buildings or structures;

“Affordable Residential Unit” means a Dwelling Unit that meets the criteria set out in subsection 4.1 (2) or 4.1(3) of the Act.

“Agricultural use” means use or intended use for bona fide farming purposes where the proposed development will qualify as a farm business operating with a valid Farm Business Registration Number issued by the Ontario Ministry of Agriculture, Food and Rural Affairs;

- (a) including (but not limited to):
- (i) barns, silos, and implement/agricultural storage buildings;
 - (ii) cultivation of crops, whether on open land or in greenhouses, including (but not limited to) fruit, vegetables, herbs, grains, field crops, sod, trees, shrubs, flowers, and ornamental plants;
 - (iii) agricultural raising of animals, including (but not limited to) cattle, horses, pigs, poultry, livestock, fish;
 - (iv) animal husbandry, dairying, equestrian activities, horticulture, fallowing, pasturing, and market gardening; and
 - (v) bunk houses.
- (b) but excluding:
- (i) retail sales activities; including but not limited to restaurants, banquet facilities, hospitality facilities and gift shops;
 - (ii) services related to grooming, boarding or breeding of household pets;
 - (iii) marijuana growing (including the greenhouse), processing, or production facilities; and
 - (iv) residential buildings.

“Apartment unit” means any residential unit within a building containing more than four dwelling units where the units are connected by an interior corridor but does not include a special care/special need dwelling unit/room or, dormitories;

“Attainable Residential Unit” means a Dwelling Unit that meets the criteria set out in subsection 4.1(4) of the Act.

“Back-to-back townhouse dwelling” means a building containing more than two dwelling units separated vertically by a common wall, including a rear common wall that do not have rear yards;

“Bedroom” means a habitable room larger than eight square metres, including a den, study, or other similar area, but does not include a living room, dining room, kitchen or bathroom;

“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;

“Bunk house” means a building accessory to a permitted agricultural use containing kitchen and bathroom facilities and sleeping accommodation in individual or combination rooms for seasonal workers directly employed by the permitted use;

“Calculation date” means the date on which the first building permit is issued by the Township;

“Capital cost” shall have the same meaning as described in Section 5 of the *Development Charges Act, 1997*, as amended.

“Class” means a grouping of services combined to create a single service for the purposes of this By-law and as provided in Section 7 of the *Development Charges Act*.

“Commercial” means any use of land, structures or buildings for the purposes of buying or selling commodities and services, but does not include industrial, institutional or agricultural uses as defined herein, but does include hotels,

motels, motor inns and boarding, lodging and rooming houses, and self-storage facilities;

“Council” means the Council of the Township of West Lincoln;

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

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

“Dwelling unit” means any part of a building or structure used, designed or intended to be used by one or more persons as a residence which has access to culinary and sanitary facilities;

“Existing industrial building” has the same meaning as in O. Reg. 82/98;

“Garden suite” means a one-unit detached, temporary residential structure, containing culinary and sanitary facilities that is ancillary to an existing residential structure and that is designed to be temporary;

“Grade” means the average level of finished ground adjoining a building or structure at all exterior walls;

“Gross floor area” means the total area of all floors measured between the outside of exterior walls, virtual walls or between the outside surfaces of exterior walls or virtual walls and the centre line of party walls dividing the building from another building of all floors and mezzanines, above and below the average level of finished ground adjoining the building at its exterior walls;

“Industrial use” means land, buildings, or structures used or designed for or in connection with manufacturing by:

- (a) manufacturing, producing or processing goods for a commercial purpose, as well as storing and/or distribution of goods manufactured, produced or processed on site;

- (b) research or development in connection with manufacturing, producing or processing of goods for a commercial purpose;
- (c) storage of anything used or produced in manufacturing producing or processing by the manufacturer, producer or processor at the site where the manufacturing, producing or processing takes place;
- (d) retail sales by a manufacturer producer or processor of goods they manufactured, produced or processed, if the retail sales are at a site where manufacturing, production or processing takes place;
- (e) office or administrative use if it
 - (i) is carried out with respect to manufacturing, producing, processing, storage or distributing of something; and;
 - (ii) in or attached to the building or structure used for that manufacturing, producing, processing, storage or distribution;
- (f) but excluding:
 - (i) self-storage facilities.

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

- (a) as a long-term care home within the meaning of subsection 2(1) of the Fixing Long-Term Care Act, 2021, S.O. 2021, c. 39, Sched. 1 (“Fixing Long-Term Care Act”);
- (b) as a retirement home within the meaning of subsection 2(1) of the Retirement Homes Act, 2010, S.O. 2010, c. 11
- (c) by any of the following post-secondary institutions for the objects of the institution:
 - (i) a university in Ontario that receives direct, regular, and ongoing operating funding from the Government of Ontario,

- (ii) a college or university federated or affiliated with a university described in subclause (i), or
- (iii) an Indigenous Institute prescribed for the purposes of section 6 of the Indigenous Institutes Act, 2017, S.O. 2017, c. 34, Sched. 20;

“Interest rate” means the annual rate of interest as set out in section 26.3 of the Act.

“Live/work unit” means a unit which contains separate residential and non-residential areas intended for both residential and non-residential uses concurrently, and shares a common wall or floor with direct access between the residential and non-residential areas;

“Local Board” has the same meaning as in the Act;

“Local services” means those services, facilities or things which are under the jurisdiction of the Township of West Lincoln 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;

“Marijuana production facilities” means a building used, designed or intended for growth, producing, testing, destroying, storing or distribution, excluding retail sales, of medical marijuana or cannabis authorized by a license issued by the federal Minister of Health pursuant to section 25 of the Marijuana for Medical Purposes Regulations, SOR/2013-119, under the Controlled Drugs and Substances Act, S.C. 1996, c.19.

“Mezzanine” means an intermediate floor assembly between the floor and ceiling of any room or storey and includes an interior balcony;

“Multiple dwellings” means all dwellings other than single-detached, semi-detached and apartment unit dwellings or a dwelling room, including, but not limited to, row dwellings, multiplex, back-to-back townhouse dwelling, and the residential component of live/work units;

“Municipality” means the Corporation of the Township of West Lincoln;

“Non-profit housing development” means Development of a building or structure that meets the criteria set out in section 4.2 of the Act.

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

“Official Plan” means the Official Plan adopted 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 owned by a church for religious organization 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;

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

“Residential building” means a building used exclusively for residential use, including but not limited to a single detached dwelling, a semi-detached dwelling, a row dwelling, stacked townhouse dwelling back-to-back townhouse dwelling, a multiplex dwelling, an apartment dwelling, a dwelling room; or the residential component of a live/work unit;

“Row dwelling” means a residential building containing three or more attached dwelling units separated by vertical division, each of which units has a separate entrance to grade;

“Rural area” means those areas within the Municipality not shown as being within the urban boundary in schedule C of this by-law;

“Semi-detached dwelling” means a dwelling unit in a residential building Consisting of two dwelling units separated by vertical division each of which units has a separate entrance to grade;

“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 Municipality relative to the provision of municipal services to specified land within the Municipality;

“Single detached dwelling unit” means a residential building containing one dwelling unit and not attached to another structure. Where it is attached to another structure by footings or below grade walls only, it shall be considered a single detached dwelling for the purposes of this By-law;

"Special care facilities" means lands, buildings or structures used or designed or intended for uses for the purpose of providing supervision, nursing care or medical treatment, which do not comprise dwelling units, that are licensed, approved or supervised under any special or general statute, and excludes the special care/special dwelling portions of the building.

"Special care/special dwelling" means a residential portion of a special care facilities building containing two or more dwelling units, which units have a common entrance from street level:

- (a) Where the occupants have the right to use in common, halls, stairs, yards, common rooms, and accessory buildings;
- (b) Which may or may not have exclusive sanitary and/or culinary facilities;
- (c) That is designed to accommodate persons with specific needs, including, but not limited to, independent permanent living arrangements;
- (d) Where support services such as meal preparation, grocery shopping, laundry, housekeeping, nursing, respite care and attendant services are provided at various levels; and
- (e) Includes, but is not limited to, retirement houses or lodges, nursing homes, group homes and hospices.

“Solar PV” means any solar energy system comprised of one or more solar panels and associated control or conversion electronics that converts sunlight into electricity. A solar PV installation may be connected to the electricity grid in circuits at a substation to provide electricity off-site for sale to an electrical utility or other intermediary, where there is a rated output of more than 100 kilowatts;

“Stacked townhouse dwelling” means a building containing two or more dwelling units where each dwelling unit is separated horizontally and/or vertically from another dwelling unit by a common wall or floor;

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

“Urban serviced area” means the area within the Municipality shown as being within the urban boundary in Schedule C of this by-law;

“Wind turbine” means a part of a system that converts energy into electricity, and consists of a wind turbine, a tower and associated control or conversion electronics. A wind turbine and energy system may be connected to the electricity grid in circuits at a substation to provide electricity off-site for sale to an electrical utility or other intermediary, where there is a rated output of more than 3 kilowatts;

“Zoning By-law” means the Zoning By-law of the Township of West Lincoln or any successor thereof passed pursuant to section 34 of the *Planning Act*, S.O. 1998.

2. DESIGNATION OF SERVICES / CLASS OF SERVICES

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

- (a) Services Related to a Highway;
- (b) Fire Protection Services;
- (c) Parks and Recreation Services;
- (d) Library Services;
- (e) Stormwater Services (urban serviced area);
- (f) Wastewater Services (urban serviced area);
- (g) Water Services (urban serviced area).

2.2 The components of the services designated in section 2.1 are described in Schedule A to this By-law.

3. APPLICATION OF DEVELOPMENT CHARGES

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 West Lincoln whether or not the land or use thereof is exempt from taxation under section 13 of 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 Municipality or a local board thereof;
- (b) a Board of Education;
- (c) the Regional Municipality of Niagara 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.

3.5 Exemptions for Intensification of Existing or New Housing

- (a) Notwithstanding any other provision of this By-law, Development Charges shall not be imposed with respect to:
- (i) an enlargement to an existing Dwelling Unit;
 - (ii) the creation of additional Dwelling Units equal to the greater of one (1) or 1% of the existing Dwelling Units in an existing Residential rental building containing four (4) or more Dwelling Units or prescribed ancillary structure to the existing Residential building;

- (b) Notwithstanding any other provision of this By-law, Development Charges shall not be imposed with respect to the creation of any of the following in existing Single Detached Dwellings, Semi-Detached Dwellings, Back-to-back Townhouse Dwellings or Stacked Townhouse Dwellings:
- (i) A second Dwelling Unit on a parcel of land on which Residential Use, other than ancillary Residential Use, is permitted, if all buildings and structures ancillary to the existing Residential structure cumulatively contain no more than one (1) Dwelling Unit.
 - (ii) A third Dwelling Unit on a parcel of land on which Residential Use, other than ancillary Residential Use, is permitted, if no building or structure ancillary to the existing Residential structure contains any Dwelling Units.
 - (iii) One Dwelling Unit on a parcel of urban Residential land, if the existing structure contains no more than two (2) Dwelling Units and no other building or structure ancillary to the existing Residential structure contains any Dwelling Units.
- (c) Notwithstanding any other provision of this By-law, Development Charges shall not be imposed with respect to the creation of any of the following in new Single Detached Dwellings, Semi-Detached Dwellings, Back-to-back Townhouse Dwellings or Stacked Townhouse Dwellings:
- (i) A second Dwelling Unit on a parcel of land on which Residential Use, other than ancillary Residential Use, is permitted, if all buildings and structures ancillary to the new Residential structure cumulatively will contain no more than one (1) Dwelling Unit.
 - (ii) A third Dwelling Unit on a parcel of land on which Residential Use, other than ancillary Residential Use, is permitted, if no building or structure ancillary to the new Residential structure contains any Dwelling Units.
 - (iii) One (1) Dwelling Unit in a building or structure ancillary to a new Residential structure on a parcel of urban Residential land, if the new Residential structure contains no more than two (2) Dwelling Units and

no other building or structure ancillary to the new Residential structure contains any Dwelling Units.

3.6 Exemption for Industrial Expansion

- (a) Pursuant to the Act, and notwithstanding any other provisions of this By-law, there shall be an exemption from the payment of development charges for one or more enlargements of existing industrial buildings on a site, up to a maximum of fifty percent of the gross floor area before the first enlargement for which an exemption from the payment of development charges was granted pursuant to the *Development Charges Act* or this section. The development need not be an attached addition or expansion of an existing industrial building, but rather may be a new standalone structure, provided it is located on the same parcel of land. Development charges shall be imposed in accordance with this By-law with respect to the amount of floor area of an enlargement that results in the gross floor area of the industrial building on the site being increased by greater than fifty percent of the gross floor area of all existing industrial buildings on the site.
- (b) 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:
- (i) determine the amount by which the enlargement exceeds 50 percent of the gross floor area before the enlargement;
 - (ii) divide the amount determined under subsection (i) by the amount of the enlargement.
- (c) For the purpose of section 3.6 herein, "existing industrial building" is used as defined in the Regulation made pursuant to the Act.

3.7 Other Exemptions

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

- (a) lands, buildings or structures used or to be used for the purposes of a cemetery or burial ground exempt from taxation under the *Assessment Act*;
- (b) that portion of the place of worship which is used exclusively as a place of worship for religious services and any reception and meeting areas used in connection with, or integral to the place of worship space;
- (c) agricultural uses;
- (d) garden suites;
- (e) canopies including gas station canopies and those intended for the parking and loading or unloading of vehicles;
- (f) lands and buildings used or intended to be used as municipal housing project facilities, as set out in section 110 of the *Municipal Act, 2001*, S.O. 2001 c.25, O. Reg. 603/06 under the *Municipal Act, 2001*, and the Region's Municipal Housing Facility By-law, all as may be amended;
- (g) lands and buildings used for affordable housing projects that receive funding through an agreement with Niagara Regional Housing or a department or designated agency of the Niagara Region, provided that:
 - (i) this exemption shall only apply to that proportion or number of units in a development which are designated or identified as affordable housing; and
 - (ii) the owner of the lands continues to use the lands and buildings for affordable housing. If the owner ceases to use the proportionate share of the lands and buildings for affordable housing, the development charges exempted under this section shall become due and payable. The owner shall be required to enter into an agreement with the Municipality under section 27 of the Act respecting the timing and calculation of payment of development charges, notice of which the owner shall register on the title to the

lands at its sole cost and expense with the intention that the provisions shall bind and run with title to the lands.

- (h) Land vested in or leased to a university that receives regular and ongoing operating funds from the government for the purposes of post-secondary education is exempt from development charges imposed under the Development Charges Act, 1997 if the development in respect of which development charges would otherwise be payable is intended to be occupied and used by the university;
- (i) Non-profit Residential Development;
- (j) Affordable Residential Units required pursuant to section 34 and 16(4) of the Planning Act (Inclusionary Zoning).
- (k) As of the date on which section 4.1 of the Act is proclaimed into force, the following shall be exempt from Development Charges:
 - (i) Affordable Residential Units; and
 - (ii) Attainable Residential Units
- (l) Notwithstanding any other provision of this By-law, the Development Charges payable for Residential Developments, where the Dwelling Units are intended as Rental Housing, will be reduced based on the number of bedrooms in each Dwelling Unit in accordance with section 26.2(1.1) of the Development Charges Act, as follows:
 - (i) Three (3) or more Bedrooms – 25% reduction;
 - (ii) Two (2) Bedrooms – 20% reduction; and
 - (iii) Fewer than two (2) Bedrooms – 15% reduction.

3.8 Reduction of Development Charges for Redevelopment

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 five years 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 in place at the time the development charge is payable 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 in place at the time the development charge is payable by the gross floor area that has been or will be demolished or converted to another principal use.

A credit can, in no case, exceed the amount of the development charge that would otherwise be payable, and no credit is available if the existing land use is exempt under this By-law.

3.9 **Amount of Charges**

(a) **Residential**

The development charges, set out in Schedule B shall be imposed on all residential development, including a dwelling unit accessory to a non-residential development and the residential component of a mixed-use building, including the residential component of a live/work unit, according to the number and type of dwelling unit and calculated with respect to each of the services according to the type of residential use.

(b) **Non-Residential**

For development for non-residential purposes as set out in Schedule "B", development charges shall be imposed on all non-residential development and, in the case of a mixed-use building, on the non-residential

component of the mixed-use building, including the non-residential component of a live/work unit, according to the type and gross floor area of the non-residential component.

(c) **Solar PV and Wind Turbines**

The development charges described in Schedule "B" to this by-law shall be imposed on industrial wind turbines and Solar PVs and calculated at the single detached and semi-detached dwelling rate with respect to services related to a highway (50%) and fire protection (100%).

4. TIME OF PAYMENT OF DEVELOPMENT CHARGES

- 4.1 The development charges under this By-law shall be calculated using the rate effective on the calculation date with respect to such development and shall be payable on the issuance of the first building permit with respect to the structure.
- 4.2 Where development charges apply to land in relation to which a building permit is required, the building permit shall not be issued until the development charge has been paid in full.
- 4.3 Where any development charge, or part thereof, remains unpaid after the due date, the amount unpaid shall be added to the tax roll and shall be collected in like manner as taxes.
- 4.4 Notwithstanding section 4.1 of this by-law, the Township may require an owner to enter into an agreement, including the provision of security for the owner's obligations under agreement, pursuant to Section 26 of the Act providing for all or part of a development charge to be paid before or after it otherwise would be payable. The terms of such agreement shall then prevail over the provision of this By-law.
- 4.5 Development charges for rental housing and institutional developments are due and payable in six equal annual instalment payments commencing with the first instalment payable on the date of occupancy, and each subsequent instalment, including interest (calculated in accordance with Section 26.3 of the Act), payable on the anniversary date each year thereafter.

- 4.6 Where the development of land results from the approval of a site plan or zoning by-law amendment application received on or after January 1, 2020, and the approval of the application occurred within two years of building permit issuance, the development charges under section 3.9 of this by-law shall be calculated on the rates set out in Schedule "B" on the date of the receipt of a complete planning application, including interest. Where both planning applications apply development charges under section 3.9 of this by-law shall be calculated on the rates payable on the anniversary date each year thereafter, set out in Schedule "B" on the date of the later planning application, including interest (calculated in accordance with section 26.3 of the Act).

5. SERVICES IN LIEU

- 5.1 Council may authorize an owner, through an agreement under Section 38 of the Act to substitute such part of the development charge applicable to the owner's development as may be specified in the agreement, by the provision at the sole expense of the owner, of services in lieu. Such agreement shall further specify that where the owner provides services in lieu in accordance with the agreement, Council shall give to the owner a credit against the development charge in accordance with the agreement provisions and the provisions of Section 39 of the Act, equal to the reasonable cost to the owner of providing the services in lieu. In no case shall the agreement provide for a credit which exceeds the total development charge payable by an owner to the Municipality in respect of the development to which the agreement relates.
- 5.2 In any agreement under section 5.1, Council may also give a further credit to the owner equal to the reasonable cost of providing services in addition to, or of a greater size or capacity, than would be required under this By-law.
- 5.3 The credit provided for in section 5.2 shall not be charged to any development charge reserve fund prescribed in this By-law.

6. LOCAL SERVICE INSTALLATION

- 6.1 Nothing in this by-law prevents Council from requiring, as a condition of an agreement under sections 40, 51 or 53 of the *Planning Act*, that the owner, at their own expense, shall install such local services within the plan of subdivision,

and otherwise, as Council may require, that the owner pay for, or install local services within the area to which the plan relates.

7. RESERVE FUNDS

- 7.1 Development charge payments received by the Municipality pursuant to this By-law shall be maintained in a separate reserve fund or funds for each service to which the development charge relates and shall be spent only for the capital costs determined under paragraphs 2 to 8 of subsection 5 (1) of the Act.
- 7.2 Where any development charge, or part thereof, remains unpaid after the due date, the amount unpaid shall be added to the tax roll and shall be collected as taxes.
- 7.3 Where any unpaid development charges are collected as taxes under section 4.3, the monies so collected shall be credited to the development charge reserve fund or funds referred to in subsection 7.1.
- 7.4 The Treasurer of the Municipality shall furnish to Council an annual statement in respect of the reserve funds established hereunder for the prior year, containing the information set out in sections 12 and 13 of O. Reg. 82/98.

8. FRONT ENDING AGREEMENTS

- 8.1 The Municipality may enter into agreements with an owner or owners of land in accordance with section 44 of the Act.

9. BY-LAW AMENDMENT OR REPEAL

- 9.1 Where this by-law or any development charge prescribed thereunder is amended or repealed by order of the Ontario Land Tribunal or by resolution of the Municipal Council, the Municipal Treasurer shall calculate forthwith the amount of any overpayment to be refunded as a result of said amendment or repeal.
- 9.2 Refunds that are required to be paid under section 9.1 shall be paid to the registered owner of the land on the date on which the refund is paid.
- 9.3 Refunds that are required to be paid under section 9.1 shall be paid with interest to be calculated as follows:

- (a) interest shall be calculated from the date on which the overpayment was collected to the day on which the refund is paid;
- (b) the refund shall include the interest owed under this section;
- (c) interest shall be paid at the Bank of Canada rate in effect on the date of enactment of this by-law.

10. INDEXING

10.1 Development charges imposed pursuant to this By-law as set out in Schedule "B" shall be adjusted annually, without amendment to this By-law, in accordance with the Statistics Canada Quarterly, Non-Residential Building Construction Price Index, as follows:

- (a) The initial adjustment shall be January 1, 2025, and
- (b) Thereafter, adjustment shall be made on January 1 of each year.

10.2 For greater certainty, on January 1 of each year, the annual indexation adjustment shall be applied to the development charge as set out in Schedule "B" plus the accumulated annual indexation adjustment from previous years if any.

11. PHASE-IN

11.1 The amount of the Development Charges described in Schedule "B" to this By-law shall be reduced in accordance with section 5(8) of the Act. Therefore, commencing in the year this By-law comes into force and subject to annual indexing in accordance with section 10 of this By-law, the following percentages of the charges provided in Schedule "B" will be imposed:

- (a) Year 1 – 80 per cent;
- (b) Year 2 – 85 per cent;
- (c) Year 3 – 90 per cent;
- (d) Year 4 – 95 per cent;

(e) Year 5 to expiry – 100 per cent:

12. SCHEDULES

12.1 The following schedules shall form part of this By-law:

Schedule A – Components of Services Designated in section 2.1

Schedule B – Residential and Non-Residential Development Charges

Schedule C – Urban Serviced Area

13. CONFLICTS

13.1 Where the Municipality 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.

13.2 Notwithstanding section 13.1, where a development which is the subject of an agreement to which section 5.1 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.

14. SEVERABILITY

14.1 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.

15. DATE BY-LAW IN FORCE

15.1 This By-law shall come into force on July 15, 2024.

16. DATE BY-LAW EXPIRES

16.1 This By-law will expire 10 years from date of passage unless it is repealed by Council at an earlier date.

17. EXISTING DEVELOPMENT CHARGE BY-LAW REPEAL

17.1 By-law 2019-51, as amended is hereby repealed as of the date and time of this by-law coming into effect.

18. CORRECTIONS

18.1 The Clerk of the Municipality is authorized to effect any minor modifications, corrections or omissions solely of an administrative, numerical, grammatical, semantical or descriptive nature to this by-law or its schedules after the passage of this by-law.

**READ A FIRST, SECOND AND THIRD TIME
AND FINALLY PASSED THIS ____ DAY OF
_____, 2024.**

Mayor

Clerk

DRAFT

SCHEDULE "A" TO BY-LAW _____

COMPONENTS OF SERVICES DESIGNATED IN SUBSECTION 2.1

TOWNSHIP-WIDE SERVICES

Services Related to a Highway

- Roads (incl. streetlights, sidewalks, bridges and culverts)
- Depots and Domes
- Public Works Rolling Stock

Fire Protection Services

- Fire Facilities
- Fire Vehicles
- Fire Small Equipment and Gear

Parks and Recreation Services

- Parkland Development, Amenities & Trails
- Recreation Facilities
- Parks Vehicles and Equipment

Library Services

- Library Facilities
- Library Materials

URBAN SERVICED AREA SERVICES

Storm Water Drainage and Control Services

- Storm Sewers

Wastewater Services

- Sanitary Sewers

Water Services

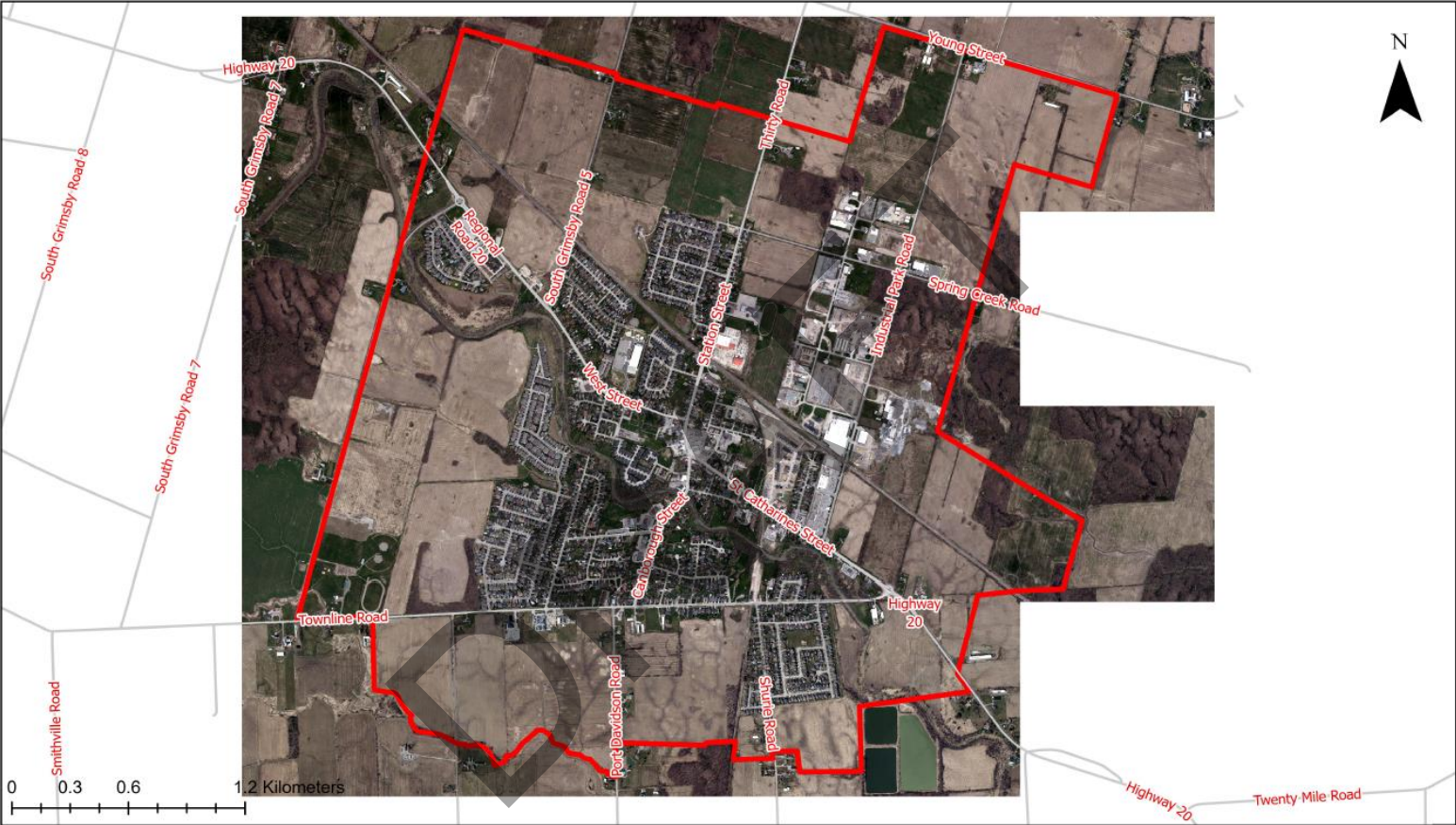
- Distribution Systems

SCHEDULE "B" TO BY-LAW _____

**SCHEDULE OF DEVELOPMENT CHARGES FOR TOWNSHIP-WIDE
AND URBAN SERVICED AREA**

Service	RESIDENTIAL					NON-RESIDENTIAL	
	Single and Semi-Detached Dwelling	Multiples	Apartments - 2 Bedrooms +	Apartments - Bachelor and 1 Bedroom	Special Care/Special Dwelling Units	Solar PV and Wind Turbines	(per sq.ft. of Gross Floor Area)
Township Wide Services							
Services Related to a Highway	18,757	12,842	12,025	7,792	6,513	9,379	7.10
Fire Protection Services	2,241	1,534	1,437	931	778	2,241	0.86
Parks and Recreation Services	6,567	4,496	4,210	2,728	2,280	-	0.80
Library Services	1,073	735	688	446	373	-	0.13
Total Township Wide Services	28,638	19,607	18,360	11,897	9,944	11,620	8.89
Urban Services							
Stormwater	22	15	14	9	8	-	0.01
Wastewater Services	5,334	3,652	3,420	2,216	1,852	-	1.96
Water Services	267	183	171	111	93	-	0.10
Total Urban Services	5,623	3,850	3,605	2,336	1,953	-	2.07
GRAND TOTAL RURAL AREA	28,638	19,607	18,360	11,897	9,944	11,620	8.89
GRAND TOTAL URBAN AREA	34,261	23,457	21,965	14,233	11,897	11,620	10.96

SCHEDULE "C" TO BY-LAW _____



Smithville Urban Boundary



Legend

New_Urban Boundary Approved thru OPA62 & Niagara Official Plan

Date: May 2024



Addendum #1 to the May 13, 2024 Development Charges Background Study

Township of West Lincoln

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List of Acronyms and Abbreviations

Acronym	Full Description of Acronym
D.C.	Development Charges
D.C.A.	Development Charges Act
Sq.ft.	Square Feet

1. Background

Commensurate with the provisions of the *Development Charges Act, 1997*, as amended (D.C.A.), the Township has undertaken a Development Charges (D.C.) Background Study and released the study in accordance with the D.C.A. The following provides a summary of the key dates in the development charge by-law process:

- April 18, 2024 – Stakeholder Meeting
- April 29, 2024 – Council Workshop
- May 13, 2024 – Release of the D.C. Background Study and draft by-law
- May 27, 2024 – Public Meeting
- June 12, 2024 – Release of the Report and Amending By-law to Remove the D.C. By-law expiry date under Section 19 of the D.C.A.
- June 24, 2024 – Council passage of Amending By-law 2024-42 to remove the expiry date from By-law 2019-51
- October 7, 2024 – Addendum #1 to May 13, 2024 report released
- October 21, 2024 – Council Meeting to present the Addendum
- October 28, 2024 – Council considers adoption of Background Study, as amended and passage of D.C. By-law

On April 10, 2024, the Province released Bill 185: Cutting Red Tape to Build More Homes Act. The Bill received Royal Assent on June 6, 2024. This Bill reversed many of the key changes that were implemented through Bill 23. As such, the purpose of this addendum report is to provide for changes to the May 13, 2024 D.C. background study to align the report and by-law with the D.C.A. as amended by Bill 185.

Moreover, an update to Services Related to a Highway – Public Works and Wastewater Services, is provided herein to amend the capital projects.

These refinements will be presented to Council on the scheduled October 21st Council Meeting and will form part of the D.C. background study provided prior to by-law adoption.

2. Changes to the Development Charges Act – Bill 185: Cutting Red Tape to Build More Homes Act

The following section provides details of the revisions to the D.C.A. as a result of Bill 185: *Cutting Red Tape to Build More Homes Act*, which received Royal Assent on June 6, 2024.

Revised Definition of Capital Costs

Bill 185 reversed the capital cost amendments of Bill 23 by reinstating studies as an eligible capital cost. The following paragraphs were added to subsection 5(3) of the D.C.A.:

5. *Costs to undertake studies in connection with any of the matters referred to in paragraphs 1 to 4.*
6. *Costs of the development charge background study required under section 10.*

The amendment allows municipalities to fund studies, consistent with by-laws passed prior to the More Homes Built Faster Act (Bill 23).

Removal of Mandatory Phase-in

Bill 23 required the phase-in of charges imposed in a D.C. by-law over a five-year term for any by-laws passed after January 1, 2022. Bill 185 removed this mandatory phase-in.

For site plan and zoning by-law amendment applications that were made prior to Bill 185 receiving Royal Assent, the charges payable will be the charges that were in place on the day the planning application was made (i.e., including the mandatory phase-in).

Process for Minor Amendments to D.C. By-laws

Section 19 of the D.C.A. requires that a municipality must follow sections 10 through 18 of the D.C.A. (with necessary modifications) when amending D.C. by-laws. Sections 10 through 18 of the D.C.A. generally require the following:

- Completion of a D.C. background study, including the requirement to post the background study 60 days prior to passage of the D.C. by-law;

- Passage of a D.C. by-law within one year of the completion of the D.C. background study;
- A public meeting, including notice requirements; and
- The ability to appeal the by-law to the Ontario Land Tribunal.

Bill 185 allows municipalities to undertake minor amendments to D.C. by-laws for the following purposes without adherence to the requirements noted above (with the exception of the notice requirements):

1. To repeal a provision of the D.C. by-law specifying the date the by-law expires or to amend the provision to extend the expiry date (subject to the 10-year limitations provided in the D.C.A.);
2. To impose D.C.s for studies, including the D.C. background study; and
3. To remove the provisions related to the mandatory phase-in of D.C.s.

Minor amendments related to items 2 and 3 noted above may be undertaken only if the D.C. by-law being amended was passed after November 28, 2022, and before Bill 185 came into effect. Moreover, the amending by-law must be passed within six months of Bill 185 taking effect.

Notice requirements for these minor amending by-laws are similar to the typical notice requirements, with the exception of the requirement to identify the last day for appealing the by-law (as these provisions do not apply).

Reduction of D.C. Rate Freeze Timeframe

Bill 108 provides for the requirement to freeze the D.C.s imposed on developments subject to a site plan and/or a zoning by-law amendment application. The D.C. rate for these developments is “frozen” at the rates that were in effect at the time the site plan and/or zoning by-law amendment application was submitted (subject to applicable interest). Once the application is approved by the municipality, if the date the D.C. is payable is more than two years from the approval date, the D.C. rate freeze would no longer apply. Bill 185 reduced the two-year timeframe to 18 months.

Modernizing Public Notice Requirements

The D.C.A. sets out the requirements for municipalities to give notice of public meetings and of by-law passage. These requirements are prescribed in sections 9 and 10 of O.

Reg. 82/98 and include giving notice in a newspaper of sufficiently general circulation in the area to which the by-law would apply. The regulatory changes modernized the public notice requirements by allowing municipalities to provide notice on a municipal website if a local newspaper is not available.

3. Updates to the 2024 D.C. Background Study

This section of the addendum report provides details for the addition of Growth Studies, revisions to Services Related to a Highway, and Wastewater Services. It is noted that the amendments have resulted in an overall increase to the calculated D.C.

3.1 Growth Studies

The D.C.A. permits the inclusion of studies undertaken to facilitate the completion of the Township's capital works program. These studies have been included within a Growth Studies class of services, based on the eligible D.C. services to which the studies relate.

The Township has identified \$3,326,861 of growth-related studies. These studies include various Master Plans, Planning Studies, D.C. Background Study, etc. For planning related studies, a deduction of 10% (\$90,400) has been applied to recognize the extent to which the studies relate to non-D.C.-eligible services. Further deductions of \$572,000 were made to recognize the benefit to the existing community, and \$173,828 to account for the existing reserve fund balance. Therefore, the net amount of \$2,490,633 has been included in the D.C. calculations.

The capital costs for each study have been allocated based on the specific services provided in the D.C., following a similar percentage distribution as presented in the capital costs calculation (i.e., parks & recreation capital costs are allocated at 95% residential and 5% non-residential and have been allocated as such for any studies specific to parks and recreation).

Based on the calculations provided herein, Growth Studies results in a D.C. of \$890 per residential single detached dwelling and \$0.33 per sq.ft. of non-residential gross floor area.

The Growth Studies capital sheet is presented in Table 1.

Table 1
Growth Studies Capital

Prj.No	Increased Service Needs Attributable to Anticipated Development 2024 to 2034	Timing (year)	Service to Which Project Relates	Gross Capital Cost Estimate (2024\$)	Post Period Benefit	Other Deductions (to recognize benefit to non-D.C. services)	Net Capital Cost	Less:		Potential D.C. Recoverable Cost		
								Benefit to Existing Development	Grants, Subsidies and Other Contributions Attributable to New Development	Total	Residential Share	Non-Residential Share
											Service Specific	
1	Agriculture/ Agri-Tourism Opportunities/ Climate Impact Assessment/ Agricultural CIP	2028	All Services	100,000	-	10,000	90,000	62,100		27,900	23,994	3,906
2	Corporate strategic plan	2027	All Services	50,000	-	5,000	45,000	22,500		22,500	19,350	3,150
3	Corporate strategic plan	2031	All Services	50,000	-	5,000	45,000	22,500		22,500	19,350	3,150
4	Development charge study	2024	All D.C. Services	85,000	-		85,000	-		85,000	73,100	11,900
5	Development charge study	2029	All D.C. Services	85,000	-		85,000	-		85,000	73,100	11,900
6	Economic development master plan - Industrial park	2027	All Services	120,000	-	12,000	108,000	54,000	-	54,000	46,440	7,560
7	Fire protection master plan	2026	Fire Protection Services	100,000	-		100,000	25,000		75,000	64,500	10,500
8	Infill and Intensification Strategy	2026	All Services	80,000	-	8,000	72,000	18,000		54,000	46,440	7,560
9	Library strategic plan	2027	Library Services	20,000	-		20,000	10,000		10,000	9,500	500
10	Secondary plan/Municipal comprehensive review	2028	All Services	100,000	-	10,000	90,000	-		90,000	77,400	12,600
11	Official plan update	2029	All Services	60,000	-	6,000	54,000	13,500		40,500	34,830	5,670
12	Official plan	2024	All Services	150,000	-	15,000	135,000	33,800	-	101,200	87,032	14,168
13	Organizational staffing review	2026	All Services	50,000	-	5,000	45,000	22,500		22,500	19,350	3,150
14	Pollution control plan - CSO study - Extraneous Flow Reduction Program	2028	Wastewater Services	100,000	-		100,000	50,000		50,000	43,500	6,500

Table 1 (con't)
Growth Studies Capital

Prj.No	Increased Service Needs Attributable to Anticipated Development 2024 to 2034	Timing (year)	Service to Which Project Relates	Gross Capital Cost Estimate (2024\$)	Post Period Benefit	Other Deductions (to recognize benefit to non-D.C. services)	Net Capital Cost	Less:		Potential D.C. Recoverable Cost		
								Benefit to Existing Development	Grants, Subsidies and Other Contributions Attributable to New Development	Total	Residential Share	Non-Residential Share
											Service Specific	
15	Pollution control plan - CSO study - Extraneous Flow Reduction Program	2033	Wastewater Services	100,000	-		100,000	50,000		50,000	43,500	6,500
16	Sanitary sewer master plan update	2029	Wastewater Services	75,000	-		75,000	18,800		56,200	48,894	7,306
17	Smithwile trails and corridors master plan (update)	2029	Parks & Recreation Services	50,000	-		50,000	34,500		15,500	14,725	775
18	West Lincoln Parks, Recreation, and Library Master Plan Update	2029	Parks & Recreation Services and Library	100,000	-		100,000	25,000		75,000	71,250	3,750
19	Traffic/transportation master plan Update	2029	Services Related to a Highway	80,000	-		80,000	20,000		60,000	51,600	8,400
20	Fiscal Impact Study	2024	All Services	50,000	-	5,000	45,000	22,500		22,500	19,350	3,150
21	Water Master Plan Update	2029	Water Services	75,000	-		75,000	-		75,000	65,250	9,750
22	Urban Forestry Strategy	2027	Services Related to a Highway / Parks & Recreation	50,000	-		50,000	25,000		25,000	21,500	3,500
23	Fulton Hamlet and Rural Employment Zone	2025	All Services	94,000	-	9,400	84,600	42,300		42,300	36,378	5,922
24	D.C. Credit : Landowners paid Studies	Credit	All D.C. Services	1,502,861	-		1,502,861	-		1,502,861	1,292,460	210,401
25	Reserve Fund Adjustment				-		-	173,828		(173,828)	(149,492)	(24,336)
	Total			3,326,861	-	90,400	3,236,461	745,828	-	2,490,633	2,153,301	337,332

3.2 Updates to Services Related to a Highway

3.2.1 Roads and Related

Based upon further review of the capital program by Township staff, the following revision to the Services Related to a Highway – Roads and Related capital listing is provided:

- Project 7: TMP Capital Project ID TWL-Road-10 Road Upgrade - South Grimsby Rd 5: Spring Creek Rd and RR20 (West St) → Removed the Other Contribution amount of \$4.2 million. The resulting net D.C. amount has been updated to \$4.9 million.
- Project 22: TWL-Trail-03a (Pedestrian Bridge) → Township staff have renamed the project to “South Grimsby Rd 5 Trail at Twenty Mile Creek TWL-Trail-03a (Pedestrian Bridge)”.
- Project 23: TWL-Trail-08a (Pedestrian Bridge) → Township staff have renamed the project to “Industrial Park Road – Townline Rd Connection at Twenty Mile Creek -TWL-Trail-08a (Pedestrian Bridge)”.
- Project 16: Provision for Other Road-Related Works (Upgrades/ Widening) → the capital cost has been reduced from \$10 million to \$5 million.

As a result, the net D.C. eligible amount has been reduced to \$145,669,901. The capital sheet and calculations have been updated to reflect the above noted revision

The revised Services Related to a Highway – Roads and Related capital sheet is presented in Table 2.

3.2.2 Public Works

Based upon further review of the capital program by Township staff, the following revision to the Services Related to a Highway – Public Works capital listing is provided:

- Project 1: Road Roller – new → Based on discussions with staff, it was determined that this was no longer required and has been removed from the capital listing.
- Project 5: Provision for new vehicles and Equipment → decrease the gross capital cost from \$5,000,000 to \$4,000,000.

As a result, the net D.C. eligible amount has been reduced to \$9,880,000. The capital sheet and calculations have been updated to reflect the above noted revision.

The revised Services Related to a Highway – Public Works capital sheet is presented in Table 3.

Based on the change noted above, the Services Related to a Highway Services D.C. has decreased from \$18,757 to \$18,388 per residential single detached dwelling and \$7.10 to \$6.96 per sq.ft. of non-residential gross floor area.

Table 2
 Services Related to a Highway – Roads and Related

Prj. No	Increased Service Needs Attributable to Anticipated Development 2024 to 2051	Timing (year)	Gross Capital Cost Estimate (2024\$)	Post Period Benefit	Other Deductions	Net Capital Cost	Less:		Potential D.C. Recoverable Cost		
							Benefit to Existing Development	Grants, Subsidies and Other Contributions Attributable to New Development	Total	Residential Share 87%	Non-Residential Share 13%
	Roadways										
1	Urban Boundary Expansion TWL-Road-01 Spring Creek Rd Extension: west limit of existing Spring Creek Rd allowance to the New Western Link	2024-2026	7,000,000	-		7,000,000	-	-	7,000,000	6,090,000	910,000
2	TMP Capital Project ID TWL-Road-05 Tober Road realignment New Southern Collector 2: Tober Rd to Port Davidson Rd New Southern Collector 1: Port Davidson Rd to Shurie Rd	2034-2044	17,500,000	-		17,500,000	-	-	17,500,000	15,225,000	2,275,000
3	TMP Capital Project ID TWL-Road-06 New Western Collector 1: South Grimsby Rd 6 to Townline Rd	2044-2051	24,000,000	-		24,000,000	-	-	24,000,000	20,880,000	3,120,000
4	TWL-Road-07 Spring Creek Rd: Spring Creek Rd Extension to Hornak Rd	2025-2026	12,000,000	-		12,000,000	-	-	12,000,000	10,440,000	1,560,000
5	TMP Capital Project ID TWL-Road-08 Road Upgrade - South Grimsby Rd 5: Young St and New Northern Collector	2024-2034	4,500,000	-		4,500,000	1,350,000	-	3,150,000	2,740,500	409,500
6	TMP Capital Project ID TWL-Road-09 Road Upgrade - South Grimsby Rd 5: New Northern Collector and Spring Creek Rd	2024-2034	4,500,000	-		4,500,000	1,350,000	-	3,150,000	2,740,500	409,500
7	TMP Capital Project ID TWL-Road-10 Road Upgrade - South Grimsby Rd 5: Spring Creek Rd and RR20 (West St)	2024-2034	7,000,000	-		7,000,000	2,100,000	-	4,900,000	4,263,000	637,000
8	TMP Capital Project ID TWL-Road-14 Road Upgrade - Industrial Park Rd: Young St and New Northern Collector	2024-2034	4,500,000	-		4,500,000	1,350,000	-	3,150,000	2,740,500	409,500
9	TMP Capital Project ID TWL-Road-16 Road Upgrade - Industrial Park Rd: New Eastern Link and RR20 (West St)	2024-2034	10,000,000	-		10,000,000	3,000,000	-	7,000,000	6,090,000	910,000
10	TMP Capital Project ID TWL-Road-17a Road Upgrade - Townline Rd: RR20 (St. Catharines St) and RR14 (Canborough St)	2034-2044	20,000,000	-		20,000,000	6,000,000	-	14,000,000	12,180,000	1,820,000
11	TMP Capital Project ID TWL-Road-19 Road Upgrade - Port Davidson Rd: Townline Rd and New Southern Collector	2034-2044	4,500,000	-		4,500,000	1,350,000	-	3,150,000	2,740,500	409,500
12	TMP Capital Project ID TWL-Road-20 Road Upgrade - Shurie Rd: Townline Rd to New Southern Collector 1	2034-2044	4,500,000	-		4,500,000	1,350,000	-	3,150,000	2,740,500	409,500

Table 2– (con't)
 Services Related to a Highway – Roads and Related

Prj. No	Increased Service Needs Attributable to Anticipated Development 2024 to 2051	Timing (year)	Gross Capital Cost Estimate (2024\$)	Post Period Benefit	Other Deductions	Net Capital Cost	Less:		Potential D.C. Recoverable Cost		
							Benefit to Existing Development	Grants, Subsidies and Other Contributions Attributable to New Development	Total	Residential Share 87%	Non-Residential Share 13%
13	TMP Capital Project ID TWL-Road-21 Road Upgrade - South Grimsby Rd 6: New Western Collector 1 and Townline Rd	2034-2051	15,000,000	-		15,000,000	4,500,000	-	10,500,000	9,135,000	1,365,000
14	TMP Capital Project ID TWL-Road-22 Road Upgrage - South Grimsby Rd 6: New Western Collector 1 and RR20 (West St)	2044-2051	9,000,000	-		9,000,000	2,700,000	-	6,300,000	5,481,000	819,000
15	TMP Capital Project ID TWL-Road-23 Road Upgrade - Young St: RR14 (Thirty Rd) and South Grimsby Rd 2	2024-2034	15,000,000	-		15,000,000	4,500,000	-	10,500,000	9,135,000	1,365,000
16	Provision for Other Road-Related Works (Upgrades/Widenings)	2031-2051	5,000,000	-		5,000,000	-	-	5,000,000	4,350,000	650,000
	Junction Improvements										
17	TMP Capital Project ID TWL-Junction-02 South Grimsby Road 5 and Spring Creek Road	2024-2034	900,000	-		900,000	450,000	-	450,000	391,500	58,500
18	TMP Capital Project ID TWL-Junction-16 Tober Road/New Southern Collector 2	2034-2051	900,000	-		900,000	-	-	900,000	783,000	117,000
19	TMP Capital Project ID TWL-Junction-17 Port Davidson Road/New Southern Collector 1/New Southern Collector 2	2034-2051	900,000	-		900,000	-	-	900,000	783,000	117,000
20	TMP Capital Project ID TWL-Junction-18 Shurie Road and New Southern Collector 1	2034-2051	700,000	-		700,000	-	-	700,000	609,000	91,000
21	TMP Capital Project ID TWL-Junction-19 South Grimsby Road 6 and New Western Collector 1	2044-2051	700,000	-		700,000	-	-	700,000	609,000	91,000
	Bridges and Culverts										
22	South Grimsby Rd 5 Trail at Twenty Mile Creek TWL-Trail-03a (Pedestrian Bridge)	2044	2,300,000	-		2,300,000	-	-	2,300,000	2,001,000	299,000
23	Industrial Park Road – Townline Rd Connection at Twenty Mile Creek -TWL-Trail-08a (Pedestrian Bridge)	2034-2043	2,300,000	-		2,300,000	-	-	2,300,000	2,001,000	299,000
				-		-	-	-	-	-	-
	Sidewalks			-		-	-	-	-	-	-
24	RR 63 Canborough Rd - From: House # 5103 To: House # 5065 - 250m-upgrade	2025	250,000	-		250,000	171,500	-	78,500	68,295	10,205
25	Sping Creek Rd - From: Regional Rd 14 To: Hornak Rd-new	2026	11,000	-		11,000	7,600	-	3,400	2,958	442

Table 2– (con't)
 Services Related to a Highway – Roads and Related

Prj. No	Increased Service Needs Attributable to Anticipated Development 2024 to 2051	Timing (year)	Gross Capital Cost Estimate (2024\$)	Post Period Benefit	Other Deductions	Net Capital Cost	Less:		Potential D.C. Recoverable Cost		
							Benefit to Existing Development	Grants, Subsidies and Other Contributions Attributable to New Development	Total	Residential Share 87%	Non-Residential Share 13%
26	Townline Rd: Canborough St to South Grimsby Rd 6 (both sides)	2033	690,000	-		690,000	476,100	-	213,900	186,093	27,807
27	McMurchie Ln - From: Griffin St To: End - 60m-new	2028	25,000	-		25,000	17,200	-	7,800	6,786	1,014
28	New Northern Connector - From: New Western Link To: Industrial Park Rd (Regional Road project RR/TWL-Road-02) both sides	2030	1,150,000	-		1,150,000	-	-	1,150,000	1,000,500	149,500
29	Industrial Park Rd - From: New Northern Connector To: New Eastern Link (Regional Road project RR/TWL-Road-15) both sides	2030	460,000	-		460,000	-	-	460,000	400,200	59,800
30	New Eastern Link: Industrial Park Rd to Regional Rd 20 (Regional Road project RR/TWL-Road-04)	2030	920,000	-		920,000	-	-	920,000	800,400	119,600
31	Regional Road 14 (Thirty Rd) - From: Young St To: New Northern Connector (Regional Road project RR-Road-11) both sides	2030	230,000	-		230,000	-	-	230,000	200,100	29,900
32	Regional Road 14 (Thirty Rd) - From: New Northern Connector To: Spring Creek Rd (Regional Road project RR-Road-12) both sides	2030	230,000	-		230,000	-	-	230,000	200,100	29,900
33	Regional Road 14 (Station St) - From: Spring Creek Rd To: Regional Rd 20 (Regional Road project RR-Road-13) both sides	2030	460,000	-		460,000	-	-	460,000	400,200	59,800
34	Townline Rd - From: Regional Rd 14 (Canborough St) To: New Western Collector 1 (Regional Road project RR-Road-17B) both sides	2030	460,000	-		460,000	-	-	460,000	400,200	59,800
35	Townline Rd - From: New Western Collector 1 To: South Grimsby Rd 6 (Regional Road project RR-Road-18) both sides	2030	230,000	-		230,000	-	-	230,000	200,100	29,900
36	St. Catharines St - From: Industrial Park Rd To: Townline Rd roundabout	2033	150,000	-		150,000	-	-	150,000	130,500	19,500
37	West St - From: South Grimsby Rd 5 To: South Grimsby Rd 6 roundabout	2033	92,000	-		92,000	-	-	92,000	80,040	11,960
38	Reserve Fund	Reserves		-			1,715,699	-	(1,715,699)	(1,492,658)	(223,041)
	Total		178,058,000	-	-	178,058,000	32,388,099	-	145,669,901	126,732,814	18,937,087

Table 3
Services Related to a Highway – Public Works Capital

Prj. No	Increased Service Needs Attributable to Anticipated Development 2024 to 2051	Timing (year)	Gross Capital Cost Estimate (2024\$)	Post Period Benefit	Other Deductions	Net Capital Cost	Less:		Potential D.C. Recoverable Cost		
							Benefit to Existing Development	Grants, Subsidies and Other Contributions Attributable to New Development	Total	Residential Share 87%	Non-Residential Share 13%
1	Sidewalk Tractor and Attachment - Addition to Fleet	2027	170,000	-		170,000	-		170,000	147,900	22,100
2	Grade All 4x4 Excavator for ditches and tree trimming - Addition to Fleet	2026	600,000	-		600,000	540,000		60,000	52,200	7,800
3	New Smithville Depot (with salt dome and storage)	2026-2029	11,300,000	-		11,300,000	5,650,000		5,650,000	4,915,500	734,500
4	Provision for new vehicles and equipment	2024-2051	4,000,000	-		4,000,000	-		4,000,000	3,480,000	520,000
	Total		16,070,000	-	-	16,070,000	6,190,000	-	9,880,000	8,595,600	1,284,400

3.3 Updates to Wastewater Services

Based upon further review of the capital program by Township staff, the following revision to Wastewater Services is provided:

- Project 7: Urban Boundary Expansion - WW-SL-004B - wastewater servicing for urban boundary expansion (Stage 3A) Townline Rd - Rock St to Anderson Cres - upsizing of existing sewer Anderson Cres - Townline Rd to the Smithville Pumping Station - upsizing of existing sewer (592 metres):
 - The timing has been updated to 2025-2027.
 - The Gross Capital Costs have been reduced from \$1,458,000 to \$1,243,000.
 - The Benefit to Existing percentage remains unchanged, but the amount has been reduced due to the lower gross capital cost.
 - The other contribution amount of \$570,000 has been removed.
 - Therefore, the resulting net D.C. eligible capital cost is \$653,800.

Based on the changes noted above, Wastewater Services D.C. has increased from \$5,334 to \$5,356 per residential single detached dwelling and \$1.96 to \$1.97 per sq.ft. of non-residential gross floor area. The capital sheet and calculations have been updated to reflect the above revision.

The revised Wastewater Service capital sheet is presented in Table 4.

Table 4
Wastewater Services

Prj.No	Increased Service Needs Attributable to Anticipated Development 2024 to Urban 2051	Timing (year)	Gross Capital Cost Estimate (2024\$)	Post Period Benefit	Other Deductions	Net Capital Cost	Less:		Potential D.C. Recoverable Cost		
							Benefit to Existing Development	Grants, Subsidies and Other Contributions Attributable to New Development	Total	Residential Share 88%	Non-Residential Share 12%
1	RR20 (West Street) & Wade Rd North Sanitary Replacement and Upgrade	2024	2,500,000	-		2,500,000	1,250,000		1,250,000	1,100,000	150,000
2	Inflow & Infiltration Reduction Program	2025-2051	2,600,000	-		2,600,000	1,794,000		806,000	709,280	96,720
3	Urban Boundary Expansion - WW-SL-002 - wastewater servicing for urban boundary expansion Stage 1 West St (RR20) - Block Plan Area C1/in vicinity of South Grimsby Rd 6 roundabout to Streamside Pumping Station	2032	1,600,000	-		1,600,000	-		1,600,000	1,408,000	192,000
4	Urban Boundary Expansion - WW-SL-003 - wastewater servicing for urban boundary expansion Stage 2 St. Catharines St (RR20) - Townline Rd roundabout/East Smithville Secondary Plan area to Industrial Park Rd.	2032	1,900,000	-		1,900,000	-		1,900,000	1,672,000	228,000
5	Urban Boundary Expansion - WW-SL-003A - wastewater servicing for urban boundary expansion Stage 1 and Stage 2 St. Catharines St (RR20) - Industrial Park Rd to Smithville Pumping Station	2029	1,370,000	-		1,370,000	-		1,370,000	1,205,600	164,400
6	Urban Boundary Expansion - WW-SL-004 - wastewater servicing for urban boundary expansion (Stage 3) north/south and east/west sanitary sewers throughout Stage 3 connecting to Port Davidson Rd pumping station	2029	8,200,000	-		8,200,000	-		8,200,000	7,216,000	984,000
7	Urban Boundary Expansion - WW-SL-004B - wastewater servicing for urban boundary expansion (Stage 3A) Townline Rd - Rock St to Anderson Cres - upsizing of existing sewer Anderson Cres - Townline Rd to the Smithville Pumping Station - upsizing of existing sewer (592 metres)	2025-2027	1,243,000	-		1,243,000	589,200		653,800	575,344	78,456

Table 4 – (con't)
Wastewater Services

Prj.No	Increased Service Needs Attributable to Anticipated Development	Timing (year)	Gross Capital Cost Estimate (2024\$)	Post Period Benefit	Other Deductions	Net Capital Cost	Less:		Potential D.C. Recoverable Cost		
							Benefit to Existing Development	Grants, Subsidies and Other Contributions Attributable to New Development	Total	Residential Share	Non-Residential Share
	2024 to Urban 2051									88%	12%
8	Urban Boundary Expansion - WW-SL-005 - wastewater servicing for urban boundary expansion (Stage 4) north/south and east/west sanitary sewers throughout Stage 4 connecting to Port Davidson Rd pumping station	2033	6,000,000	-		6,000,000	-		6,000,000	5,280,000	720,000
9	W&WWMP Capital Project ID WW-PS-003 New sewage pumping station on Port Davidson Rd for Stages 3 & 4	2034	4,400,000	-		4,400,000	-		4,400,000	3,872,000	528,000
10	W&WWMP Capital Project ID WW-PM-003 New forcemain from pumping station on Port Davidson Rd (WW-PS-003) to Townline Rd Townline Rd from Port Davidson Rd to Township of West Lincoln easement east of Anderson Cres Through Township of West Lincoln easement from Townline Rd to St. Catharines St (RR20)	2034	8,400,000	-		8,400,000	-		8,400,000	7,392,000	1,008,000
11	Provision for Future Gravity Sewer to Stage 1 Urban Boundary Expansion (North Area)	2032	10,500,000	-		10,500,000	-		10,500,000	9,240,000	1,260,000
12	Reserve Fund Adjustment	Reserve	-	-		-	547,627		(547,627)	(481,912)	(65,715)
	Total		48,713,000	-	-	48,713,000	4,180,827	-	44,532,173	39,188,312	5,343,861

3.4 Updates to the D.C. By-law

The draft by-law provided in Appendix G to the May 13, 2024 D.C. background study has been amended as follows:

- Refined the D.C. rate freeze timeframe from two years to 18 months as specified in Section 26.2 (5) of the Act for Site Plan and Zoning By-law Amendment applications received after June 6, 2024;
- Removed Solar PVs from the D.C. schedule (the D.C.s will no longer apply to these types of developments);
- Include references to growth studies; and
- Update Schedules A and B.

The revised draft by-law is included in the amending pages to this addendum report.

4. Overall Changes to the D.C. Calculations

Based on the changes noted in section 3, the calculated residential D.C. (single/semi-detached unit) for Township Wide and Urban Area services has increased from \$34,261 to \$34,805. Regarding the non-residential charges, the calculated non-residential D.C. for Township Wide and Urban Area Service developments has increased from \$10.96 per sq.ft. to \$11.16 per sq.ft.

Tables 5 and 6 compare the current charges (as of June 6, 2024), the charges as calculated in the May 13, 2024 D.C. background study, and the charges calculated in this addendum report. Table 7 provides the updated Township-wide D.C. rates.

Table 5
Residential D.C. Comparison

Service	Current	Calculated (May 13, 2024)	Calculated (Addendum #1)
Township Wide Services:			
Services Related to a Highway	8,042	18,757	18,388
Fire Protection Services	542	2,241	2,241
Parks and Recreation Services	6,393	6,567	6,567
Library Services	1,149	1,073	1,073
Growth Studies	472	-	891
Total Township Wide Services	16,598	28,638	29,160
Urban Services:			
Stormwater Services	100	22	22
Wastewater Services	623	5,334	5,356
Water Services	1,521	267	267
Total Urban Services	2,244	5,623	5,645
Grand Total - Urban Area	18,842	34,261	34,805

Table 6
Non-residential D.C. Comparison

Service	Current	Calculated (May 13, 2024)	Calculated (Addendum #1)
Township Wide Services:			
Services Related to a Highway	2.99	7.10	6.96
Fire Protection Services	0.21	0.86	0.86
Parks and Recreation Services	0.47	0.80	0.80
Library Services	0.07	0.13	0.13
Growth Studies	0.18	-	0.33
Total Township Wide Services	3.92	8.89	9.08
Urban Services:			
Stormwater Services	0.02	0.01	0.01
Wastewater Services	0.21	1.96	1.97
Water Services	0.54	0.10	0.10
Total Urban Services	0.77	2.07	2.08
Grand Total - Urban Area	4.69	10.96	11.16

Table 7
Revised D.C. Schedule

Service	RESIDENTIAL					NON-RESIDENTIAL	
	Single and Semi-Detached Dwelling	Multiples	Apartments - 2 Bedrooms +	Apartments - Bachelor and 1 Bedroom	Special Care/Special Dwelling Units	Wind Turbines	(per sq.ft. of Gross Floor Area)
Township Wide Services							
Services Related to a Highway	18,388	12,590	11,789	7,638	6,385	9,194	6.96
Fire Protection Services	2,241	1,534	1,437	931	778	2,241	0.86
Parks and Recreation Services	6,567	4,496	4,210	2,728	2,280	-	0.80
Library Services	1,073	735	688	446	373	-	0.13
Growth Studies	891	610	571	370	309	891	0.33
Total Township Wide Services	29,160	19,965	18,695	12,113	10,125	12,326	9.08
Urban Services							
Stormwater	22	15	14	9	8	-	0.01
Wastewater Services	5,356	3,667	3,434	2,225	1,860	-	1.97
Water Services	267	183	171	111	93	-	0.10
Total Urban Services	5,645	3,865	3,619	2,345	1,961	-	2.08
GRAND TOTAL RURAL AREA	29,160	19,965	18,695	12,113	10,125	12,326	9.08
GRAND TOTAL URBAN AREA	34,805	23,830	22,314	14,458	12,086	12,326	11.16

5. Changes to the Background Study

Based upon the preceding sections, the following revisions are made to the pages within the background study (new pages are appended to this report):

Page Reference	Description of Revisions
Table of Contents	Updated to reflect revised page numbers and headings.
ES	Updated section to summarize changes to the legislation arising from Bill 185, revised the calculated charges to include growth studies, revised Table ES-2 and subsequent writeup to reflect the summary of expenditures anticipated over the life of the by-law, added reference to growth studies, and revised Table ES-3 to include the calculated charges. Removal of Solar PVs from write-up, as well as tables.
1-2 & 1-3	Revised Figure 1-1 to include the release of Addendum Report #1, Council Meeting to present the findings, and the By-law Passage.
1-9	Revised Section 1.4.4 to note the affordable owned and rental unit exemptions came into force June 1, 2024.
1-11 to 1-13	Revised Section 1.5 to note the affordable unit exemptions came into force June 1, 2024, and revised section 1.5 to update wording given Bill 185 received royal assent.
2-1	Updated to reflect the full phased-in D.C. rates.
4-6 to 4-9	Updated to include studies as eligible capital costs to be recovered for in the D.C. calculation and updated the reserve fund balances
4-14	Removed section 4.14 Mandatory Phase-in of a D.C.
5-1, and 5-11 onwards	Added growth studies and updated table numbers.

Page Reference	Description of Revisions
	Revised Services Related to a Highway and Wastewater Services. Renumbered subsequent pages.
6-1 to 6-6	Removal of Solar PVs. Updated Tables 6-1, 6-2, 6-3, 6-5, and 6-6.
7-1, 7-3 to 7-6, 7-8 and 7-9	Included Bill 185 in the changes to the legislation, added growth studies to section 7.3.2, removed wording for affordable units to be in force at a later date, removed section 7.3.5; Phasing-in, updated timing of collection wording to revise the rate-freeze period from two (2) years to 18 months, removed wording to utilize the growth studies reserve fund as part of the Township's General Capital Reserves, added growth studies as a class of service recommendation, and include "as amended" wording for the approval of the capital list and D.C. Background Study recommendations.
C-4	Updated Table C-2.
D-5	Updated Figure D-1 to include Growth Studies.
F-4 & F-5	Updated the Asset Management Calculations.
Appendix G	Updated draft by-law.

6. Process for the Adoption of the Development Charges By-law

The preceding sections provide a summary of the revisions to the Township's D.C. Background Study and draft by-law. If Council is satisfied with the above changes to the Background Study, this Addendum #1 report will be considered for approval by Council along with the Background Study.

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Executive Summary

1. The report provided herein represents the Development Charges (D.C.) Background Study for the Township of West Lincoln required by the *Development Charges Act, 1997*, as amended (D.C.A.). This report has been prepared in accordance with the methodology required under the D.C.A. The contents include the following:
 - Chapter 1 – Overview of the legislative requirements of the Act;
 - Chapter 2 – Review of present D.C. policies of the Township;
 - Chapter 3 – Summary of the residential and non-residential growth forecasts for the Township;
 - Chapter 4 – Approach to calculating the D.C.;
 - Chapter 5 – Review of historical service standards and identification of future capital requirements to service growth and related deductions and allocations;
 - Chapter 6 – Calculation of the D.C.s;
 - Chapter 7 – D.C. policy recommendations and rules; and
 - Chapter 8 – By-law implementation.

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

3. Subsequent to the passage of the Township's 2019 D.C. By-law, the Township undertook a D.C. Update Study in 2022 to pass an amending D.C. By-law to incorporate a number of changes to the D.C.A. as a result of the following Acts (details of each Act are provided in Chapter 1 of this report):

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

Since that time, the Province introduced another set of revisions to the D.C.A. through Bill 23: *More Homes Built Faster Act, 2022*. Bill 23 was first introduced on October 25, 2022, and received Royal Assent on November 28, 2022. A summary of the changes provided from Bill 23 are outlined below (further details are provided in Chapter 1 of this report):

- Additional Residential Unit Exemption: Allowance of a third unit as-of-right;
- Removal of Housing as an Eligible D.C. Service;
- New Statutory Exemptions for Affordable Units, Attainable Units (currently not in force), and Affordable Inclusionary Zoning Units;
 Note: Bill 134: *Affordable Homes and Good Jobs Act, 2023* was released on September 28, 2023 which proposes a new definition of "affordable" under the D.C.A. and is anticipated to receive Royal Assent on December 4, 2023:
 - Owned unit (lesser of): cost is less than 30% of the 60th percentile of income for households in the municipality or 90% of the average purchase price as defined in a new Bulletin.
 - Rental unit (lesser of): rent is less than 30% of the 60th percentile of income for rental households or average market rent set out in a new Bulletin.
- New Statutory Exemption: Non-Profit Housing;
- Historical Level of Service extended to previous 15-year period instead of the previous 10-year period;
- Capital Cost definition revised to remove studies and prescribe services for which land or an interest in land will be restricted (nothing prescribed to date);
- Mandatory Phase-in of a D.C. passed after January 1, 2022, as follows:

- Year 1 – 80% of the maximum charge;
- Year 2 – 85% of the maximum charge;
- Year 3 – 90% of the maximum charge;
- Year 4 – 95% of the maximum charge; and
- Year 5 to expiry – 100% of the maximum charge.
- D.C. By-law expiry will be a maximum of 10 years after the date the by-law comes into force;
- D.C. for Rental Housing developments to receive a discount as follows:
 - Three or more bedrooms – 25% reduction;
 - Two bedrooms – 20% reduction; and
 - All other bedroom quantities – 15% reduction.
- Maximum Interest Rate for Installments and Determination of Charge for Eligible Site Plan and Zoning By-law Amendment Applications to be set at the average prime rate plus 1%; and
- Requirement to Allocate Funds Received – municipalities are required to spend or allocate at least 60% of their reserve fund at the beginning of the year for water, wastewater, and services related to a highway.

On April 10, 2024, the Province released Bill 185: Cutting Red Tape to Build More Homes Act. The Bill received Royal Assent on June 6, 2024. A summary of the changes provided from Bill 185 are outlined below (further details are provided in Chapter 1 of this report):

- The definition of eligible capital costs (to include certain studies);
- The removal of the mandatory phase-in of charges;
- The process for minor amendments to D.C. by-laws;
- A reduction of time for the D.C. rate freeze related to site plan and zoning by-law amendment planning applications;
- Modernizing public notice requirements; and
- Implementation of the Affordable Residential Unit exemptions.

4. The growth forecast (Chapter 3) on which the D.C. study is based, projects the following population, housing, and non-residential floor area for the 10-year (2024 to 2034), Urban 10-year (2024 to 2034) Buildout (2024 to 2051), and Urban Buildout (2024 to 2051) forecast periods.

Table ES-1
Summary of Growth Forecast by Planning Period
Township of West Lincoln

Measure	10 Year 2024-2034	Urban 10 Year 2024-2034	Buildout 2024-2051	Urban – Buildout 2024-2051
(Net) Population Increase	7,119	7,390	21,759	22,524
Residential Unit Increase	2,858	2,844	8,735	8,692
Non-Residential Gross Floor Area Increase (sq.ft.)	1,035,700	965,000	2,906,200	2,712,100

5. On July 15, 2019, the Township of West Lincoln's D.C. By-law 2019-51 came into force under the D.C.A. The by-law imposes D.C.s on residential and non-residential uses. This by-law was amended via By-law 2022-77. The Township is undertaking a D.C. public process and anticipates passing a new by-law on October 28, 2024, with the mandatory public meeting scheduled for May 27, 2024.
6. The Township's D.C. currently in effect is \$18,842 for single detached dwelling units for full services. The non-residential charge is \$4.69 per sq.ft. for full services.
7. This report has undertaken a recalculation of the charges based on future identified needs (presented in Schedule ES-3 for residential and non-residential). Charges have been provided on a Township-wide basis for all services excluding water, wastewater, and stormwater services, which have been provided on an urban-wide basis. The corresponding single-detached unit charge for full services is \$34,805. The non-residential charge for full services is \$11.16 per sq.ft. of building area. These rates are submitted to Council for their consideration.

protection, and growth studies using the single detached category. The calculations presented herein have continued this approach. The calculated D.C. for wind turbines is \$12,326 per unit (based on the criteria as defined in the draft D.C. by-law).

9. The D.C.A. requires a summary be provided of the gross capital costs and the net costs to be recovered over the life of the by-law. This calculation is provided by service and is presented in Table 6-6. A summary of these costs is provided below:

Table ES-2
Summary of Expenditures Anticipated Over the Life of the By-law

Summary of Expenditures Anticipated Over the Life of the By-law	Expenditure Amount
Total gross expenditures planned over the next ten years	\$150,902,198
Less: Benefit to existing development	\$26,185,392
Less: Post planning period benefit	\$3,456,859
Less: Ineligible re: Level of Service	\$90,400
Less: Grants, subsidies and other contributions	\$0
Net costs to be recovered from development charges	\$121,169,547

This suggests that for the non-D.C. cost over the ten-year D.C. by-law (benefit to existing development, and grants, subsidies and other contributions), \$26.28 million (or an annual amount of \$2.63 million) will need to be contributed from taxes and rates, or other sources. With respect to the post period benefit amount of \$3.46 million, it will be included in subsequent D.C. study updates to reflect the portion of capital that benefits growth in the post period D.C. forecasts.

Based on the above table, the Township plans to spend \$150.90 million over the life of the by-law, of which \$121.17 million (80%) is recoverable from D.C.s. Of this net amount, \$107.25 million is recoverable from residential development and \$13.92 million from non-residential development. It is noted also that any exemptions or reductions in the charges would reduce this recovery further.

10. Considerations by Council – The background study represents the service needs arising from residential and non-residential growth over the forecast periods.

The following services are calculated based on an urban 2051 buildout forecast:

- Wastewater Services; and
- Water Services.

The following services are calculated based on a 2024 to 2051 forecast period:

- Services Related to a Highway.

The following services are calculated based on an urban 10-year forecast to 2034:

- Stormwater Services.

The following services are calculated based on a 10-year forecast to 2034:

- Fire Protection Services;
- Parks and Recreation Services;
- Library Services; and
- Growth Studies.

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

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

Table ES-3
 Schedule of Development Charges

Service	RESIDENTIAL					NON-RESIDENTIAL	
	Single and Semi-Detached Dwelling	Multiples	Apartments - 2 Bedrooms +	Apartments - Bachelor and 1 Bedroom	Special Care/Special Dwelling Units	Wind Turbines	(per sq.ft. of Gross Floor Area)
Township Wide Services							
Services Related to a Highway	18,388	12,590	11,789	7,638	6,385	9,194	6.96
Fire Protection Services	2,241	1,534	1,437	931	778	2,241	0.86
Parks and Recreation Services	6,567	4,496	4,210	2,728	2,280	-	0.80
Library Services	1,073	735	688	446	373	-	0.13
Growth Studies	891	610	571	370	309	891	0.33
Total Township Wide Services	29,160	19,965	18,695	12,113	10,125	12,326	9.08
Urban Services							
Stormwater	22	15	14	9	8	-	0.01
Wastewater Services	5,356	3,667	3,434	2,225	1,860	-	1.97
Water Services	267	183	171	111	93	-	0.10
Total Urban Services	5,645	3,865	3,619	2,345	1,961	-	2.08
GRAND TOTAL RURAL AREA	29,160	19,965	18,695	12,113	10,125	12,326	9.08
GRAND TOTAL URBAN AREA	34,805	23,830	22,314	14,458	12,086	12,326	11.16

1.2 Summary of the Process

The public meeting required under section 12 of the D.C.A. has been scheduled for May 27, 2024. Its purpose is to present the study to the public and to solicit public input. The meeting is also being held to answer any questions regarding the study's purpose, methodology, and the proposed modifications to the Township's D.C.s.

In accordance with the legislation, the background study and proposed D.C. by-law will be available for public review on May 13, 2024.

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

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

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

Figure 1-1
Schedule of Key D.C. Process Dates for the Township of West Lincoln

Schedule of Study Milestone	Dates
1. Data collection, staff review, D.C. calculations and policy work	July 2023 to April 2024
2. Stakeholder Meeting	April 18, 2024
3. Council Workshop	April 29, 2024
4. Public meeting advertisement placed in newspaper(s)	No later than May 5, 2024
5. Public release of final D.C. background study and proposed by-law	May 13, 2024
6. Public meeting # 1 of Council	May 27, 2024
7. Release of Addendum # 1 to the D.C. Background Study	October 7, 2024
8. Council Meeting to present Addendum # 1	October 21, 2024
9. Council considers adoption of background study and passage of by-law	October 28, 2024

Schedule of Study Milestone	Dates
10. Newspaper notice given of by-law passage	By 20 days after passage
11. Last day for by-law appeal	40 days after passage
12. Township makes pamphlet available (where by-law not appealed)	By 60 days after in force date

1.3 Changes to the D.C.A.: Bills 108, 138, 197, and 213

1.3.1 *Bill 108: More Homes, More Choice Act – An Act to Amend Various Statutes with Respect to Housing, Other Development, and Various Matters*

On May 2, 2019, the Province introduced Bill 108, which proposed changes to the D.C.A. The Bill was introduced as part of the Province's "More Homes, More Choice: Ontario's Housing Supply Action Plan." The Bill received Royal Assent on June 6, 2019.

While having received Royal Assent, many of the amendments to the D.C.A. would not come into effect until they are proclaimed by the Lieutenant Governor (many of these changes were revised through Bill 197). At the time of writing, the following provisions have been proclaimed:

- Effective January 1, 2020, rental housing and institutional developments will pay D.C.s in six equal annual payments commencing at occupancy. Interest may be charged on the instalments, and any unpaid amounts may be added to the property and collected as taxes. As per Bill 23, non-profit housing developments are now exempt from paying D.C.s; however, prior to Bill 23, and as a result of Bill 108, non-profit housing developments paid D.C.s in 21 equal annual payments. Effective January 1, 2020, the D.C. amount for all developments occurring within 2 years of a Site Plan or Zoning By-law Amendment planning approval (for application submitted after this section is proclaimed), shall be determined based on the D.C. in effect on the day of Site Plan or Zoning By-law Amendment application. If the development is not proceeding via these planning approvals, then the amount is determined as of the date of issuance of a building permit.

- Attainable Units – Excludes affordable units and rental units; will be defined as prescribed development or class of development and sold to a person who is at “arm’s length” from the seller.
 - Note: for affordable and attainable units, the municipality shall enter into an agreement that ensures the unit remains affordable or attainable for 25 years.

Further to the above, Bill 134: *Affordable Homes and Good Jobs Act, 2023* was released on September 28, 2023, which proposes a new definition of “affordable” under the D.C.A.:

- Owned unit (lesser of): cost is less than 30% of the 60th percentile of income for households in the municipality or 90% of the average purchase price as defined in a new Bulletin.
- Rental unit (lesser of): rent is less than 30% of the 60th percentile of income for rental households or average market rent set out in a new Bulletin.

Note: the above Affordable Owned and Rental Unit exemptions came into force as of June 1, 2024. At the time of writing, it is not known when the exemption for Attainable Units will be in force.

- Inclusionary Zoning Units: Affordable housing units required under inclusionary zoning by-laws are exempt from a D.C.

1.4.5 Historical Level of Service Extended to Previous 15-Year Period

Prior to Bill 23, the increase in need for service was limited by the average historical level of service calculated over the 10-year period preceding the preparation of the D.C. background study. This average is now extended to the historical 15-year period.

1.4.6 Revised Definition of Capital Costs

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

provision would apply to all instalment payments and eligible site plan and zoning by-law amendment applications occurring after November 28, 2022.

1.4.12 Requirement to Allocate Funds Received

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

1.5 Proposed Changes to the D.C.A. – Bill 185: Cutting Red Tape to Build More Homes Act, 2024

On April 10, 2024, the Province released Bill 185: *Cutting Red Tape to Build More Homes Act*. The Bill received Royal Assent on June 6, 2024. This Bill reversed many of the key changes that were implemented through Bill 23. The following sections provide a summary of the changes.

1.5.1 Revised Definition of Capital Costs

Bill 185 reversed the capital cost amendments of Bill 23 by reinstating studies as an eligible capital cost. The following paragraphs were added to subsection 5(3) of the D.C.A.:

5. *Costs to undertake studies in connection with any of the matters referred to in paragraphs 1 to 4.*
6. *Costs of the development charge background study required under section 10.*

1.5.2 Removal of the Mandatory Phase-in

As noted in Section 1.4.7 above, Bill 23 required the phase-in of charges imposed in a D.C. by-law over a five-year term for any by-laws passed after January 1, 2022. Bill 185 removed this mandatory phase-in. This change is effective for any D.C. by-laws passed after Bill 185 came into effect.

For site plan and zoning by-law amendment applications that were made prior to Bill 185 receiving Royal Assent, the charges payable will be the charges that were in place on the day the planning application was made (i.e., including the mandatory phase-in).

1.5.3 Process for Minor Amendments to D.C. By-laws

Section 19 of the D.C.A. requires that a municipality must follow sections 10 through 18 of the D.C.A. (with necessary modifications) when amending D.C. by-laws. Sections 10 through 18 of the D.C.A. generally require the following:

- Completion of a D.C. background study, including the requirement to post the background study 60 days prior to passage of the D.C. by-law;
- Passage of a D.C. by-law within one year of the completion of the D.C. background study;
- A public meeting, including notice requirements; and
- The ability to appeal the by-law to the Ontario Land Tribunal.

Bill 185 allows municipalities to undertake minor amendments to D.C. by-laws for the following purposes without adherence to the requirements noted above (with the exception of the notice requirements):

1. To repeal a provision of the D.C. by-law specifying the date the by-law expires or to amend the provision to extend the expiry date (subject to the 10-year limitations provided in the D.C.A.);
2. To impose D.C.s for studies, including the D.C. background study; and
3. To remove the provisions related to the mandatory phase-in of D.C.s.

Minor amendments related to items 2 and 3 noted above may be undertaken only if the D.C. by-law being amended was passed after November 28, 2022, and before Bill 185 took effect. Moreover, the amending by-law must be passed within six months of Bill 185 coming into effect.

Notice requirements for these minor amending by-laws are similar to the typical notice requirements, with the exception of the requirement to identify the last day for appealing the by-law (as these provisions do not apply).

1.5.4 Reduction of D.C. Rate Freeze Timeframe

Bill 108 (see Section 1.3.1 above) provides for the requirement to freeze the D.C.s imposed on developments subject to a site plan and/or a zoning by-law amendment application. The D.C. rate for these developments is "frozen" at the rates that were in

effect at the time the site plan and/or zoning by-law amendment application was submitted (subject to applicable interest). Once the application is approved by the municipality, if the date the D.C. is payable is more than two years from the approval date, the D.C. rate freeze would no longer apply. Bill 185 reduced the two-year timeframe to 18 months.

1.5.5 Modernizing Public Notice Requirements

The D.C.A. sets out the requirements for municipalities to give notice of public meetings and of by-law passage. These requirements are prescribed in sections 9 and 10 of O. Reg. 82/98 and include giving notice in a newspaper of sufficiently general circulation in the area to which the by-law would apply. The regulatory changes modernized public notice requirements by allowing municipalities to provide notice on a municipal website if a local newspaper is not available.

2. Current Township of West Lincoln Policies

2.1 Schedule of Charges

On July 15, 2019, the Township of West Lincoln's D.C. By-law 2019-51 came into force under the D.C.A. Subsequently, the 2019 D.C. By-law was amended with By-law 2022-77, which provided updates to conform with the legislative changes from Bills 108, 197, and 213.

The by-law, as amended, imposes D.C.s for residential and non-residential uses. The table below provides the rates currently in effect, as of June 6, 2024.

Table 2-1
Township of West Lincoln
Current D.C. Rates
June 6, 2024

Service	Residential				Non-Residential	
	Single and Semi-Detached Dwelling	Multiples	Apartments - 2 Bedrooms +	Apartments - Bachelor and 1 Bedroom	Wind Turbines	per sq.ft.
Services Related to a Highway	8,042	5,360	5,118	3,169	8,042	2.99
Fire Protection Services	542	362	345	213	542	0.21
Parks and Recreation Services	6,393	4,261	4,068	2,518	-	0.47
Library Services	1,149	765	732	452	-	0.07
Growth Studies	472	313	299	186	472	0.18
Total Township Wide Services	16,598	11,061	10,562	6,538	9,056	3.92
Urban Services						
Stormwater	100	68	63	39	-	0.02
Wastewater Services	623	415	395	246	-	0.21
Water Services	1,521	1,013	968	600	-	0.54
Total Urban Services	2,244	1,496	1,426	885	-	0.77
GRAND TOTAL RURAL AREA	16,598	11,061	10,562	6,538	9,056	3.92
GRAND TOTAL URBAN AREA	18,842	12,557	11,988	7,423	9,056	4.69

2.2 Services Covered

The following services are covered under By-law 2019-51, as amended:

- Services related to a highway;
- Fire protection services;
- Parks and recreation services;
- Library services;
- Growth studies;

Categories of Municipal Services	Eligibility for Inclusion in the D.C. Calculation	Service Components	Maximum Potential D.C. Recovery %
21. Ambulance	n/a n/a	21.1 Ambulance station space 21.2 Vehicles ^[1]	100 100
22. Hospital Provision	Ineligible	22.1 Hospital capital contributions	0
23. Provision of Headquarters for the General Administration of Municipalities and Area Municipal Boards	Ineligible Ineligible Ineligible	23.1 Office space 23.2 Office furniture 23.3 Computer equipment	0 0 0
24. Other Services	Yes	24.1 Studies in connection with acquiring buildings, rolling stock, materials and equipment, and improving land and facilities, including the D.C. background study cost	100
	Yes	24.2 Interest on money borrowed to pay for growth-related capital	0-100

^[1] with a 7+ year lifetime

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 detailed Local Service Policy is provided in Appendix E.

4.5 Capital Forecast

Paragraph 7 of subsection 5 (1) of the D.C.A. requires that "the capital costs necessary to provide the increased services must be estimated." The Act goes on to require 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) Costs to undertake studies in connection with any of the matters referred to in paragraphs a to d; and
- f) interest on money borrowed to pay for the above-referenced costs;

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

4.6 Treatment of Credits

Section 8, paragraph 5, of O. Reg. 82/98 indicates that a D.C. background study must set out "the estimated value of credits that are being carried forward relating to the service." Section 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.

4.7 Classes of Services

Section 7 of the D.C.A. states that a D.C. by-law may provide for any D.C. eligible service or the capital costs with respect to those services. Furthermore, a class may be composed of any number or combination of services and may include parts or portions of each D.C. eligible service.

These provisions allow for services to be grouped together to create a class for the purposes of the D.C. by-law and D.C. reserve funds. The D.C. calculations and by-law provided herein have identified a class of service for growth studies.

4.8 Existing Reserve Funds

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

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

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

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

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

The Township's D.C. Reserve Fund balances by service as of December 31, 2023, are shown below:

Table 4-2
Summary of Development Charges Reserve Fund Balances
As of December 31, 2023

Service	Balance as of December 31, 2023
Services Related to a Highway	\$1,715,699
Fire Protection Services	(\$610,102)
Parks and Recreation Services	\$100,555
Library Services	(\$199,681)
Growth Studies	\$173,828
Stormwater	(\$61,510)
Wastewater Services	\$547,627
Water Services	\$583,193
Total	\$2,249,608

Note: Amounts in brackets are deficit balances.

4.9 Deductions

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

- The level of service ceiling;
- Uncommitted excess capacity;
- Benefit to existing development; and
- Anticipated grants, subsidies, and other contributions.

The requirements behind each of these reductions are addressed below.

- An assessment of the ridership capacity for all modes of transit services proposed to be funded by the development charge over the 10-year period immediately following the preparation of the background study.
- A forward-looking service standard (as per subsection 6.1 (2) of the Regulations):
 - The service is a discrete service.
 - No portion of the service that is intended to benefit anticipated development after the 10-year period immediately following the preparation of the background study may be included in the estimate.
 - No portion of the service that is anticipated to exist as excess capacity at the end of the 10-year period immediately following the preparation of the background study may be included in the estimate.
- A detailed asset management strategy and reporting requirements (subsection 6.1 (3) of the Regulations) that includes lifecycle costs, action plans that will enable the assets to be sustainable, summary of how to achieve the proposed level of service, discussion on procurement measures and risk.

Transit services are the Region of Niagara's responsibility, therefore the above calculations and reporting requirements are not required for this study.

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

5.1 Introduction

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

The service component is evaluated on two format sheets:

- The service standards that provide the average historical 15-year level of service calculation (see Appendix B), which “caps” the D.C. amounts (note that this is not required for water, wastewater, and stormwater); and
- The infrastructure cost calculation, which determines the potential D.C. recoverable cost.

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

5.2 Service Levels and 10-Year Capital Costs for West Lincoln’s D.C. Calculation

This section evaluates the development-related capital requirements for fire protection services, parks and recreation services, library services, and growth studies over a 10-year planning period from 2024 to 2034. For stormwater services, it has been evaluated over an urban 10-year planning period.

5.2.1 *Fire Protection Services*

The West Lincoln Fire Department currently operates out of Smithville and Caistor Centre with a combined 17,547 sq.ft. of facility space. This provides for a per capita average level of service of 1.17 sq.ft. per capita or \$691 per capita. This level of service provides the Township with a maximum D.C.-eligible amount for recovery over the forecast period of \$4.92 million.

5.2.5 Growth Studies

Based on the anticipated growth forecast, a number of D.C. eligible studies have been identified by the Township. The total gross capital cost for growth studies is approximately \$3.33 million. These studies include various Master Plans, Planning Studies, D.C. Background Study, etc. For planning related studies, a deduction of 10% (\$90,400) has been applied to recognize the extent to which the studies relate to non-D.C.-eligible services. Further deductions of \$572,000 were made to recognize the benefit to the existing community, and \$173,828 to account for the existing reserve fund balance. Therefore, the net amount of \$2,490,633 has been included in the D.C. calculations.

The capital costs for each study have been allocated based on the 10-year growth allocation for specific services provided in D.C., following a similar percentage distribution as presented in the capital costs calculation (i.e., parks & recreation capital costs are allocated at 95% residential and 5% non-residential and have been allocated as such for any studies specific to parks and recreation).

Table 5-5
 Infrastructure Cost Included in the Development Charges Calculation
 Growth Studies

Prj.No	Increased Service Needs Attributable to Anticipated Development 2024 to 2034	Timing (year)	Service to Which Project Relates	Gross Capital Cost Estimate (2024\$)	Post Period Benefit	Other Deductions (to recognize benefit to non-D.C. services)	Net Capital Cost	Less:		Potential D.C. Recoverable Cost		
								Benefit to Existing Development	Grants, Subsidies and Other Contributions Attributable to New Development	Total	Residential Share	Non-Residential Share
											Service Specific	
1	Agriculture/ Agri-Tourism Opportunities/ Climate Impact Assessment/ Agricultural CIP	2028	All Services	100,000	-	10,000	90,000	62,100		27,900	23,994	3,906
2	Corporate strategic plan	2027	All Services	50,000	-	5,000	45,000	22,500		22,500	19,350	3,150
3	Corporate strategic plan	2031	All Services	50,000	-	5,000	45,000	22,500		22,500	19,350	3,150
4	Development charge study	2024	All D.C. Services	85,000	-		85,000	-		85,000	73,100	11,900
5	Development charge study	2029	All D.C. Services	85,000	-		85,000	-		85,000	73,100	11,900
6	Economic development master plan - Industrial park	2027	All Services	120,000	-	12,000	108,000	54,000	-	54,000	46,440	7,560
7	Fire protection master plan	2026	Fire Protection Services	100,000	-		100,000	25,000		75,000	64,500	10,500
8	Infill and Intensification Strategy	2026	All Services	80,000	-	8,000	72,000	18,000		54,000	46,440	7,560
9	Library strategic plan	2027	Library Services	20,000	-		20,000	10,000		10,000	9,500	500
10	Secondary plan/Municipal comprehensive review	2028	All Services	100,000	-	10,000	90,000	-		90,000	77,400	12,600
11	Official plan update	2029	All Services	60,000	-	6,000	54,000	13,500		40,500	34,830	5,670
12	Official plan	2024	All Services	150,000	-	15,000	135,000	33,800	-	101,200	87,032	14,168
13	Organizational staffing review	2026	All Services	50,000	-	5,000	45,000	22,500		22,500	19,350	3,150
14	Pollution control plan - CSO study - Extraneous Flow Reduction Program	2028	Wastewater Services	100,000	-		100,000	50,000		50,000	43,500	6,500

Table 5-5
Infrastructure Cost Included in the Development Charges Calculation
Growth Studies – continued

Prj.No	Increased Service Needs Attributable to Anticipated Development 2024 to 2034	Timing (year)	Service to Which Project Relates	Gross Capital Cost Estimate (2024\$)	Post Period Benefit	Other Deductions (to recognize benefit to non-D.C. services)	Net Capital Cost	Less:		Potential D.C. Recoverable Cost		
								Benefit to Existing Development	Grants, Subsidies and Other Contributions Attributable to New Development	Total	Residential Share	Non-Residential Share
											Service Specific	
15	Pollution control plan - CSO study - Extraneous Flow Reduction Program	2033	Wastewater Services	100,000	-		100,000	50,000		50,000	43,500	6,500
16	Sanitary sewer master plan update	2029	Wastewater Services	75,000	-		75,000	18,800		56,200	48,894	7,306
17	Smithville trails and corridors master plan (update)	2029	Parks & Recreation Services	50,000	-		50,000	34,500		15,500	14,725	775
18	West Lincoln Parks, Recreation, and Library Master Plan Update	2029	Parks & Recreation Services and Library	100,000	-		100,000	25,000		75,000	71,250	3,750
19	Traffic/transportation master plan Update	2029	Services Related to a Highway	80,000	-		80,000	20,000		60,000	51,600	8,400
20	Fiscal Impact Study	2024	All Services	50,000	-	5,000	45,000	22,500		22,500	19,350	3,150
21	Water Master Plan Update	2029	Water Services	75,000	-		75,000	-		75,000	65,250	9,750
22	Urban Forestry Strategy	2027	Services Related to a Highway / Parks & Recreation	50,000	-		50,000	25,000		25,000	21,500	3,500
23	Fulton Hamlet and Rural Employment Zone	2025	All Services	94,000	-	9,400	84,600	42,300		42,300	36,378	5,922
24	D.C. Credit : Landowners paid Studies	Credit	All D.C. Services	1,502,861	-		1,502,861	-		1,502,861	1,292,460	210,401
25	Reserve Fund Adjustment				-		-	173,828		(173,828)	(149,492)	(24,336)
	Total			3,326,861	-	90,400	3,236,461	745,828	-	2,490,633	2,153,301	337,332

5.3 Service Levels and Long Term Capital Costs for West Lincoln's D.C. Calculation

This section evaluates the development-related capital requirements for parks and recreation services and library services over a long-term planning period from 2024 to 2051.

5.3.1 Services Related to a Highway

5.3.1.1 Services Related to a Highway – Roads and Related

The Township owns and maintains:

- 115 km of unpaved roads;
- 214 km of surface treated roads;
- 39 km of asphalt paved roads;
- 72 bridges;
- 19 culverts;
- 17.9 km of sidewalks;
- 250 streetlight fixtures; and
- 74 streetlight poles.

This provides an average level of investment of \$68,993 per capita, resulting in a D.C.-eligible recovery amount of \$1.5 billion over the 2024 to 2051 forecast period.

With respect to future needs, the Township has identified a capital program totalling \$178.06 million, with the majority of the projects originating from the Smithville Master Community Plan. These projects include numerous road urbanizations, upgrades, junction improvements, new pedestrian bridges, and sidewalks. A deduction of \$30.67 million has been made to recognize the portion of the works that would benefit the existing community. Furthermore, \$1.72 million has also been deducted to account for the Township's existing reserve fund balance. Therefore, the total growth-related cost to be included in the D.C. is \$145.67million.

The residential/non-residential capital cost allocation for service related to a highway – roads and related is based on the ratio of the anticipated population and employment

growth over the 2024 to 2051 forecast period. This results in 87% being allocated to residential development and 13% to non-residential development.

Table 5-6
 Infrastructure Cost Included in the Development Charges Calculation
 Services Related to a Highway – Roads and Related

Prj. No	Increased Service Needs Attributable to Anticipated Development 2024 to 2051	Timing (year)	Gross Capital Cost Estimate (2024\$)	Post Period Benefit	Other Deductions	Net Capital Cost	Less:		Potential D.C. Recoverable Cost		
							Benefit to Existing Development	Grants, Subsidies and Other Contributions Attributable to New Development	Total	Residential Share 87%	Non-Residential Share 13%
	Roadways										
1	Urban Boundary Expansion TWL-Road-01 Spring Creek Rd Extension: west limit of existing Spring Creek Rd allowance to the New Western Link	2024-2026	7,000,000	-		7,000,000	-	-	7,000,000	6,090,000	910,000
2	TMP Capital Project ID TWL-Road-05 Tober Road realignment New Southern Collector 2: Tober Rd to Port Davidson Rd New Southern Collector 1: Port Davidson Rd to Shurie Rd	2034-2044	17,500,000	-		17,500,000	-	-	17,500,000	15,225,000	2,275,000
3	TMP Capital Project ID TWL-Road-06 New Western Collector 1: South Grimsby Rd 6 to Townline Rd	2044-2051	24,000,000	-		24,000,000	-	-	24,000,000	20,880,000	3,120,000
4	TWL-Road-07 Spring Creek Rd: Spring Creek Rd Extension to Hornak Rd	2025-2026	12,000,000	-		12,000,000	-	-	12,000,000	10,440,000	1,560,000
5	TMP Capital Project ID TWL-Road-08 Road Upgrade - South Grimsby Rd 5: Young St and New Northern Collector	2024-2034	4,500,000	-		4,500,000	1,350,000	-	3,150,000	2,740,500	409,500
6	TMP Capital Project ID TWL-Road-09 Road Upgrade - South Grimsby Rd 5: New Northern Collector and Spring Creek Rd	2024-2034	4,500,000	-		4,500,000	1,350,000	-	3,150,000	2,740,500	409,500
7	TMP Capital Project ID TWL-Road-10 Road Upgrade - South Grimsby Rd 5: Spring Creek Rd and RR20 (West St)	2024-2034	7,000,000	-		7,000,000	2,100,000	-	4,900,000	4,263,000	637,000
8	TMP Capital Project ID TWL-Road-14 Road Upgrade - Industrial Park Rd: Young St and New Northern Collector	2024-2034	4,500,000	-		4,500,000	1,350,000	-	3,150,000	2,740,500	409,500
9	TMP Capital Project ID TWL-Road-16 Road Upgrade - Industrial Park Rd: New Eastern Link and RR20 (West St)	2024-2034	10,000,000	-		10,000,000	3,000,000	-	7,000,000	6,090,000	910,000
10	TMP Capital Project ID TWL-Road-17a Road Upgrade - Townline Rd: RR20 (St. Catharines St) and RR14 (Canborough St)	2034-2044	20,000,000	-		20,000,000	6,000,000	-	14,000,000	12,180,000	1,820,000
11	TMP Capital Project ID TWL-Road-19 Road Upgrade - Port Davidson Rd: Townline Rd and New Southern Collector	2034-2044	4,500,000	-		4,500,000	1,350,000	-	3,150,000	2,740,500	409,500
12	TMP Capital Project ID TWL-Road-20 Road Upgrade - Shurie Rd: Townline Rd to New Southern Collector 1	2034-2044	4,500,000	-		4,500,000	1,350,000	-	3,150,000	2,740,500	409,500

Table 5-6
 Infrastructure Cost Included in the Development Charges Calculation
 Services Related to a Highway – Roads and Related – continued

Prj. No	Increased Service Needs Attributable to Anticipated Development 2024 to 2051	Timing (year)	Gross Capital Cost Estimate (2024\$)	Post Period Benefit	Other Deductions	Net Capital Cost	Less:		Potential D.C. Recoverable Cost		
							Benefit to Existing Development	Grants, Subsidies and Other Contributions Attributable to New Development	Total	Residential Share 87%	Non-Residential Share 13%
13	TMP Capital Project ID TWL-Road-21 Road Upgrade - South Grimsby Rd 6: New Western Collector 1 and Townline Rd	2034-2051	15,000,000	-		15,000,000	4,500,000	-	10,500,000	9,135,000	1,365,000
14	TMP Capital Project ID TWL-Road-22 Road Upgrade - South Grimsby Rd 6: New Western Collector 1 and RR20 (West St)	2044-2051	9,000,000	-		9,000,000	2,700,000	-	6,300,000	5,481,000	819,000
15	TMP Capital Project ID TWL-Road-23 Road Upgrade - Young St: RR14 (Thirty Rd) and South Grimsby Rd 2	2024-2034	15,000,000	-		15,000,000	4,500,000	-	10,500,000	9,135,000	1,365,000
16	Provision for Other Road-Related Works (Upgrades/Widenings)	2031-2051	5,000,000	-		5,000,000	-	-	5,000,000	4,350,000	650,000
	Junction Improvements										
17	TMP Capital Project ID TWL-Junction-02 South Grimsby Road 5 and Spring Creek Road	2024-2034	900,000	-		900,000	450,000	-	450,000	391,500	58,500
18	TMP Capital Project ID TWL-Junction-16 Tober Road/New Southern Collector 2	2034-2051	900,000	-		900,000	-	-	900,000	783,000	117,000
19	TMP Capital Project ID TWL-Junction-17 Port Davidson Road/New Southern Collector 1/New Southern Collector 2	2034-2051	900,000	-		900,000	-	-	900,000	783,000	117,000
20	TMP Capital Project ID TWL-Junction-18 Shurie Road and New Southern Collector 1	2034-2051	700,000	-		700,000	-	-	700,000	609,000	91,000
21	TMP Capital Project ID TWL-Junction-19 South Grimsby Road 6 and New Western Collector 1	2044-2051	700,000	-		700,000	-	-	700,000	609,000	91,000
	Bridges and Culverts										
22	South Grimsby Rd 5 Trail at Twenty Mile Creek TWL-Trail-03a (Pedestrian Bridge)	2044	2,300,000	-		2,300,000	-	-	2,300,000	2,001,000	299,000
23	Industrial Park Road – Townline Rd Connection at Twenty Mile Creek -TWL-Trail-08a (Pedestrian Bridge)	2034-2043	2,300,000	-		2,300,000	-	-	2,300,000	2,001,000	299,000
				-		-	-	-	-	-	-
	Sidewalks			-		-	-	-	-	-	-
24	RR 63 Canborough Rd - From: House # 5103 To: House # 5065 - 250m-upgrade	2025	250,000	-		250,000	171,500	-	78,500	68,295	10,205
25	Sping Creek Rd - From: Regional Rd 14 To: Hornak Rd-new	2026	11,000	-		11,000	7,600	-	3,400	2,958	442

Table 5-6
Infrastructure Cost Included in the Development Charges Calculation
Services Related to a Highway – Roads and Related - continued

Prj. No	Increased Service Needs Attributable to Anticipated Development 2024 to 2051	Timing (year)	Gross Capital Cost Estimate (2024\$)	Post Period Benefit	Other Deductions	Net Capital Cost	Less:		Potential D.C. Recoverable Cost		
							Benefit to Existing Development	Grants, Subsidies and Other Contributions Attributable to New Development	Total	Residential Share 87%	Non-Residential Share 13%
26	Townline Rd: Canborough St to South Grimsby Rd 6 (both sides)	2033	690,000	-		690,000	476,100	-	213,900	186,093	27,807
27	McMurchie Ln - From: Griffin St To: End - 60m-new	2028	25,000	-		25,000	17,200	-	7,800	6,786	1,014
28	New Northern Connector - From: New Western Link To: Industrial Park Rd (Regional Road project RR/TWL-Road-02) both sides	2030	1,150,000	-		1,150,000	-	-	1,150,000	1,000,500	149,500
29	Industrial Park Rd - From: New Northern Connector To: New Eastern Link (Regional Road project RR/TWL-Road-15) both sides	2030	460,000	-		460,000	-	-	460,000	400,200	59,800
30	New Eastern Link: Industrial Park Rd to Regional Rd 20 (Regional Road project RR/TWL-Road-04)	2030	920,000	-		920,000	-	-	920,000	800,400	119,600
31	Regional Road 14 (Thirty Rd) - From: Young St To: New Northern Connector (Regional Road project RR-Road-11) both sides	2030	230,000	-		230,000	-	-	230,000	200,100	29,900
32	Regional Road 14 (Thirty Rd) - From: New Northern Connector To: Spring Creek Rd (Regional Road project RR-Road-12) both sides	2030	230,000	-		230,000	-	-	230,000	200,100	29,900
33	Regional Road 14 (Station St) - From: Spring Creek Rd To: Regional Rd 20 (Regional Road project RR-Road-13) both sides	2030	460,000	-		460,000	-	-	460,000	400,200	59,800
34	Townline Rd - From: Regional Rd 14 (Canborough St) To: New Western Collector 1 (Regional Road project RR-Road-17B) both sides	2030	460,000	-		460,000	-	-	460,000	400,200	59,800
35	Townline Rd - From: New Western Collector 1 To: South Grimsby Rd 6 (Regional Road project RR-Road-18) both sides	2030	230,000	-		230,000	-	-	230,000	200,100	29,900
36	St. Catharines St - From: Industrial Park Rd To: Townline Rd roundabout	2033	150,000	-		150,000	-	-	150,000	130,500	19,500
37	West St - From: South Grimsby Rd 5 To: South Grimsby Rd 6 roundabout	2033	92,000	-		92,000	-	-	92,000	80,040	11,960
38	Reserve Fund	Reserves		-			1,715,699	-	(1,715,699)	(1,492,658)	(223,041)
	Total		178,058,000	-	-	178,058,000	32,388,099	-	145,669,901	126,732,814	18,937,087

5.3.1.2 Services Related to a Highway – Public Works Facilities, Equipment, and Fleet

The Township's Public Works department operates out of a combined space of 15,341 sq.ft. of building area, providing an average level of service of \$565 per capita. This level of service provides the Township with a maximum D.C.-eligible amount for recovery over the 2051 forecast period of \$12.3 million.

The Public Works Department currently maintains an inventory of 71 vehicles and major equipment totalling \$7.8 million. This inventory provides for an average level of service of \$509 per capita. Over the forecast period, the D.C.-eligible amount for vehicles and equipment is \$11.1 million.

Based on the above, the maximum D.C.-eligible amount for public works is approximately \$23.4 million.

Based on the anticipated growth in the Township over the forecast period, approximately \$16.1 million of future capital has been identified. These include a new Smithville Depot, sidewalk tractor, Grade-all 4X4 excavator, as well as a provision for new vehicles and equipment to service the new development. A deduction of approximately \$6.2 million has been made for the share of the projects that benefit existing development. Therefore, the net growth-related D.C. recoverable amount of \$9.9 million has been included in the calculations.

The residential/non-residential capital cost allocation for service related to a highway – roads and related is based on the ratio of the anticipated population and employment growth over the 2024 to 2051 forecast period. This results in 87% being allocated to residential development and 13% to non-residential development.

Table 5-7
Infrastructure Cost Included in the Development Charges Calculation
Services Related to a Highway – Public Works Facilities, Equipment, and Fleet

Prj. No	Increased Service Needs Attributable to Anticipated Development 2024 to 2051	Timing (year)	Gross Capital Cost Estimate (2024\$)	Post Period Benefit	Other Deductions	Net Capital Cost	Less:		Potential D.C. Recoverable Cost		
							Benefit to Existing Development	Grants, Subsidies and Other Contributions Attributable to New Development	Total	Residential Share 87%	Non-Residential Share 13%
1	Sidewalk Tractor and Attachment - Addition to Fleet	2027	170,000	-		170,000	-		170,000	147,900	22,100
2	Grade All 4x4 Excavator for ditches and tree trimming - Addition to Fleet	2026	600,000	-		600,000	540,000		60,000	52,200	7,800
3	New Smithville Depot (with salt dome and storage)	2026-2029	11,300,000	-		11,300,000	5,650,000		5,650,000	4,915,500	734,500
4	Provision for new vehicles and equipment	2024-2051	4,000,000	-		4,000,000	-		4,000,000	3,480,000	520,000
	Total		16,070,000	-	-	16,070,000	6,190,000	-	9,880,000	8,595,600	1,284,400

5.4 Service Levels and Urban Buildout Capital Costs for West Lincoln's D.C. Calculation

This section evaluates the development-related capital requirements for water and wastewater over an urban 2051 buildout planning period. The capital program is primarily based on the information from the Smithville Master Community Plan, as well as capital identified from the previous D.C. background study.

5.4.1 Water Services

Based on the anticipated growth forecast, a number of water projects have been identified to service developments throughout the Township. These project are mostly based on works identified in the previous D.C. study, but also include the servicing of the new urban boundary. It is noted that the majority of the water infrastructure identified in the Smithville Master Community Plan is assumed to be a local service and developer responsibility.

The projects included in the D.C. for consideration are upsizing of watermains, new urban boundary watermain, and water reading equipment. The total gross capital cost for capital projects is approximately \$4.8 million. With respect to deductions, the following adjustments have been made:

- Benefit to existing development: \$1.9 million.
- Reserve fund surplus balance: \$583,193.

Therefore, the net growth-related capital cost of \$2.2 million is being included in the D.C. calculations.

These costs are shared between residential and non-residential based on the population to employment ratio over the urban 2051 buildout forecast period, resulting in 88% being residential development and 12% being allocated to non-residential development.

Table 5-8
 Infrastructure Cost Included in the Development Charges Calculation
 Water Services

Prj.No	Increased Service Needs Attributable to Anticipated Development 2024 to Urban 2051	Timing (year)	Gross Capital Cost Estimate (2024\$)	Post Period Benefit	Other Deductions	Net Capital Cost	Less:		Potential D.C. Recoverable Cost		
							Benefit to Existing Development	Grants, Subsidies and Other Contributions Attributable to New Development	Total	Residential Share 88%	Non-Residential Share 12%
1	RR 20 (West Street) & Wade Road North Water Main Upgrade	2024	2,500,000	-		2,500,000	1,250,000		1,250,000	1,100,000	150,000
2	South Grimsby Rd 5 Water Main - From: Northridge Dr To: HWY 20	2025-2026	342,000	-		342,000	171,000		171,000	150,480	20,520
3	Griffin St. N Water Main - From: Griffin Street to McMurchie Lane	2027	100,000	-		100,000	50,000		50,000	44,000	6,000
4	St. Catherines St. Water Main - From: Industrial Park Rd To: Frank St	2027	800,000	-		800,000	400,000		400,000	352,000	48,000
5	Frank Street Water Main - From: RR20 To: RR14	2027	120,000	-		120,000	60,000		60,000	52,800	7,200
6	Industrial Park Rd Water Main - From: Pearson Rd to New Urban Boundary	2027	800,000	-		800,000	-		800,000	704,000	96,000
7	AMI Gateway Antennas (2) - Water Reading Automation	2027	120,000	-		120,000	50,200		69,800	61,424	8,376
8	Reserve Fund	Reserves					583,193		(583,193)	(513,209)	(69,983)
	Total		4,782,000	-	-	4,782,000	2,564,393	-	2,217,607	1,951,495	266,113

5.4.2 Wastewater Services

The wastewater capital program is primarily based on the projects identified in the Smithville Master Community Plan, with a couple of projects identified from the previous D.C. study. These projects include sewer upgrades, new mains to service the urban boundary, pumping station, forcemains, etc. The total gross capital cost for capital projects is approximately \$48.7 million. With respect to deductions, the following adjustments have been made:

- Benefit to existing development: \$3.6 million.
- Reserve fund balance: \$547,627.

Therefore, the net growth-related capital cost of \$44.5 million is being included in the D.C. calculations.

These costs are shared between residential and non-residential based on the population to employment ratio over the urban 2051 buildout forecast period, resulting in 88% being residential development and 12% being allocated to non-residential development.

Table 5-9
 Infrastructure Cost Included in the Development Charges Calculation
 Wastewater Services

Prj.No	Increased Service Needs Attributable to Anticipated Development 2024 to Urban 2051	Timing (year)	Gross Capital Cost Estimate (2024\$)	Post Period Benefit	Other Deductions	Net Capital Cost	Less:		Potential D.C. Recoverable Cost		
							Benefit to Existing Development	Grants, Subsidies and Other Contributions Attributable to New Development	Total	Residential Share 88%	Non-Residential Share 12%
1	RR20 (West Street) & Wade Rd North Sanitary Replacement and Upgrade	2024	2,500,000	-		2,500,000	1,250,000		1,250,000	1,100,000	150,000
2	Inflow & Infiltration Reduction Program	2025-2051	2,600,000	-		2,600,000	1,794,000		806,000	709,280	96,720
3	Urban Boundary Expansion - WW-SL-002 - wastewater servicing for urban boundary expansion Stage 1 West St (RR20) - Block Plan Area C1/in vicinity of South Grimsby Rd 6 roundabout to Streamside Pumping Station	2032	1,600,000	-		1,600,000	-		1,600,000	1,408,000	192,000
4	Urban Boundary Expansion - WW-SL-003 - wastewater servicing for urban boundary expansion Stage 2 St. Catharines St (RR20) - Townline Rd roundabout/East Smithville Secondary Plan area to Industrial Park Rd.	2032	1,900,000	-		1,900,000	-		1,900,000	1,672,000	228,000
5	Urban Boundary Expansion - WW-SL-003A - wastewater servicing for urban boundary expansion Stage 1 and Stage 2 St. Catharines St (RR20) - Industrial Park Rd to Smithville Pumping Station	2029	1,370,000	-		1,370,000	-		1,370,000	1,205,600	164,400
6	Urban Boundary Expansion - WW-SL-004 - wastewater servicing for urban boundary expansion (Stage 3) north/south and east/west sanitary sewers throughout Stage 3 connecting to Port Davidson Rd pumping station	2029	8,200,000	-		8,200,000	-		8,200,000	7,216,000	984,000
7	Urban Boundary Expansion - WW-SL-004B - wastewater servicing for urban boundary expansion (Stage 3A) Townline Rd - Rock St to Anderson Cres - upsizing of existing sewer Anderson Cres - Townline Rd to the Smithville Pumping Station - upsizing of existing sewer (592 metres)	2025-2027	1,243,000	-		1,243,000	589,200		653,800	575,344	78,456

Table 5-9
Infrastructure Cost Included in the Development Charges Calculation
Wastewater Services - continued

Prj.No	Increased Service Needs Attributable to Anticipated Development	Timing (year)	Gross Capital Cost Estimate (2024\$)	Post Period Benefit	Other Deductions	Net Capital Cost	Less:		Potential D.C. Recoverable Cost		
							Benefit to Existing Development	Grants, Subsidies and Other Contributions Attributable to New Development	Total	Residential Share 88%	Non-Residential Share 12%
	2024 to Urban 2051										
8	Urban Boundary Expansion - WW-SL-005 - wastewater servicing for urban boundary expansion (Stage 4) north/south and east/west sanitary sewers throughout Stage 4 connecting to Port Davidson Rd pumping station	2033	6,000,000	-		6,000,000	-		6,000,000	5,280,000	720,000
9	W&WWMP Capital Project ID WW-PS-003 New sewage pumping station on Port Davidson Rd for Stages 3 & 4	2034	4,400,000	-		4,400,000	-		4,400,000	3,872,000	528,000
10	W&WWMP Capital Project ID WW-PM-003 New forcemain from pumping station on Port Davidson Rd (WW-PS-003) to Townline Rd Townline Rd from Port Davidson Rd to Township of West Lincoln easement east of Anderson Cres Through Township of West Lincoln easement from Townline Rd to St. Catharines St (RR20)	2034	8,400,000	-		8,400,000	-		8,400,000	7,392,000	1,008,000
11	Provision for Future Gravity Sewer to Stage 1 Urban Boundary Expansion (North Area)	2032	10,500,000	-		10,500,000	-		10,500,000	9,240,000	1,260,000
12	Reserve Fund Adjustment	Reserve	-	-		-	547,627		(547,627)	(481,912)	(65,715)
	Total		48,713,000	-	-	48,713,000	4,180,827	-	44,532,173	39,188,312	5,343,861

6. D.C. Calculation

Table 6-1 calculates the proposed urban area D.C.s to be imposed for infrastructure services based upon the 2024 to 2051 urban forecast period (wastewater and water). Table 6-2 calculates the proposed uniform D.C.s to be imposed on anticipated development in the Township for Township-wide services over the 2024 to 2051 forecast period. Table 6-3 calculates the proposed uniform D.C.s to be imposed on anticipated development in the Township for Township-wide services over the 10-year 2024 to 2034 forecast period. Table 6-4 calculates the proposed urban D.C.s for stormwater over the urban 10-year 2024 to 2034 forecast period.

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

The D.C.-eligible costs for each service component were developed in Chapter 5 for all Town services, based on their proposed capital programs.

For the residential calculations, the total cost is divided by the "gross" (new resident) population to determine the per capita amount. The eligible-D.C. cost calculations set out in Chapter 5 are based on the net anticipated population increase (the forecast new unit population less the anticipated decline in existing units). The cost per capita is then multiplied by the average occupancy of the new units (Appendix A, Schedule 7) to calculate the charge in Tables 6-1 to 6-4.

With respect to non-residential development, the total costs in the uniform charge allocated to non-residential development (based on need for service) have been divided by the anticipated development over the planning period to calculate a cost per sq.ft. of G.F.A.

The Township also imposes D.C.s for wind turbines. This D.C. will be equivalent to a single detached unit based on the services related to a highway (50%), fire protection services (100%), and growth studies (100%) categories to recognize the utilization of these services.

Table 6-5 summarizes the total D.C. that is applicable for Township-wide and urban area services and Table 6-6 summarizes the gross capital expenditures and sources of revenue for works to be undertaken during the life of the by-law.

Table 6-1
Township of West Lincoln
Development Charge Calculation
Urban Area Services
Urban Buildout (2024 to 2051)

SERVICE/CLASS	2024\$ D.C.-Eligible Cost		2024\$ D.C.-Eligible Cost	
	Residential	Non-Residential	S.D.U.	per sq.ft.
	\$	\$	\$	\$
1. <u>Wastewater Services</u>				
1.1 Sewers	39,188,312	5,343,861	5,356	1.97
	39,188,312	5,343,861	5,356	1.97
2. <u>Water Services</u>				
2.1 Treatment, storage and distribution systems	1,951,495	266,113	267	0.10
	1,951,495	266,113	267	0.10
TOTAL	\$41,139,807	\$5,609,974	\$5,623	2.07
D.C.-Eligible Capital Cost	\$41,139,807	\$5,609,974		
Urban Buildout Gross Population/GFA Growth (sq.ft.)	23,177	2,712,100		
Cost Per Capita/Non-Residential GFA (sq.ft.)	\$1,775	\$2.07		
By Residential Unit Type	P.P.U.			
Single and Semi-Detached Dwelling	3.168	\$5,623		
Multiples	2.169	\$3,850		
Apartments - 2 Bedrooms +	2.031	\$3,605		
Apartments - Bachelor and 1 Bedroom	1.316	\$2,336		
Special Care/Special Dwelling Units	1.100	\$1,953		

Table 6-2
Township of West Lincoln
Development Charge Calculation
Township-wide Services
Long-Term (2024 to 2051)

SERVICE/CLASS	2024\$ D.C.-Eligible Cost		2024\$ D.C.-Eligible Cost	
	Residential	Non-Residential	S.D.U.	per sq.ft.
	\$	\$	\$	\$
3. <u>Services Related to a Highway</u>				
3.1 Roads and Related	126,732,814	18,937,087	17,220	6.52
3.2 Public Works Facilities and Fleet	8,595,600	1,284,400	1,168	0.44
	135,328,414	20,221,487	18,388	6.96
TOTAL	\$135,328,414	\$20,221,487	\$18,388	\$6.96
D.C.-Eligible Capital Cost	\$135,328,414	\$20,221,487		
2051 Gross Population/GFA Growth (sq.ft.)	23,315	2,906,200		
Cost Per Capita/Non-Residential GFA (sq.ft.)	\$5,804	\$6.96		
By Residential Unit Type	P.P.U.			
Single and Semi-Detached Dwelling	3.168	\$18,388		
Multiples	2.169	\$12,590		
Apartments - 2 Bedrooms +	2.031	\$11,789		
Apartments - Bachelor and 1 Bedroom	1.316	\$7,638		
Special Care/Special Dwelling Units	1.100	\$6,385		

Table 6-3
Township of West Lincoln
Development Charge Calculation
Township-wide Services
10-Year (2024 to 2034)

SERVICE/CLASS	2024\$ D.C.-Eligible Cost		2024\$ D.C.-Eligible Cost	
	Residential	Non-Residential	S.D.U.	per sq.ft.
	\$	\$	\$	\$
4. <u>Fire Protection Services</u>				
4.1 Fire facilities, vehicles & equipment	5,419,116	882,182	2,241	0.86
	5,419,116	882,182	2,241	0.86
5. <u>Parks and Recreation Services</u>				
5.1 Park development, amenities, trails, facilities, vehicles, and equipment	15,884,171	836,009	6,567	0.80
	15,884,171	836,009	6,567	0.80
6. <u>Library Services</u>				
6.1 Library facilities, materials and vehicles	2,595,214	136,590	1,073	0.13
	2,595,214	136,590	1,073	0.13
7. <u>Growth Studies</u>				
7.1 Growth Studies	2,153,301	337,332	891	0.33
	2,153,301	337,332	891	0.33
TOTAL	\$26,051,803	\$2,192,112	\$10,772	\$2.12
D.C.-Eligible Capital Cost	\$26,051,803	\$2,192,112		
10-Year Gross Population/GFA Growth (sq.ft.)	7,662	1,035,700		
Cost Per Capita/Non-Residential GFA (sq.ft.)	\$3,400	\$2.12		
By Residential Unit Type	P.P.U.			
Single and Semi-Detached Dwelling	3.168	\$10,772		
Multiples	2.169	\$7,375		
Apartments - 2 Bedrooms +	2.031	\$6,906		
Apartments - Bachelor and 1 Bedroom	1.316	\$4,475		
Special Care/Special Dwelling Units	1.100	\$3,740		

Table 6-4
Township of West Lincoln
Development Charge Calculation
Urban Area Services
Urban 10-Year (2024 to 2034)

SERVICE/CLASS	2024\$ D.C.-Eligible Cost		2024\$ D.C.-Eligible Cost	
	Residential	Non-Residential	S.D.U.	per sq.ft.
	\$	\$	\$	\$
7. <u>Stormwater Services</u>				
7.1 Stormwater	53,514	7,996	22	0.01
	53,514	7,996	22	0.01
TOTAL	\$53,514	\$7,996	\$22	\$0.01
D.C.-Eligible Capital Cost	\$53,514	\$7,996		
Urban 10-Year Gross Population/GFA Growth (sq.ft.)	7,618	965,000		
Cost Per Capita/Non-Residential GFA (sq.ft.)	\$7	\$0.01		
By Residential Unit Type	P.P.U.			
Single and Semi-Detached Dwelling	3.168	\$22		
Multiples	2.169	\$15		
Apartments - 2 Bedrooms +	2.031	\$14		
Apartments - Bachelor and 1 Bedroom	1.316	\$9		
Special Care/Special Dwelling Units	1.100	\$8		

Table 6-5
Township of West Lincoln
Development Charge Calculation
Total All Services

	2024\$ D.C.-Eligible Cost		2024\$ D.C.-Eligible Cost	
	Residential	Non-Residential	S.D.U.	per sq.ft.
	\$	\$	\$	\$
Urban-wide Services - 2051	41,139,807	5,609,974	5,623	2.07
Township-wide Services - 2051	135,328,414	20,221,487	18,388	6.96
Urban-wide Services - 10 Year	53,514	7,996	22	0.01
Township-wide Services - 10 Year	26,051,803	2,192,112	10,772	2.12
TOTAL	202,573,537	28,031,570	34,805	11.16

Table 6-6
Township of West Lincoln
Gross Expenditure and Sources of Revenue Summary for Costs to be Incurred over the Life of the By-law

Service	Total Gross Cost	Sources of Financing					
		Tax Base or Other Non-D.C. Source			Post D.C. Period Benefit	D.C. Reserve Fund	
		Other Deductions	Benefit to Existing	Other Funding		Residential	Non-Residential
1. Wastewater Services 1.1 Sewers	34,313,000	0	2,529,200	0	0	27,969,744	3,814,056
2. Water Services 2.1 Treatment, storage and distribution systems	4,782,000	0	1,981,200	0	0	2,464,704	336,096
3. Services Related to a Highway 3.1 Roads and Related	66,539,818	0	13,490,582	0	0	46,152,836	6,896,401
3.2 Public Works Facilities and Fleet	13,551,481	0	6,190,000	0	0	6,404,489	956,993
4. Fire Protection Services 4.1 Fire facilities, vehicles & equipment	5,378,695	0	0	0	1,093,750	3,685,053	599,892
5. Parks and Recreation Services 5.1 Park development, amenities, trails, facilities, vehicles, and equipment	20,067,635	0	1,060,200	0	2,186,700	15,979,699	841,037
6. Library Services 6.1 Library facilities, materials and vehicles	2,881,196	0	188,382	0	176,409	2,390,585	125,820
7. Growth Studies 7.1 Growth Studies	3,326,861	90,400	745,828	0	0	2,153,301	337,332
8. Stormwater Services 8.1 Stormwater	61,510	0	0	0	0	53,514	7,996
Total Expenditures & Revenues	\$150,902,198	\$90,400	\$26,185,392	\$0	\$3,456,859	\$107,253,924	\$13,915,623

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

7.1 Introduction

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

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

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

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

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

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

The rules provided are based on the Townships’ existing policies; with some modifications and consideration for the changes to the D.C.A. resulting from Bills 108, 197, 213, 23, and 185.

7.3.2 Determination of the Amount of the Charge

The following conventions be adopted:

- 1) Costs allocated to residential uses will be assigned to different types of residential units based on the average occupancy for each housing type constructed during the previous decade. Costs allocated to non-residential uses will be assigned based on the number of square feet of G.F.A. constructed for eligible uses (i.e., industrial, commercial, and institutional).
- 2) Costs allocated to residential and non-residential uses are based upon a number of conventions, as may be suited to each municipal circumstance, e.g.,
 - for parks and recreation services and library services, a 5% non-residential attribution has been made to recognize use by the non-residential sector;
 - for services related to a highway, an 87% residential/13% non-residential attribution has been made based on a population vs. employment growth ratio over the 2024 to 2051 forecast period;
 - fire protection services an 86% residential/12% non-residential attribution has been made based on a population vs. employment growth ratio over the 10-year (2024 to 2034) forecast period;
 - stormwater services an 87% residential/13% non-residential attribution has been made based on a population vs. employment growth ratio over the urban 10-year (2024 to 2034) forecast period; and
 - for water and wastewater services an 88% residential/12% non-residential allocation has been made based on population vs. employment growth over the urban long-term (2024 to 2051) forecast period.
 - for growth studies, each capital item's residential and non-residential allocations are based on the specific D.C. service it relates to (using percentages noted above) over the 10-year (2024 to 2034) forecast period. For studies that impact multiple D.C. services, an 86% residential/12% non-residential attribution has been made based on the 10-year population vs. employment growth ratio.

7.3.3 Application to Redevelopment of Land (Demolition and Conversion)

If a development involves the demolition and replacement of a building or structure on the same site (within 5 years 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 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;

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

7.3.4 Exemptions (full or partial)

a) Statutory exemptions:

- industrial building additions of up to and including 50% of the existing G.F.A. (defined in O. Reg. 82/98, section 1) of the building; for industrial building additions that exceed 50% of the existing G.F.A., only the portion of the addition in excess of 50% is subject to D.C.s (subsection 4 (3) of the D.C.A.);
- buildings or structures owned by and used for the purposes of any municipality, local board, or Board of Education (section 3);
- may add up to 2 apartments in an existing or new detached, semi-detached, or rowhouse (including in an ancillary structure);
- add one additional unit or 1% of existing units in an existing rental residential building;
- a university in Ontario that receives direct, regular, and ongoing operating funding from the Government of Ontario;
- affordable units and attainable units;
- affordable inclusionary zoning units;
- non-profit housing; and
- discount for rental housing units based on bedroom size (i.e., three or more bedrooms – 25% reduction, two bedrooms – 20% reduction, and all others – 15% reduction).

b) Non-statutory exemptions for Council's consideration:

- Cemeteries or burial grounds;
- Places of worship;
- Garden suites;
- Agricultural uses;
- Affordable Housing projects and Municipal housing project facilities that receive funding through an agreement with Niagara Regional Housing or a department or designated agency of the Niagara Region; and
- Canopies including gas station canopies and those intended for the parking and loading/unloading of vehicles.

7.3.5 Timing of Collection

The D.C.s for all services and classes are payable upon issuance of a building permit for each dwelling unit, building, or structure, subject to early or late payment agreements entered into by the Township and an owner under s. 27 of the D.C.A.

Rental housing and institutional developments will pay D.C.s in 6 equal annual payments commencing at occupancy.

Moreover, the D.C. amount for all developments occurring within 18 months of a Site Plan or Zoning By-law Amendment planning approval (for applications submitted after June 6, 2024), shall be determined based on the D.C. in effect on the day the applicable Site Plan or Zoning By-law Amendment application was submitted (as a complete application).

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

7.3.6 The Applicable Areas

The charges developed herein provide for varying charges within the Township, as follows:

- All Township-wide services – the full residential and non-residential charge will be imposed on all lands within the Township; and

- Water, wastewater, and stormwater – the full residential and non-residential charge will be imposed on the urban service areas of the Township.

7.3.7 Indexing

Indexing of the D.C.s shall be implemented on a mandatory basis annually commencing on January 1, 2025, and each January 1st thereafter, in accordance with the Statistics Canada Quarterly, Non-Residential Building Construction Price Index (Table 18-10-0276-02)^[1] for the most recent year-over-year period.

7.4 Other D.C. By-law Provisions

It is recommended that:

7.4.1 Categories of Services for Reserve Fund and Credit Purposes

The Township's D.C. collections are currently in 8 separate reserve funds: Growth Studies, Fire Protection, Roads and Related, Parks & Recreation, Library Services, Water, Wastewater, and Stormwater. It is recommended that the Township continues these allocations.

Appendix D outlines the reserve fund policies that the Township is required to follow as per the D.C.A.

7.4.2 By-law In-force Date

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

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

service standard multiplied by the growth within the specific area would establish an area-specific ceiling which would significantly reduce the total revenue recoverable for the Township hence potentially resulting in D.C. revenue shortfalls and impacts on property taxes.

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

For the reasons noted above, it is recommended that Council continue the D.C. approach to calculate the charges on an urban area basis for stormwater, water and wastewater, while all other services be charged on a uniform Township-wide basis.

7.5 Other Recommendations

It is recommended that Council:

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

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

“Continue to include a class of service for growth studies;”

“Continue the D.C. approach to calculate the charges on a uniform Township-wide basis for all services except water, wastewater, and stormwater;”

“Continue the D.C. approach to calculate the charges on an urban-area basis for water, wastewater, and stormwater services;”

“Approve the capital project listing set out in Chapter 5 of the D.C.s Background Study dated May 13, 2024, as amended, subject to further annual review during the capital budget process;”

“Approve the D.C.s Background Study dated May 13, 2024; as amended”

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

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

Table C-2
Township of West Lincoln
Operating and Capital Expenditure Impacts for Future Capital Expenditures

SERVICE/CLASS OF SERVICE	GROSS COST LESS BENEFIT TO EXISTING	ANNUAL LIFECYCLE EXPENDITURES	ANNUAL OPERATING EXPENDITURES	TOTAL ANNUAL EXPENDITURES
1. Wastewater Services				
1.1 Sewers	44,532,173	1,289,128	2,931,436	4,220,564
2. Water Services				
2.1 Treatment, storage and distribution systems	2,217,607	76,485	2,610,272	2,686,757
3. Services Related to a Highway				
3.1 Roads and Related	145,669,901	3,117,152	4,866,857	7,984,009
3.2 Public Works Facilities and Fleet	9,880,000	506,576	330,093	836,669
4. Fire Protection Services				
4.1 Fire facilities, vehicles & equipment	8,801,298	401,253	541,066	942,319
5. Parks and Recreation Services				
5.1 Park development, amenities, trails, facilities, vehicles, and equipment	19,793,880	479,429	1,092,073	1,571,502
6. Library Services				
6.1 Library facilities, materials and vehicles	2,940,605	103,500	332,002	435,502
8. Stormwater Services				
8.1 Stormwater	61,510	-	-	-
Total	233,896,974	5,973,523	12,703,798	18,677,321

Figure D-1
Township of West Lincoln
Annual Treasurer's Statement of Development Charge Reserve Funds

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

¹ Source of funds used to repay the D.C. reserve fund

² See Attachment 1 for details

³ See Attachment 2 for details

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

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

Commensurate with the above, the Township prepared an A.M.P. in 2021 for its existing assets; however, it did not take into account future growth-related assets for all services included in the D.C. calculations. As a result, the asset management requirement for the D.C. must be undertaken in the absence of this information.

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

1. The non-D.C. recoverable portion of the projects that will require financing from municipal financial resources (i.e., taxation, rates, fees, etc.). This amount has been presented on an annual debt charge amount based on 20-year financing.
2. Lifecycle costs for the 2024 D.C. capital works have been presented based on a sinking fund basis. The assets have been considered over their estimated useful lives.
3. Incremental operating costs for the D.C. services (only) have been included.
4. The resultant total annualized expenditures are approximately \$22.3 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 approximately \$17.7 million. This amount, totaled with the existing operating revenues of approximately \$20.4 million, provides annual revenues of approximately \$38.1 million by the end of the period.

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

Township of West Lincoln
Asset Management – Future Expenditures and Associated Revenues
2024\$

Description	20 Year
Expenditures (Annualized)	
Annual Debt Payment on Non-Growth Related Capital ¹	3,247,435
Annual Debt Payment on Post Period Capital ²	360,219
Annual Lifecycle	\$5,973,523
Incremental Operating Costs (for D.C. Services)	\$12,703,798
Total Expenditures	\$22,284,975
Revenue (Annualized)	
Total Existing Revenue ³	\$20,384,229
Incremental Tax and Non-Tax Revenue (User Fees, Fines, Licences, etc.)	\$17,701,025
Total Revenues	\$38,085,254

¹ Non-Growth Related component of Projects

² Interim Debt Financing for Post Period Benefit

³ As per Sch. 10 of FIR

Appendix G

Proposed Development Charges By-law

Appendix G: Proposed Development Charges By-law

THE CORPORATION OF THE TOWNSHIP OF WEST LINCOLN

BY-LAW _____

A BY-LAW FOR THE IMPOSITION OF DEVELOPMENT CHARGES

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

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 West Lincoln 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 Charges Background Study dated May 13, 2024, has been completed in accordance with the Act;

AND WHEREAS the Council of The Corporation of the Township of West Lincoln has given notice of and held a public meeting on May 27, 2024 in accordance with the Act and the regulations thereto;

NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE TOWNSHIP OF WEST LINCOLN ENACTS AS FOLLOWS:

1. INTERPRETATION

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

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

“Accessory use” means a use of land, building, or structures, which is incidental and subordinate to the principal use of the lands, buildings or structures;

“Affordable Residential Unit” means a Dwelling Unit that meets the criteria set out in subsection 4.1 (2) or 4.1(3) of the Act.

“Agricultural use” means use or intended use for bona fide farming purposes where the proposed development will qualify as a farm business operating with a valid Farm Business Registration Number issued by the Ontario Ministry of Agriculture, Food and Rural Affairs;

(a) including (but not limited to):

- (i) barns, silos, and implement/agricultural storage buildings;
- (ii) cultivation of crops, whether on open land or in greenhouses, including (but not limited to) fruit, vegetables, herbs, grains, field crops, sod, trees, shrubs, flowers, and ornamental plants;
- (iii) agricultural raising of animals, including (but not limited to) cattle, horses, pigs, poultry, livestock, fish;
- (iv) animal husbandry, dairying, equestrian activities, horticulture, fallowing, pasturing, and market gardening; and
- (v) bunk houses.

(b) but excluding:

- (i) retail sales activities; including but not limited to restaurants, banquet facilities, hospitality facilities and gift shops;
- (ii) services related to grooming, boarding or breeding of household pets;
- (iii) marijuana growing (including the greenhouse), processing, or production facilities; and
- (iv) residential buildings.

“Apartment unit” means any residential unit within a building containing more than four dwelling units where the units are connected by an interior corridor but does not include a special care/special need dwelling unit/room or, dormitories;

“Attainable Residential Unit” means a Dwelling Unit that meets the criteria set out in subsection 4.1(4) of the Act.

“Back-to-back townhouse dwelling” means a building containing more than two dwelling units separated vertically by a common wall, including a rear common wall that do not have rear yards;

“Bedroom” means a habitable room larger than eight square metres, including a den, study, or other similar area, but does not include a living room, dining room, kitchen or bathroom;

“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;

“Bunk house” means a building accessory to a permitted agricultural use containing kitchen and bathroom facilities and sleeping accommodation in individual or combination rooms for seasonal workers directly employed by the permitted use;

“Calculation date” means the date on which the first building permit is issued by the Township;

“Capital cost” shall have the same meaning as described in Section 5 of the *Development Charges Act, 1997*, as amended.

“Class” means a grouping of services combined to create a single service for the purposes of this By-law and as provided in Section 7 of the *Development Charges Act*.

“Commercial” means any use of land, structures or buildings for the purposes of buying or selling commodities and services, but does not include industrial, institutional or agricultural uses as defined herein, but does include hotels,

motels, motor inns and boarding, lodging and rooming houses, and self-storage facilities;

“Council” means the Council of the Township of West Lincoln;

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

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

“Dwelling unit” means any part of a building or structure used, designed or intended to be used by one or more persons as a residence which has access to culinary and sanitary facilities;

“Existing industrial building” has the same meaning as in O. Reg. 82/98;

“Garden suite” means a one-unit detached, temporary residential structure, containing culinary and sanitary facilities that is ancillary to an existing residential structure and that is designed to be temporary;

“Grade” means the average level of finished ground adjoining a building or structure at all exterior walls;

“Gross floor area” means the total area of all floors measured between the outside of exterior walls, virtual walls or between the outside surfaces of exterior walls or virtual walls and the centre line of party walls dividing the building from another building of all floors and mezzanines, above and below the average level of finished ground adjoining the building at its exterior walls;

“Industrial use” means land, buildings, or structures used or designed for or in connection with manufacturing by:

- (a) manufacturing, producing or processing goods for a commercial purpose, as well as storing and/or distribution of goods manufactured, produced or processed on site;

- (b) research or development in connection with manufacturing, producing or processing of goods for a commercial purpose;
- (c) storage of anything used or produced in manufacturing producing or processing by the manufacturer, producer or processor at the site where the manufacturing, producing or processing takes place;
- (d) retail sales by a manufacturer producer or processor of goods they manufactured, produced or processed, if the retail sales are at a site where manufacturing, production or processing takes place;
- (e) office or administrative use if it
 - (i) is carried out with respect to manufacturing, producing, processing, storage or distributing of something; and;
 - (ii) in or attached to the building or structure used for that manufacturing, producing, processing, storage or distribution;
- (f) but excluding:
 - (i) self-storage facilities.

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

- (a) as a long-term care home within the meaning of subsection 2(1) of the Fixing Long-Term Care Act, 2021, S.O. 2021, c. 39, Sched. 1 (“Fixing Long-Term Care Act”);
- (b) as a retirement home within the meaning of subsection 2(1) of the Retirement Homes Act, 2010, S.O. 2010, c. 11
- (c) by any of the following post-secondary institutions for the objects of the institution:
 - (i) a university in Ontario that receives direct, regular, and ongoing operating funding from the Government of Ontario,

- (ii) a college or university federated or affiliated with a university described in subclause (i), or
- (iii) an Indigenous Institute prescribed for the purposes of section 6 of the Indigenous Institutes Act, 2017, S.O. 2017, c. 34, Sched. 20;

“Interest rate” means the annual rate of interest as set out in section 26.3 of the Act.

“Live/work unit” means a unit which contains separate residential and non-residential areas intended for both residential and non-residential uses concurrently, and shares a common wall or floor with direct access between the residential and non-residential areas;

“Local Board” has the same meaning as in the Act;

“Local services” means those services, facilities or things which are under the jurisdiction of the Township of West Lincoln 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;

“Marijuana production facilities” means a building used, designed or intended for growth, producing, testing, destroying, storing or distribution, excluding retail sales, of medical marijuana or cannabis authorized by a license issued by the federal Minister of Health pursuant to section 25 of the Marijuana for Medical Purposes Regulations, SOR/2013-119, under the Controlled Drugs and Substances Act, S.C. 1996, c.19.

“Mezzanine” means an intermediate floor assembly between the floor and ceiling of any room or storey and includes an interior balcony;

“Multiple dwellings” means all dwellings other than single-detached, semi-detached and apartment unit dwellings or a dwelling room, including, but not limited to, row dwellings, multiplex, back-to-back townhouse dwelling, and the residential component of live/work units;

“Municipality” means the Corporation of the Township of West Lincoln;

“Non-profit housing development” means Development of a building or structure that meets the criteria set out in section 4.2 of the Act.

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

“Official Plan” means the Official Plan adopted 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 owned by a church for religious organization 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;

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

“Residential building” means a building used exclusively for residential use, including but not limited to a single detached dwelling, a semi-detached dwelling, a row dwelling, stacked townhouse dwelling back-to-back townhouse dwelling, a multiplex dwelling, an apartment dwelling, a dwelling room; or the residential component of a live/work unit;

“Row dwelling” means a residential building containing three or more attached dwelling units separated by vertical division, each of which units has a separate entrance to grade;

“Rural area” means those areas within the Municipality not shown as being within the urban boundary in schedule C of this by-law;

“Semi-detached dwelling” means a dwelling unit in a residential building Consisting of two dwelling units separated by vertical division each of which units has a separate entrance to grade;

“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 Municipality relative to the provision of municipal services to specified land within the Municipality;

“Single detached dwelling unit” means a residential building containing one dwelling unit and not attached to another structure. Where it is attached to another structure by footings or below grade walls only, it shall be considered a single detached dwelling for the purposes of this By-law;

"Special care facilities" means lands, buildings or structures used or designed or intended for uses for the purpose of providing supervision, nursing care or medical treatment, which do not comprise dwelling units, that are licensed, approved or supervised under any special or general statute, and excludes the special care/special dwelling portions of the building.

"Special care/special dwelling" means a residential portion of a special care facilities building containing two or more dwelling units, which units have a common entrance from street level:

- (a) Where the occupants have the right to use in common, halls, stairs, yards, common rooms, and accessory buildings;
- (b) Which may or may not have exclusive sanitary and/or culinary facilities;
- (c) That is designed to accommodate persons with specific needs, including, but not limited to, independent permanent living arrangements;
- (d) Where support services such as meal preparation, grocery shopping, laundry, housekeeping, nursing, respite care and attendant services are provided at various levels; and
- (e) Includes, but is not limited to, retirement houses or lodges, nursing homes, group homes and hospices.

“Stacked townhouse dwelling” means a building containing two or more dwelling units where each dwelling unit is separated horizontally and/or vertically from another dwelling unit by a common wall or floor;

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

“Urban serviced area” means the area within the Municipality shown as being within the urban boundary in Schedule C of this by-law;

“Wind turbine” means a part of a system that converts energy into electricity, and consists of a wind turbine, a tower and associated control or conversion electronics. A wind turbine and energy system may be connected to the electricity grid in circuits at a substation to provide electricity off-site for sale to an electrical utility or other intermediary, where there is a rated output of more than 3 kilowatts;

“Zoning By-law” means the Zoning By-law of the Township of West Lincoln or any successor thereof passed pursuant to section 34 of the *Planning Act*, S.O. 1998.

2. DESIGNATION OF SERVICES / CLASS OF SERVICES

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

- (a) Services Related to a Highway;
- (b) Fire Protection Services;
- (c) Parks and Recreation Services;
- (d) Library Services;
- (e) Growth Studies;
- (f) Stormwater Services (urban serviced area);
- (g) Wastewater Services (urban serviced area);
- (h) Water Services (urban serviced area).

2.2 The components of the services designated in section 2.1 are described in Schedule A to this By-law.

3. APPLICATION OF DEVELOPMENT CHARGES

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 West Lincoln whether or not the land or use thereof is exempt from taxation under section 13 of 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 Municipality or a local board thereof;
- (b) a Board of Education;
- (c) the Regional Municipality of Niagara 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.

3.5 Exemptions for Intensification of Existing or New Housing

- (a) Notwithstanding any other provision of this By-law, Development Charges shall not be imposed with respect to:
- (i) an enlargement to an existing Dwelling Unit;
 - (ii) the creation of additional Dwelling Units equal to the greater of one (1) or 1% of the existing Dwelling Units in an existing Residential rental building containing four (4) or more Dwelling Units or prescribed ancillary structure to the existing Residential building;
- (b) Notwithstanding any other provision of this By-law, Development Charges shall not be imposed with respect to the creation of any of the following in existing Single Detached Dwellings, Semi-Detached Dwellings, Back-to-back Townhouse Dwellings or Stacked Townhouse Dwellings:

- (i) A second Dwelling Unit on a parcel of land on which Residential Use, other than ancillary Residential Use, is permitted, if all buildings and structures ancillary to the existing Residential structure cumulatively contain no more than one (1) Dwelling Unit.
 - (ii) A third Dwelling Unit on a parcel of land on which Residential Use, other than ancillary Residential Use, is permitted, if no building or structure ancillary to the existing Residential structure contains any Dwelling Units.
 - (iii) One Dwelling Unit on a parcel of urban Residential land, if the existing structure contains no more than two (2) Dwelling Units and no other building or structure ancillary to the existing Residential structure contains any Dwelling Units.
- (c) Notwithstanding any other provision of this By-law, Development Charges shall not be imposed with respect to the creation of any of the following in new Single Detached Dwellings, Semi-Detached Dwellings, Back-to-back Townhouse Dwellings or Stacked Townhouse Dwellings:
- (i) A second Dwelling Unit on a parcel of land on which Residential Use, other than ancillary Residential Use, is permitted, if all buildings and structures ancillary to the new Residential structure cumulatively will contain no more than one (1) Dwelling Unit.
 - (ii) A third Dwelling Unit on a parcel of land on which Residential Use, other than ancillary Residential Use, is permitted, if no building or structure ancillary to the new Residential structure contains any Dwelling Units.
 - (iii) One (1) Dwelling Unit in a building or structure ancillary to a new Residential structure on a parcel of urban Residential land, if the new Residential structure contains no more than two (2) Dwelling Units and no other building or structure ancillary to the new Residential structure contains any Dwelling Units.

3.6 Exemption for Industrial Expansion

- (a) Pursuant to the Act, and notwithstanding any other provisions of this By-law, there shall be an exemption from the payment of development charges for one or more enlargements of existing industrial buildings on a site, up to a maximum of fifty percent of the gross floor area before the first enlargement for which an exemption from the payment of development charges was granted pursuant to the *Development Charges Act* or this section. The development need not be an attached addition or expansion of an existing industrial building, but rather may be a new standalone structure, provided it is located on the same parcel of land. Development charges shall be imposed in accordance with this By-law with respect to the amount of floor area of an enlargement that results in the gross floor area of the industrial building on the site being increased by greater than fifty percent of the gross floor area of all existing industrial buildings on the site.
- (b) 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:
 - (i) determine the amount by which the enlargement exceeds 50 percent of the gross floor area before the enlargement;
 - (ii) divide the amount determined under subsection (i) by the amount of the enlargement.
- (c) For the purpose of section 3.6 herein, "existing industrial building" is used as defined in the Regulation made pursuant to the Act.

3.7 Other Exemptions

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

- (a) lands, buildings or structures used or to be used for the purposes of a cemetery or burial ground exempt from taxation under the *Assessment Act*;
- (b) that portion of the place of worship which is used exclusively as a place of worship for religious services and any reception and meeting areas used in connection with, or integral to the place of worship space;
- (c) agricultural uses;
- (d) garden suites;
- (e) canopies including gas station canopies and those intended for the parking and loading or unloading of vehicles;
- (f) lands and buildings used or intended to be used as municipal housing project facilities, as set out in section 110 of the *Municipal Act, 2001*, S.O. 2001 c.25, O. Reg. 603/06 under the *Municipal Act, 2001*, and the Region's Municipal Housing Facility By-law, all as may be amended;
- (g) lands and buildings used for affordable housing projects that receive funding through an agreement with Niagara Regional Housing or a department or designated agency of the Niagara Region, provided that:
 - (i) this exemption shall only apply to that proportion or number of units in a development which are designated or identified as affordable housing; and
 - (ii) the owner of the lands continues to use the lands and buildings for affordable housing. If the owner ceases to use the proportionate share of the lands and buildings for affordable housing, the development charges exempted under this section shall become due and payable. The owner shall be required to enter into an agreement with the Municipality under section 27 of the Act respecting the timing and calculation of payment of development charges, notice of which the owner shall register on the title to the lands at its sole cost and expense with the intention that the provisions shall bind and run with title to the lands.

- (h) Land vested in or leased to a university that receives regular and ongoing operating funds from the government for the purposes of post-secondary education is exempt from development charges imposed under the Development Charges Act, 1997 if the development in respect of which development charges would otherwise be payable is intended to be occupied and used by the university;
- (i) Non-profit Residential Development;
- (j) Affordable Residential Units required pursuant to section 34 and 16(4) of the Planning Act (Inclusionary Zoning).
- (k) As of the date on which section 4.1 of the Act is proclaimed into force, the following shall be exempt from Development Charges:
 - (i) Affordable Residential Units; and
 - (ii) Attainable Residential Units
- (l) Notwithstanding any other provision of this By-law, the Development Charges payable for Residential Developments, where the Dwelling Units are intended as Rental Housing, will be reduced based on the number of bedrooms in each Dwelling Unit in accordance with section 26.2(1.1) of the Development Charges Act, as follows:
 - (i) Three (3) or more Bedrooms – 25% reduction;
 - (ii) Two (2) Bedrooms – 20% reduction; and
 - (iii) Fewer than two (2) Bedrooms – 15% reduction.

3.8 Reduction of Development Charges for Redevelopment

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 five years 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 in place at the time the development charge is payable 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 in place at the time the development charge is payable by the gross floor area that has been or will be demolished or converted to another principal use.

A credit can, in no case, exceed the amount of the development charge that would otherwise be payable, and no credit is available if the existing land use is exempt under this By-law.

3.9 **Amount of Charges**

(a) **Residential**

The development charges, set out in Schedule B shall be imposed on all residential development, including a dwelling unit accessory to a non-residential development and the residential component of a mixed-use building, including the residential component of a live/work unit, according to the number and type of dwelling unit and calculated with respect to each of the services according to the type of residential use.

(b) **Non-Residential**

For development for non-residential purposes as set out in Schedule "B", development charges shall be imposed on all non-residential development and, in the case of a mixed-use building, on the non-residential component of the mixed-use building, including the non-residential

component of a live/work unit, according to the type and gross floor area of the non-residential component.

(c) **Wind Turbines**

The development charges described in Schedule "B" to this by-law shall be imposed on industrial wind turbines and calculated at the single detached and semi-detached dwelling rate with respect to services related to a highway (50%), fire protection (100%), and growth studies (100%).

4. TIME OF PAYMENT OF DEVELOPMENT CHARGES

- 4.1 The development charges under this By-law shall be calculated using the rate effective on the calculation date with respect to such development and shall be payable on the issuance of the first building permit with respect to the structure.
- 4.2 Where development charges apply to land in relation to which a building permit is required, the building permit shall not be issued until the development charge has been paid in full.
- 4.3 Where any development charge, or part thereof, remains unpaid after the due date, the amount unpaid shall be added to the tax roll and shall be collected in like manner as taxes.
- 4.4 Notwithstanding section 4.1 of this by-law, the Township may require an owner to enter into an agreement, including the provision of security for the owner's obligations under agreement, pursuant to Section 26 of the Act providing for all or part of a development charge to be paid before or after it otherwise would be payable. The terms of such agreement shall then prevail over the provision of this By-law.
- 4.5 Development charges for rental housing and institutional developments are due and payable in six equal annual instalment payments commencing with the first instalment payable on the date of occupancy, and each subsequent instalment, including interest (calculated in accordance with Section 26.3 of the Act), payable on the anniversary date each year thereafter.
- 4.6 Where the development of land results from the approval of a site plan or zoning by-law amendment application received on or after January 1, 2020, and the

approval of the application occurred within the prescribed amount of time specified in Section 26.2 (5) of the Act of building permit issuance, the development charges under section 3.9 of this by-law shall be calculated on the rates set out in Schedule "B" on the date of the receipt of a complete planning application, including interest. Where both planning applications apply development charges under section 3.9 of this by-law shall be calculated on the rates payable on the anniversary date each year thereafter, set out in Schedule "B" on the date of the later planning application, including interest (calculated in accordance with section 26.3 of the Act).

5. SERVICES IN LIEU

- 5.1 Council may authorize an owner, through an agreement under Section 38 of the Act to substitute such part of the development charge applicable to the owner's development as may be specified in the agreement, by the provision at the sole expense of the owner, of services in lieu. Such agreement shall further specify that where the owner provides services in lieu in accordance with the agreement, Council shall give to the owner a credit against the development charge in accordance with the agreement provisions and the provisions of Section 39 of the Act, equal to the reasonable cost to the owner of providing the services in lieu. In no case shall the agreement provide for a credit which exceeds the total development charge payable by an owner to the Municipality in respect of the development to which the agreement relates.
- 5.2 In any agreement under section 5.1, Council may also give a further credit to the owner equal to the reasonable cost of providing services in addition to, or of a greater size or capacity, than would be required under this By-law.
- 5.3 The credit provided for in section 5.2 shall not be charged to any development charge reserve fund prescribed in this By-law.

6. LOCAL SERVICE INSTALLATION

- 6.1 Nothing in this by-law prevents Council from requiring, as a condition of an agreement under sections 40, 51 or 53 of the *Planning Act*, that the owner, at their own expense, shall install such local services within the plan of subdivision,

and otherwise, as Council may require, that the owner pay for, or install local services within the area to which the plan relates.

7. RESERVE FUNDS

- 7.1 Development charge payments received by the Municipality pursuant to this By-law shall be maintained in a separate reserve fund or funds for each service to which the development charge relates and shall be spent only for the capital costs determined under paragraphs 2 to 8 of subsection 5 (1) of the Act.
- 7.2 Where any development charge, or part thereof, remains unpaid after the due date, the amount unpaid shall be added to the tax roll and shall be collected as taxes.
- 7.3 Where any unpaid development charges are collected as taxes under section 4.3, the monies so collected shall be credited to the development charge reserve fund or funds referred to in subsection 7.1.
- 7.4 The Treasurer of the Municipality shall furnish to Council an annual statement in respect of the reserve funds established hereunder for the prior year, containing the information set out in sections 12 and 13 of O. Reg. 82/98.

8. FRONT ENDING AGREEMENTS

- 8.1 The Municipality may enter into agreements with an owner or owners of land in accordance with section 44 of the Act.

9. BY-LAW AMENDMENT OR REPEAL

- 9.1 Where this by-law or any development charge prescribed thereunder is amended or repealed by order of the Ontario Land Tribunal or by resolution of the Municipal Council, the Municipal Treasurer shall calculate forthwith the amount of any overpayment to be refunded as a result of said amendment or repeal.
- 9.2 Refunds that are required to be paid under section 9.1 shall be paid to the registered owner of the land on the date on which the refund is paid.
- 9.3 Refunds that are required to be paid under section 9.1 shall be paid with interest to be calculated as follows:

- (a) interest shall be calculated from the date on which the overpayment was collected to the day on which the refund is paid;
- (b) the refund shall include the interest owed under this section;
- (c) interest shall be paid at the Bank of Canada rate in effect on the date of enactment of this by-law.

10. INDEXING

10.1 Development charges imposed pursuant to this By-law as set out in Schedule "B" shall be adjusted annually, without amendment to this By-law, in accordance with the Statistics Canada Quarterly, Non-Residential Building Construction Price Index, as follows:

- (a) The initial adjustment shall be January 1, 2025, and
- (b) Thereafter, adjustment shall be made on January 1 of each year.

10.2 For greater certainty, on January 1 of each year, the annual indexation adjustment shall be applied to the development charge as set out in Schedule "B" plus the accumulated annual indexation adjustment from previous years if any.

11. SCHEDULES

11.1 The following schedules shall form part of this By-law:

- Schedule A – Components of Services Designated in section 2.1
- Schedule B – Residential and Non-Residential Development Charges
- Schedule C – Urban Serviced Area

12. CONFLICTS

12.1 Where the Municipality 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.

12.2 Notwithstanding section 13.1, where a development which is the subject of an agreement to which section 5.1 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.

13. SEVERABILITY

13.1 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.

14. DATE BY-LAW IN FORCE

14.1 This By-law shall come into force on _____, 2024.

15. DATE BY-LAW EXPIRES

15.1 This By-law will expire 10 years from date of passage unless it is repealed by Council at an earlier date.

16. EXISTING DEVELOPMENT CHARGE BY-LAW REPEAL

16.1 By-law 2019-51, as amended is hereby repealed as of the date and time of this by-law coming into effect.

17. CORRECTIONS

17.1 The Clerk of the Municipality is authorized to effect any minor modifications, corrections or omissions solely of an administrative, numerical, grammatical, semantical or descriptive nature to this by-law or its schedules after the passage of this by-law.

**READ A FIRST, SECOND AND THIRD TIME
AND FINALLY PASSED THIS _____ DAY OF
_____, 2024.**

Mayor

Clerk

SCHEDULE "A" TO BY-LAW _____

COMPONENTS OF SERVICES DESIGNATED IN SUBSECTION 2.1

TOWNSHIP-WIDE SERVICES

Services Related to a Highway

Roads (incl. streetlights, sidewalks, bridges and culverts)

Depots and Domes

Public Works Rolling Stock

Fire Protection Services

Fire Facilities

Fire Vehicles

Fire Small Equipment and Gear

Parks and Recreation Services

Parkland Development, Amenities & Trails

Recreation Facilities

Parks Vehicles and Equipment

Library Services

Library Facilities

Library Materials

Growth Studies

Growth Studies

URBAN SERVICED AREA SERVICES

Storm Water Drainage and Control Services

Storm Sewers

Wastewater Services

Sanitary Sewers

Water Services

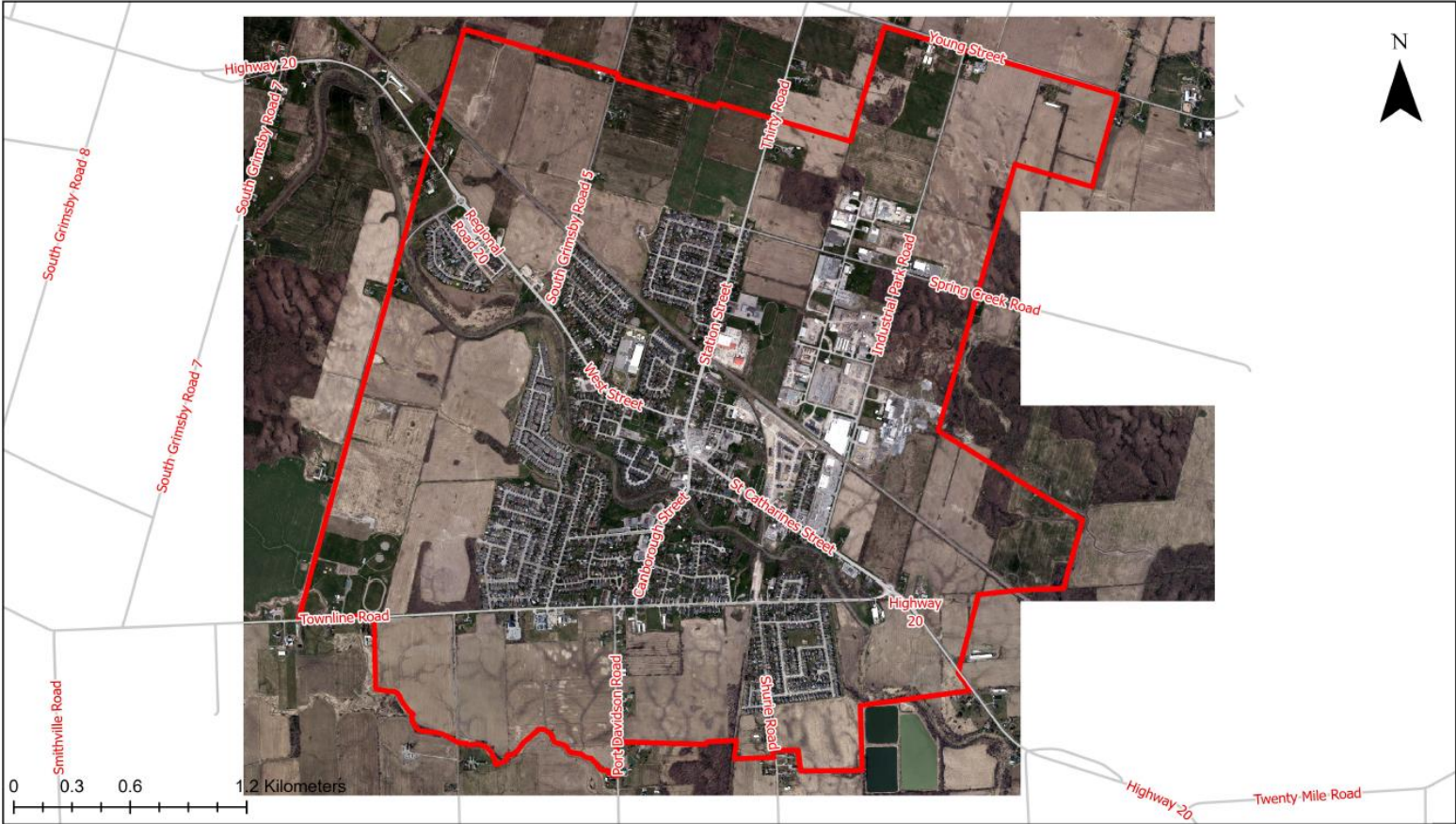
Distribution Systems

SCHEDULE "B" TO BY-LAW _____

**SCHEDULE OF DEVELOPMENT CHARGES FOR TOWNSHIP-WIDE
AND URBAN SERVICED AREA**

Service	RESIDENTIAL					NON-RESIDENTIAL	
	Single and Semi-Detached Dwelling	Multiples	Apartments - 2 Bedrooms +	Apartments - Bachelor and 1 Bedroom	Special Care/Special Dwelling Units	Wind Turbines	(per sq.ft. of Gross Floor Area)
Township Wide Services							
Services Related to a Highway	18,388	12,590	11,789	7,638	6,385	9,194	6.96
Fire Protection Services	2,241	1,534	1,437	931	778	2,241	0.86
Parks and Recreation Services	6,567	4,496	4,210	2,728	2,280	-	0.80
Library Services	1,073	735	688	446	373	-	0.13
Growth Studies	891	610	571	370	309	891	0.33
Total Township Wide Services	29,160	19,965	18,695	12,113	10,125	12,326	9.08
Urban Services							
Stormwater	22	15	14	9	8	-	0.01
Wastewater Services	5,356	3,667	3,434	2,225	1,860	-	1.97
Water Services	267	183	171	111	93	-	0.10
Total Urban Services	5,645	3,865	3,619	2,345	1,961	-	2.08
GRAND TOTAL RURAL AREA	29,160	19,965	18,695	12,113	10,125	12,326	9.08
GRAND TOTAL URBAN AREA	34,805	23,830	22,314	14,458	12,086	12,326	11.16

SCHEDULE "C" TO BY-LAW _____



Smithville Urban Boundary



Legend

New_Urban Boundary Approved thru OPA62 & Niagara Official Plan

Date: May 2024

THE CORPORATION OF THE TOWNSHIP OF WEST LINCOLN

BY-LAW 2024-70

A BY-LAW FOR THE IMPOSITION OF DEVELOPMENT CHARGES

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

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 West Lincoln 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 Charges Background Study dated May 13, 2024, has been completed in accordance with the Act;

AND WHEREAS the Council of the Corporation of the Township of West Lincoln has given notice of and held a public meeting on May 27, 2024 in accordance with the Act and the regulations thereto;

NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE TOWNSHIP OF WEST LINCOLN ENACTS AS FOLLOWS:

1. INTERPRETATION

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

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

“**Accessory use**” means a use of land, building, or structures, which is incidental and subordinate to the principal use of the lands, buildings or structures;

“Affordable Residential Unit” means a Dwelling Unit that meets the criteria set out in subsection 4.1 (2) or 4.1(3) of the Act.

“Agricultural use” means use or intended use for bona fide farming purposes where the proposed development will qualify as a farm business operating with a valid Farm Business Registration Number issued by the Ontario Ministry of Agriculture, Food and Rural Affairs;

- (a) including (but not limited to):
 - (i) barns, silos, and implement/agricultural storage buildings;
 - (ii) cultivation of crops, whether on open land or in greenhouses, including (but not limited to) fruit, vegetables, herbs, grains, field crops, sod, trees, shrubs, flowers, and ornamental plants;
 - (iii) agricultural raising of animals, including (but not limited to) cattle, horses, pigs, poultry, livestock, fish;
 - (iv) animal husbandry, dairying, equestrian activities, horticulture, fallowing, pasturing, and market gardening; and
 - (v) bunk houses.
- (b) but excluding:
 - (i) retail sales activities; including but not limited to restaurants, banquet facilities, hospitality facilities and gift shops;
 - (ii) services related to grooming, boarding or breeding of household pets;
 - (iii) marijuana growing (including the greenhouse), processing, or production facilities; and
 - (iv) residential buildings.

“Apartment unit” means any residential unit within a building containing more than four dwelling units where the units are connected by an interior corridor but does not include a special care/special need dwelling unit/room or, dormitories;

“Attainable Residential Unit” means a Dwelling Unit that meets the criteria set

out in subsection 4.1(4) of the Act.

“Back-to-back townhouse dwelling” means a building containing more than two dwelling units separated vertically by a common wall, including a rear common wall that do not have rear yards;

“Bedroom” means a habitable room larger than eight square metres, including a den, study, or other similar area, but does not include a living room, dining room, kitchen or bathroom;

“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;

“Bunk house” means a building accessory to a permitted agricultural use containing kitchen and bathroom facilities and sleeping accommodation in individual or combination rooms for seasonal workers directly employed by the permitted use;

“Calculation date” means the date on which the first building permit is issued by the Township;

“Capital cost” shall have the same meaning as described in Section 5 of the *Development Charges Act, 1997*, as amended.

“Class” means a grouping of services combined to create a single service for the purposes of this By-law and as provided in Section 7 of the *Development Charges Act*.

“Commercial” means any use of land, structures or buildings for the purposes of buying or selling commodities and services, but does not include industrial, institutional or agricultural uses as defined herein, but does include hotels, motels, motor inns and boarding, lodging and rooming houses, and self-storage facilities;

“Council” means the Council of the Township of West Lincoln;

“Development” means the construction, erection or placing of one or more buildings or structures on land or the making of an addition or alteration to a

building or structure that the effect of increasing the size of usability thereof, and includes redevelopment;

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

“Dwelling unit” means any part of a building or structure used, designed or intended to be used by one or more persons as a residence which has access to culinary and sanitary facilities;

“Existing industrial building” has the same meaning as in O. Reg. 82/98;

“Garden suite” means a one-unit detached, temporary residential structure, containing culinary and sanitary facilities that is ancillary to an existing residential structure and that is designed to be temporary;

“Grade” means the average level of finished ground adjoining a building or structure at all exterior walls;

“Gross floor area” means the total area of all floors measured between the outside of exterior walls, virtual walls or between the outside surfaces of exterior walls or virtual walls and the centre line of party walls dividing the building from another building of all floors and mezzanines, above and below the average level of finished ground adjoining the building at its exterior walls;

“Industrial use” means land, buildings, or structures used or designed for or in connection with manufacturing by:

- (a) manufacturing, producing or processing goods for a commercial purpose, as well as storing and/or distribution of goods manufactured, produced or processed on site;
- (b) research or development in connection with manufacturing, producing or processing of goods for a commercial purpose;
- (c) storage of anything used or produced in manufacturing producing or processing by the manufacturer, producer or processor at the site where the manufacturing, producing or processing takes place;
- (d) retail sales by a manufacturer producer or processor of goods they manufactured, produced or processed, if the retail sales are at a site where manufacturing, production or processing takes place;

- (e) office or administrative use if it
 - (i) is carried out with respect to manufacturing, producing, processing, storage or distributing of something; and;
 - (ii) in or attached to the building or structure used for that manufacturing, producing, processing, storage or distribution;
- (f) but excluding:
 - (i) self-storage facilities.

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

- (a) as a long-term care home within the meaning of subsection 2(1) of the Fixing Long-Term Care Act, 2021, S.O. 2021, c. 39, Sched. 1 (“Fixing Long-Term Care Act”);
- (b) as a retirement home within the meaning of subsection 2(1) of the Retirement Homes Act, 2010, S.O. 2010, c. 11
- (c) by any of the following post-secondary institutions for the objects of the institution:
 - (i) a university in Ontario that receives direct, regular, and ongoing operating funding from the Government of Ontario,
 - (ii) a college or university federated or affiliated with a university described in subclause (i), or
 - (iii) an Indigenous Institute prescribed for the purposes of section 6 of the Indigenous Institutes Act, 2017, S.O. 2017, c. 34, Sched. 20;

“Interest rate” means the annual rate of interest as set out in section 26.3 of the Act.

“Live/work unit” means a unit which contains separate residential and non-residential areas intended for both residential and non-residential uses concurrently, and shares a common wall or floor with direct access between the residential and non-residential areas;

“Local Board” has the same meaning as in the Act;

“Local services” means those services, facilities or things which are under the jurisdiction of the Township of West Lincoln 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;

“Marijuana production facilities” means a building used, designed or intended for growth, producing, testing, destroying, storing or distribution, excluding retail sales, of medical marijuana or cannabis authorized by a license issued by the federal Minister of Health pursuant to section 25 of the *Marihuana for Medical Purposes Regulations*, SOR/2013-119, under the *Controlled Drugs and Substances Act*, S.C. 1996, c.19.

“Mezzanine” means an intermediate floor assembly between the floor and ceiling of any room or storey and includes an interior balcony;

“Multiple dwellings” means all dwellings other than single-detached, semi-detached and apartment unit dwellings or a dwelling room, including, but not limited to, row dwellings, multiplex, back-to-back townhouse dwelling, and the residential component of live/work units;

“Municipality” means the Corporation of the Township of West Lincoln;

“Non-profit housing development” means Development of a building or structure that meets the criteria set out in section 4.2 of the Act.

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

“Official Plan” means the Official Plan adopted 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 owned by a church for religious organization 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;

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

“Residential building” means a building used exclusively for residential use, including but not limited to a single detached dwelling, a semi-detached dwelling, a row dwelling, stacked townhouse dwelling back-to-back townhouse dwelling, a multiplex dwelling, an apartment dwelling, a dwelling room; or the residential component of a live/work unit;

“Row dwelling” means a residential building containing three or more attached dwelling units separated by vertical division, each of which units has a separate entrance to grade;

“Rural area” means those areas within the Municipality not shown as being within the urban boundary in schedule C of this by-law;

“Semi-detached dwelling” means a dwelling unit in a residential building Consisting of two dwelling units separated by vertical division each of which units has a separate entrance to grade;

“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 Municipality relative to the provision of municipal services to specified land within the Municipality;

“Single detached dwelling unit” means a residential building containing one dwelling unit and not attached to another structure. Where it is attached to another structure by footings or below grade walls only, it shall be considered a single detached dwelling for the purposes of this By-law;

"Special care facilities" means lands, buildings or structures used or designed or intended for uses for the purpose of providing supervision, nursing care or medical treatment, which do not comprise dwelling units, that are licensed, approved or supervised under any special or general statute, and excludes the special care/special dwelling portions of the building.

"Special care/special dwelling" means a residential portion of a special care facilities building containing two or more dwelling units, which units have a common entrance from street level:

- (a) Where the occupants have the right to use in common, halls, stairs, yards, common rooms, and accessory buildings;
- (b) Which may or may not have exclusive sanitary and/or culinary facilities;
- (c) That is designed to accommodate persons with specific needs, including, but not limited to, independent permanent living arrangements;
- (d) Where support services such as meal preparation, grocery shopping, laundry, housekeeping, nursing, respite care and attendant services are provided at various levels; and
- (e) Includes, but is not limited to, retirement houses or lodges, nursing homes, group homes and hospices.

“Stacked townhouse dwelling” means a building containing two or more dwelling units where each dwelling unit is separated horizontally and/or vertically from another dwelling unit by a common wall or floor;

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

“Urban serviced area” means the area within the Municipality shown as being within the urban boundary in Schedule C of this by-law;

“Wind turbine” means a part of a system that converts energy into electricity, and consists of a wind turbine, a tower and associated control or conversion electronics. A wind turbine and energy system may be connected to the electricity grid in circuits at a substation to provide electricity off-site for sale to an electrical utility or other intermediary, where there is a rated output of more than 3 kilowatts;

“Zoning By-law” means the Zoning By-law of the Township of West Lincoln or any successor thereof passed pursuant to section 34 of the *Planning Act*, S.O. 1998.

2. DESIGNATION OF SERVICES / CLASS OF SERVICES

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

- (a) Services Related to a Highway;
- (b) Fire Protection Services;
- (c) Parks and Recreation Services;
- (d) Library Services;
- (e) Growth Studies;
- (f) Stormwater Services (urban serviced area);
- (g) Wastewater Services (urban serviced area);
- (h) Water Services (urban serviced area).

2.2 The components of the services designated in section 2.1 are described in Schedule A to this By-law.

3. APPLICATION OF DEVELOPMENT CHARGES

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 West Lincoln whether or not the land or use thereof is exempt from taxation under section 13 of 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 Municipality or a local board thereof;
- (b) a Board of Education;
- (c) the Regional Municipality of Niagara 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.

3.5 Exemptions for Intensification of Existing or New Housing

- (a) Notwithstanding any other provision of this By-law, Development Charges

shall not be imposed with respect to:

- (i) an enlargement to an existing Dwelling Unit;
 - (ii) the creation of additional Dwelling Units equal to the greater of one (1) or 1% of the existing Dwelling Units in an existing Residential rental building containing four (4) or more Dwelling Units or prescribed ancillary structure to the existing Residential building;
- (b) Notwithstanding any other provision of this By-law, Development Charges shall not be imposed with respect to the creation of any of the following in existing Single Detached Dwellings, Semi-Detached Dwellings, Back-to-back Townhouse Dwellings or Stacked Townhouse Dwellings:
- (i) A second Dwelling Unit on a parcel of land on which Residential Use, other than ancillary Residential Use, is permitted, if all buildings and structures ancillary to the existing Residential structure cumulatively contain no more than one (1) Dwelling Unit.
 - (ii) A third Dwelling Unit on a parcel of land on which Residential Use, other than ancillary Residential Use, is permitted, if no building or structure ancillary to the existing Residential structure contains any Dwelling Units.
 - (iii) One Dwelling Unit on a parcel of urban Residential land, if the existing structure contains no more than two (2) Dwelling Units and no other building or structure ancillary to the existing Residential structure contains any Dwelling Units.
- (c) Notwithstanding any other provision of this By-law, Development Charges shall not be imposed with respect to the creation of any of the following in new Single Detached Dwellings, Semi-Detached Dwellings, Back-to-back Townhouse Dwellings or Stacked Townhouse Dwellings:
- (i) A second Dwelling Unit on a parcel of land on which Residential Use, other than ancillary Residential Use, is permitted, if all buildings and structures ancillary to the new Residential structure cumulatively will contain no more than one (1) Dwelling Unit.
 - (ii) A third Dwelling Unit on a parcel of land on which Residential Use,

other than ancillary Residential Use, is permitted, if no building or structure ancillary to the new Residential structure contains any Dwelling Units.

- (iii) One (1) Dwelling Unit in a building or structure ancillary to a new Residential structure on a parcel of urban Residential land, if the new Residential structure contains no more than two (2) Dwelling Units and no other building or structure ancillary to the new Residential structure contains any Dwelling Units.

3.6 Exemption for Industrial Expansion

- (a) Pursuant to the Act, and notwithstanding any other provisions of this By-law, there shall be an exemption from the payment of development charges for one or more enlargements of existing industrial buildings on a site, up to a maximum of fifty percent of the gross floor area before the first enlargement for which an exemption from the payment of development charges was granted pursuant to the *Development Charges Act* or this section. The development need not be an attached addition or expansion of an existing industrial building, but rather may be a new standalone structure, provided it is located on the same parcel of land. Development charges shall be imposed in accordance with this By-law with respect to the amount of floor area of an enlargement that results in the gross floor area of the industrial building on the site being increased by greater than fifty percent of the gross floor area of all existing industrial buildings on the site.
- (b) 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:
 - (i) determine the amount by which the enlargement exceeds 50 percent of the gross floor area before the enlargement;
 - (ii) divide the amount determined under subsection (i) by the amount of the enlargement.
- (c) For the purpose of section 3.6 herein, "existing industrial building" is used

as defined in the Regulation made pursuant to the Act.

3.7 Other Exemptions

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

- (a) lands, buildings or structures used or to be used for the purposes of a cemetery or burial ground exempt from taxation under the *Assessment Act*;
- (b) that portion of the place of worship which is used exclusively as a place of worship for religious services and any reception and meeting areas used in connection with, or integral to the place of worship space;
- (c) agricultural uses;
- (d) garden suites;
- (e) canopies including gas station canopies and those intended for the parking and loading or unloading of vehicles;
- (f) lands and buildings used or intended to be used as municipal housing project facilities, as set out in section 110 of the *Municipal Act, 2001*, S.O. 2001 c.25, O. Reg. 603/06 under the *Municipal Act, 2001*, and the Region's Municipal Housing Facility By-law, all as may be amended;
- (g) lands and buildings used for affordable housing projects that receive funding through an agreement with Niagara Regional Housing or a department or designated agency of the Niagara Region, provided that:
 - (i) this exemption shall only apply to that proportion or number of units in a development which are designated or identified as affordable housing; and
 - (ii) the owner of the lands continues to use the lands and buildings for affordable housing. If the owner ceases to use the proportionate share of the lands and buildings for affordable housing, the development charges exempted under this section shall become due and payable. The owner shall be required to enter into an agreement with the Municipality under section 27 of the Act

respecting the timing and calculation of payment of development charges, notice of which the owner shall register on the title to the lands at its sole cost and expense with the intention that the provisions shall bind and run with title to the lands.

- (h) Land vested in or leased to a university that receives regular and ongoing operating funds from the government for the purposes of post-secondary education is exempt from development charges imposed under the Development Charges Act, 1997 if the development in respect of which development charges would otherwise be payable is intended to be occupied and used by the university;
- (i) Non-profit Residential Development;
- (j) Affordable Residential Units required pursuant to section 34 and 16(4) of the Planning Act (Inclusionary Zoning).
- (k) As of the date on which section 4.1 of the Act is proclaimed into force, the following shall be exempt from Development Charges:
 - (i) Affordable Residential Units; and
 - (ii) Attainable Residential Units
- (l) Notwithstanding any other provision of this By-law, the Development Charges payable for Residential Developments, where the Dwelling Units are intended as Rental Housing, will be reduced based on the number of bedrooms in each Dwelling Unit in accordance with section 26.2(1.1) of the Development Charges Act, as follows:
 - (i) Three (3) or more Bedrooms – 25% reduction;
 - (ii) Two (2) Bedrooms – 20% reduction; and
 - (iii) Fewer than two (2) Bedrooms – 15% reduction.

3.8 Reduction of Development Charges for Redevelopment

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 five years 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 in place at the time the development charge is payable 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 in place at the time the development charge is payable by the gross floor area that has been or will be demolished or converted to another principal use.

A credit can, in no case, exceed the amount of the development charge that would otherwise be payable, and no credit is available if the existing land use is exempt under this By-law.

3.9 Amount of Charges

(a) Residential

The development charges, set out in Schedule B shall be imposed on all residential development, including a dwelling unit accessory to a non-residential development and the residential component of a mixed-use building, including the residential component of a live/work unit, according to the number and type of dwelling unit and calculated with respect to each of the services according to the type of residential use.

(b) Non-Residential

For development for non-residential purposes as set out in Schedule "B", development charges shall be imposed on all non-residential development and, in the case of a mixed-use building, on the non-residential

component of the mixed-use building, including the non-residential component of a live/work unit, according to the type and gross floor area of the non-residential component.

(c) Wind Turbines

The development charges described in Schedule "B" to this by-law shall be imposed on industrial wind turbines and calculated at the single detached and semi-detached dwelling rate with respect to services related to a highway (50%), fire protection (100%), and growth studies (100%).

4. TIME OF PAYMENT OF DEVELOPMENT CHARGES

- 4.1 The development charges under this By-law shall be calculated using the rate effective on the calculation date with respect to such development and shall be payable on the issuance of the first building permit with respect to the structure.
- 4.2 Where development charges apply to land in relation to which a building permit is required, the building permit shall not be issued until the development charge has been paid in full.
- 4.3 Where any development charge, or part thereof, remains unpaid after the due date, the amount unpaid shall be added to the tax roll and shall be collected in like manner as taxes.
- 4.4 Notwithstanding section 4.1 of this by-law, the Township may require an owner to enter into an agreement, including the provision of security for the owner's obligations under agreement, pursuant to Section 26 of the Act providing for all or part of a development charge to be paid before or after it otherwise would be payable. The terms of such agreement shall then prevail over the provision of this By-law.
- 4.5 Development charges for rental housing and institutional developments are due and payable in six equal annual instalment payments commencing with the first instalment payable on the date of occupancy, and each subsequent instalment, including interest (calculated in accordance with Section 26.3 of the Act), payable on the anniversary date each year thereafter.
- 4.6 Where the development of land results from the approval of a site plan or zoning by-law amendment application received on or after January 1, 2020, and

the approval of the application occurred within the prescribed amount of time specified in Section 26.2 (5) of the Act of building permit issuance, the development charges under section 3.9 of this by-law shall be calculated on the rates set out in Schedule "B" on the date of the receipt of a complete planning application, including interest. Where both planning applications apply development charges under section 3.9 of this by-law shall be calculated on the rates payable on the anniversary date each year thereafter, set out in Schedule "B" on the date of the later planning application, including interest (calculated in accordance with section 26.3 of the Act).

5. SERVICES IN LIEU

- 5.1 Council may authorize an owner, through an agreement under Section 38 of the Act to substitute such part of the development charge applicable to the owner's development as may be specified in the agreement, by the provision at the sole expense of the owner, of services in lieu. Such agreement shall further specify that where the owner provides services in lieu in accordance with the agreement, Council shall give to the owner a credit against the development charge in accordance with the agreement provisions and the provisions of Section 39 of the Act, equal to the reasonable cost to the owner of providing the services in lieu. In no case shall the agreement provide for a credit which exceeds the total development charge payable by an owner to the Municipality in respect of the development to which the agreement relates.
- 5.2 In any agreement under section 5.1, Council may also give a further credit to the owner equal to the reasonable cost of providing services in addition to, or of a greater size or capacity, than would be required under this By-law.
- 5.3 The credit provided for in section 5.2 shall not be charged to any development charge reserve fund prescribed in this By-law.

6. LOCAL SERVICE INSTALLATION

- 6.1 Nothing in this by-law prevents Council from requiring, as a condition of an agreement under sections 40, 51 or 53 of the *Planning Act*, that the owner, at their own expense, shall install such local services within the plan of subdivision, and otherwise, as Council may require, that the owner pay for, or install local services within the area to which the plan relates.

7. RESERVE FUNDS

- 7.1 Development charge payments received by the Municipality pursuant to this By-law shall be maintained in a separate reserve fund or funds for each service to which the development charge relates and shall be spent only for the capital costs determined under paragraphs 2 to 8 of subsection 5 (1) of the Act.
- 7.2 Where any development charge, or part thereof, remains unpaid after the due date, the amount unpaid shall be added to the tax roll and shall be collected as taxes.
- 7.3 Where any unpaid development charges are collected as taxes under section 4.3, the monies so collected shall be credited to the development charge reserve fund or funds referred to in subsection 7.1.
- 7.4 The Treasurer of the Municipality shall furnish to Council an annual statement in respect of the reserve funds established hereunder for the prior year, containing the information set out in sections 12 and 13 of O. Reg. 82/98.

8. FRONT ENDING AGREEMENTS

- 8.1 The Municipality may enter into agreements with an owner or owners of land in accordance with section 44 of the Act.

9. BY-LAW AMENDMENT OR REPEAL

- 9.1 Where this by-law or any development charge prescribed thereunder is amended or repealed by order of the Ontario Land Tribunal or by resolution of the Municipal Council, the Municipal Treasurer shall calculate forthwith the amount of any overpayment to be refunded as a result of said amendment or repeal.
- 9.2 Refunds that are required to be paid under section 9.1 shall be paid to the registered owner of the land on the date on which the refund is paid.
- 9.3 Refunds that are required to be paid under section 9.1 shall be paid with interest to be calculated as follows:
- (a) interest shall be calculated from the date on which the overpayment was collected to the day on which the refund is paid;
 - (b) the refund shall include the interest owed under this section;

- (c) interest shall be paid at the Bank of Canada rate in effect on the date of enactment of this by-law.

10. INDEXING

10.1 Development charges imposed pursuant to this By-law as set out in Schedule "B" shall be adjusted annually, without amendment to this By-law, in accordance with the Statistics Canada Quarterly, Non-Residential Building Construction Price Index, as follows:

- (a) The initial adjustment shall be January 1, 2025, and
- (b) Thereafter, adjustment shall be made on January 1 of each year.

10.2 For greater certainty, on January 1 of each year, the annual indexation adjustment shall be applied to the development charge as set out in Schedule "B" plus the accumulated annual indexation adjustment from previous years if any.

11. SCHEDULES

11.1 The following schedules shall form part of this By-law:

- Schedule "A" – Components of Services Designated in section 2.1
- Schedule "B" – Residential and Non-Residential Development Charges
- Schedule "C" – Urban Serviced Area

12. CONFLICTS

12.1 Where the Municipality 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.

12.2 Notwithstanding section 13.1, where a development which is the subject of an agreement to which section 5.1 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.

13. SEVERABILITY

13.1 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.

14. DATE BY-LAW IN FORCE

14.1 This By-law shall come into force on October 29, 2024.

15. DATE BY-LAW EXPIRES

15.1 This By-law will expire 10 years from date of passage unless it is repealed by Council at an earlier date.

16. EXISTING DEVELOPMENT CHARGE BY-LAW REPEAL

16.1 By-law 2019-51, as amended, is hereby repealed as of the date and time of this by-law coming into effect.

17. CORRECTIONS

17.1 The Clerk of the Municipality is authorized to effect any minor modifications, corrections or omissions solely of an administrative, numerical, grammatical, semantical or descriptive nature to this by-law or its schedules after the passage of this by-law.

**READ A FIRST, SECOND AND THIRD TIME
AND FINALLY PASSED THIS 28TH DAY OF
OCTOBER, 2024.**

Mayor

Clerk

SCHEDULE "A" TO BY-LAW 2024-70

COMPONENTS OF SERVICES DESIGNATED IN SUBSECTION 2.1

TOWNSHIP-WIDE SERVICES

Services Related to a Highway

Roads (incl. streetlights, sidewalks, bridges and culverts)

Depots and Domes

Public Works Rolling Stock

Fire Protection Services

Fire Facilities

Fire Vehicles

Fire Small Equipment and Gear

Parks and Recreation Services

Parkland Development, Amenities & Trails

Recreation Facilities

Parks Vehicles and Equipment

Library Services

Library Facilities

Library Materials

Growth Studies

Growth Studies

URBAN SERVICED AREA SERVICES

Storm Water Drainage and Control Services

Storm Sewers

Wastewater Services

Sanitary Sewers

Water Services

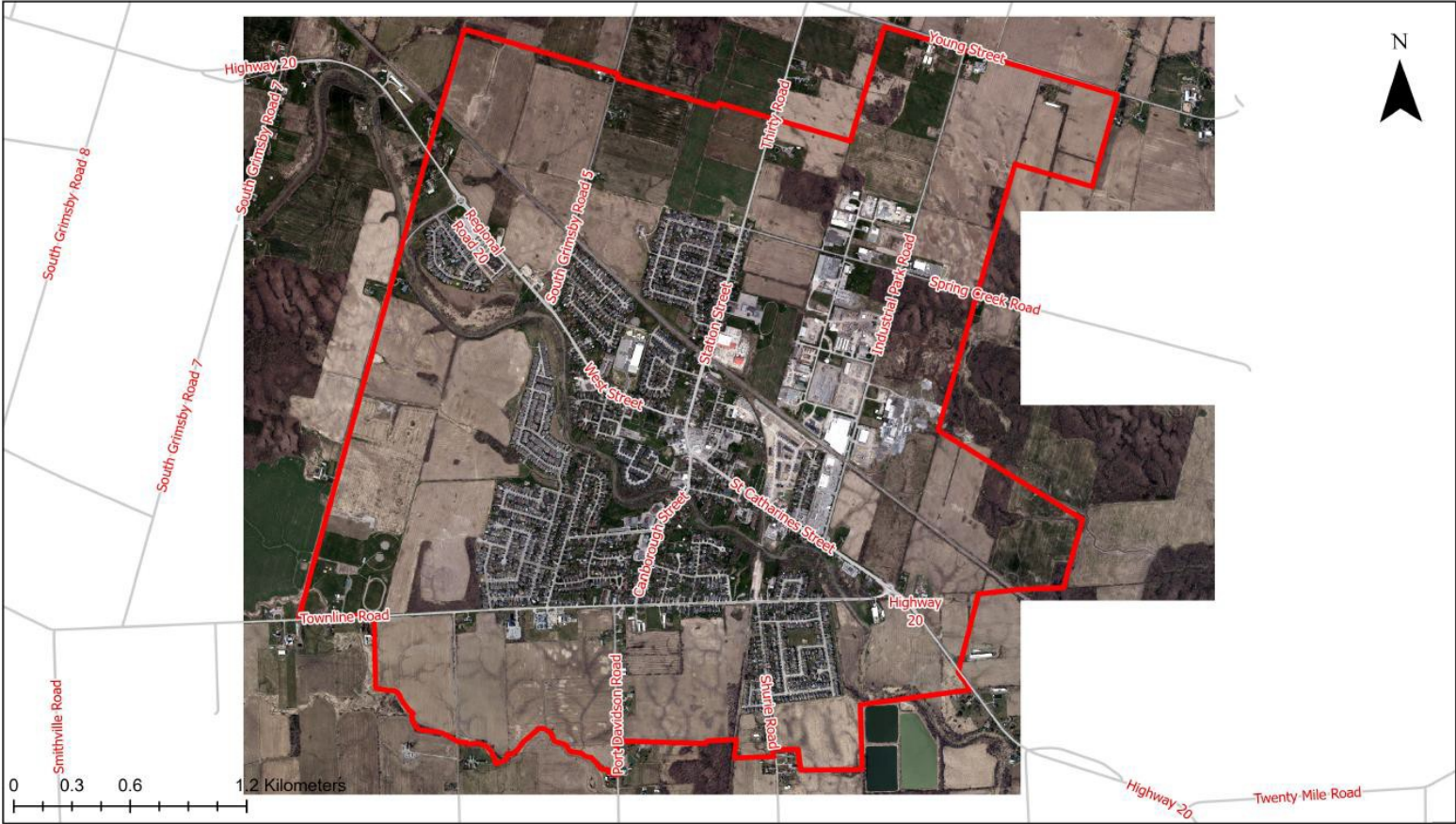
Distribution Systems

SCHEDULE "B" TO BY-LAW 2024-70

SCHEDULE OF DEVELOPMENT CHARGES FOR TOWNSHIP-WIDE AND URBAN SERVICED AREA

Service	RESIDENTIAL					NON-RESIDENTIAL	
	Single and Semi-Detached Dwelling	Multiples	Apartments - 2 Bedrooms +	Apartments - Bachelor and 1 Bedroom	Special Care/Special Dwelling Units	Wind Turbines	(per sq.ft. of Gross Floor Area)
Township Wide Services							
Services Related to a Highway	18,388	12,590	11,789	7,638	6,385	9,194	6.96
Fire Protection Services	2,241	1,534	1,437	931	778	2,241	0.86
Parks and Recreation Services	6,567	4,496	4,210	2,728	2,280	-	0.80
Library Services	1,073	735	688	446	373	-	0.13
Growth Studies	891	610	571	370	309	891	0.33
Total Township Wide Services	29,160	19,965	18,695	12,113	10,125	12,326	9.08
Urban Services							
Stormwater	22	15	14	9	8	-	0.01
Wastewater Services	5,356	3,667	3,434	2,225	1,860	-	1.97
Water Services	267	183	171	111	93	-	0.10
Total Urban Services	5,645	3,865	3,619	2,345	1,961	-	2.08
GRAND TOTAL RURAL AREA	29,160	19,965	18,695	12,113	10,125	12,326	9.08
GRAND TOTAL URBAN AREA	34,805	23,830	22,314	14,458	12,086	12,326	11.16

SCHEDULE "C" TO BY-LAW 2024-70



Smithville Urban Boundary



Legend

New_Urban Boundary Approved thru OPA62 & Niagara Official Plan

Date: May 2024

June 27, 2024

Phelps Homes Ltd and JTG Holdings
Attention: Mr. Jon Whyte, Director, Land Development

Dear Jon,

In response to your email dated May 27, 2024 please see below responses to your inquires.

REVIEW QUESTIONS:

Questions regarding the population, housing, and employment forecasts (see Figure 2):

1. Why does the 2024 DC Study include a higher population, household and employment growth forecast than is embedded in the West Lincoln Official Plan? Will the Township be planning to accommodate high demographic growth?

Response:

The 2022 Niagara Region Official Plan (ROP) and technical work informing it has identified population, housing and employment growth for the Township of West Lincoln to 2051. The Township of West Lincoln Official Plan Amendment (OPA) No. 62 and No. 63 establishes the ROP 2051 growth targets and Smithville urban expansion area. The ROP growth forecast forms the basis for the Township's 2024 Development Charges Background Study (DCBS) growth forecast.

2. Why does the current report include a lower estimate of square feet per employee than the 2019 DC Study?

Response:

The floor space per worker (FSW) assumptions are based on data from a number of Municipal Comprehensive Review Studies and Employment Area Studies that Watson has undertaken in the Greater Golden Horseshoe, which provide comparable data to West Lincoln and serve as an appropriate basis. It is also important to note the Niagara Region 2022 DC Background Study utilized a FSW assumptions of 1,200 sq.ft. per industrial, 500 sq.ft. per commercial and 680 sq.ft. per institutional employee. The FSWs in the West Lincoln 2024 DC Study of 1,300 sq.ft. per industrial, 500 sq.ft. per commercial and 690 sq.ft. per institutional employee are consistent with the Niagara Region's DC.

Questions regarding the service level (see Figures 3 and 4):

3. There was a more than 50% increase in service levels per capita between the 2019 and 2024 DC Studies, without significant changes in quantities per capita, while the non-construction price index rose by only 37% between. What accounts for such a significant increase in service levels? Particularly, what accounts for the rise in service levels tied to highways, fire protection, recreation, and library facilities?

Response:

The DC index (Non-Residential Building Construction Price Index) has increased by approximately 45% from 2019 to 2024. However, the Township, as well as other municipalities in Ontario, have been experiencing higher tender costs and higher costs of construction beyond the DC Index. For the Township, recent examples of these increases have been observed through the following projects:

- The 2019 DC Study identified a LeisurePlex Pavilion Project for \$52,000. The project was tendered in 2021 and awarded the project for \$199,693 (excluding HST).
- The 2019 DC Study identified a Sanitary Sewer upsizing projects on Wade Road (\$210,000) and West Street (\$575,000). These projects were included in the 2024 approved capital budget and will be tendered shortly. The approved budget was \$2,350,000 for both projects.
- The 2019 DC Study identified a Watermain project on West Street for \$610,000. This project is included in the 2024 approved capital budget and will be tendering the project shortly. The approved budget was \$2,000,000.

4. West Lincoln seems to have a significant service level per capita on roads and related infrastructure and bridges and culverts when compared to nearby municipalities with recently completed DC Background Studies. Is there some excess capacity in these items that is not being accounted for in the 2024 DC Study?

Response:

The Roads, Bridges, and Culvert inventories are based on the Township's OSIM reports. A number of these assets were originally constructed by the Region or Province and have since been reassigned as the responsibility of the Township. The road infrastructure is primarily rural and requires urbanization to service the anticipated growth within the Township. Any benefit to existing developments or excess capacity has been reviewed and adjusted on a project by project basis.

Questions regarding inclusion of projects also included in past DC Studies (see Figure 5):

5. We have identified almost 20 infrastructure investments included in the 2024 DC Study that were also included in the 2019 Study and 2022 Update. These investments would also benefit almost 600 residential units that were built between 2019 and 2023, yet the benefit-to-existing has not changed and remains zero in some cases. Why has the benefit-to-existing not been updated?

Response:

The amount of residential units that paid DCs and received a building permit between

2019 and 2024 is 233, not 600.

The DC collections from those new residential units have been used to fund projects from the 2019 DC study that are no longer identified in the 2024 DC study. Any remaining DC funds that have been collected are contained within the reserve funds, which are then applied towards the overall capital program as a reduction to recognize the contribution from the constructed units.

6. Why did the benefit-to-existing for the Wellandport Community Centre Park & Shoreline Enhancements (shaded in salmon in the figure) drop from 90% in the 2019/2022 Study, to 65% in the current study?

Response:

These are two different projects.

The Wellandport Community Centre project from the previous DC was to renovate the building but has been removed (no longer planned).

The new project titled "Wellandport Community Centre Park & Shoreline Enhancements" for a new Park. The benefit to existing amount is with respect to the Shoreline works.

7. Projects where the estimated construction costs have risen by more than the non-residential construction costs index are shaded in blue in Figure 5. Why does it appear that construction costs increased significantly for the following projects?

o Leisureplex - New soccer field - no lighting / irrigation (+233%)

The amount of this soccer field is based on the Township's capital budget.

o TMP Capital Project ID TWL-Trail-14 North Creek Trail: Between South Grimsby Road 6 and Streamside Park (+150%)

The scope of the project changed as the standard for the trail construction has been revised since the last DC study. All trails identified in the TMP will be 3m wide asphalt trails with proper granular base and drainage. This trail was previously identified in the Township's Trails and Corridors Master Plan as a 2.4m wide trail with a limestone screening surface.

o Wellandport Community Centre Park & Shoreline Enhancements (+50%)

As discussed in question 6, this is a different project from 2019/2022 DC.

o Urban Boundary Expansion TWL-Road-01 Spring Creek Rd Extension: west limit of existing Spring Creek Rd allowance to the New Western Link (+691%)

This is a new project, the alignment of Spring Creek Rd was changed in the TMP to head north and connect to a new road (New Western Link) rather than connecting to an extension of South Grimsby Rd 6 and ultimately to Hwy 20 in the south. The South Grimsby Rd 6 extension project was previously identified in the 2019 study and has been removed.

o TWL-Road-07 Spring Creek Rd: Spring Creek Rd Extension to Hornak Rd (+3,206%)

This road extension was classified as a Collector road in the TMP with a revised right-of-way width of 22m and a wider pavement width. A Collector road will have sidewalks on both sides, this cost which was included within the overall road project cost whereas the 2019 DC study had sidewalks on this road listed as separate projects.

o New Smithville Depot (with salt dome and storage) (+626%)

The new Smithville Depot is anticipated to replace the existing Smithville Depot, the Salt Depot, and the Storage building. The following table provides for the breakdown of the existing vs proposed building, as well as the associated capital cost.

Description	Current Sq.ft.	New Sq.ft.	Cost per sq.ft.	Total Amount (rounded)
Smithville Depot	10,529	21,058	\$500	\$ 10,500,000
Salt Depots	3,176	6,352	\$100	\$ 600,000
Storage Building	601	1,202	\$175	\$ 200,000
Total	14,306	28,612		\$ 11,300,000

o Industrial Park Rd Water Main - from: Pearson Rd to New Urban Boundary (+237%)
This is a new project, the Industrial Park Rd watermain project in the 2019 study was from Spring Creek Rd to Pearson St and that project has been completed.

Questions regarding infrastructure projects needed to support the new urban boundary expansion (see Figure 6). Capital investments embedded in the proposed new DC rate rely on capital investments recommended in the Smithville Master Community Master Plan. A list of projects from the Master Plan embedded in the proposed DC rate can be found in Figure 6:

8. The Smithville Master Community Plan identified a high and low range for each project. Why did Watson assume the high cost for each project when determining DCs?

The estimates in the DC study are based on the high figures to account for the increasing costs of tenders relative to a municipality's budget, which has been observed across Ontario.

Moreover, the costs in the Smithville Master Community Plan are presented in 2022 dollars. In lieu of indexing/inflating the values to 2024 dollars, the values for the high range, as well as the values without a cost range, were utilized as part of the 2024 DC calculations.

9. Table 11-2 of the Smithville Community Plan identified \$230 million in recommended road and transportation capital projects to support the urban boundary expansion. But the 2024 DC Background Study only assumes \$177 million in spending. A substantial number of projects excluded from the 2024 DC Study include junctions. How will these projects be funded?

There are a number of reasons for the difference between the \$230 million total (this total was not verified by staff) for all projects in the Master Community Plan and the \$177 million for projects included in the DC study and outlined on page 7 of the memo from Altus Group:

- o Transportation Master Plan: 1. Regional road and junction upgrade (includes any junction with a Regional road) projects are not included in the DC study; 2. the Regional truck by-pass project is not included in the DC study (the alignment is dependent on an EA study to be completed by the Region, if another alignment is selected, new roads (i.e. Northern Connector) and existing Township roads (i.e. Industrial Park Rd) that were identified as the by-pass route will then become Township road projects and will be re-evaluated); 3. Trails internal to a development are considered a local service and are not included in the DC study; 4. Other items identified related to programs (safety, traffic calming) are not included in the DC study.
- o Water & Wastewater Master Servicing Plan: Certain water and wastewater projects identified in the master plan are classified either a local service and a

developer responsibility or a Regional project and therefore not included in the Township's DC study.

- It was also noted that the DC project list shown on page 7 totalling \$177 million did not include trails which are projects identified in the TMP but are included in the DC study under the Parks & Recreation section.

If you require any additional information, please do not hesitate to contact the undersigned.

Sincerely,

A handwritten signature in blue ink that reads "Donna DeFilippis".

Donna DeFilippis
Interim CAO

Memorandum

To	Donna DeFilippis, Interim CAO and Treasurer
From	Byron Tan
Date	June 13, 2024
Re:	Responses to Developer Questions – West Lincoln D.C. Study

Fax Courier Mail Email

As requested, we are providing this memo that summarizes the Township's responses to the questions raised during the Development Charges developer meeting held on April 18, 2024.

1. Responses to Developer Questions

Question 1: Can the Township review the benefit to existing percentage for the proposed Grade All?

Response: Township staff have reassessed the potential usage of the new Grade All and have determined that it will be primarily used in the rural area. With some growth anticipated outside the urban boundary, the Grade All will benefit the existing community at a higher rate than the proposed new developments. Therefore, the benefit to existing percentage was revised to 90% and is reflected in the Development Charges Background Study.

Question 2: Can the Township review the benefit to existing percentage for the proposed Road Roller?

Response: Township staff have reevaluated the potential usage of the new Road Roller and have determined that this is not required to service the new developments in Smithville. It will be removed from the Development Charges Background Study via an addendum.

Question 3: Can the Township provide a summary of what is included in the \$5 million provision for new public works vehicles and equipment?

Response: The \$5 million provision is based on the following vehicles and equipment that are anticipated to be required to service the population and employment growth to 2051 (note: these vehicles/equipment are placeholders based on the growth forecast and the Township will need to re-examine the types of vehicles/equipment as development proceeds):



- Pick-up truck (1/2 ton): 3
- Pick-up truck (3/4 ton): 2
- Pick-up truck (1 ton): 2
- Tractor mower: 1
- Backhoe: 1
- SUV: 1
- Single Axle Dump: 3
- Tractor (Small): 1
- Tractor (Large): 2
- Trackless: 2
- Tandem Trucks: 3
- Trailers: 3
- Diamond Mower Attachment: 3
- Salt Spreader Attachment: 6
- Post Driver: 1
- Electronic Speed Board: 3
- Culvert Steamer: 1
- Snow Plow, Wings and Harness: 6
- Brush Chipper: 1
- Cargo Van: 1

After further review of the forecasted vehicles and equipment by Township staff, it is proposed that the following vehicles and equipment quantities be revised:

- Tractor mower: reduce from 1 to 0
- Tandem Trucks: reduce from 3 to 1
- Salt Spreader Attachment: reduce from 6 to 4
- Culvert Steamer: reduce from 1 to 0
- Snow Plow, Wings and Harness: reduce from 6 to 4

Based on the revisions provided above, the resulting provision amount included in the D.C. has been reduced to \$4 million. This will be addressed through an addendum.

Question 4: How have the residential unit densities been allocated for the DC growth forecast?

Response: The D.C. Background study housing forecast by density was derived based on a number of sources and factors. This includes historical building permit activity,



housing units in the active development approvals process, the Niagara Region Official Plan (O.P.) Update and Land Needs Assessment (L.N.A.) which establishes growth to 2051, and discussions with Township of West Lincoln staff, as identified in Chapter 3 of the D.C. Background Study. Based on this, the D.C. growth forecast housing mix from 2024 to 2501 is comprised of 57% low-density, 27% medium-density, and 16% high-density households. As illustrated in the figure below, the 2024 D.C. housing mix reflects a higher growth forecast for apartment units in comparison to the Niagara Region LNA share of 4%. The housing unit mix in the Township of West Lincoln 2024 D.C. Study reflects a shift towards higher densities, and is consistent with other recent Area Municipal DC Study's in Niagara Region.

**Township of West Lincoln
Housing Growth Forecast by Density**

	Low Density	Medium Density	High Density	Total
Total Housing Units				
Niagara Region LNA (2021 to 2051)	6,030	2,390	310	8,730
West Lincoln 2024 DC (2024 to 2051)	4,986	2,342	1,344	8,672
Housing Unit Shares				
Niagara Region LNA (2021 to 2051)	69%	27%	4%	100%
West Lincoln 2024 DC (2024 to 2051)	57%	27%	16%	100%

Source: Niagara Region LNA adapted from Niagara Region PDS 17-2022, 2051 Land Needs Assessment, June 2022, Hemson Consulting Ltd., and West Lincoln 2024 DC forecast by Watson & Associates Economists Ltd.

DATE: October 21, 2024

REPORT NO: T-20-2024

SUBJECT: **Development Charges Interest Policy (POL-T-01-2022) Update**

CONTACT: Katelyn Repovs, CPA, CA Deputy Treasurer/Manager of Finance
Donna DeFilippis, CPA, CA Director of Finance/Treasurer

OVERVIEW:

- This report outlines administrative updates required to the Township’s POL-T-01-2022 “Interest Policy under Sections 26.1 and 26.2 of the Development Charges Act”, largely in response to legislation changes, and attached as Schedule “A”.

RECOMMENDATION:

- 1) That, Recommendation Report T-20-2024, titled “Development Charges Interest Policy (POL-T-01-2022) Update” be received; and,
- 2) That, “Interest Policy under Sections 26.1 and 26.2 of the Development Charges Act”, attached as Schedule “A” to this report, be approved.

ALIGNMENT TO STRATEGIC PLAN:

- **Theme #2: Champion strategic and responsible growth:** Development Charges act as a key funding component to meet growth-related infrastructure requirements.
- **Theme #4: Foundational: Advance organizational capacity and effectiveness:** Preparation of this report and updates to the Policy will ensure the Township complies with legislation changes.

BACKGROUND:

At the May 16, 2022 Administration/Finance/Fire Committee meeting, Council received Report T-13-2022 “Development Charges Interest Policy under Sections 26.1 and 26.2 of the Development Charges Act”. This report introduced a new Policy (POL-T-01-2022) in response to Bill 138, *Plan to Building Ontario Together Act, 2019*, which resulted in sections 26.1 and 26.2 of the *Development Charges Act, 1997* (DCA) coming into effect on January 1, 2020. The Policy addressed payment timing and charging of interest on development charges (DCs) that are deferred and/or frozen for certain classes of developments, as required under sections 26.1 and 26.2 of the DCA. This Policy was approved by Council on May 24, 2022.

For developments that are eligible for deferred DCs under section 26.1 of the DCA and payable through an instalment plan, interest will accrue from the date of the building permit issuance, up until the last instalment is paid. For applicable developments under section 26.2 of the DCA, DCs are frozen as of the day the development application is deemed complete. Interest will accrue on the frozen DCs from this day, until the DCs are payable via the building permit, along with the accrued interest.

The Policy established an interest rate to be used by the Township in calculating the interest on deferred and/or frozen DCs of 5%, which was in alignment with several other local municipalities. At the time, no maximum interest rate had been prescribed under the DCA legislation, leaving the interest rate to each municipality's discretion.

CURRENT SITUATION:

There have been changes to the DCA legislation since the Township's Policy POL-T-01-2022 "Interest Policy under Sections 26.1 and 26.2 of the Development Charges Act" was first approved. The changes that affect the Policy are outlined below, and those proposed changes have also been made to the Policy, attached as Schedule "A" to this report, as indicated through the highlighted text.

Prescribed Maximum Interest Rate

With Bill 23, *More Homes Built Faster Act, 2022*, receiving Royal Assent on November 28, 2022, section 26.3 of the DCA was amended to define the prescribed maximum interest rate that can be applied for the purposes of sections 26.1(7) and 26.2(3) of the DCA.

As of June 1, 2022, section 26.3 of the DCA notes **the maximum interest rate is the average prime rate, as defined under the DCA, plus 1%**. The average prime rate is adjusted quarterly, in accordance with the adjustment dates, which are January 1, April 1, July 1, and October 1. On each adjustment date, the rate will be equal to the average prime on:

- October 15 of the previous year, for a January 1 adjustment date
- January 15 of the same year, for a April 1 adjustment date
- April 15 of the same year, for a July 1 adjustment date
- July 15 of the same year, for a October 1 adjustment date

Between January 1, 2020 and May 31, 2022, an interest rate is not prescribed under the DCA, therefore Administration recommends that a rate of 5% continue to be used, which agrees to the Township's existing policy. From June 1, 2022 onwards, the maximum rate is prescribed per the DCA and must be followed. This means that, on a quarterly basis at each adjustment date, the Township must apply the lower of the DCA's prescribed maximum interest rate and the Township's existing policy rate of 5%.

Administration recommends that the current Policy (POL-T-01-2022) be updated, as of June 1, 2022, to reflect the maximum interest rate definition per the DCA, to ensure the Township can charge the maximum allowable interest rate, rather than 5%. In the event that the legislation is repealed in the future, Administration has added Policy section 5.4, stating that a default interest rate of 5% would be used.

The below table outlines the maximum interest rate, from June 1, 2022 onwards, that can be charged between each time period. Prior to June 1, 2022, a rate of 5% is used. Interest is calculated on the deferred and/or frozen DCs using a simple interest method.

Administration has developed a calculation template to mostly automate the determination of the appropriate DCs, along with the total interest charge.

Adjustment Date per DCA	Maximum Interest Rate per DCA
June 1, 2022 - June 30, 2022	3.45%
July 1, 2022 - September 30, 2022	4.20%
October 1, 2022 - December 31, 2022	5.70%
January 1, 2023 - March 31, 2023	6.45%
April 1, 2023 - June 30, 2023	7.45%
July 1, 2023 - September 30, 2023	7.70%
October 1, 2023 - December 31, 2023	8.20%
January 1, 2024 - March 31, 2024	8.20%
April 1, 2024 - June 30, 2024	8.20%
July 1, 2024 - September 30, 2024	8.20%
October 1, 2024 - December 31, 2024	7.95%

Reduction of DC Rate Freeze Timeline (From Two Years to 18 Months)

For applications eligible for frozen DCs under section 26.2(1) of the DCA, such as site plan and/or zoning by-law amendments, the DCs are frozen at the rates that were in effect at the time a complete application was submitted. Once the municipality approved the application, the applicant had the “prescribed amount of time”, which was set at two years, from the approval date to be issued their building permit and pay their frozen DCs (plus accrued interest).

Bill 185, *Cutting Red Tape to Build More Homes Act, 2024*, which received Royal Assent on June 6, 2024, reduced this “prescribed amount of time” two-year timeline to 18 months, per DCA section 26.2(5). This means that if the date the DCs are payable is more than 18 months from the applicant’s approval date, the DCs are no longer eligible to be frozen. The applicant would then pay the DCs in effect upon building permit issuance.

Under section 4.6 of the Township’s current Development Charges By-Law 2019-51, as amended by By-Law 2022-77, the two-year timeline is explicitly noted. Since this is the current By-Law in effect, the Township must continue to allow a two-year timeline, until such time that a new By-Law is passed. That being said, when the Township’s new Development Charges By-Law is passed, which is anticipated to be on October 28, 2024, the timeline will be reduced to reflect the current DCA legislation of 18 months. This would apply to any applications approved after the new By-Law comes into effect.

Administration recommends updating both the Township’s Policy and Development Charges By-law to align with the current DCA legislation by using the same “prescribed amount of time” wording as the DCA to ensure these documents remain current.

Other Housekeeping Changes

A few other refinements were made to the Policy attached as Schedule “A”, such as:

- Removed reference to Non-Profit Housing Developments, which are now exempt from paying development charges and no longer part of instalment payments under section 26.1 of the Act, as per Bill 23.
- Added “Policy Administration” section to outline the roles and responsibilities of Council and Administration, in enforcing, administering and monitoring of this Policy.

FINANCIAL IMPLICATIONS:

DCs are the Township’s primary source of funding for growth-related capital infrastructure. The freezing of DC rates and the deferral of payments has the effect of disconnecting the cost of infrastructure from the rates being paid. Developers may lock into a DC rate from a previous DC background study, which may not include future infrastructure costs.

The current Policy rate of 5% is lower than the maximum allowable rate per the DCA legislation, for the period of October 1, 2022 - present. Updating the Policy’s interest rate to align with DCA legislation of average prime + 1% will allow the Township to maximize the interest earning potential when the average prime rate is high. However, when the rate begins to lower, the interest revenue will also decrease. The interest revenue earned would be allocated back to the applicable DC reserve funds.

Including an interest component when administering the frozen DC payments helps improve cost recovery and also encourage development to proceed in a timely fashion, because interest will continue to accrue until an applicant acquires a building permit.

INTER-DEPARTMENTAL COMMENTS:

This Report has been discussed with the Senior Management Team.

CONCLUSION:

It is recommended that Council approve the revised Interest Policy, as attached. Revising the Policy to charge the prescribed maximum interest rate allows consistency with the DCA.

Prepared by:

Katelyn Repovs, CPA, CA
Deputy Treasurer/Manager of Finance

Approved by:

Truper McBride
CAO

Submitted by:

Donna DeFilippis, CPA, CA
Director of Finance/Treasurer

ATTACHMENT: Schedule “A”: POL-T-01-2022 Interest Policy under Sections 26.1 and 26.2 of the Development Charges Act (Revised)

TITLE:	Interest Policy under Sections 26.1 and 26.2 of the Development Charges Act
POLICY NUMBER:	POL-T-01-2022
EFFECTIVE DATE:	January 1, 2020
POLICY AMENDED:	October 21, 2024 (Report T-20-2024)

1. PURPOSE:

To establish the rules and practices for charging interest on development charges deferred and/or frozen under sections 26.1 and 26.2 of the Development Charges Act, 1997.

2. SCOPE:

This policy applies to the charging of interest on development charges that are eligible to be deferred and/or frozen as follows:

- 2.1** That are eligible for deferred payments under 26.1 of the Development Charges Act, 1997
- 2.2** That are eligible to benefit from frozen payments under section 26.2 of the Development Charges Act, 1997

This policy does not apply to developments whose development charges are calculated and paid at building permit issuance.

3. POLICY ADMINISTRATION

Township of West Lincoln Council

- Approve, by resolution, the “Interest Policy under Sections 26.1 and 26.2 of the Development Charges Act” and any updates as necessary every five years or upon expiry of the Township’s Development Charges By-law.

Director of Corporate Services/Chief Financial Officer

- Administer this policy, including but not limited to:
 - Determining the total amount of the development charge that would be determined under the by-law including the applicable interest amount that would apply;
 - Ensure the total amount is being charged and collected when due.

Director of Planning & Building or Chief Building Official

- Enforce this policy, including but not limited to:
 - Assisting landowners, developers, builders and other stakeholders in determining the total amount of development charges that would be determined under the Municipality’s by-laws;

- Confirming that an application was received by the Township (and the dates an application was deemed complete and subsequently approved) for a site plan or a zoning by-law amendment;
- Informing the Corporate Services Department if a development qualifies to have the development charge rate frozen under section 26.2 of the Act or payments deferred under section 26.1 of the Act.

4. DEFINITIONS:

- 4.1 DCA/ The Act:** Development Charges Act, 1997 as amended or revised
- 4.2 Township:** The Township of West Lincoln
- 4.3 Institutional Development:** Development building or structure intended for use, in accordance with O. Reg. 454/19, s. 3 (1), as follows:
- as a long-term care home within the meaning of subsection 2 (1) of the *Long-Term Care Homes Act, 2007*;
 - as a retirement home within the meaning of subsection 2 (1) of the *Retirement Homes Act, 2010*; or
 - by any of the following post-secondary institutions for the objects of the institution:
 - a university in Ontario that receives direct, regular and ongoing operating funding from the Government of Ontario,
 - a college or university federated or affiliated with a university described in sub clause (i), or
 - an Indigenous Institute prescribed for the purposes of section 6 of the *Indigenous Institutes Act, 2017*;
 - as a memorial home, clubhouse or athletic grounds by an Ontario branch of the Royal Canadian Legion;
 - or as a hospice to provide end of life care.
- 4.4 Complete Application:** Pursuant to Section 26.2 of the DCA, the Township considers an application of a Site Plan, under Section 41 of the Planning Act, R.S.O 1990 c. P13 or Zoning Amendment under Section 34 of the Planning Act, R.S.O 1990 c. P13 to be made as of the date that the submitted application is deemed to be complete, according to the Township.

5. LEGISLATIVE FRAMEWORK

- 5.1** Deferred payments under 26.1 of the Act

The province has mandated the deferral of development charges for the following:

- 5.1.1** Rental housing development that is not non-profit housing as defined under section 11.1 (1) of O. Reg 82/98 as per section 3 (a) of the Act; and

5.1.2 Institutional development as defined under section 11.1 (2) O. Reg. 82/98 as per section 3 (a) of the Act.

5.1.3 Development charges for rental housing and institutional development shall be paid in equal annual installments beginning on the earlier of the date of the issuance of a permit under the Building Code Act, 1992 authorizing occupation and the date the building is first occupied, and continuing on the following five anniversaries of that date, for a total of six equal payments.

All other development shall pay their development charges upon the issuance of a building permit unless an early or late payment agreement has been entered into under subsection 27 (1) of the Act.

5.1.4 Interest on installment payments under section 26.1 of the Act

Subsection 26.1(7) of the Act allows a municipality to charge interest on the installments from the date the Development Charges would have been payable, under section 26 of the Act, to the date the last installment is paid, at a rate not exceeding the prescribed maximum interest rate.

5.2 Development Charge freeze under section 26.2 of the Act

Under subsection 26.2(1) of the Act, the total amount of a Development Charge is determined under the Township's Development Charge By-Law based on:

5.2.1 The day an application for an approval of development in a site plan control area under subsection 41(4) of the *Planning Act* was made, or,

5.2.2 If a site plan application has not been applied for, the day a complete application for an amendment to a bylaw passed under section 34 of the *Planning Act* was made.

5.2.3 If neither clause 5.2.1 or 5.2.2 applies, the date the development charges would have been payable under section 26 of the Act which is normally building permit issuance as per the Township's Development Charges By-law, unless permitted otherwise through section 26.1 of the Act.

5.2.4 Building permit issuance must occur within the prescribed amount of time, in accordance with subsection 26.2(5) of the Act, of the applicable site plan or zoning by-law amendment approval date; otherwise, development charges are calculated at the rates in effect at the time of building permit issuance.

5.2.5 Interest under section 26.2 of the Act: under subsection 26.2(3) of the Act, a municipality may charge interest on the development charge, at a rate not exceeding the prescribed maximum interest rate from the date of the application referred to in subsection 26.2(1)(a) or 26.2(1)(b) of the Act is deemed complete to the date the development charge becomes payable.

5.3 Maximum interest rate under section 26.1 and 26.2

Subsection 26.3(2) of the Act allows a municipality to charge interest on the development charge amounts that are deferred or on the development charges that are frozen, at a rate not exceeding the prescribed maximum interest rate. Prior to June 1, 2022, the maximum interest rate is not prescribed by the Act, therefore the interest rate used by the municipality is 5%. On June 1, 2022 and thereafter, the maximum rate that can be charged is outlined below:

The maximum rate of interest shall be an annual interest rate that is 1% point higher than the base rate of interest, which is equivalent to the average prime rate. Subsection 26.3(1) of the Act defines the 'average prime rate'. The base rate of interest shall be determined for each adjustment date and be equal to the average prime rate on, or in accordance with dates as defined in any successor legislation:

- i. October 15 of the previous year, for an adjustment date of January 1,
- ii. January 15 of the same year, for an adjustment date of April 1,
- iii. April 15 of the same year, for an adjustment date of July 1, and
- iv. July 15 of the same year, for an adjustment date of October 1.

5.4 Amendment or revision of maximum interest rate

In the event that section 26.3 of the Act is repealed, a default interest rate of 5% shall be used for all eligible applications. Applications that had interest frozen prior to the repeal of section 26.3 of the Act will continue to pay the interest rate as prescribed at the time the application was made, in accordance with subsection 26.2(1) of the Act. For developments with installment payments under subsection 26.1(1), all future unpaid installments will attract the interest rate of 5%.

6. POLICY

Development Charge Freeze under section 26.2 of the DCA:

- 6.1 The application made date for the purposes of this Policy and 26.2 of the Act is established as being the date a complete application is received by the Township.
- 6.2 The applicant shall be notified of the date the application is considered complete and the date the application is approved for the purposes of

Section 26.2 of the DCA by the Township.

6.3 Application Appeal

6.3.1 Should any Township decision on the application(s) as noted under sections 5.2.1 or 5.2.2 be appealed, the Township decision will stand until final resolution of the appeal.

6.3.2 Should a decision on an unapproved application be successfully appealed, the application made date will apply to sections 5.2.1 or 5.2.2 of this policy and the application approval date shall be the date the appeal is approved.

6.3.3 Should a decision on an approved application be upheld, the application made date will apply to section 5.2.1 or 5.2.2 of this policy and the application approval date shall be the date the decision is upheld.

6.3.4 Should a decision on an approved application be successfully appealed or a decision on an unapproved application be upheld, the application made date will not apply to sections 5.2 of this policy.

6.4 Interest on Development Charges for Subsection 26.2 (3) of the DCA

Interest will be charged at the rate established in this policy on the development charge, from the date of the application referred to in clause 5.2.1 or 5.2.2 of this policy, to the date the development charge is payable.

6.5 Final Determination of Total Payable Development Charges: on the day the development charge(s) is first payable, the final determination of the total payable development charge(s) shall be made.

Deferred Payments under section 26.1 of the DCA:

6.6 Acknowledgement Letter

For all eligible development under section 26.1 of the DCA an Acknowledgement Letter will be provided to the applicant / property owner at the time of building permit issuance outlining the terms of the development charge annual installments as per the Township policy and the DCA.

6.7 Notice of Occupancy

6.7.1 The person responsible to pay development charges shall notify the Township in writing within five business days of the building first

being occupied unless an occupancy permit has been issued by the Township for the purposes of section 26.1 of the Act.

6.7.2 Under subsection 26.1 (6) of the Act, failure to comply with the occupancy notice requirement under 5.8.1 will result in the development charge including any interest payable becoming payable immediately.

6.7.3 If the person responsible to pay development charges receives an occupancy permit issued by the Township, the Township must notify the Niagara Region within five business days for the purposes of section 26.1 of the Act.

6.8 Interest on Installments for Subsection 26.1(7) of the Act

Interest will be charged on installments at the rate found in section 6.13 from the date the development charge would have been payable in accordance with section 26 of the Act and the Township's Development Charge by-law.

6.9 Schedule of Installment Payments

6.9.1 The Township will provide an Installment Payment Schedule to the person required to pay development charges once notified of occupancy.

6.9.2 Acknowledgement of the Instalment Payment Schedule and the first installment payment shall be due within 15 days of the Installment Payment Schedule being provided. It will be the responsibility of the person responsible to pay development charges to provide payment in a prompt and timely manner as per the schedule, no further notification of upcoming payments will be given

6.10 Termination of the Installment Schedule

The remaining balance of all development charges shall be payable within 15 days immediately following the notification / determination of any of these trigger events:

- a) Change of use to a development type that is not eligible for development charge installments under the Act, as of the day the change is made.
- b) Sale or transfer of ownership.
- c) If the balance of Township development charges owing plus any accrued interest as per the installment schedule is paid to the Township.

6.11 Unpaid Development Charges

6.11.1 If any development charges (including interest) are unpaid, those development charges (including interest) may (at the discretion of the Township) be added to the tax roll and collected in the same manner as taxes, in accordance with section 32 of the Act.

6.11.2 Interest on late payments added to the tax roll shall incur the applicable taxation interest rate (as provided under section 345 of the Municipal Act, 2001).

6.12 Interest Rate Used

6.12.1 For the purposes of section 26.1 and 26.2, interest rates will be calculated at the maximum prescribed interest rate as noted in subsection 26.3(2) of the Act for rental units, institutional development and frozen development charges.

6.13 Late Payment Penalty and Interest on Unpaid Development Charge

6.13.1 All development charge installment (including interest) that are unpaid as per the criteria established under section 26.1 of the Act, will be subject to a Township administration fee as per the Township's Consolidated User Fees and Charges By-Law and may also be added to the tax roll and collected in the same manner as taxes, in accordance with section 32 of the Act.

6.13.2 Interest on late payments added to the tax roll shall incur the applicable taxation interest rate as established by the Township.

DATE: October 21, 2024

REPORT NO: T-22-2024

SUBJECT: **2024 Asset Management Plan**

CONTACT: Donna DeFilippis, CPA, CA Director of Finance and Treasurer
Katelyn Repovs, CPA, CA Manager of Finance and Deputy Treasurer

OVERVIEW:

- Attached to this report is the Township’s 2024 Asset Management Plan
- The attached plan meets the requirements of Ontario Regulation 588/2017
- This Asset Management Plan includes both core and non-core assets, with a total estimated replacement cost of \$474.3 million
- The average annual capital requirement needed to ensure full funding for our asset replacements is \$13.3 million
- At present, current capital funding is approximately \$3.3 million
- An annual levy increase of 4.2% each year, for the following 20 years would be necessary to ensure full funding

RECOMMENDATION:

1. That, Recommendation Report T-22-2024 titled “2024 Asset Management Plan” dated October 21, 2024, be received; and,
2. That, Council approves the Township of West Lincoln’s 2024 Asset Management Plan, attached as Schedule B; and,
3. That, Council directs Administration to include the Financial Strategy Recommendations of the Asset Management Plan in future budget deliberations.

ALIGNMENT TO STRATEGIC PLAN:

- **Theme #4: ADVANCE organizational capacity and effectiveness:** Through proactive asset management, we will continue to care for our assets and strategically invest and manage our reserves in order to ensure our assets are in a suitable condition in order to provide the services the community expects.

BACKGROUND:

Over the years there have been several key pieces of legislation that have guided the Asset Management process at the Township. In 2012, the Municipal Infrastructure Investment Initiative (MIII) was established, which required municipalities to complete an Asset Management Plan (AMP) on core infrastructure assets (roads, bridges & culverts, water and wastewater assets). In 2014 the Federal Gas Tax agreements were renewed, which required Ontario municipalities to complete and implement an AMP by the end of 2016. In 2015, the Government of Ontario passed the Infrastructure for Jobs and Prosperity Act (Bill 6), which had the effect of regulating asset management planning at the local level. This resulted in O. Reg. 588/17: Asset Management Planning for Municipal Infrastructure being passed and taking effect in January 2018. This regulation requires municipalities to prepare strategic asset management policies, and a series of Asset Management Plans of increasing complexity, with deadlines starting July 1, 2019 and ending July 1, 2025. These deadlines, which were amended in March 2021 due to the COVID-19 Pandemic, include the following milestones:

- July 1, 2019: Strategic Asset Management Policy (to be updated every five years if necessary).
- July 1, 2022: Asset Management Plan for core assets (roads, bridges and culverts, water, wastewater, and stormwater management systems) that identifies the current levels of service and the cost of maintaining those levels of service.
- July 1, 2024: Asset Management Plan for all assets that identifies the current levels of service and the cost of maintaining those levels of service. **The Asset Management Plan presented this evening meets the requirements of this section of the legislation**
- July 1, 2025: Asset Management Plan for all assets and identifies proposed levels of service, activities that are required to meet proposed levels of service, and a strategy to fund these activities

Having a robust and active Asset Management System provides many benefits, some of which include:

- Easier access to information, data and documents in one centralized location
- Better communication between departments
- Provides an opportunity to optimize limited resources
- Ensures knowledge is not lost with personnel changes
- Provides a structured approach to conducting business, guided by an Asset Management Plan that balances cost, risks and performance (service-delivery)
- Incorporates financial, technical and socio-political dimensions
- Facilitates informed decision-making

Citywide Software is used to store and manage the Township's inventory database and is essential to the Asset Management System. This software is used by Administration to update the Township's assets, including additions, deletions, historical costs, in-service dates, replacement values and condition assessments. The maintenance of this

database is an on-going process as new information is always becoming available.

Srilakshmi Gurunathan, GIS and Asset Management Coordinator, will be making a brief presentation this evening (see Schedule A to this report) highlighting key aspects of the Asset Management Plan.

CURRENT SITUATION:

The Asset Management Plan presented this evening (see Schedule B) meets all requirements outlined under Ontario Regulation 588/17 that was due July 1, 2024. The Asset Management Plan is a large document that is data heavy. Some of the key takeaways are as follows:

Assets are traditionally valued using historical costs, being the amount that was paid to obtain and put an asset into service. The Township's 2023 Financial Statements indicate a historical cost of assets totalling \$148.8 million. Asset Management takes a different approach to valuing assets - it is focussed on the replacement cost of assets.

Replacement cost serves a much more practical role in municipal planning and budgeting and is a critical item of information. Administration is continually updating replacement costs; as new information is available. At the end of 2023, the Township's asset has an estimated replacement cost of \$474.3 million. This works out to a replacement cost of \$87,470 per West Lincoln household.

The condition of an asset is a key determinant as to when the asset needs to be replaced. The Asset Management process has allowed consolidation of all condition data into one database. Condition assessment information is compiled using either internal assessments from administration or consultant assessments. Where neither is available, the age of the asset is used. At the end of 2023, 95% of the Townships assets are in Fair to Very Good condition.

The Asset Management Plan highlights that to meet full funding of assets, the Township's average annual capital requirement is \$13.3 million. Based on the current average annual funding of approximately \$3.3 million, there is a funding deficit of \$10.0 million. This translates to a funding deficit of \$1,860 per household. This is important information to keep in mind as the Township approves future budgets.

As we improve our Asset Management processes, administration will continue to track Current Levels of Service and commence the process of evaluating Proposed Levels of Service. In 2025, the Asset Management Plan will need to be updated to take into account the proposed levels of service and what will be required to meet this proposed level of service, including the funding impact.

FINANCIAL IMPLICATIONS:

As outlined above, the average annual capital requirement needed to ensure full funding for our asset replacements is \$13.3 million. This is a substantial figure and it will take some time for the Township to reach that funding target. At present, capital funding is approximately \$3.3 million on an annual basis. This funding is a combination of transfers from the operating fund (tax levy), grants and user fees. It is important to note that in 2024, the Township's base tax levy was \$9.7 million. Serious consideration must be taken in future Township budgets to increase the allocation to Capital funding. The Asset Management Plan is recommending an annual levy increase of 4.2% annually over 20 years. This increase would be necessary for full funding to be achieved. Administration recognize that this annual increase will take some time to reach and the Township may have to compromise with less than full funding. Project prioritization and evaluation of desired levels of services will be key factors in managing the financing strategy. In addition, the Asset Management Plan is always evolving and new information regarding condition, replacement costs and the addition of new assets makes the annual funding requirement a dynamic figure.

INTER-DEPARTMENTAL COMMENTS:

The Asset Management Plan is the result of continuous collaboration between all departments within the Township. A significant contribution came from Public Works, Parks, Facilities and Engineering, as these departments manage the bulk of Township assets. The Asset Management and GIS Coordinator compiled data from numerous sources, updated mapping and ensured that our Citywide database was accurate. The Asset Management Plan is a living document and revisions and updates will continue to be made as additional information is obtained.

The Township has an Asset Management Working Group that meets to discuss and work together on items that affect the Asset Management Plan. Unfortunately, the group has not met regularly due to staffing challenges, however, Administration will ensure that this group is more formalized and has a consistent meeting structure. Going forward this will ensure that the Asset Management Plan will continue to evolve in an integrated manner. The members of the Asset Management Working Group include the following:

- Director of Finance
- Director of Public Works and Recreation
- Engineering Services Coordinator
- GIS and Asset Management Coordinator
- Manager of Operations
- Manager of Parks, Recreation and Facilities

CONCLUSION:

This report presents the 2024 Asset Management Plan to Council. Administration recognizes the support that Council has provided to ensure that the requirements of Ontario Regulation 588/17 are being met. The finalization of this Asset Management Plan is a key step in the Township's Asset Management practice. Asset Management at the Township is a continuous process, where information is continually changing. The plan attached as Schedule B to this report highlights the current replacement cost of assets and the overall condition. It also recommends that more funds will need to be allocated to Township Capital needs in future budgets.

SCHEDULE(S):

Schedule A: 2024 Asset Management Plan presentation to Council

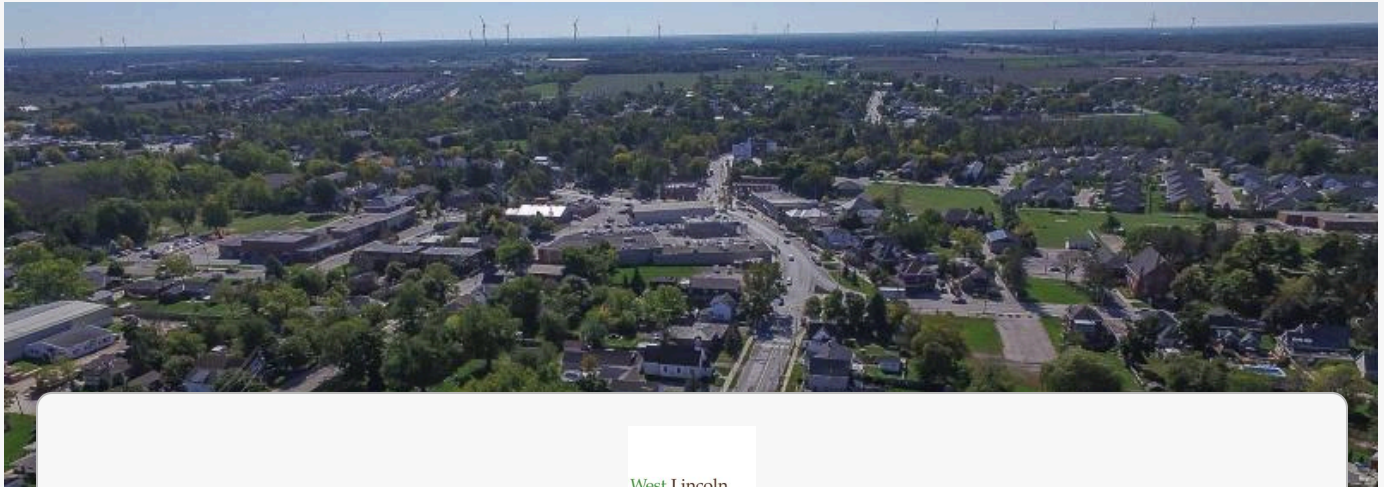
Schedule B: The Township of West Lincoln's 2024 Asset Management Plan

Prepared & Submitted by:

Donna DeFilippis, Director of Finance

Approved by:

Truper McBride, CAO



West Lincoln

Township of West Lincoln - 2024 Asset Management Plan

Sri Gurunathan
October 11, 2024

With the development of this AMP the Township has achieved compliance with O. Reg. 588/17 to the extent of the requirements that must be completed by July 1, 2024. There are additional requirements concerning proposed levels of service and growth that must be met by July 1, 2025



Township of West Lincoln

The Township of West Lincoln – the heart of the Niagara Region!

West Lincoln is one of the twelve lower tier municipalities in Niagara Region. We have the largest geographical land base (387.02 sq. kms.) in the region with a population of approximately 15,454 and a growth projection of 38,370 by 2051.

West Lincoln is a progressive municipality known for its strong community spirit, agricultural roots and natural beauty.



Asset Management

Asset management is the systematic process of overseeing and maintaining a community's physical resources – such as infrastructure, facilities, and rolling stocks – to ensure they are effectively utilized and preserved. It involves planning for maintenance, upgrades, and replacements to meet current and future needs. Ultimately, asset management enhances service delivery and improves the quality of life for residents.



Asset Management Plan (AMP)

AMP is a specific document that outlines strategies, actions, and resources needed to manage those assets effectively, including goals, performance measures, and funding requirements.





Importance of AMP

An Asset Management Plan is crucial for making informed decisions that enhance cost efficiency and service delivery while managing risks effectively. It also supports long-term planning and compliance with regulations, ensuring sustainable management of community resources.

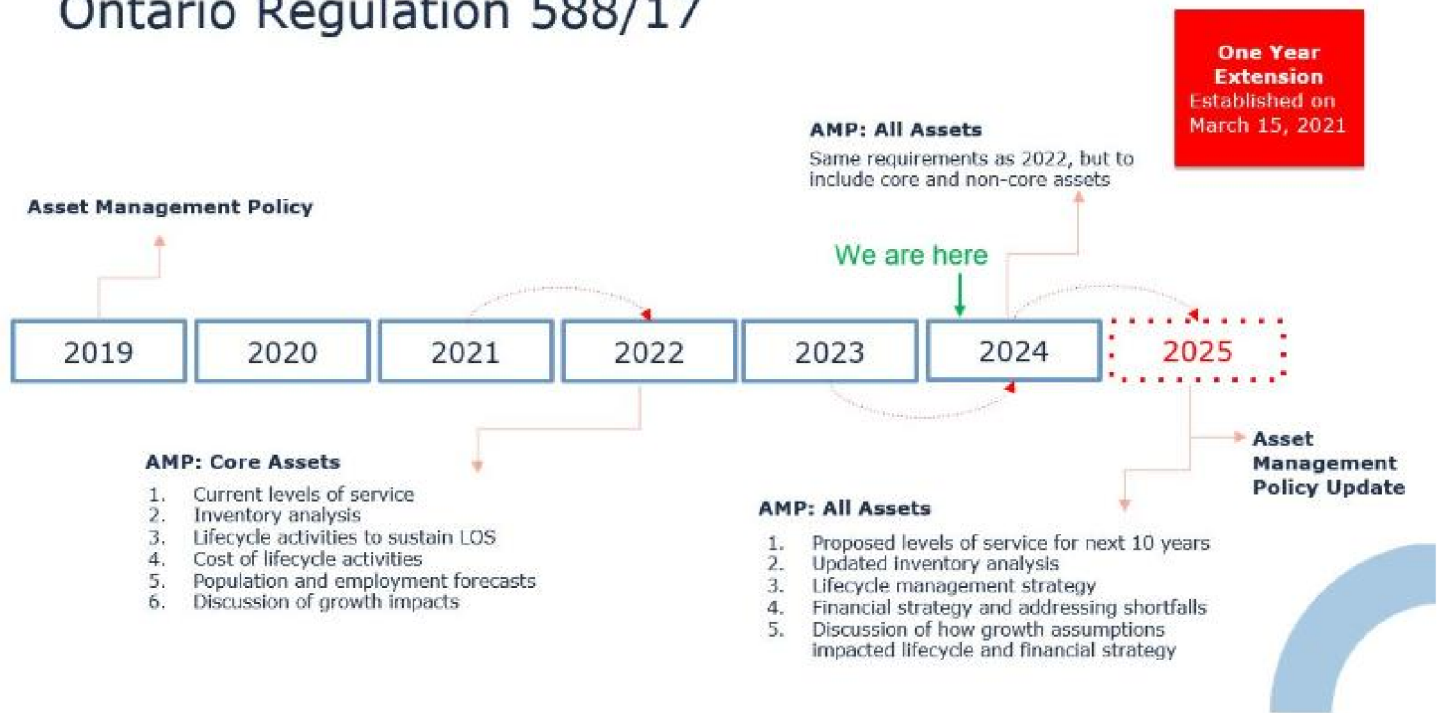


Asset Management = Service Management

Asset management goes beyond the physical items; it also focuses on how effectively those assets support our services.

For example, maintaining a reliable water supply or keeping roads in good condition ensures that residents receive the essential services they depend on.

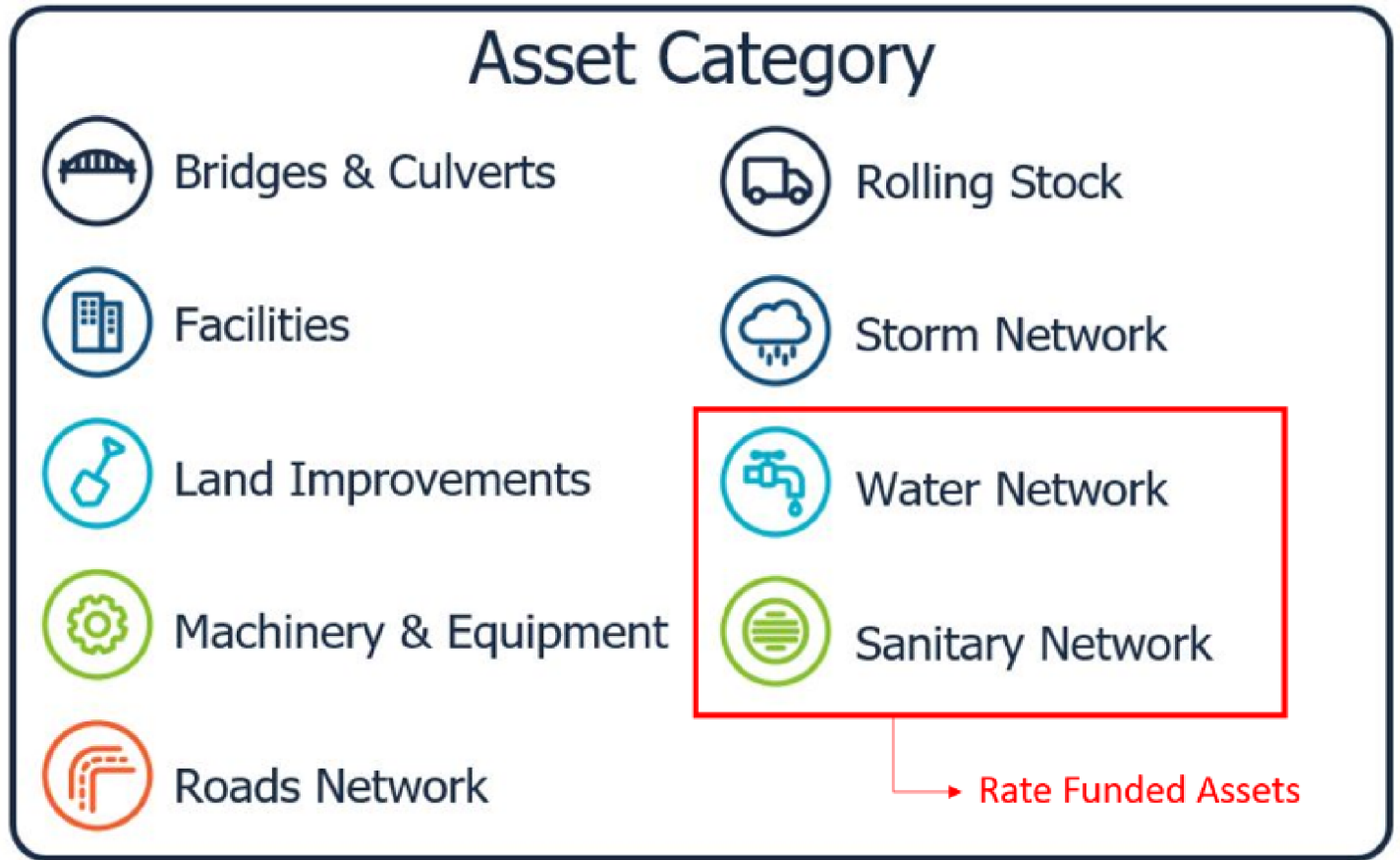
Ontario Regulation 588/17



Regulation 588/17 Overview

- The Ontario government introduced Regulation 588/17 as part of the *Infrastructure for Jobs and Prosperity Act, 2015*.
- This regulation aims to improve how organizations work and create more livable, sustainable communities.
- It is an important requirement for planning and reporting on asset management, focusing on current and future service levels and the costs involved in maintaining them.

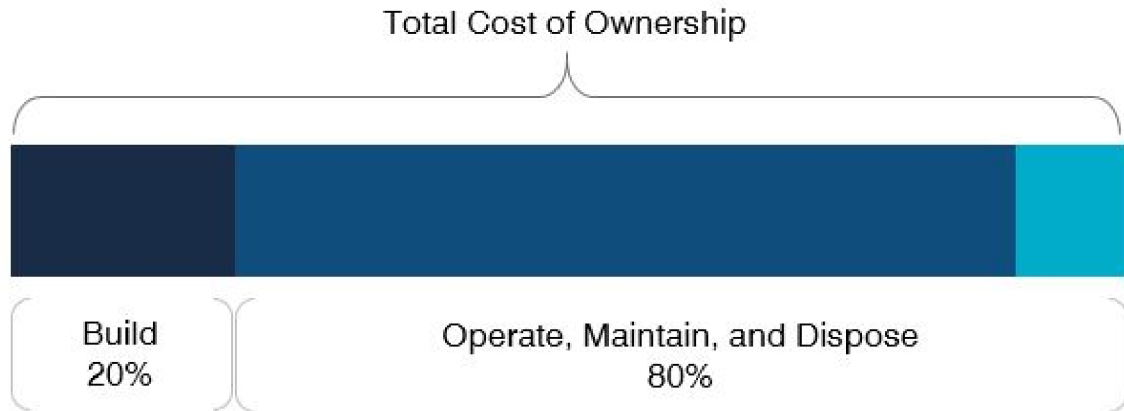
The diagram outlines key reporting requirements under O. Reg 588/17 and the associated timelines.



Asset Categories

This AMP includes 9 asset categories, which are classified into two types:

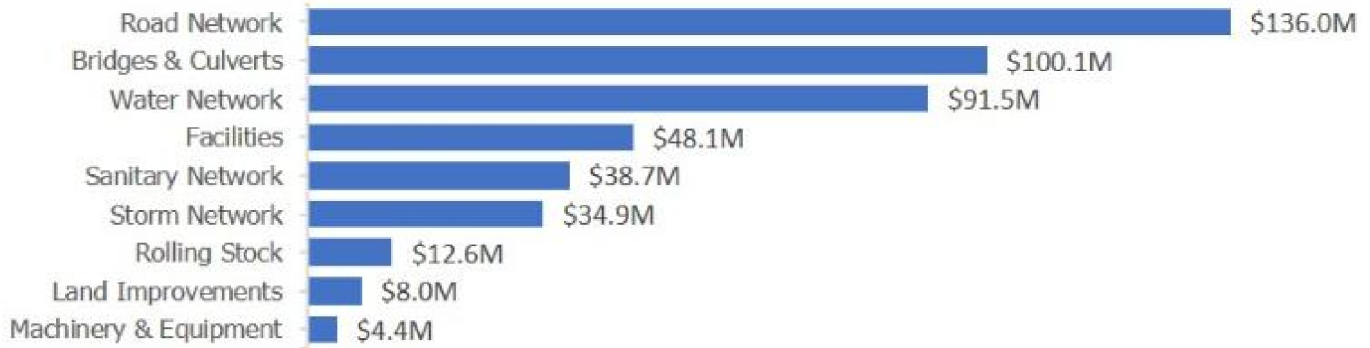
- 7 Tax-Funded asset categories
- 2 Rate-Funded asset categories



Total Cost of Ownership

Capital asset acquisition costs are just 10-20% of total ownership costs. The remaining 80-90% comes from operations and maintenance. This AMP analyzes the capital costs needed for maintaining, rehabilitating, and replacing municipal infrastructure assets.

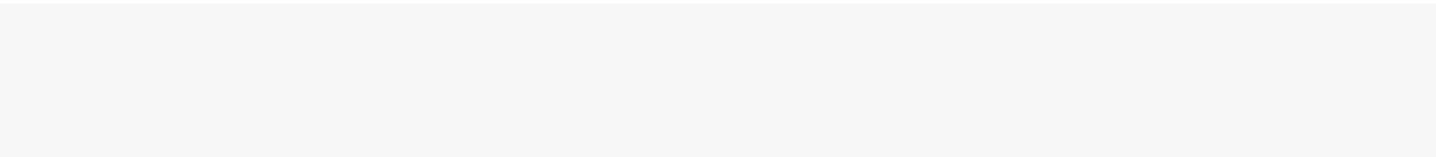
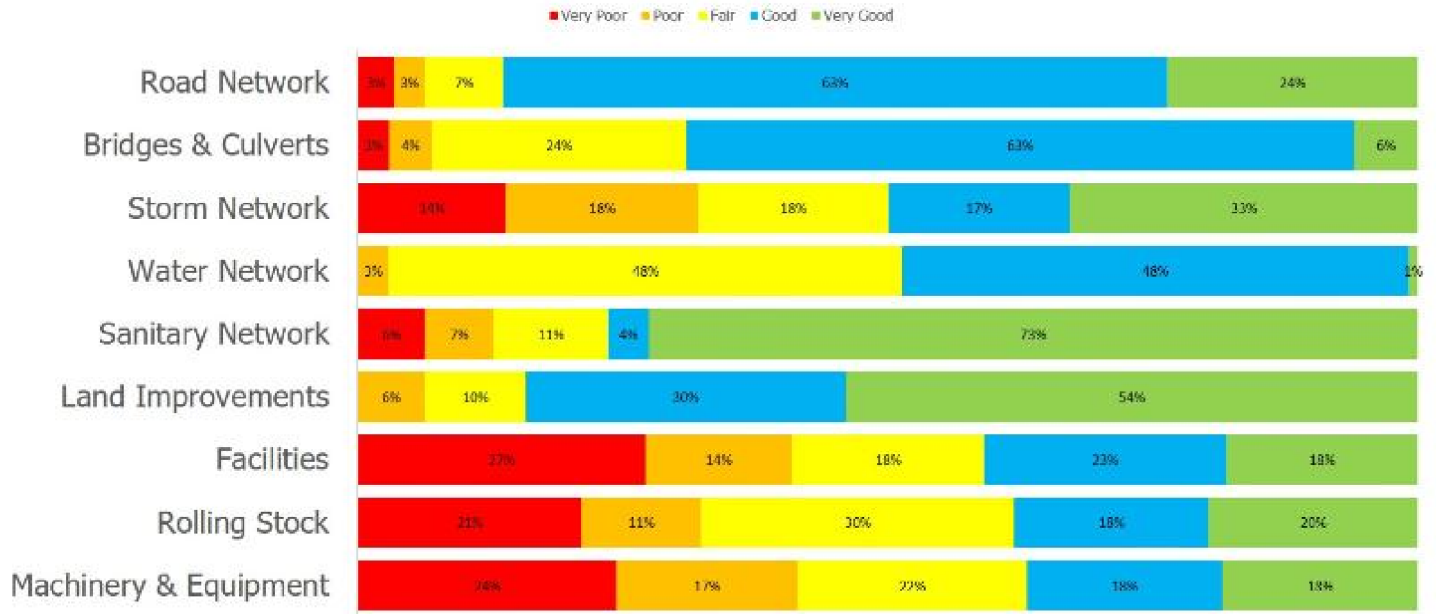
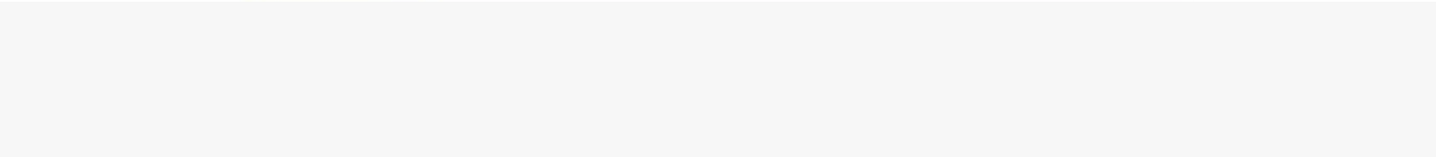
Total Replacement Cost \$474.3M



Valuation of Asset Portfolio – 2023

Replacement cost
per household (2021 Census)
\$87,470

Asset Category	Replacement Cost Method		
	User-Defined	Historical Inflation	Notes
Road Network	100%	0%	Unit costs based on 2022 Pavement Management Study and latest tender prices for all Road assets and inflated to 2023 values
Bridges & Culverts	100%	0%	Unit costs based on 2021 bridge inspections and latest tender prices and inflated to 2023 values
Water Network	100%	0%	Unit costs based on staff estimates and latest tender prices
Sanitary Network	100%	0%	
Storm Network	100%	0%	
Facilities	63%	37%	User-Defined Costs provided by building condition inspections in 2020 and inflated to 2023 values
Rolling Stock	100%	0%	Unit Cost based on departmental staff estimates
Machinery & Equipment	0%	100%	Inflation of historical costs
Land Improvements	0%	100%	Inflation of historical costs

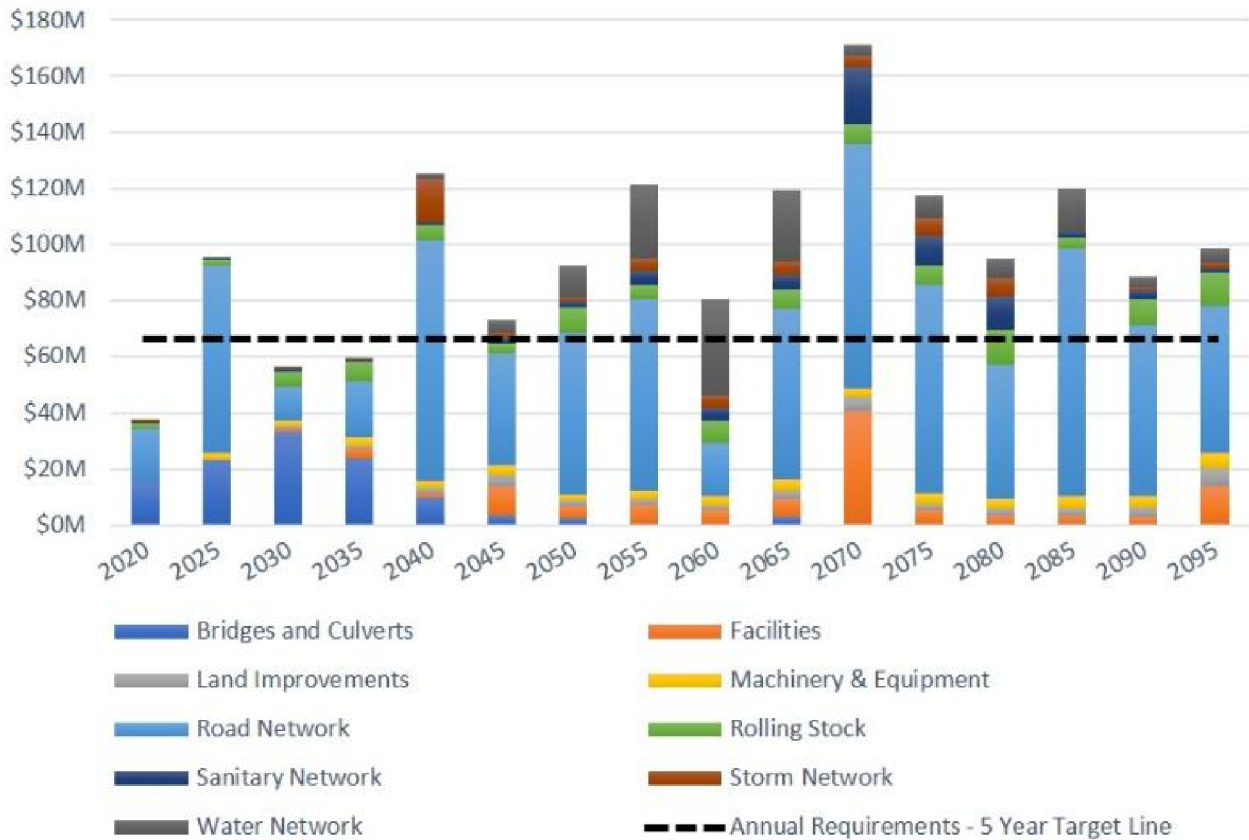


State of the Infrastructure - Condition

95% of assets are in Fair-Very Good Condition

Asset Category	Asset Segment	% of Assets with Assessed Condition	Source of Condition Data
Road Network	Paved & Unpaved Roads	100%	2022 Pavement Management Study
	Other	20%	Public Works Staff Assessments
Bridges & Culverts	All	100%	2023 bridge inspections
Water Network	All	11%	Staff Assessments
Storm Network		0%	Age-Based
Sanitary Network	Sanitary Laterals	0%	2020 CCTV inspections
	Sanitary Mains	96%	
	Sanitary Manholes	84%	
Facilities	All	64%	2020 Building Condition Assessments
Machinery & Equipment	All	0%	Age-Based
Rolling Stock	All	100%	Staff Assessments
Land Improvement	All	9%	Staff Assessments

Average Annual Capital Requirements - \$13.3M



Forecasted Capital Requirements

The graph identifies capital requirements over the next 80 years. This projection is used as it ensures that every asset has gone through one full iteration of replacement. The forecasted

requirements are aggregated into 5-year bins and the trend line represents the average 5-year capital requirements.

Asset Type	Annual Capital Requirement	Funding Available	Annual Capital Deficit
Tax-Funded Assets	11,067,000	2,736,000	8,331,000
Rate-Funded Assets	2,257,000	528,000	1,729,000
Total:	13,324,000	3,264,000	10,060,000

Infrastructure Deficit

The financial strategy and its recommendations are based on the capital replacement/rehabilitation needs required to maintain the current levels of service.

Asset Type	Years Until Full Funding	Average Annual Tax/Rate Change
Tax-Funded Assets	20 Years	4.2%
Rate-Funded: Water Assets	15 Years	3.7%
Rate-Funded: Wastewater Assets	15 Years	1.6%

Doesn't include O&M or Growth



Financial Strategy

- Both sustainable and one-time grants/transfers will continue to be an essential source of revenue for investment in capital infrastructure
- Assumes no new debt will be taken on to pay for existing infrastructure
- Adjustments to taxes/rates should be supplemented with project prioritization and evaluation of desired level of service

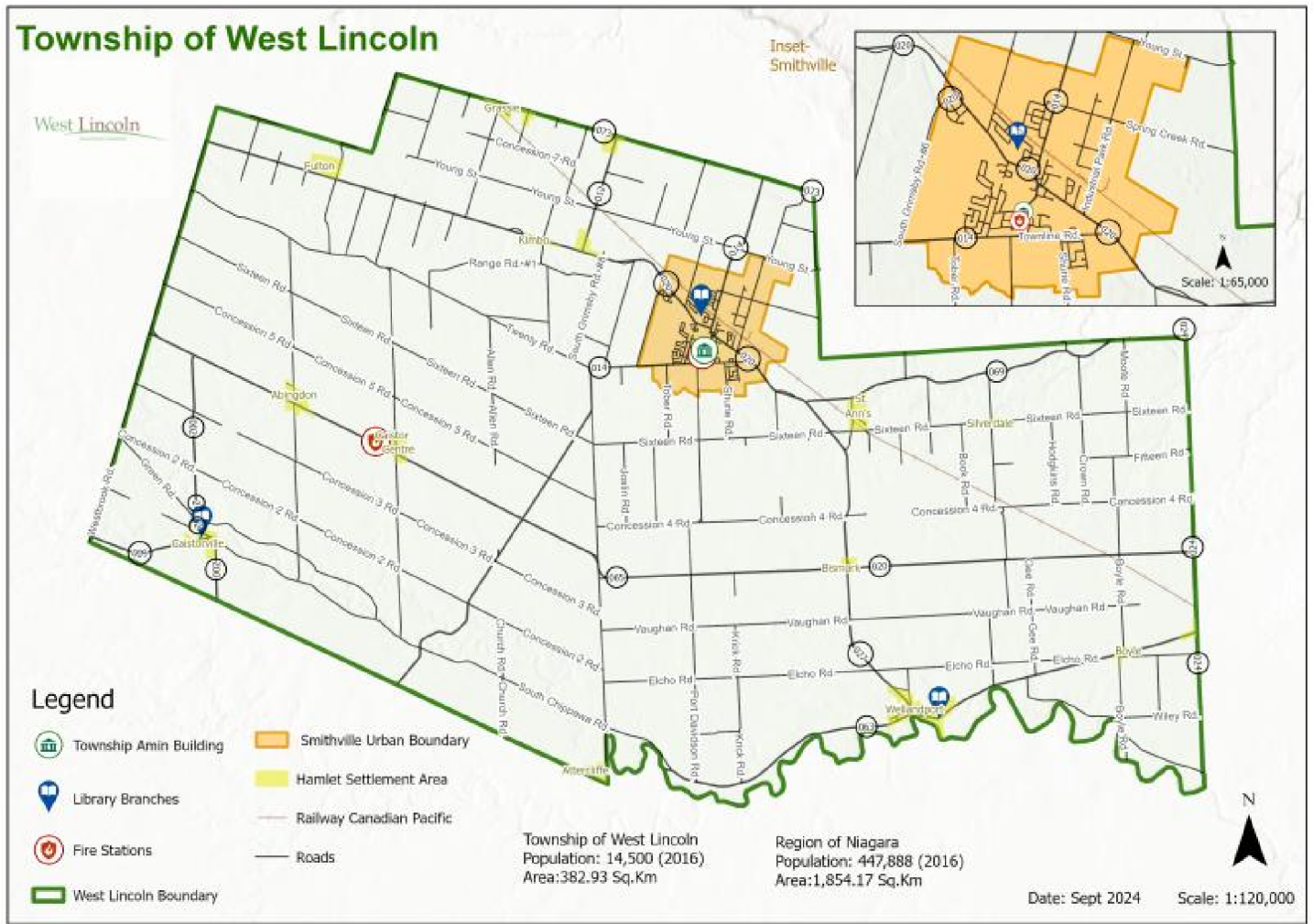




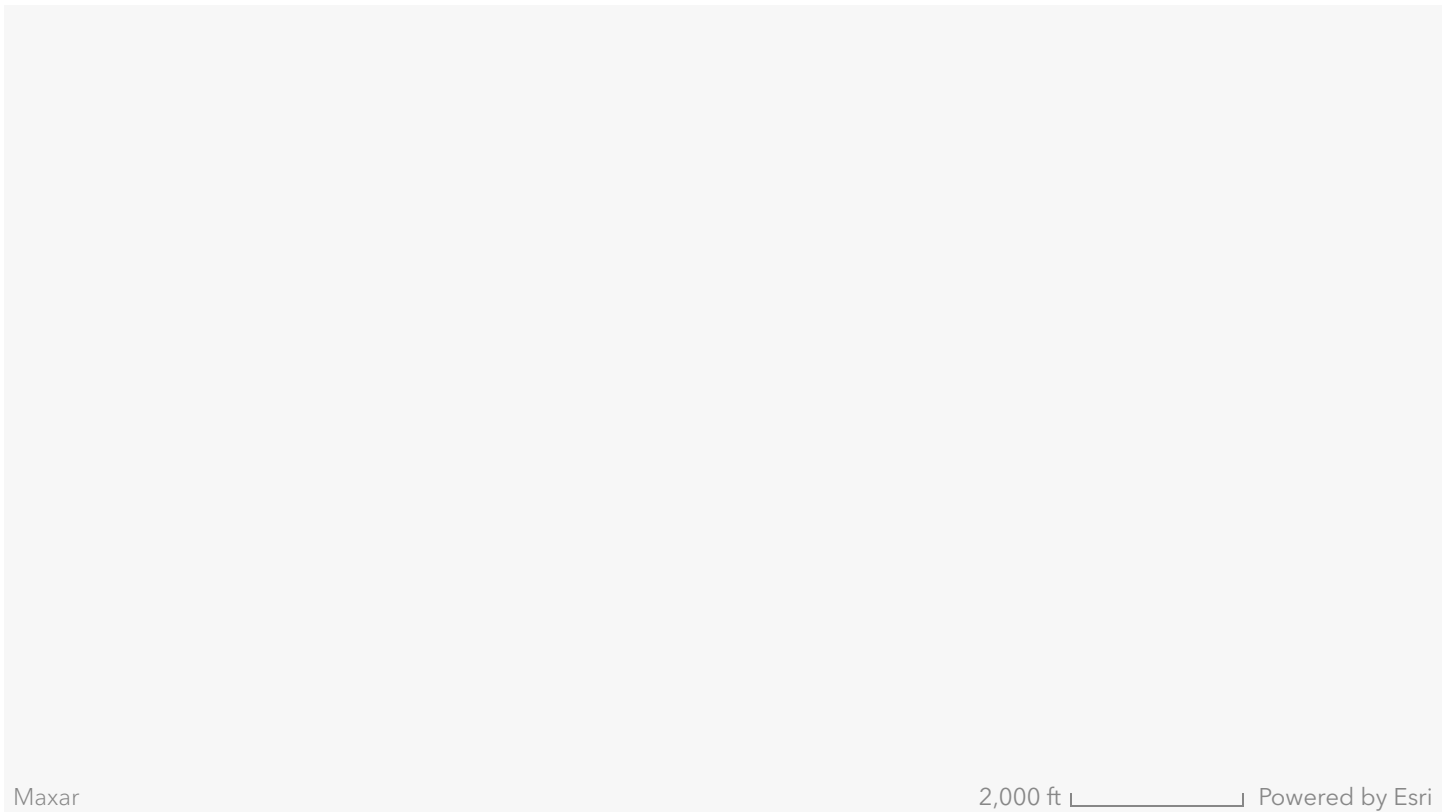
Next Steps

1. Continue to operationalize AMP findings in Citywide and update database regularly.
2. Track Current Levels of Service and evaluate Proposed Levels of Service.


Asset Maps



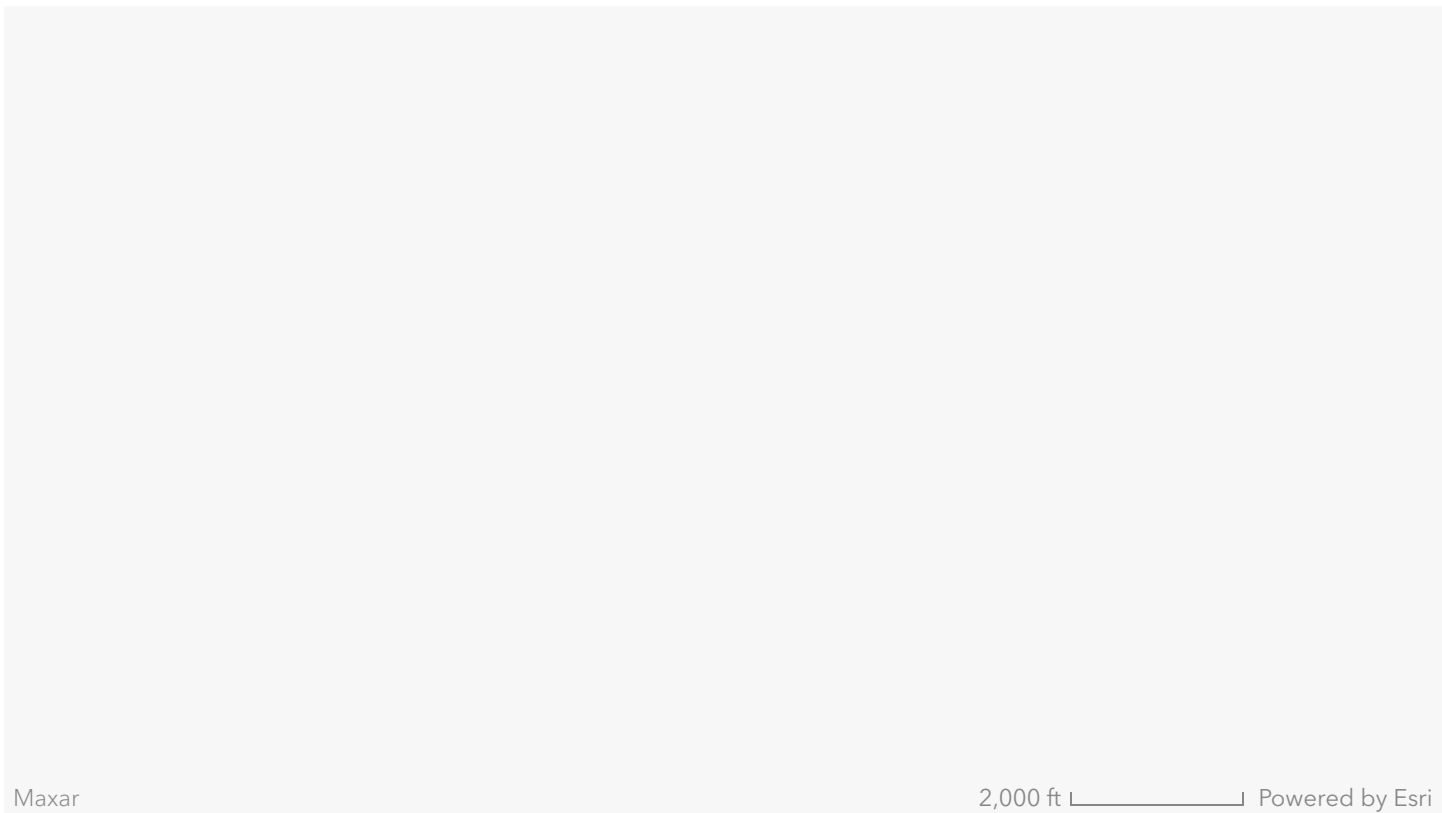
Township of West Lincoln



Maxar

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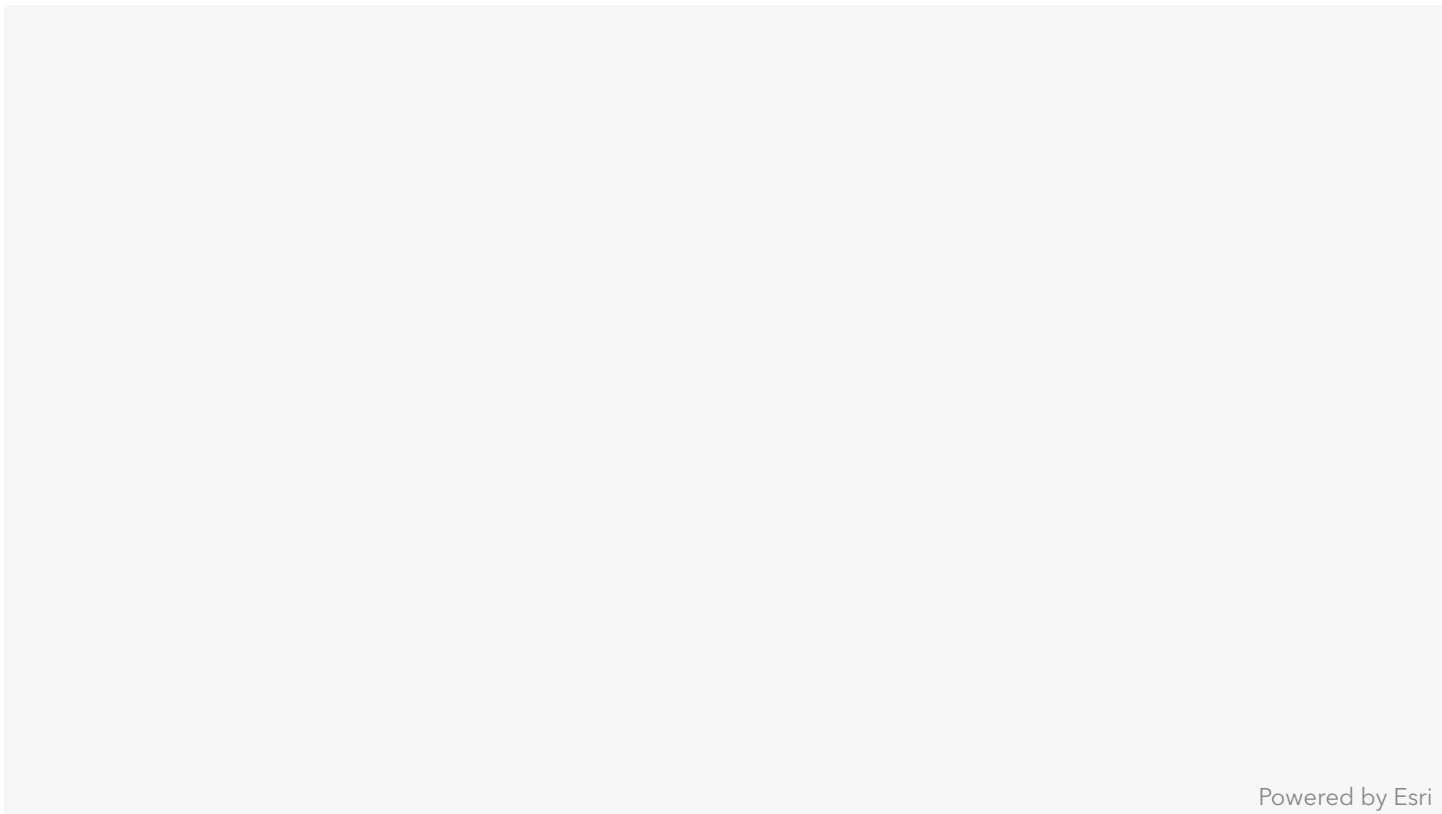
West Lincoln Sidewalk



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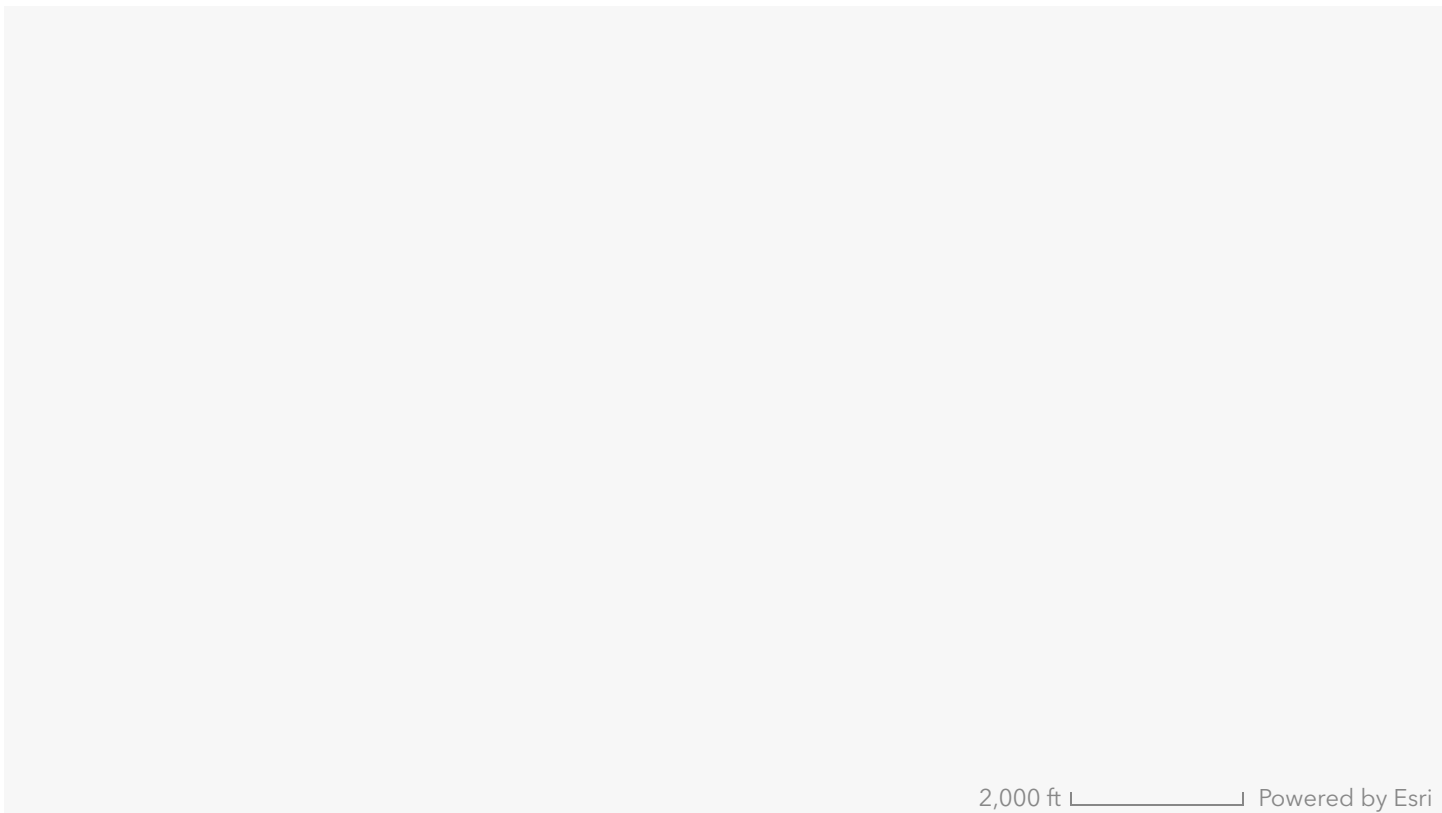
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West Lincoln Water



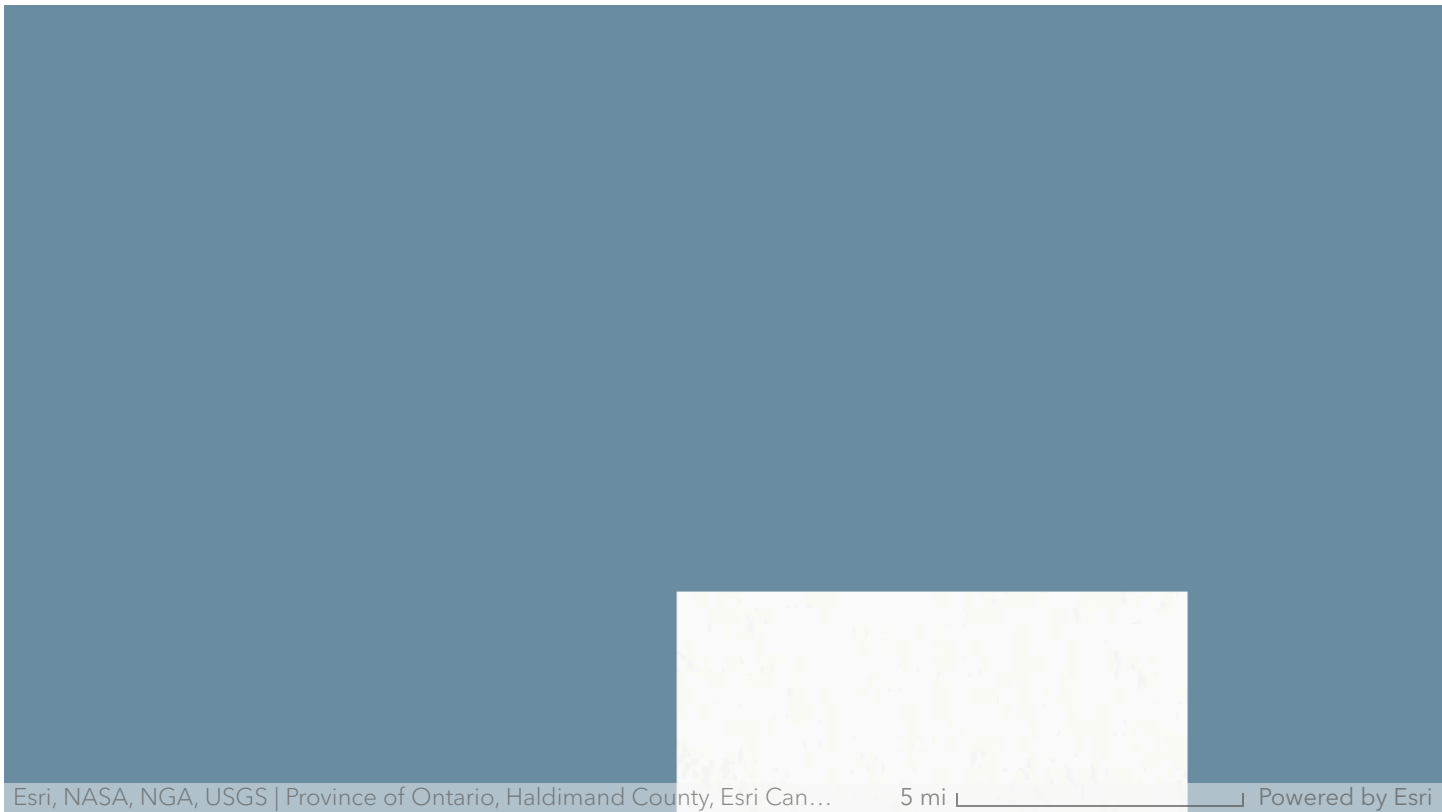
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West Lincoln Sanitary

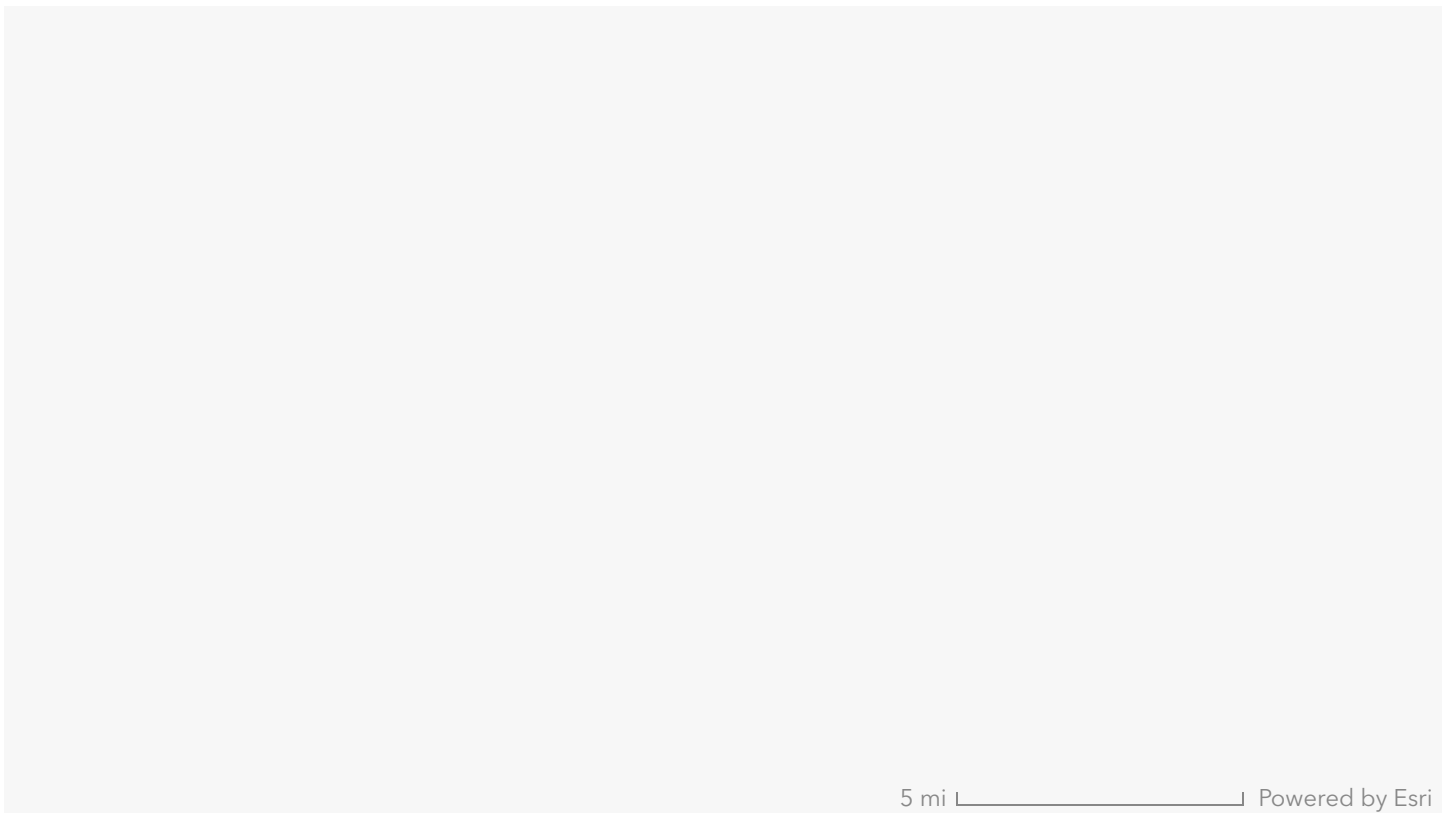


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West Lincoln Stormwater



Pavement Management study



Bridges and Culverts



Asset Management Plan

Township of West Lincoln

2024

Key Statistics

Replacement cost of
asset portfolio
\$474.3 million

Replacement cost of
infrastructure per household
\$87,470 (2021 Census)

Percentage of assets in fair
or better condition
95%

Percentage of assets with
assessed condition data
67%

Annual capital
infrastructure deficit
\$10.3 million

Recommended timeframe
for eliminating annual
infrastructure deficit
15-20 years

Target reinvestment rate
2.8%

Actual reinvestment rate
0.7%

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Executive Summary

An Asset Management Plan (AMP) aims to ensure the sustainable delivery of services by effectively managing infrastructure assets. This involves the development and implementation of asset management strategies and long-term financial planning. Key components include assessing the current state and value of assets, estimating useful life and determining replacement costs.

Municipal infrastructure provides the foundation for the economic, social, and environmental health and growth of a community through the delivery of critical services.

Scope

This AMP includes an update of data related to core assets (roads, bridges & culverts, water, wastewater, and stormwater) which was presented as part of the 2021 AMP. This document also includes non-core assets, which for our Township includes Facilities, Land Improvements, Machinery & Equipment and Rolling Stock. The Asset Management Process defines:

- What we own? (Inventory)
- What is it worth? (Valuation)
- Where is it? (Geographical Information System)
- How we operate? (Service Level)
- What is its condition? (Risk of Failure / Consequence of Failure)
- How much will it cost and how will it be funded? (Financial Plan)

With the development of this AMP the Township has achieved compliance with O. Reg. 588/17 to the extent of the requirements that must be completed by July 1, 2024. There are additional requirements concerning proposed levels of service and growth that must be met by July 1, 2025.

Findings

The overall replacement cost of the asset categories included in this AMP totals \$474.3 million. 95% of all assets analysed in this AMP are in fair or better condition and assessed condition data was available for 67% of assets. For the remaining assets, assessed condition data was unavailable, and asset age was used to approximate condition – a data gap that persists in most municipalities. Generally, age misstates the true condition of assets, making assessments essential to accurate asset management planning, and a recurring recommendation in this AMP.

The development of a long-term sustainable financial plan requires an analysis of whole lifecycle costs. This AMP uses a combination of proactive lifecycle strategies (paved roads and bridges & culverts) and replacement-only strategies (all other assets) to determine the lowest cost option to maintain the current level of service.

To meet capital replacement and rehabilitation needs for existing infrastructure, prevent infrastructure backlogs, and achieve long-term sustainability, the Township’s average annual capital requirement totals \$13.3 million. Based on a historical analysis of sustainable capital funding sources, the Township is committing approximately \$3.3 million towards capital projects or reserves per year. As a result, there is currently an annual funding deficit of \$10.3 million, translating to \$1,860 per household (2021 Census).

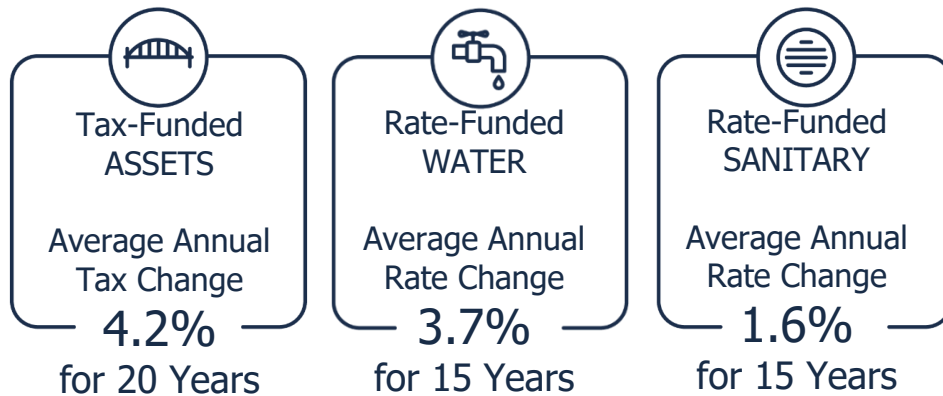
Annual Capital Deficit
Per Household



It is important to note that this AMP represents a snapshot in time and is based on the best available processes, data, and information at the Township. Strategic asset management planning is an ongoing and dynamic process that requires continuous improvement and dedicated resources.

Recommendations

A financial strategy was developed to address the annual capital funding gap. The following graphics show the annual tax/rate change required to eliminate the Township’s infrastructure deficit:



Recommendations to guide continuous refinement of the Township’s asset management program. These include:

- That consideration of this AMP be given as part of the annual budgeting process to ensure sufficient capital funds are available to fund capital requirements
- Formally develop and document a data governance framework, complete with a condition assessment strategy
- Regularly review and update data to maintain a complete and accurate inventory
- Incorporate lifecycle strategies, where possible, for more proactive capital planning
- Track current levels of service and identify sustainable proposed levels of service
- Review and update the Asset Management Policy every four years to align with new terms of Council

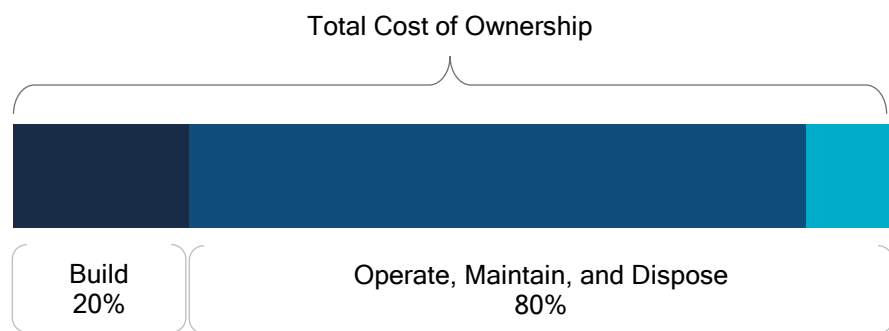
1 Introduction & Context

An Overview of Asset Management

Municipalities are responsible for managing and maintaining a broad portfolio of infrastructure assets to deliver services to the community. This includes roads and bridges, to facilitate movement; water, sewer, and stormwater systems to provide clean drinking water and dispose of waste or excessive rainfall; and buildings, facilities, and parks to provide community and recreational spaces.

Planning for the sustainability of these assets requires a systematic and comprehensive plan for maintaining, rehabilitating, and replacing infrastructure at the lowest cost to the organization and its stakeholders. The goal of asset management is to minimize the lifecycle costs of delivering infrastructure services, manage the associated risks while maximizing the value ratepayers receive from the asset portfolio.

The acquisition of capital assets accounts for only 10-20% of their total cost of ownership. The remaining 80-90% derives from operations and maintenance. This AMP focuses its analysis on the capital costs to maintain, rehabilitate and replace existing municipal infrastructure assets.



These costs can span decades, requiring planning and foresight to ensure financial responsibility is spread equitably across generations. An asset management plan is critical to this planning, and an essential element of the broader asset management program. The industry-standard, defined by the Institute of Asset Management (IAM) approach and sequence to developing a practical asset management program begin with a Strategic Plan, followed by an Asset Management Policy and an Asset Management Strategy, concluding with an Asset Management Plan.

Asset Management Policy

An asset management policy represents a statement of the principles guiding the municipality's approach to asset management activities. It aligns with the organizational strategic plan and provides clear direction to municipal staff on their roles and responsibilities as part of the asset management program.

In accordance with Ontario Regulation 588/17 the Township's Strategic Asset Management Policy (Policy number POL-ADMIN-02-2019) was approved and effective in late April 2019.

The policy identifies key principles to be followed when making asset management decisions, these include:

- Evidence based priorities & planning
- Financially sustainable planning & investment
- Adaptation of innovative infrastructure technology, services & practices
- Reliable planning & investment
- Environmentally conscious decisions

Asset Management Strategy

An asset management strategy outlines the translation of organizational objectives into asset management objectives and provides a strategic overview of the activities required to meet these objectives. It provides greater detail than the policy on how the Township plans to achieve asset management objectives through planned activities and decision-making criteria.

The Township's Asset Management Policy contains many of the key components of an asset management strategy and may be expanded on in future revisions or as part of a separate strategic document.

Asset Management Plan

The Asset Management Plan (AMP) presents the outcomes of the Township's asset management program and identifies the resource requirements needed to achieve a defined level of service. The AMP typically includes the following content:

- State of Infrastructure
- Asset Management Strategies
- Levels of Service (LOS)
- Financial Strategies

The AMP is a living document that should be updated regularly as additional assets and financial data become available. This will allow the Township to re-evaluate the state of infrastructure and identify how the organization's asset management and financial strategies are progressing.

Key Concepts in Asset Management

Effective asset management integrates several key components, including lifecycle management, risk management, and levels of service. These concepts are applied throughout this asset management plan and are described below in greater detail.

Lifecycle Management Strategies

The condition or performance of most assets will deteriorate over time. This process is affected by a range of factors including an asset’s characteristics, location, utilization, maintenance history and environment. Asset deterioration has a negative effect on the ability of an asset to fulfill its intended function and may be characterized by increased cost, risk and even service disruption.

To ensure that municipal assets are performing as expected and meeting the needs of customers, it is important to establish a lifecycle management strategy to proactively manage asset deterioration. There are several field intervention activities that are available to extend the life of an asset. These activities can be generally placed into one of three categories: maintenance, rehabilitation, and replacement. The following table provides a description of each type of activity and the general difference in cost.

Lifecycle Activity	Description	Example (Roads)	Cost
Maintenance	Activities that prevent defects or deteriorations from occurring	Crack Sealing, Patching	\$
Rehabilitation/ Renewal	Activities that rectify defects or deficiencies that are already present and may be affecting asset performance	Mill & Re-surface	\$\$
Replacement/ Reconstruction	Asset end-of-life activities that often involve the complete replacement of assets	Full Reconstruction	\$\$\$

Depending on initial lifecycle management strategies, asset performance can be sustained through a combination of maintenance and rehabilitation, but at some point, replacement is required. Understanding what effect these activities will have on the lifecycle of an asset, and their cost will enable staff to make better recommendations.

The Township’s approach to lifecycle management is described within each asset category outlined in this AMP. Developing and implementing a proactive lifecycle strategy will help staff to determine which activities to perform on an asset and when they should be performed to maximize useful life at the lowest total cost of ownership.

Risk Management Strategies

Municipalities generally take a 'worst-first' approach to infrastructure spending. Rather than prioritizing assets based on their importance to service delivery, assets in the worst condition are often fixed first, regardless of their criticality. However, not all assets are created equal. Some are more important than others, and their failure or disrepair poses more risk to the community than that of others. For example, a road with a high volume of traffic that provides access to critical services poses a higher risk than a low volume rural road. These high-value assets should receive funding before others.

By identifying the various impacts of asset failure and the likelihood that it will fail, risk management strategies can identify critical assets, and determine where maintenance efforts, and spending, should be focused.

This AMP includes a high-level evaluation of asset risk and criticality. Each asset has been assigned a probability of failure score and consequence of failure score based on available asset data. These risk scores can be used to prioritize maintenance, rehabilitation, and replacement strategies for critical assets.

Levels of Service

A level of service (LOS) is a measure of what the Township is providing to the community and the nature and quality of that service. Within the core asset categories, technical metrics and qualitative descriptions that measure both technical and community levels of service were established in the July, 2022 plan. This plan update now includes technical and qualitative measure for the non-core asset categories.

These measures include a combination of those that have been outlined in O. Reg. 588/17 as well as performance measures identified by the Township as worth measuring and evaluating. The Township measures the level of service provided at two levels: Community Levels of Service and Technical Levels of Service.

Community Levels of Service

Community levels of service are a simple, plain language description or measure of the service that the community receives. For core asset categories (Roads, Bridges & Culverts, Water, Wastewater, Stormwater) the province, through O. Reg. 588/17, has provided qualitative descriptions that are required to be included in this AMP.

Technical Levels of Service

Technical levels of service are a measure of key technical attributes of the service being provided to the community. These include mostly quantitative measures and tend to reflect the impact of the Township's asset management strategies on the physical condition of assets or the quality/capacity of the services they provide.

For core asset categories (Roads, Bridges & Culverts, Water, Wastewater, Stormwater) the province, through O. Reg. 588/17, has provided technical metrics that are required to be included in this AMP.

Current and Proposed Levels of Service

This AMP focuses on measuring the current level of service provided to the community. Once current levels of service have been measured, the Township plans to establish proposed levels of service over a 10-year period, in accordance with O. Reg. 588/17.

Proposed levels of service should be realistic and achievable within the timeframe outlined by the Township. They should also be determined with consideration of a variety of community expectations, fiscal capacity, regulatory requirements, corporate goals, and long-term sustainability. Once proposed levels of service have been established, and prior to July 2025, the Township must identify a lifecycle management and financial strategy which allows these targets to be achieved.

Ontario Regulation 588/17

As part of the *Infrastructure for Jobs and Prosperity Act, 2015*, the Ontario government introduced Regulation 588/17 - Asset Management Planning for Municipal Infrastructure (O. Reg 588/17). Along with creating better performing organizations, more liveable and sustainable communities, the regulation is a key, mandated driver of asset management planning and reporting. It places substantial emphasis on current and proposed levels of service and the lifecycle costs incurred in delivering them.

The diagram below outlines key reporting requirements under O. Reg 588/17 and the associated timelines.

2019

Strategic Asset Management Policy

2024

Asset Management Plan for Core and Non-Core Assets

2022

Asset Management Plan for Core Assets with the following components:

1. Current LOS
2. Inventory analysis
3. Lifecycle activities to sustain LOS
4. Cost of lifecycle activities
5. Population and employment forecasts
6. Discussion of growth impacts

2025

Asset Management Policy Update and an Asset Management Plan for All Assets with the following additional components:

1. Proposed LOS for next 10 years
2. Updated inventory analysis
3. Lifecycle management strategy
4. Financial strategy and addressing shortfalls
5. Discussion of how growth assumptions impacted lifecycle and financial

O. Reg. 588/17 Compliance Review

The following table identifies the requirements outlined in Ontario Regulation 588/17 for municipalities to meet by July 1, 2024. Next to each requirement a page or section reference is included in addition to any necessary commentary.

Requirement	O. Reg. Section	AMP Section Reference	Status
Summary of assets in each category	S.5(2), 3(i)	4.1.1 - 5.2.1	Complete
Replacement cost of assets in each category	S.5(2), 3(ii)	4.1.1 - 5.2.1	Complete
Average age of assets in each category	S.5(2), 3(iii)	4.1.2 - 5.2.2	Complete
Condition of core assets in each category	S.5(2), 3(iv)	4.1.2 – 5.2.2	Complete
Description of Township’s approach to assessing the condition of assets in each category	S.5(2), 3(v)	4.1.2 – 5.2.2	Complete
Current levels of service in each category	S.5(2), 1(i-ii)	4.1.6 - 5.2.6	Complete
Current performance measures in each category	S.5(2), 2	4.1.6 - 5.2.6	Complete
Lifecycle activities needed to maintain current levels of service for 10 years	S.5(2), 4	4.1.3 - 5.2.3	Complete
Costs of providing lifecycle activities for 10 years	S.5(2), 4	Appendix A	Complete
Growth assumptions	S.5(2), 5(i-ii) S.5(2), 6(i-vi)	6.1-6.2	Complete

2 Scope and Methodology

Key Insights

- This asset management plan includes nine (9) asset categories and is divided between tax-funded and rate-funded categories
- The source of replacement cost values impacts the accuracy and reliability of asset portfolio valuation; Replacement costs in this AMP are based on 2023-year end data, where available.
- Accurate and reliable condition data helps to prevent premature and costly rehabilitation or replacement and ensures that lifecycle activities occur at the right time to maximize asset value and useful life

2.1 Included Asset Categories

This asset management plan for the Township of West Lincoln is produced in compliance with Ontario Regulation 588/17. The July 2024 deadline under the regulation—the second of three AMPs deadlines—requires analysis of both core assets (roads, bridges & culverts, water, wastewater, and stormwater) and non-core assets (facilities, rolling stock, machinery & equipment, and land improvements).

The AMP summarizes the state of the infrastructure for the Township’s asset portfolio, establishes current levels of service and the associated technical and customer-oriented key performance metrics, outlines lifecycle strategies for optimal asset management and performance, and provides financial strategies to reach sustainability for the asset categories listed below.

Asset Category	Source of Funding
Roads Network	Tax Levy
Bridges & Culverts	
Facilities	
Machinery & Equipment	
Rolling Stock	
Land Improvements	
Storm Network	
Sanitary Network	User Rates
Water Network	

2.2 Deriving Replacement Costs

There are a range of methods to determine the replacement cost of an asset, and some are more accurate and reliable than others. This AMP relies on the following two costing methods:

- **User defined cost and cost/unit method:** costs are provided by municipal staff which could include average costs from recent contracts; data from engineering reports and assessments; and staff estimates based on knowledge and experience.
- **Cost Inflation/CPI Tables:** Historical cost of the asset is inflated based on Consumer Price Index or Non-Residential Building Construction Price Index. User-defined costs based on reliable sources are a reasonably accurate and reliable way to determine asset replacement costs.

Cost inflation is typically used in the absence of reliable replacement cost data. It is a reliable method for recently purchased and/or constructed assets where the total cost is reflective of

the actual costs that the Township incurred. As assets age and new products and technologies become available, cost inflation becomes a less reliable method.

2.3 Estimated Useful Life

The estimated useful life (EUL) of an asset is the period over which the Township expects the asset to be available for use and remain in service before requiring replacement or disposal. The EUL for each asset in this AMP was assigned according to the knowledge and expertise of municipal staff and supplemented by existing industry standards when necessary.

2.4 Reinvestment Rate

As assets age and deteriorate, they require additional investment to maintain a state of good repair. The reinvestment of capital funds, through asset renewal or replacement, is necessary to sustain an adequate level of service. The reinvestment rate is a measurement of available or required funding relative to the total replacement cost.

By comparing the actual vs. target reinvestment rate the Township can determine the extent of any existing funding gap. The reinvestment rate is calculated as follows:

$$\textit{Target Reinvestment Rate} = \frac{\textit{Annual Capital Requirement}}{\textit{Total Replacement Cost}}$$

$$\textit{Actual Reinvestment Rate} = \frac{\textit{Annual Capital Funding}}{\textit{Total Replacement Cost}}$$

2.5 Deriving Asset Condition

An incomplete or limited understanding of asset condition can mislead long-term planning and decision-making. Accurate and reliable condition data helps to prevent premature and costly rehabilitation or replacement and ensures that lifecycle activities occur at the right time to maximize asset value and useful life.

A condition assessment rating system provides a standardized descriptive framework that allows comparative benchmarking across the Township’s asset portfolio. The table below outlines the condition rating system used in this AMP, for most assets, to determine asset condition. This rating system is aligned with the Canadian Core Public Infrastructure Survey which is used to develop the Canadian Infrastructure Report Card. When assessed condition data is not available, the service life remaining is used to approximate asset condition. The following table details standard condition ratings used in this AMP:

Condition	Description	Criteria	Service Life Remaining (%)
Very Good	Fit for the future	Well-maintained, good condition, new or recently rehabilitated	80 – 100
Good	Adequate for now	Acceptable, generally approaching mid-stage of expected service life	60 – 79
Fair	Requires attention	Signs of deterioration, some elements exhibit significant deficiencies	40 – 59
Poor	Increasing potential of affecting service	Approaching the end of service life, condition below standard, a large portion of the system exhibits significant deterioration	20 – 39
Very Poor	Unfit for sustained service	Near or beyond expected service life, widespread signs of advanced deterioration, some assets may be unusable	0 - 19

The analysis in this AMP is based on assessed condition data only as available. In the absence of assessed condition data, asset age is used as a proxy to determine asset condition.

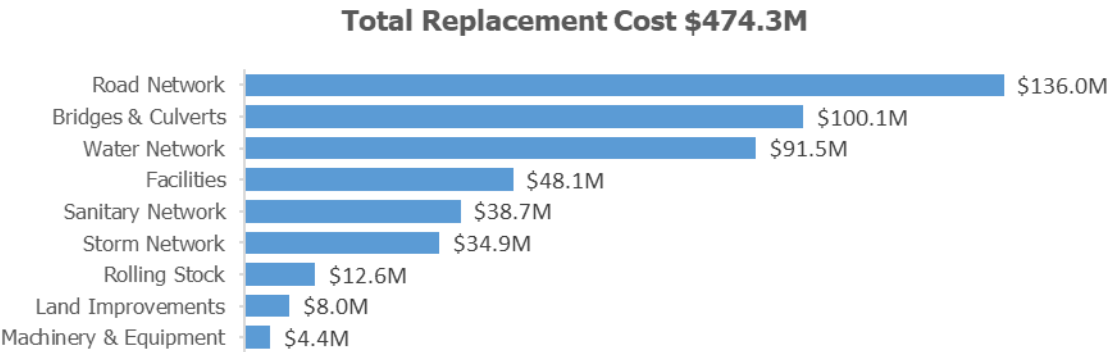
3 Portfolio Overview

Key Insights

- The total replacement cost of the Township's asset portfolio is \$474.3 million
- The Township's target re-investment rate is 2.8%, and the actual re-investment rate is 0.7%, contributing to an expanding infrastructure deficit
- 95% of all assets are in fair or better condition
- The average annual capital requirements total \$13.3 million per year across all asset categories

3.1 Total Replacement Cost of Asset Portfolio

The asset categories analysed in this AMP have a total replacement cost of \$474.3 million based 2023 year-end data. This data is housed in an asset management database called Citywide. This total was determined based on a combination of user-defined costs and inflation of historical cost. This estimate reflects the replacement of historical assets with similar, not necessarily identical, assets available for procurement today. The following graph displays the total 2023 replacement cost per asset category.



The following table identifies the methods employed to determine replacement costs across each asset category:

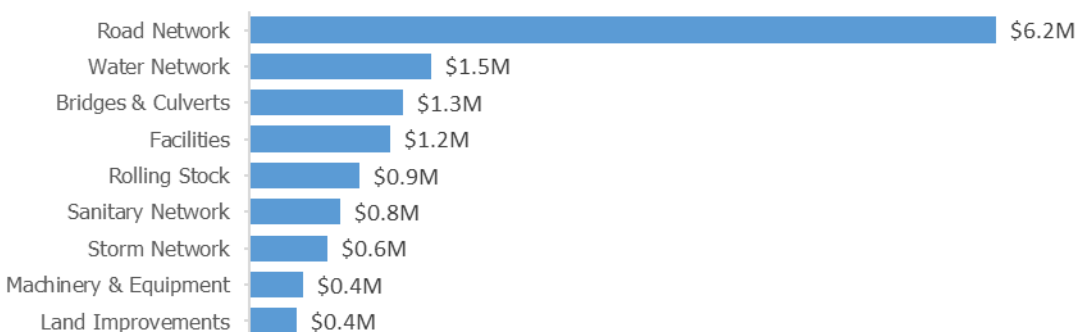
Asset Category	Replacement Cost Method		
	User-Defined	Historical Inflation	Notes
Road Network	100%	0%	Unit costs based on 2022 Pavement Management Study and latest tender prices for all Road assets and inflated to 2023 values
Bridges & Culverts	100%	0%	Unit costs based on 2021 bridge inspections and latest tender prices and inflated to 2023 values
Water Network	100%	0%	Unit costs based on staff estimates and latest tender prices
Sanitary Network	100%	0%	
Storm Network	100%	0%	
Facilities	63%	37%	User-Defined Costs provided by building condition inspections in 2020 and inflated to 2023 values

Rolling Stock	100%	0%	Unit Cost based on departmental staff estimates
Machinery & Equipment	0%	100%	Inflation of historical costs
Land Improvements	0%	100%	Inflation of historical costs

3.2 Average Annual Capital Requirements

Annual capital requirements represent the amount the Township should allocate annually to each asset category to meet rehabilitation and/or replacement needs as they arise, prevent infrastructure backlogs, and achieve long-term sustainability. This figure does not factor in costs associated with operations and maintenance.

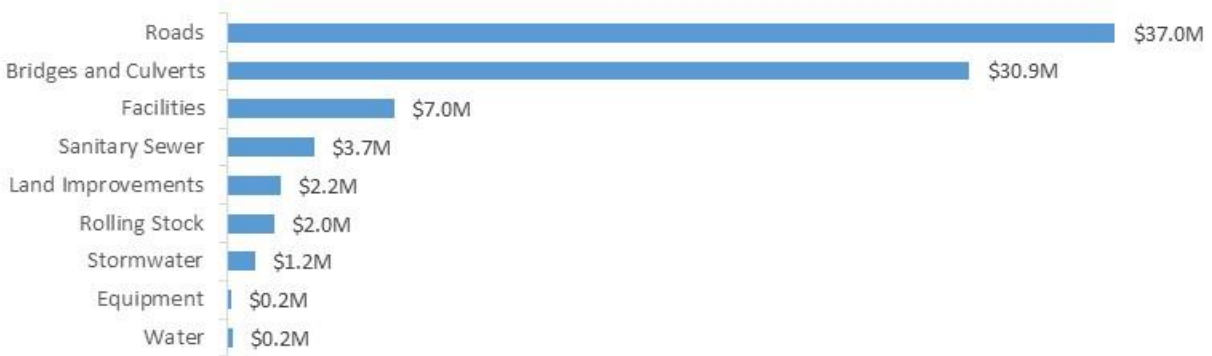
Average Annual Capital Requirements \$13.3M



For most asset categories the annual requirement has been calculated based on a “replacement only scenario”, in which capital expenditures are only incurred at the construction and replacement of each asset. However, for paved roads, lifecycle management strategies have been developed, based on staff expertise and road needs study recommendations, to identify capital costs that are realized through strategic rehabilitation and renewal of the Township’s roads.

The annual requirements, however, do not incorporate the backlog costs of assets, shown in the graph below, that have reached the end of their useful life up to the 2023 reporting year.

Infrastructure Backlog



3.3 Target vs. Actual Reinvestment Rate

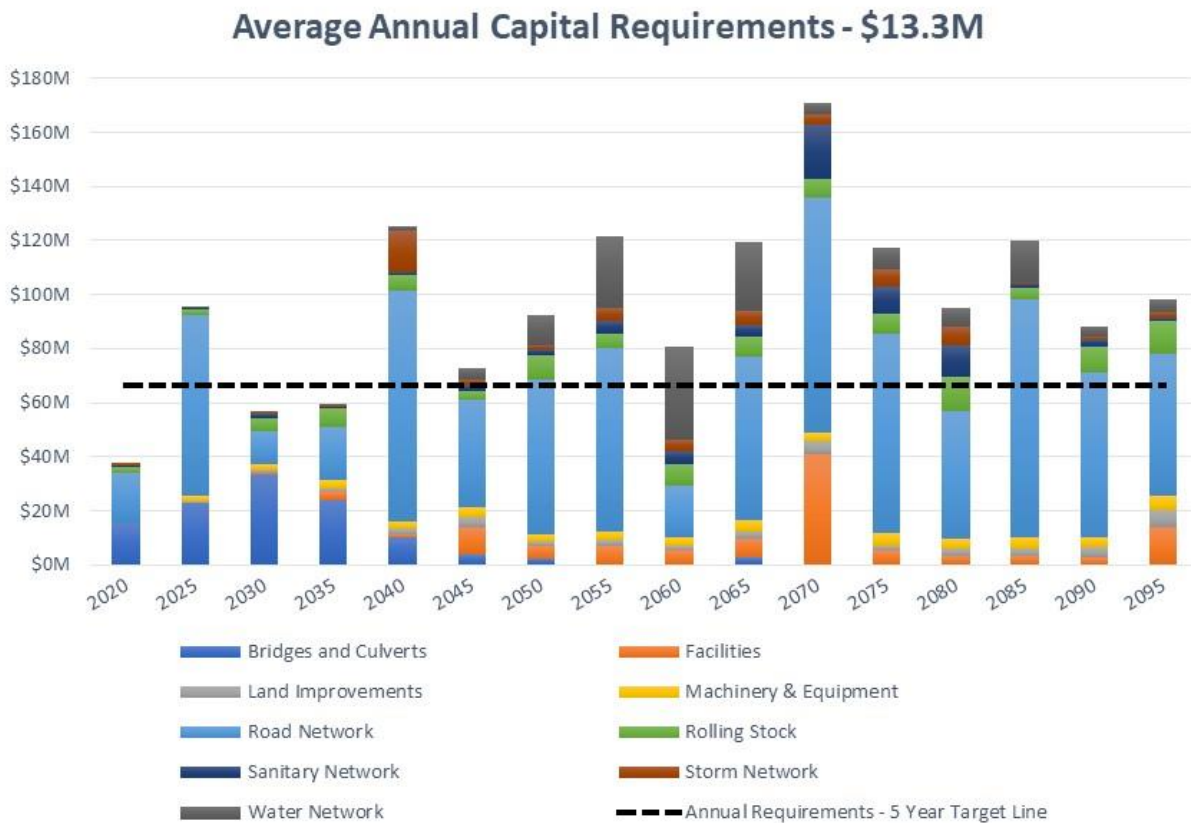
The graph below depicts funding gaps by comparing target vs actual reinvestment rate. To meet the long-term replacement needs, the Township should be allocating approximately \$13.3 million annually, for a target reinvestment rate of 2.8%. Actual annual spending on infrastructure totals approximately \$3.3 million for an actual reinvestment rate of 0.7%.



3.4 Forecasted Capital Requirements

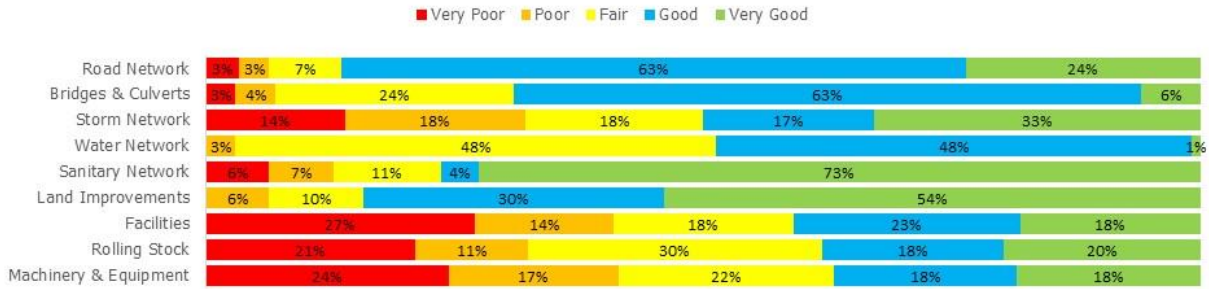
The development of a long-term capital forecast should include both asset rehabilitation and replacement requirements. With the development of asset-specific lifecycle strategies that include the timing and cost of future capital events, the Township can produce an accurate long-term capital forecast.

The following graph identifies capital requirements over the next 80 years. This projection is used as it ensures that every asset has gone through one full iteration of replacement. The forecasted requirements are aggregated into 5-year bins and the trend line represents the average 5-year capital requirements.



3.5 Condition of Asset Portfolio

The current condition of the assets is central to all asset management planning. Collectively, 95% of assets in West Lincoln are in fair or better condition. This estimate relies on both age-based and assessed condition data. Condition of each asset is weighted by replacement cost.



This AMP relies on assessed condition data for 67% of assets; for the remaining portfolio, age is used as an approximation of condition. Assessed condition data is invaluable in asset management planning as it reflects the true condition of the asset and its ability to perform its functions.

The table below identifies the source of condition data used throughout this AMP.

Asset Category	Asset Segment	% of Assets with Assessed Condition	Source of Condition Data
Road Network	Paved & Unpaved Roads	100%	2022 Pavement Management Study
	Other	20%	Public Works Staff Assessments
Bridges & Culverts	All	100%	2023 bridge inspections
Water Network	All	11%	Staff Assessments
Storm Network		0%	Age-Based
Sanitary Network	Sanitary Laterals	0%	
	Sanitary Mains	96%	2020 CCTV inspections
	Sanitary Manholes	84%	
Facilities	All	64%	2020 Building Condition Assessments
Machinery & Equipment	All	0%	Age-Based
Rolling Stock	All	100%	Staff Assessments
Land Improvement	All	9%	Staff Assessments

4 Analysis of Tax-funded Assets

Key Insights

- Tax-funded assets have a current replacement value (CRV) of \$344.1 million
- 81% of tax-funded assets are in fair or better condition
- The average annual capital requirement to sustain the current level of service for tax-funded assets is approximately \$11.1 million
- Critical assets should be evaluated to determine appropriate risk mitigation activities and treatment options

4.1 Roads Network

The Road Network is a critical component of the provision of safe and efficient transportation services and represents the highest value asset category in the Township’s asset portfolio. It includes all municipally owned and maintained roadways in addition to supporting roadside infrastructure including sidewalks, road culverts and streetlights.

The state of the infrastructure for roads is summarized in the following table.

Replacement Cost	Condition	Financial Capacity	
\$136.0 million	Good (69%)	Annual Requirement:	\$6,211,000
		Funding Available:	\$919,000
		Annual Deficit:	\$5,292,000

The following core values and level of service statements are a key driving force behind the Township’s asset management planning.

Service Attribute	Level of Service Statement
Accessible & Reliable	The road network is reliable and provides reasonable access to properties throughout the municipality
Sustainable	There are long-term plans in place for the renewal and replacement of the road network



4.1.1 Asset Inventory & Costs

The table below includes the quantity, replacement cost method, and annual capital requirements of each asset segment in the Township's Roads Network inventory.

Asset Segment	Quantity	Replacement Cost	Annual Capital Requirement
Paved Roads ¹	273 km	\$114,772,000	\$5,634,000
Roadside Barriers	141	\$6,285,000	\$166,000
Sidewalks	31 km	\$5,314,000	\$154,000
Signs & Posts	Pooled	\$247,000	\$25,000
Streetlights	717	\$3,845,000	\$106,000
Unpaved Roads ²	115 km	\$5,475,000	\$126,000
Total		\$135,938,000	\$6,211,000

Total Replacement Cost \$136.0M



Each asset's replacement cost should be reviewed periodically to determine whether adjustments are needed to represent capital requirements more accurately.

¹ Note: The replacement cost of Paved Roads includes the value of reconstructing the base layers and curbs and gutters.

² Unpaved roads are typically managed under operating and maintenance (O&M); the costs included in this plan are from upgrading the unpaved roads, within the current 10-year capital plan, to hardtop.

4.1.2 Data Insights: Useful Life, Age & Condition

The table below identifies the current average condition, the average age, and the estimated useful life for each asset segment. The Average Condition (%) is a weighted value based on replacement cost. For Unpaved roads, the overall condition is Very Good since these assets are in a constant state of repair/maintenance. The condition for Signs and Posts is rated poor due to there being an age-based condition rating and a short useful life of 5 to 10 years.

Asset Segment	Estimated Useful Life (Years)	Average Age (Years)	Average Condition (%)
Paved Roads	15 - 50 Years	20.9	67% (Good)
Roadside Barriers	10 - 25 Years	4.7	92% (Very Good)
Sidewalks	25 - 40 Years	14.1	71% (Good)
Signs & Posts	5 - 10 Years	4.5	46% (Poor)
Streetlights	20 - 50 Years	7.7	73% (Good)
Unpaved Roads	N/A	74.7	63% (Good)
		21.1	69% (Good)



To ensure that the Township's roads continue to provide an acceptable level of service, the Township should monitor the average condition of all assets. If the average condition declines, staff should re-evaluate their lifecycle management strategy to determine what combination of maintenance, rehabilitation, and replacement activities is required to increase the overall condition of the Roads.

Each asset's Estimated Useful Life should also be reviewed periodically to determine whether adjustments need to be made to better align with the observed length of service life for each asset type.

Current Approach to Condition Assessment

Accurate and reliable condition data allows staff to determine the remaining service life of assets and identify the most cost-effective approach to managing assets more confidently. The following describes the Township’s current approach:

- Every three years, a Pavement Management Study is completed for all road segments. For most roads, the last Study was completed in 2022.
- A sidewalk condition assessment was completed in 2021 by the Township and is typically performed on an annual basis to track and resolve any sidewalk deficiencies. A new sidewalk assessment was completed in 2024. Those results will be captured in the 2025 asset management plan.
- Road signs undergo reflectivity testing and visual inspections in accordance with Minimum Maintenance Standards (MMS)
- Other road appurtenances are visually inspected during road patrols in accordance with MMS guidelines.

In this AMP the following rating criteria is used to determine the current condition of road segments and forecast future capital requirements:

Condition	Rating
Very Good	75 - 100
Good	60 – 74
Fair	50 – 59
Poor	40 – 49
Very Poor	0 – 39

4.1.3 Lifecycle Management Strategy

Lifecycle Strategies

The following table outlines the Township’s current lifecycle management strategy

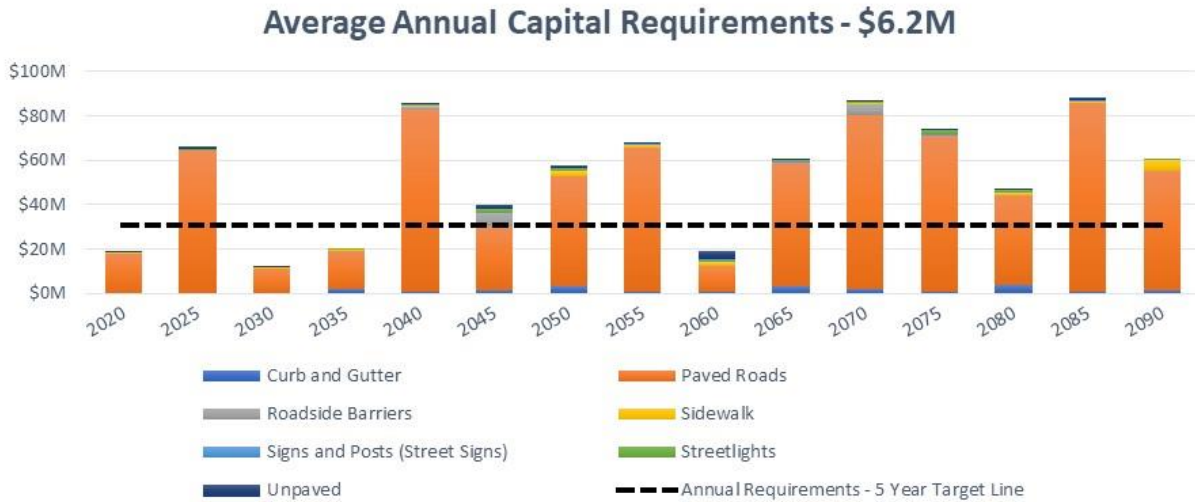
Activity Type	Description of Current Strategy
Maintenance	Annual winter control activities to meet Minimum Maintenance Standards including road and sidewalk plowing, snow removal and sanding.
	Activities such as deep patching, shallow patching and crack sealing are done on an as-needed basis depending on the performance and condition of the road segments and in accordance with MMS guidelines.
	Gravel roads require ongoing maintenance activities including <ul style="list-style-type: none"> • Dust Control Application (annually) • Grading (annually) • Re-gravelling (as needed)
Rehabilitation	Road rehabilitation activities such as resurfacing, or Mill & Paves are triggered by the pavement condition index and pavement network value as outlined through the Township Pavement Management System. These activities are refined annually.
	Some Gravel roads are determined to be viable options for upgrade to Chip Seal based on economic, social, and environmental factors.
Replacement	Full road reconstruction is coordinated effectively with other Right-of-Way assets, including linear underground assets.

4.1.4 Forecasted Capital Requirements

Based on the lifecycle strategies identified previously for Roads, and assuming end-of-life replacement of all other assets in this category, the following graph forecasts capital requirements for the Roads Network. The capital forecast generated from Citywide, however, may vary from the forecast generated by the Pavement Management System that staff primarily use for their strategic planning. As staff continue to utilize the Citywide database for their asset management purposes, the forecasting will be more keenly reviewed in order to improve the accuracy and reliability of the outcomes.

The annual capital requirement represents the average amount per year that the Township should allocate towards funding rehabilitation and replacement needs to meet future capital needs. The following graph identifies capital requirements over the next 75 years. This projection is used as it ensures that every asset has gone through one full iteration of

replacement. The forecasted requirements are aggregated into 5-year bins and the trend line represents the average 5-year capital requirements.

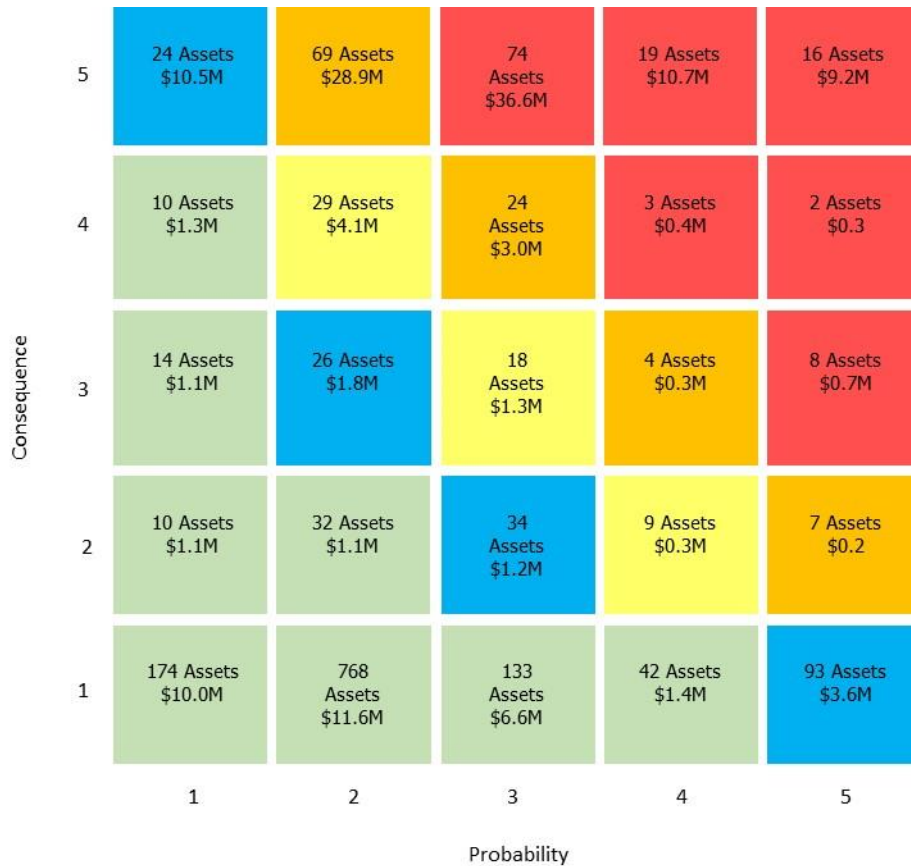


The projected cost of lifecycle activities that will need to be undertaken over the next 10 years to maintain the current level of service can be found in Appendix A.

4.1.5 Risk & Criticality

Risk Matrix

The following risk matrix provides a visual representation of the relationship between the probability of failure and the consequence of failure road network assets based on 2023 inventory data. As staff update the Citywide database with more metrics and asset attributes, the risk models will become more comprehensive to align with staff's current prioritization methods.



Within the risk models developed in Citywide, the asset-specific metrics used when calculating risks scores and that staff utilize when prioritizing their road assets can be found below:

Probability of Failure (POF)	Consequence of Failure (COF)
Condition	Replacement Cost (Financial)
	Road Classification (Operational)

Risks to Current Asset Management Strategies

The following section summarizes qualitative risks that the road assets held. This is based on key trends and current and projected future challenges to service:



Climate Change & Extreme Weather Events

An increase in the frequency and intensity of precipitation events can result in flooding of sections of the road network. Further issues can arise as a result of flooding and poor drainage including accelerated deterioration caused by freeze/thaw cycles. To improve asset resiliency, Staff should continue to identify problem areas and improve drainage through enhanced lifecycle strategies.



Capital Funding

Major capital rehabilitation projects for roads are sometimes heavily dependant on the availability of grant funding opportunities. When grants are not available, rehabilitation projects may be deferred. A long-term capital funding strategy can reduce dependency on grant funding and help prevent the deferral of capital works.

4.1.6 Levels of Service

The following tables identify the Township’s current level of service for the Roads Network. These metrics include the technical and community level of service metrics that are required as part of O. Reg. 588/17 as well as any additional performance measures that the Township has selected for this AMP.

Community Levels of Service

The following table outlines the qualitative descriptions that determine the community levels of service provided by the Roads Network.

Service Attribute	Qualitative Description	Current LOS (2023)
Scope	Description, which may include maps, of the roads network in the Township and its level of connectivity	See Appendix B
Quality	Description or images that illustrate the different levels of road class pavement condition	Every road section receives a Pavement Condition Index (PCI) rating (0-100). The rating incorporates pavement roughness measurements and surface distress (type, quantity, severity). Ratings are categorized into 4 general qualitative descriptors as detailed below. Very Good- 75 PCI and greater; Over 20 years of useful life remaining Good- 61 PCI and greater; 15-20 years remaining Fair- 51 PCI and greater; 10-15 years remaining Poor -0-50 PCI; Less than 10 years remaining

Technical Levels of Service

The following table outlines the quantitative metrics that determine the technical level of service provided by the Roads Network.

Service Attribute	Technical Metric	Current LOS (2023)
Accessibility & Reliability	Lane-km of arterial roads (MMS classes 1 and 2) per land area (km/km ²)	0.45
	Lane-km of collector roads (MMS classes 3 and 4) per land area (km/km ²)	0.29
	Lane-km of local roads (MMS classes 5 and 6) per land area (km/km ²)	0.25
Sustainable	Average pavement condition index for paved rural roads in the Township	70 (Good)
	Average pavement condition index for paved urban roads in the Township	70 (Good)
	Average surface condition for unpaved urban roads in the Township (e.g., excellent, good, fair, poor)	Fair-Good
	Average surface condition for unpaved rural roads in the Township (e.g., excellent, good, fair, poor) Capital reinvestment rate	Fair-Good
	Average condition of sidewalks in the Township	74% (Good)

4.1.7 Recommendations

Condition Assessment Strategies

- Both lifecycle strategies and risk analysis are informed, at least in part, by assessed condition. Information collected through the Pavement Management Study and/or staff assessments will be continued to be updated in Citywide so that decisions are based on the most recent and accurate information.

Lifecycle Management Strategies

- Implement the identified lifecycle management strategies for paved roads to realize potential cost avoidance and maintain a high quality of road pavement condition.
- Evaluate the efficacy of the Township's lifecycle management strategies at regular intervals to determine the impact on cost, condition, and risk.

Risk Management Strategies

- Implement risk-based decision-making as part of asset management planning and budgeting processes. This should include the regular review of high-risk assets to determine appropriate risk mitigation strategies.
- Review risk models on a regular basis and adjust according to an evolving understanding of the probability and consequences of asset failure. As feasible, collect and update attribute information identified as valuable to the risk models (i.e., daily traffic counts, road maintenance class, drainage adequacy, etc.).

Levels of Service

- Work towards identifying proposed levels of service as per O. Reg. 588/17 and identify the strategies that are required to close any gaps between current and proposed levels of service.

4.2 Bridges & Culverts

Bridges & Culverts represent a critical portion of the transportation services provided to the community. The Public Works department is responsible for the maintenance of all bridges and structural culverts located across municipal roads with the goal of keeping structures in an adequate state of repair and minimizing service disruptions.

The state of the infrastructure for bridges and structural culverts is summarized in the following table.

Segment	Replacement Cost	Condition	Financial Capacity	
Bridges & Culverts	\$100.1 million	Good (71%)	Annual Requirement:	\$1,279,000
			Funding Available:	\$668,000
			Annual Deficit:	\$611,000

The following core values and level of service statements are a key driving force behind the Township's asset management planning.

Service Attribute	Level of Service Statement
Accessible & Reliable	Bridges and culverts provide reliable access to the road network for vehicles and/or pedestrians
Sustainable	There are long-term plans in place for the renewal and replacement of all bridges and culverts

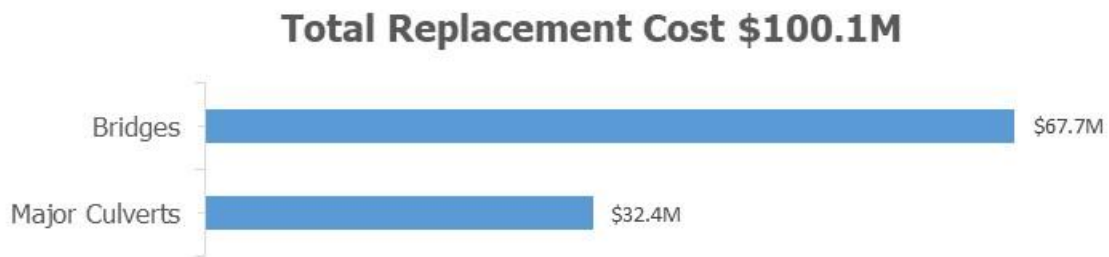


4.2.1 Asset Inventory & Costs

The table below includes the quantity, replacement cost method, and annual capital requirements of each asset segment in the Township's Bridges & Culverts inventory.

Asset Segment	Quantity	Replacement Cost	Annual Capital Requirement
Bridges	34	\$67,675,000	\$847,000
Major Culverts	57	\$32,444,000	\$432,000
Total		\$100,119,000	\$1,279,000

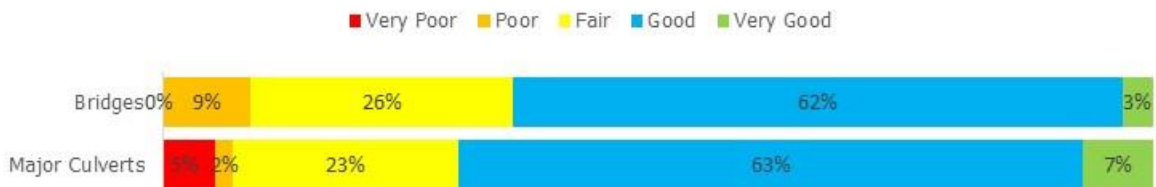
The replacement costs of all assets should be reviewed periodically to determine whether adjustments are needed to more accurately represent realistic capital requirements.



4.2.2 Asset Data: Useful Life, Age & Condition

The table below identifies the current average condition, the average age, and the estimated useful life for each asset segment. The average condition (%) is a weighted value based on replacement cost.

Asset Segment	Estimated Useful Life (Years)	Average Age (Years)	Average Condition (%)
Bridges	25 - 75 Years	44.5	71% (Good)
Major Culverts	25 - 75 Years	54.9	70% (Good)
Average		49.7	71% (Good)



To ensure that the Township’s bridges and culverts continue to provide an acceptable level of service, the Township should monitor the average condition of all assets. If the average condition declines, staff should re-evaluate their lifecycle management strategy to determine what combination of maintenance, rehabilitation, and replacement activities is required to increase the overall condition of the bridges and culverts.

Each asset’s Estimated Useful Life should also be reviewed periodically to determine whether adjustments need to be made to better align with the observed length of service life for each asset type.

Current Approach to Condition Assessment

Accurate and reliable condition data allows staff to determine the remaining service life of assets and identify the most cost-effective approach to managing assets more confidently. The following describes the Township’s current approach:

- Condition assessments of all bridges and structural culverts are completed every 2-4 years in accordance with the Ontario Structure Inspection Manuals (OSIMs). The most recent inspection was completed in 2023. This data will be reflected in the next AMP.
- Staff visually inspect bridges and culverts on a regular basis, between OSIM inspections, to ensure that the assets are structurally and functionally adequate. These inspections are followed by annual bridge cleaning and erosion clean outs.

In this AMP, the following rating criteria is used to determine the current condition of bridges and culverts and forecast future capital requirements:

Condition	Rating
Very Good	80 - 100
Good	70 - 79
Fair	60 - 69
Poor	50 – 59
Very Poor	0 - 49

4.2.3 Lifecycle Management Strategy

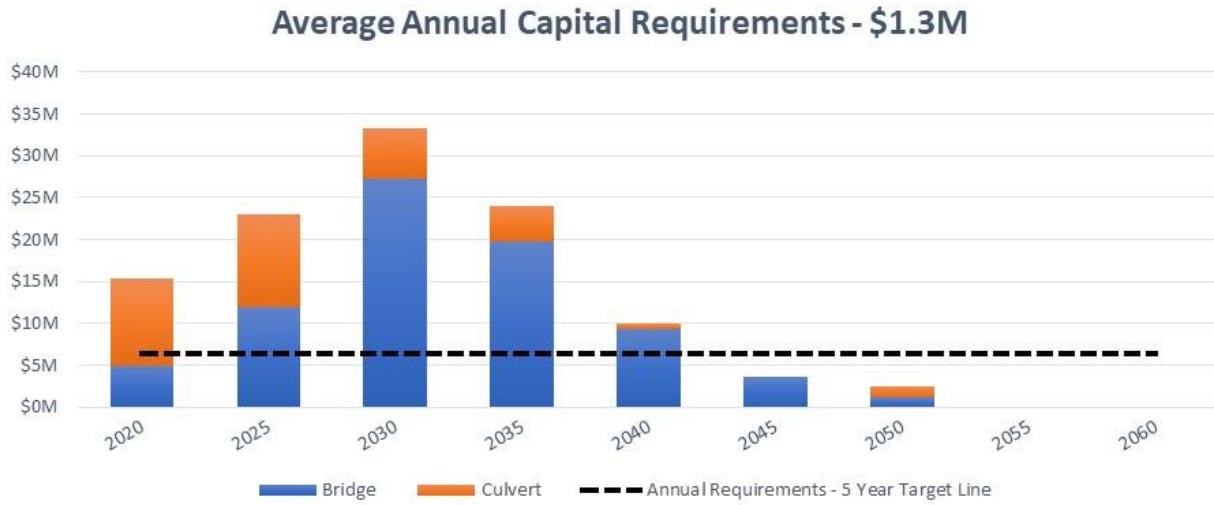
The condition or performance of most assets will deteriorate over time. To ensure that municipal assets are performing as expected and meeting the needs of customers, it is important to establish a lifecycle management strategy to proactively manage asset deterioration.

The following table outlines the Township’s current lifecycle management strategy:

Activity Type	Description of Current Strategy
Maintenance, Rehabilitation & Replacement	All lifecycle activities are driven by the results of mandated structural inspections completed according to the Ontario Structure Inspection Manual (OSIM). Staff perform visual inspections regularly Internal annual bridge cleaning and erosion clean-outs are performed

4.2.4 Forecasted Capital Requirements

The following graph forecasts long-term capital requirements. The annual capital requirement represents the average amount per year that the Township should allocate towards funding rehabilitation and replacement needs. The following graph identifies capital requirements over the next 45 years. This projection is used as it ensures that every asset has gone through one full iteration of replacement. The forecasted requirements are aggregated into 5-year bins and the trend line represents the average 5-year capital requirements.

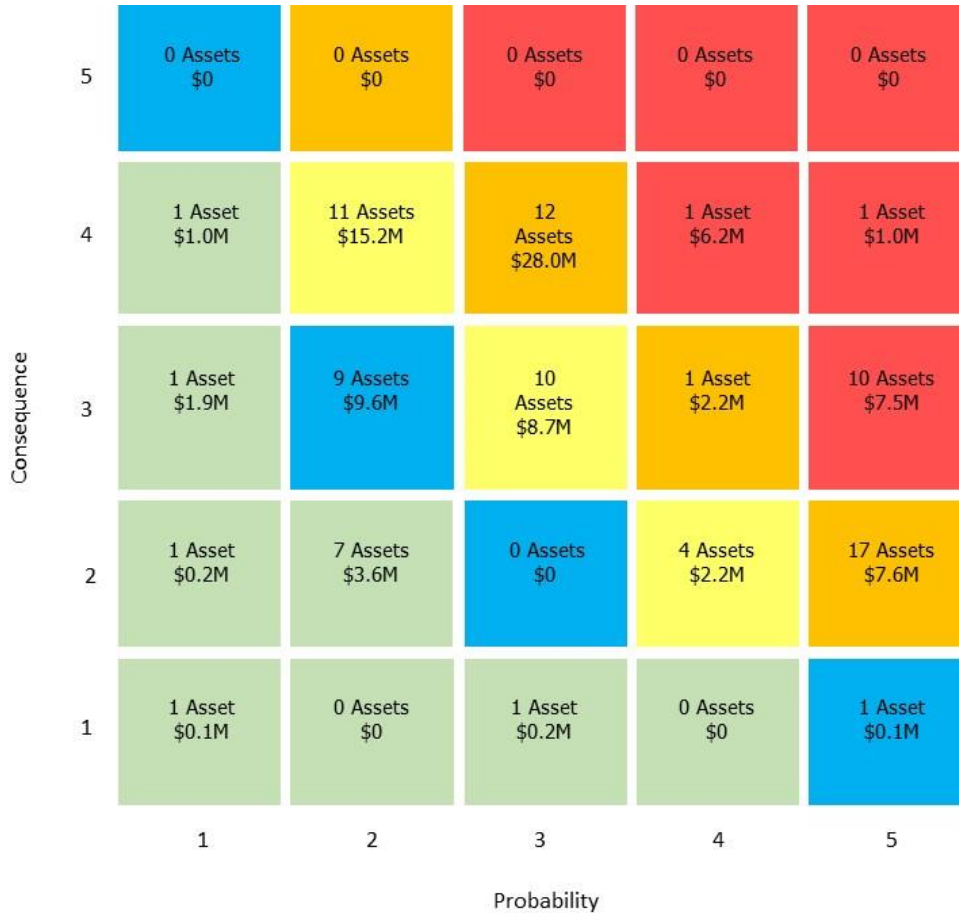


The projected cost of lifecycle activities that will need to be undertaken over the next 10 years to maintain the current level of service can be found in Appendix A.

4.2.5 Risk & Criticality

Risk Matrix

The following risk matrix provides a visual representation of the relationship between the probability of failure and the consequence of failure for bridge and structural culvert assets based on 2023 inventory data.



Within the risk models developed in Citywide, the asset-specific metrics that determine the risk scores as shown above and that staff utilize when prioritizing their bridges and structural culvert assets are as follows:

Probability of Failure (POF)	Consequence of Failure (COF)
Condition	Replacement Cost (Financial)
	Priority Rating (Operational)
	Implementation Ranking (Operational)

Risks to Current Asset Management Strategies

In addition to the quantified risks illustrated above, the Township faces qualitative risks for its bridge and culvert assets.



Capital Funding

The Township has a large inventory of bridges and structural culverts that require regular and often costly, lifecycle activities. Limited funding may necessitate the deferment of major capital rehabilitation projects. The need to defer due to budget constraints may be challenged by assets that have dire consequences of failure. Identifying the long-term capital funding needs of this asset class and incorporating into the asset management database can enable proactive and effective capital planning to minimize potential risks.

4.2.6 Levels of Service

The following tables identify the Township’s current level of service for bridges and Culverts. These metrics include the technical and community level of service metrics that are required as part of O. Reg. 588/17 as well as any additional performance measures that the Township has selected for this AMP.

Community Levels of Service

The following table outlines the qualitative descriptions that determine the community levels of service provided by Bridges & Culverts.

Service Attribute	Qualitative Description	Current LOS (2023)
Accessible & Reliable	Description of the traffic that is supported by municipal bridges (e.g. heavy transport vehicles, motor vehicles, emergency vehicles, pedestrians, cyclists)	Most of the Township’s structures do not have loading or dimensional restrictions meaning that most traffic, including heavy transport, motor vehicles, emergency vehicles and cyclists can be supported.
	Description or images of the condition of bridges and how this would affect use of the bridges	Good (70-100): considered to be in good-excellent condition, and repair work is not required in the short-term. Fair (50-70): considered to be in good-fair condition. Repair work is ideally scheduled to be completed within the next 5 years.
Sustainable	Description or images of the condition of culverts and how this would affect use of the culverts	Poor (< 50): considered poor with lower numbers representing structures nearing the end of their service life. The repair of these structures is best scheduled within a year.

Technical Levels of Service

The following table outlines the quantitative metrics that determine the technical level of service provided by Bridges & Culverts.

Service Attribute	Technical Metric	Current LOS (2023)
Accessible & Reliable	% of bridges in the Township with loading or dimensional restrictions	1%
Sustainable	Average bridge condition index value for bridges in the Township	68
	Average bridge condition index value for structural culverts in the Township	70

4.2.7 Recommendations

Data Review/Validation

- Continue to review and validate inventory data, assessed condition data and replacement costs for all bridges and structural culverts upon the completion of OSIM inspections every 2 years.
- Ensure updated OSIM report information is consistently uploaded into Citywide to enable the most accurate planning and analysis

Risk Management Strategies

- Implement risk-based decision-making as part of asset management planning and budgeting processes. This should include the regular review of high-risk assets to determine appropriate risk mitigation strategies.
- Review risk models on a regular basis and adjust according to an evolving understanding of the probability and consequences of asset failure.

Levels of Service

- Continue to measure current levels of service in accordance with the metrics identified in O. Reg. 588/17 and those metrics that the Township believes to provide meaningful and reliable inputs into asset management planning.
- Work towards identifying proposed levels of service as per O. Reg. 588/17 and identify the strategies that are required to close any gaps between current and proposed levels of service.

4.3 Storm Network

Storm services are provided by the Township and overseen by the Publics Works Department. The Township’s stormwater network includes catch basins, manholes, outfalls, storm mains, and stormwater management ponds. The state of the infrastructure for stormwater is summarized in the following table:

Replacement Cost	Condition	Financial Capacity (rounded)	
		\$34.9 million	Fair (58%) ³
		Funding Available:	\$0
		Annual Deficit:	\$645,000

The following core values and level of service statements are a key driving force behind the Township’s asset management planning.

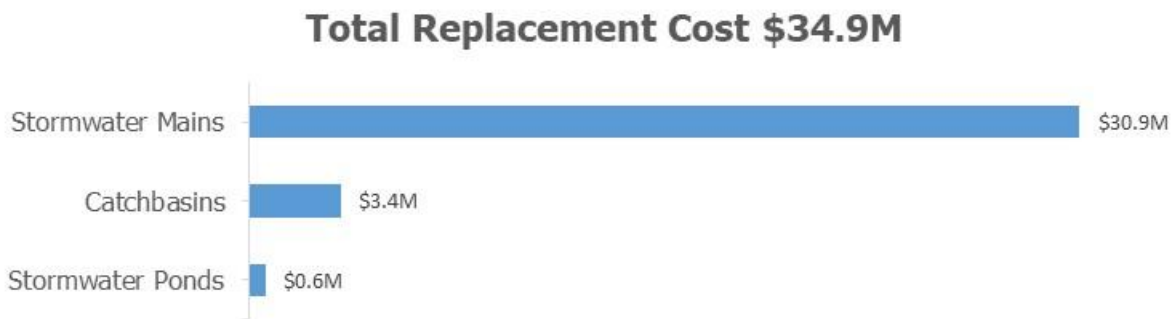
Service Attribute	Level of Service Statement
Safety & regulatory	The stormwater network supports the protection of the Township from impacts of climate change and/or extreme weather events by complying with the necessary regulatory requirements and following best industry practices, where applicable.
Sustainable	There are long-term plans in place for the renewal and/or replacement of stormwater infrastructure, where required, to ensure its resilience and capacity meets requirements.

³ As staff continue to collect condition information on their storm assets, especially underground mains, a more accurate assessment will be provided.

4.3.1 Asset Inventory & Costs

The table below includes the quantity, replacement cost method, and annual capital requirements of each asset segment in the Township’s Storm Network inventory.

Asset Segment	Quantity	Replacement Cost	Annual Capital Requirement
Catchbasins	546 ⁴	\$3,415,000	\$60,000
Storm Mains	22 km	\$30,856,000	\$559,000
Stormwater Ponds	7	\$602,000	\$26,000
Total		\$34,873,000	\$645,000



Each asset’s replacement cost should be reviewed periodically to determine whether adjustments are needed to more accurately represent realistic capital requirements.

⁴ Staff are currently reviewing and updating their inventory of catchbasins as some of them may be mislabelled as manholes and vice versa.

4.3.2 Asset Data: Useful Life, Age & Condition

The table below identifies the current average condition, the average age, and the estimated useful life for each asset segment. The Average Condition (%) is a weighted value based on replacement cost.

Asset Segment	Estimated Useful Life (Years)	Average Age	Average Condition (%)
Catch Basins	45 - 60 Years	29.3	52% (Fair)
Stormwater Mains	60 Years	22.2	67% (Good)
Stormwater Ponds	20 - 30 Years	14.2	54% (Fair)
Average		21.9	58% (Fair)



To ensure that the Township’s stormwater network continues to provide an acceptable level of service, the Township should monitor the average condition of all assets. If the average condition declines, staff should re-evaluate their lifecycle management strategy to determine what combination of maintenance, rehabilitation and replacement activities is required to increase the overall condition of the sewer network.

Each asset’s Estimated Useful Life should also be reviewed periodically to determine whether adjustments need to be made to better align with the observed length of service life for each asset type.

Current Approach to Condition Assessment

Accurate and reliable condition data allows staff to determine the remaining service life of assets and identify the most cost-effective approach to managing assets more confidently.

- CCTV inspections are completed on a project-by-project basis for storm mains; however, staff are considering assessing the entire network throughout a 5-year cycle moving forward.
- Manholes and other point assets are visually inspected as needed and/or whenever CCTV inspections are completed.

- A recent report on the assessment of the Township’s stormwater management ponds was presented in August/2024. The condition of these assets has not been incorporated into this report, however a brief summary of the results indicates that of the seven stormwater management ponds, five (5) ponds require immediate cleanout maintenance, one (1) pond will require cleanout maintenance within the next five years, and one (1) pond requires only minor maintenance.

In this AMP, the following rating criteria is used to determine the current condition of Storm Network assets and forecast future capital requirements:

Condition	Rating
Very Good	80 - 100
Good	60 - 79
Fair	40 - 59
Poor	20 - 39
Very Poor	0 - 19

As staff perform network-wide CCTV inspections and upload these assessments to the Citywide database, the Condition Rating scale will change to align with the 5-point scale used by the North American standard - Pipeline Assessment Certification Program (PACP).

4.3.3 Lifecycle Management Strategy

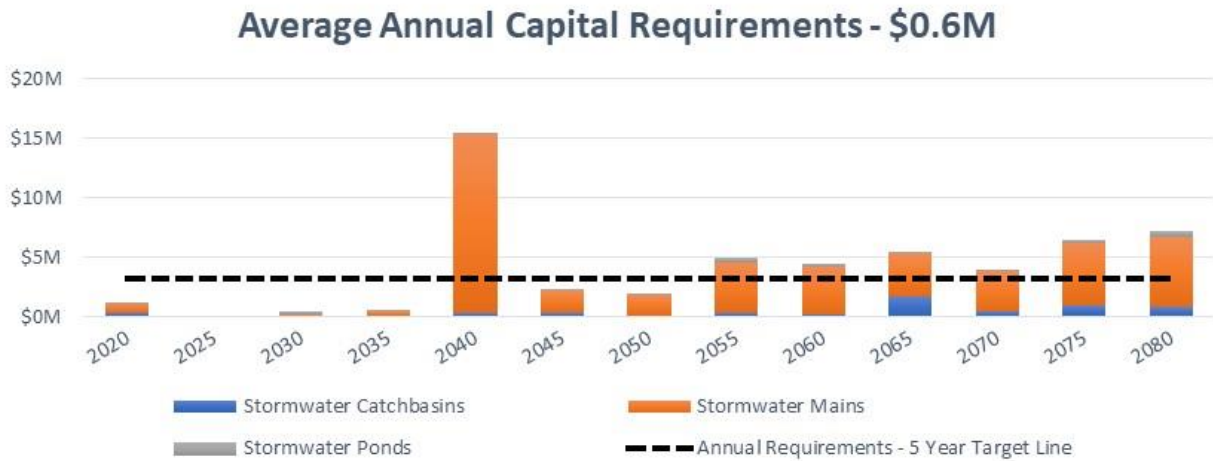
The condition or performance of most assets will deteriorate over time. To ensure that municipal assets are performing as expected and meeting the needs of customers, it is important to establish a lifecycle management strategy to proactively manage asset deterioration.

The following table outlines the Township’s current lifecycle management strategy:

Activity Type	Description of Current Strategy
Maintenance	CCTV camera inspections are performed on an as-needed basis.
	Unique storm mains are cleaned and flushed annually to maintain flow rate and clear obstructions.
	Catch basin cleaning, manhole repairs, and stormwater pond maintenance are performed regularly. Outfalls are inspected regularly in the summer months.
	Oil grit separators are cleaned and inspected on an annual basis.
Rehabilitaiton/ Replacement	Trenchless Relining is performed on an as-needed basis according to CCTV inspection results and inflow and infiltration (I&I) study recommendations.
	Storm infrastructure replacements are coordinated with nearby road and/or underground infrastructure replacements.

4.3.4 Forecasted Capital Requirements

The following graph forecasts long-term capital requirements. The annual capital requirement represents the average amount per year that the Township should allocate towards funding rehabilitation and replacement needs. The following graph identifies capital requirements over the next 65 years. This projection is used as it ensures that every asset has gone through one full iteration of replacement. The forecasted requirements are aggregated into 5-year bins and the trend line represents the average 5-year capital requirements.

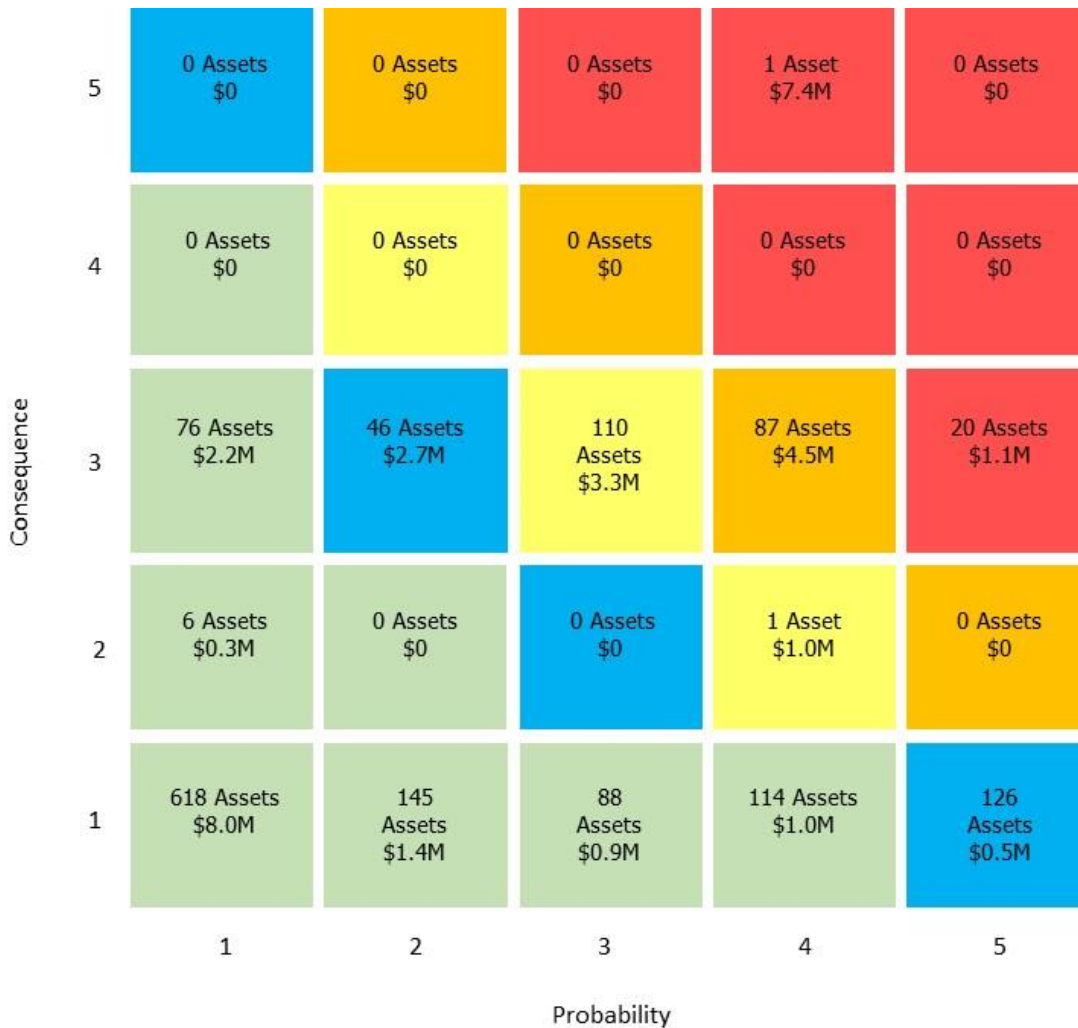


The projected cost of lifecycle activities that will need to be undertaken over the next 10 years to maintain the current level of service can be found in Appendix A.

4.3.5 Risk & Criticality

Risk Matrix

The following risk matrix provides a visual representation of the relationship between the probability of failure and the consequence of failure for stormwater assets based on 2023 inventory data.



Within the risk models developed in Citywide, the asset-specific metrics that determine the risk scores as shown above and that staff utilize when prioritizing their storm network assets are as follows:

Probability of Failure (POF)	Consequence of Failure (COF)
Condition	Replacement Cost (Financial)
Pipe Material	Pipe Diameter (Operational)

Risks to Current Asset Management Strategies

The following section summarizes key trends, challenges, and risks to service delivery that the Township is currently facing:



Asset Data & Information

All Storm Network assets currently utilize age-based condition, which is not always accurate and can lead to limited confidence in the available inventory data for Storm Network assets. However, CCTV camera inspections are planned for completion every five (5) years moving forward. Once completed, there will provide greater confidence in the development of data-driven strategies to address infrastructure needs.

4.3.6 Levels of Service

The following tables identify the Township’s current level of service for the Stormwater Network. These metrics include the technical and community level of service metrics that are required as part of O. Reg. 588/17 as well as any additional performance measures that the Township has selected for this AMP.

Community Levels of Service

The following table outlines the qualitative descriptions that determine the community levels of service provided by Storm Network.

Service Attribute	Qualitative Description	Current LOS (2023)
Safe & Regulatory	Description, which may include maps, of the user groups or areas of the Township that are protected from flooding, including the extent of the protection provided by the municipal stormwater management system.	See Appendix B

Service Attribute	Qualitative Description	Current LOS (2023)
Sustainable	Description of the current condition of the stormwater network and the plans that are in place to maintain or improve the provided level of service	The Storm Network is in overall fair condition. Staff perform regular visual inspections to ensure that assets are performing optimally to maintain the desired level of service. When necessary, staff employ appropriate lifecycle strategies (i.e., trenchless relining, maintenance, replacement) to assets. In the near future, CCTV inspections are planned and are expected to be completed every five years.

Technical Levels of Service

The following table outlines the quantitative metrics that determine the technical level of service provided by the Storm Network.

Service Attribute	Technical Metric	Current LOS (2023)
Safe & Regulatory	% of properties in municipality resilient to a 100-year storm	TBD
	% of the municipal stormwater management system resilient to a 5-year storm	100%
Sustainable	% of the Storm Network system that is in good or very good condition	54%
	% of the Storm Network system that is in poor or very poor condition	38%

4.3.7 Recommendations

Condition Assessment Strategies

- Implement a CCTV inspection program for the storm network and regularly update condition assessment information to Citywide for more accurate capital planning.
- Utilize a simple 1-5 condition rating system that can be applied to assets during staff visual inspections and upload this information regularly in the asset management database.

Risk Management Strategies

- Review risk models on a regular basis and adjust according to an evolving understanding of the probability and consequences of asset failure.
- Implement risk-based decision-making as part of asset management planning and budgeting processes. This should include the regular review of high-risk assets to determine appropriate risk mitigation strategies.

Lifecycle Management Strategies

- Evaluate the efficacy of the Township's lifecycle management strategies at regular intervals to determine the impact cost, condition, and risk.
- Review the performance of mains that have received trenchless re-lining to better understand its value as a rehabilitation strategy.
- Incorporate the findings from the recent stormwater pond assessment study into the lifecycle management strategy

Levels of Service

- Continue to measure current levels of service in accordance with the metrics identified in O. Reg. 588/17 and those metrics that the Township believes to provide meaningful and reliable inputs into asset management planning.
- Work towards identifying proposed levels of service as per O. Reg. 588/17 and identify the strategies that are required to close any gaps between current and proposed levels of service.

4.4 Facilities

The Township of West Lincoln owns and maintains several facilities that provide key services to the community. These facilities include:

- Two Fire Stations
- Three Community Halls
- West Lincoln Community Center (includes Smithville Library)
- Two rural library branches
- Administration Building
- Public works garages and storage sheds



Replacement Cost	Condition	Financial Capacity	
\$48.1 million	Good (53%)	Annual Requirement:	\$1,175,000
		Funding Available:	\$117,000
		Annual Deficit:	\$1,058,000

The state of the infrastructure for facilities is summarized in the following table.

The following core values and level of service statements are a key driving force behind the Township’s asset management planning.

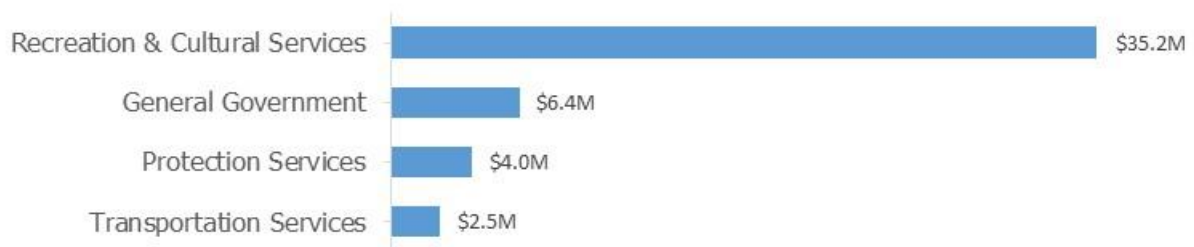
Service Attribute	Level of Service Statement
Accessible & Reliable	Facilities provide adequate physical access and are available for their defined use within prescribed working hours
Safe & Regulatory	Facilities are safe for occupants and do not cause a hazard to the public
Affordable	Facilities are managed cost-effectively to meet the established level of service
Sustainable	There are long-term plans in place for the renewal and replacement of the facilities

4.4.1 Asset Inventory & Costs

The table below includes the quantity, replacement cost method, and annual capital requirements of each asset segment in the Township’s Facilities inventory.

Asset Segment	Quantity	Replacement Cost	Annual Capital Requirement
General Government	1	\$6,401,000	\$159,000
Protection Services ⁵	2	\$4,015,000	\$104,000
Recreation & Culture Services ⁶	17	\$35,166,000	\$858,000
Transportation Services	3	\$2,472,000	\$54,000
Total	23	\$48,054,000	\$1,175,000

Total Replacement Cost \$48.1M



Each asset’s replacement cost should be reviewed periodically to determine whether adjustments are needed to more accurately represent realistic capital requirements.

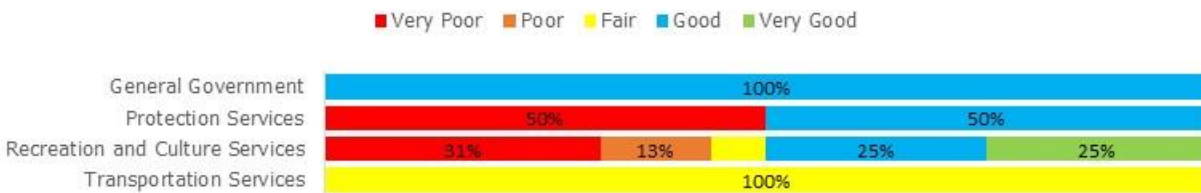
⁵ Does not include the new Fire Station 2

⁶ Includes library facilities

4.4.2 Asset Data: Useful Life, Age & Condition

The table below identifies the current average condition, the average age, and the estimated useful life for each asset segment. The Average Condition (%) is a weighted value based on replacement costs. The condition of a majority of the Township’s facilities were assessed by a consulting firm in 2020 and those conditions are reflected in this report.

Asset Segment	Estimated Useful Life (Years)	Average Age	Average Condition (%)
General Government	5 - 50 Years	36.2	62% (Good)
Protection Services	5 - 50 Years	25.3	53% (Fair)
Recreation & Culture Services	5 - 50 Years	33.4	51% (Fair)
Transportation Services	5 - 50 Years	41.0	45% (Fair)
Average		30.5	53% (Fair)



To ensure that the Township’s facilities continue to provide an acceptable level of service, their average condition should be monitored. If the average condition declines, staff should re-evaluate their lifecycle management strategy to determine what combination of maintenance, rehabilitation and replacement activities is required to increase the overall condition of their facilities.

Each asset’s Estimated Useful Life should also be reviewed periodically to determine whether adjustments need to be made to better align with the observed length of service life for each asset type.

4.4.3 Lifecycle Management Strategy

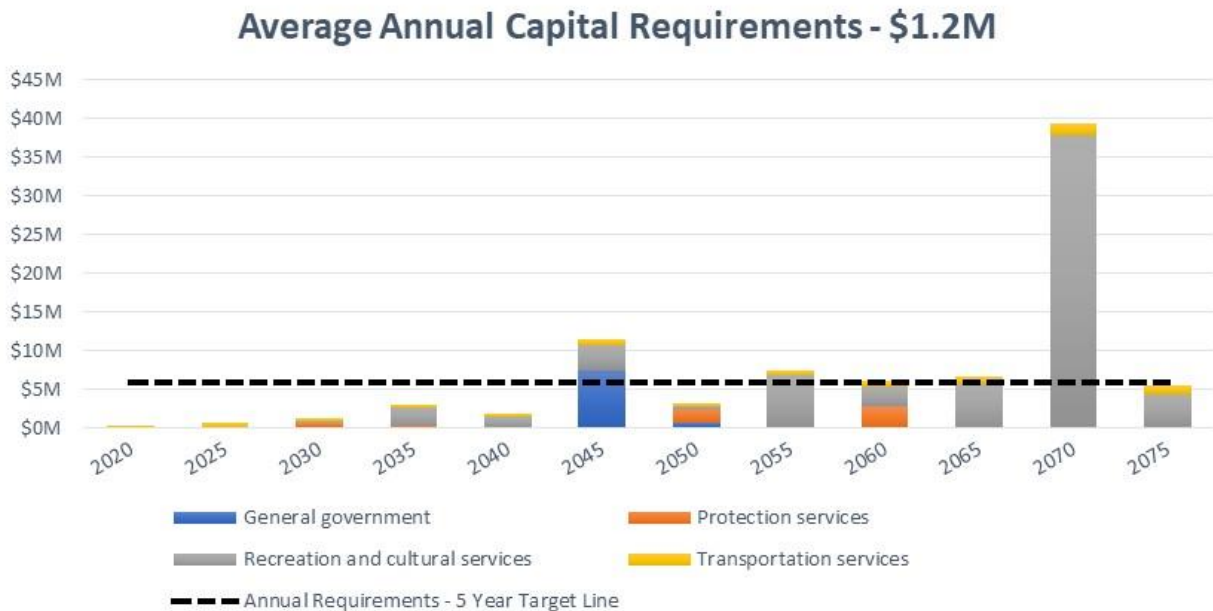
The condition or performance of most assets will deteriorate over time. To ensure that municipal assets are performing as expected and meeting the needs of customers, it is important to establish a lifecycle management strategy to proactively manage asset deterioration.

The following table outlines the Township’s current lifecycle management strategy.

Activity Type	Description of Current Strategy
Maintenance, Rehabilitation & Replacement	Maintenance is performed on a regular basis while rehabilitation and replacement activities are dependant on budget considerations.

4.4.4 Forecasted Capital Requirements

The following graph forecasts long-term capital requirements. The annual capital requirement represents the average amount per year that the Township should allocate towards funding rehabilitation and replacement needs. The following graph identifies capital requirements over the next 60 years. This projection is used as it ensures that every asset has gone through one full iteration of replacement. The forecasted requirements are aggregated into 5-year bins and the trend line represents the average 5-year capital requirements.

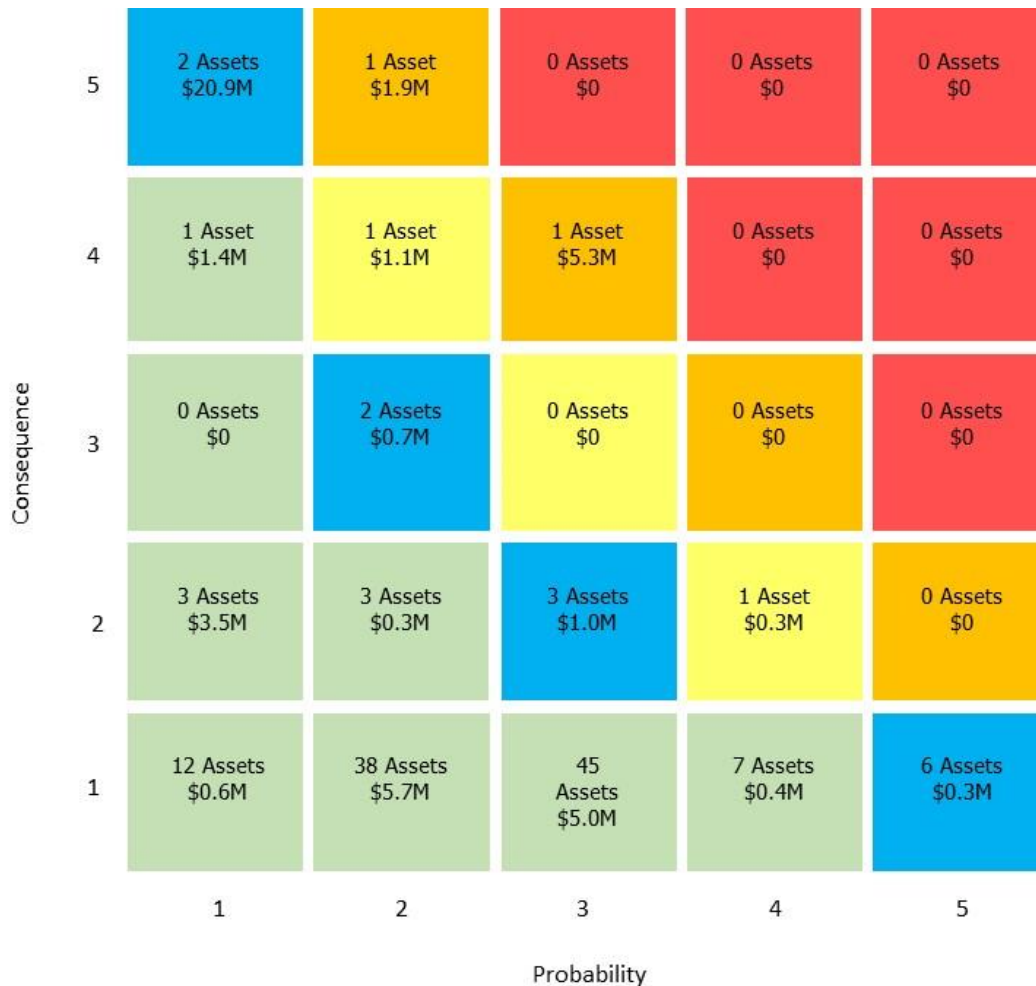


The projected cost of lifecycle activities that will need to be undertaken over the next 10 years to maintain the current level of service can be found in Appendix A.

4.4.5 Risk & Criticality

Risk Matrix

The following risk matrix provides a visual representation of the relationship between the probability of failure and the consequence of failure for facilities assets based on 2023 inventory data.



Within the risk models developed in Citywide, the asset-specific metrics that determine the risk scores as shown above and that staff utilize when prioritizing their facility assets are as follows:

Probability of Failure (POF)	Consequence of Failure (COF)
Condition	Replacement Cost (Financial)
	Facility Type (Operational)
	Facility Purpose (Operational)

Risks to Current Asset Management Strategies

In addition to the quantified risks illustrated above, the Township faces qualitative risks for its facilities assets.



Capital Funding

The Township has a large inventory of facilities that require regular and often costly, lifecycle activities. Limited funding may necessitate the deferment of major capital rehabilitation projects. The need to defer due to budget constraints may be challenged by assets that have dire consequences of failure. Identifying the long-term capital funding needs of this asset class and incorporating into the asset management database can enable proactive and effective capital planning to minimize potential risks.

4.4.6 Levels of Service

The following tables identify the Township’s current level of service for Facilities. These metrics include the technical and community level of service metrics that the Township has selected for this AMP.

Community Levels of Service

The following table outlines the qualitative descriptions that determine the community levels of service provided by the Township’s Facilities.

Service Attribute	Qualitative Description	Current LOS (2023)
Accessible and Reliable	List of facilities that meet accessibility standards and any work that has been undertaken to achieve alignment	All facilities currently meet AODA accessibility standards. The Township’s facilities are audited by an accessibility professional. Any deviations from current standards are noted and action plans are taken to remedy the deficiencies. The Township is also part of an accessibility consortium of Niagara municipalities where legislative changes are reviewed and discussed.
Safe and Regulatory	Description of monthly facilities inspection process	Inspections of major facility components (i.e. HVAC) and any legislative requirements (i.e. exit lighting, fire extinguishers) are inspected on a monthly basis. Any deficiencies in minor facility components are reported by the facility occupants to the facility’s manager.
Affordable	Description of the lifecycle activities (maintenance, rehabilitation and replacement) performed on municipal facilities	Maintenance is performed on a regular basis while rehabilitation and replacement activities are contingent upon budget considerations.
Sustainable	Description of the current condition of municipal facilities and the plans that are in place to maintain or improve the provided level of service	<p>Good (60-100): considered to be in good-excellent condition, and repair work is not required in the short-term.</p> <p>Fair (40-59): considered to be in fair condition. Repair work is ideally scheduled to be completed within the next 5 years.</p> <p>Poor (< 40): considered to be in poor to very poor condition with lower numbers representing structures nearing the end of</p>

Service Attribute	Qualitative Description	Current LOS (2023)
		their service life. The repair of these structures is best scheduled within a year. The condition of the facilities is based on engineering assessments completed in 2019; most facilities have an average condition rating of fair.

Technical Levels of Service

The following table outlines the quantitative metrics that determine the technical level of service provided by the Township’s Facilities.

Service Attribute	Technical Metric	Current LOS (2023)
Accessible and Reliable	# of unplanned facility closures	0
Safe & Regulatory	# of service requests about unsafe conditions in facilities	0
Affordable	Total equivalent kWh energy consumption / ft ² of all buildings and facilities	269
Sustainable	% of Facilities that are in good or very good condition	45%
	% of Facilities that are in poor or very poor condition	36%

4.4.7 Recommendations

Replacement Costs

- Most replacement costs currently in Citywide are user defined based on the 2019 Building Condition Assessment completed by MacIntosh Perry. Assuming replacement costs are predicated on accurate quantity and unit pricing information this is the recommended costing approach. Going forward, replacement costs will require regular review and update to ensure they remain accurate and useful to the Township for capital planning purposes.

Condition Assessment Strategies

- Staff should continue conducting Building Condition Assessment (BCAs) on all its major critical buildings. What data is collected, and the format should be carefully considered to ensure the collected information can be appropriately populated into Citywide and provide meaningful analysis for asset management purposes. This plan is based on the Building Unifomat Coding classification, with level two currently being used.

Risk Management Strategies

- Implement risk-based decision-making as part of asset management planning and budgeting processes. This should include the regular review of high-risk assets to determine appropriate risk mitigation strategies.
- Review risk models on a regular basis and adjust according to an evolving understanding of the probability and consequences of asset failure.

Levels of Service

- Regularly review the LOS metrics to identify any issues or trends and respond through the appropriate lifecycle activity (i.e., increased maintenance, enhanced rehabilitation and/or adjustment to frequency of the above)

4.5 Rolling Stock

To maintain the high quality of public infrastructure and support the delivery of core services, Township staff own and employ various types of rolling stock assets. This includes:

- Fire trucks and associated fire vehicle assets
- Ice resurfacing equipment
- Lawn maintenance assets (i.e., mowers)
- Various utility vehicles like plows, tractors, and trailers



Keeping rolling stock assets in an adequate state of repair is important to maintain a high level of service.

The state of the infrastructure for rolling stock is summarized in the following table.

Replacement Cost	Condition	Financial Capacity	
\$12.6 million	Fair (50%)	Annual Requirement:	\$918,000
		Funding Available:	\$890,000
		Annual Deficit:	\$28,000

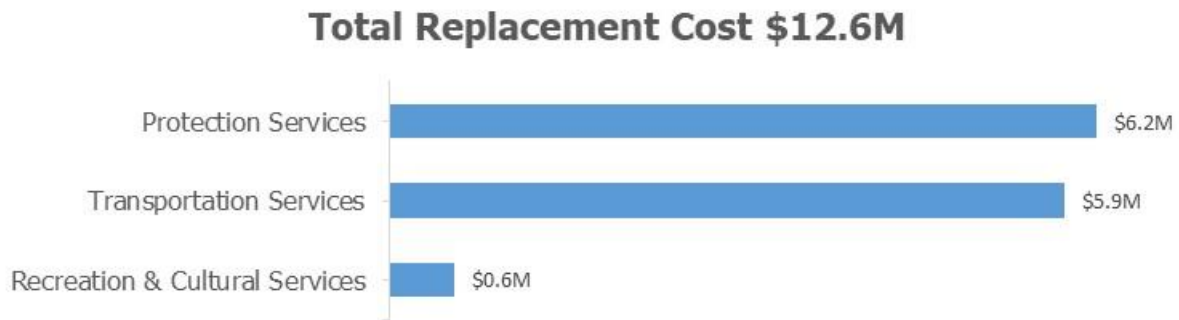
The following core values and level of service statements are a key driving force behind the Township’s asset management planning.

Service Attribute	Level of Service Statement
Safe & Reliable	Vehicles are safe for operation and all operators have completed necessary training
Sustainable	There are long-term plans in place for the renewal and replacement of all municipal vehicles

4.5.1 Asset Inventory & Costs

The table below includes the quantity, replacement cost method, and annual capital requirements of each asset segment in the Township's Rolling Stock inventory.

Asset Segment	Quantity	Replacement Cost	Annual Capital Requirement
Protection Services	16	\$6,162,000	\$413,000
Recreation & Cultural Services	15	\$558,000	\$55,000
Transportation Services	40	\$5,883,000	\$450,000
Total	71	\$12,603,000	\$918,000

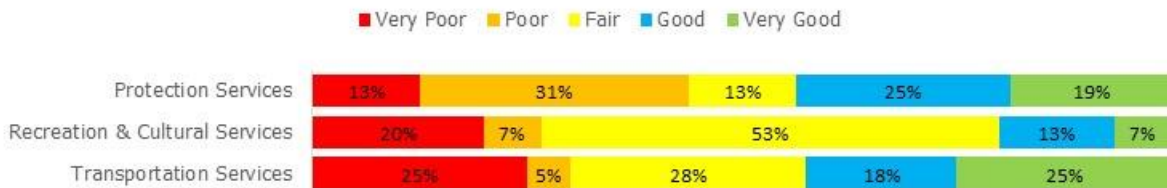


Each asset's replacement cost should be reviewed periodically to determine whether adjustments are needed to more accurately represent realistic capital requirements.

4.5.2 Asset Data: Useful Life, Age & Condition

The table below identifies the current average condition, the average age, and the estimated useful life for each asset segment. The Average Condition (%) is a weighted value based on replacement cost.

Asset Segment	Estimated Useful Life (Years)	Average Age	Average Condition (%)
Protection Services	5 - 20 Years	9.8	54% (Fair)
Recreation & Cultural Services	7 - 15 Years	7.6	45% (Fair)
Transportation Services	5 - 15 Years	6.0	51% (Fair)
Average		7.2	50% (Fair)



To ensure that the Township's rolling stock continues to provide an acceptable level of service, the Township should monitor the average condition of all assets. If the average condition declines, staff should re-evaluate their lifecycle management strategy to determine what combination of maintenance, rehabilitation and replacement activities is required to increase the overall condition of rolling stock assets.

Each asset's Estimated Useful Life should also be reviewed periodically to determine whether adjustments need to be made to better align with the observed length of service life for each asset type.

4.5.3 Lifecycle Management Strategy

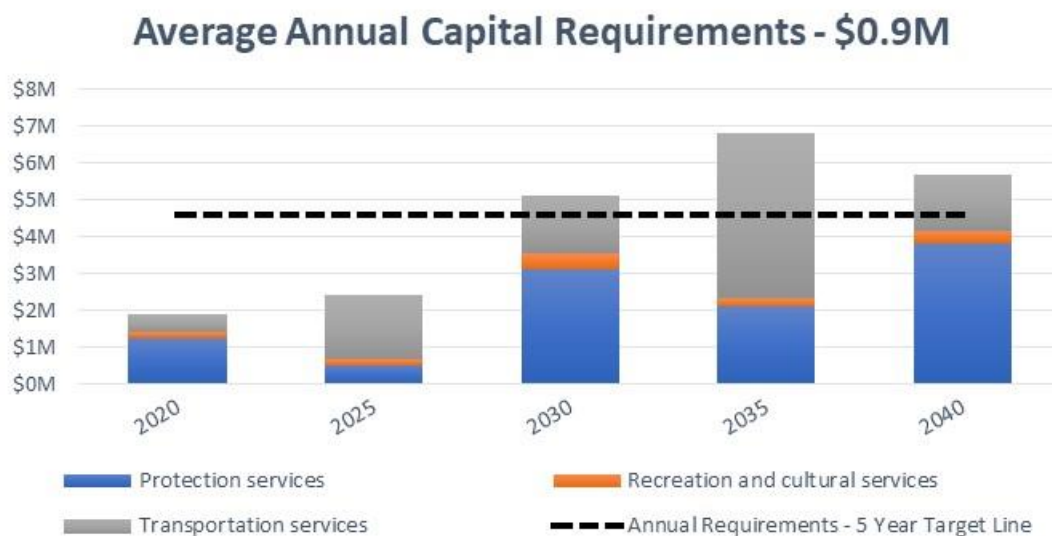
The condition or performance of most assets will deteriorate over time. To ensure that municipal assets are performing as expected and meeting the needs of customers, it is important to establish a lifecycle management strategy to proactively manage asset deterioration.

The following table outlines the Township’s current lifecycle management strategy.

Activity Type	Description of Current Strategy
Maintenance, Rehabilitation & Replacement	Staff perform visual inspections on a regular basis as the equipment is being utilized. General maintenance is performed as required. Rehabilitation and replacement are contingent upon budget considerations.

4.5.4 Forecasted Capital Requirements

The following graph forecasts long-term capital requirements. The annual capital requirement represents the average amount per year that the Township should allocate towards funding rehabilitation and replacement needs. The following graph identifies capital requirements over the next 25 years. This projection is used as it ensures that every asset has gone through one full iteration of replacement. The forecasted requirements are aggregated into 5-year bins and the trend line represents the average 5-year capital requirements.

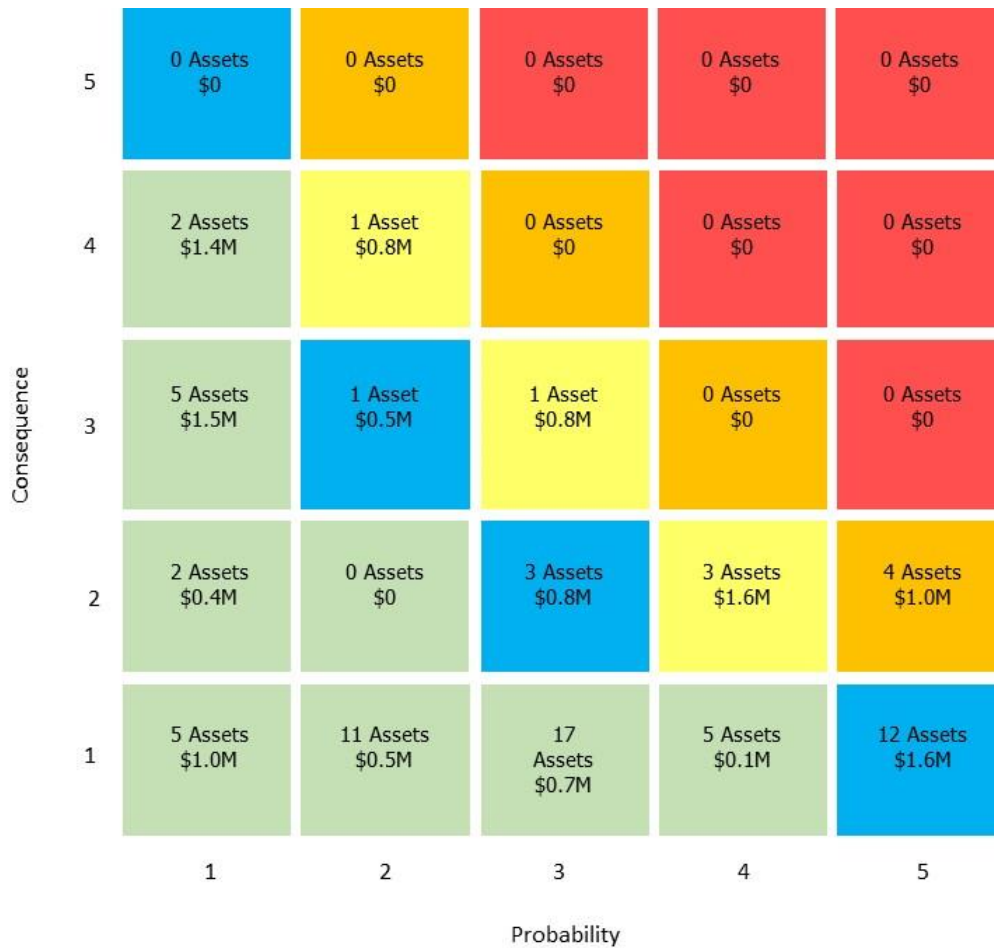


The projected cost of lifecycle activities that will need to be undertaken over the next 10 years to maintain the current level of service can be found in Appendix A.

4.5.5 Risk & Criticality

Risk Matrix

The following risk matrix provides a visual representation of the relationship between the probability of failure and the consequence of failure for rolling stock assets based on 2023 inventory data.



Within the risk models developed in Citywide, the asset-specific metrics that determine the risk scores as shown above and that staff utilize when prioritizing their rolling stock assets are as follows:

Probability of Failure (POF)	Consequence of Failure (COF)
Condition	Replacement Cost (Financial)
	Rolling Stock Type (Operational)
	Rolling Stock Purpose (Operational)

Risks to Current Asset Management Strategies

In addition to the quantified risks illustrated above, the Township faces qualitative risks for its bridge and culvert assets.



Capital Funding

The Township has a large inventory of rolling stock that require regular and often costly, lifecycle activities. Limited funding may necessitate the deferment of replacement. The need to defer due to budget constraints may be challenged by assets that have dire consequences of failure. Identifying the long-term capital funding needs of this asset class and incorporating into the asset management database can enable proactive and effective capital planning to minimize potential risks.

4.5.6 Levels of Service

The following tables identify the Township’s current level of service for Rolling Stock. These metrics include the technical and community level of service metrics that the Township has selected for this AMP.

Community Levels of Service

The following table outlines the qualitative descriptions that determine the community levels of service provided by the Township’s Fleet.

Service Attribute	Qualitative Description	Current LOS (2023)
Safe and Reliable	Description of vehicles inspection process and any licensing requirements for operators	Operators perform visual inspection of all vehicles prior to driving them. All vehicles undergo a semi-annual inspection and maintenance. All CVOR regulations are adhered to. All operators carry at minimum a DZ licence, while some operators have an AZ licence
Sustainable	Description of the current condition of municipal vehicles and the plans that are in place to maintain or improve the provided level of service	Overall, the Township’s fleet has an average condition rating of fair: Good (60-100): considered to be in good to very good condition, and repair work is not required in the short-term. Fair (40-59): considered to be in fair condition. Repair work is ideally scheduled to be completed within a few days. Poor (< 40): considered to be in poor to very poor condition with lower numbers

Service Attribute	Qualitative Description	Current LOS (2023)
		representing equipment nearing the end of their service life. The repair of these vehicles is scheduled as soon as possible.

Technical Levels of Service

The following table outlines the quantitative metrics that determine the technical level of service provided by the Township’s Fleet.

Service Attribute	Technical Metric	Current LOS (2023)
Safe and Reliable	# of unscheduled downtime days	0
	% of vehicles that are in good or very good condition	38%
Sustainable	% of vehicles that are in poor or very poor condition	22%

4.5.7 Recommendations

Replacement Costs

- Ensure that all assets have up-to-date replacement costs that have been evaluated for their accuracy and reliability. Accurate replacement costs are foundational to deriving the most value from asset management practices.

Condition Assessment Strategies

- Identify condition assessment strategies for high-value and high-risk assets.
- Review assets that have surpassed their estimated useful life to determine if immediate replacement is required or whether these assets are expected to remain in-service. Adjust the service life and/or condition ratings for these assets accordingly.

Risk Management Strategies

- Implement risk-based decision-making as part of asset management planning and budgeting processes. This should include the regular review of high-risk assets to determine appropriate risk mitigation strategies.

- Review risk models on a regular basis and adjust according to an evolving understanding of the probability and consequences of asset failure.

Levels of Service

- Regularly review the level of service performance metrics and consider these results when making lifecycle decisions.

4.6 Machinery & Equipment

To maintain the high quality of public infrastructure and support the delivery of core services, Township staff own and employ various types of machinery and equipment. This includes:

- Pooled library assets (i.e., books)
- Miscellaneous road equipment (e.g., snowploughs)
- Fire equipment (i.e., hoses, bunker gear)
- Pooled IT equipment (i.e., servers, switches, computers, etc.)

Keeping machinery & equipment in an adequate state of repair is important to maintain a high level of service.

The state of the infrastructure for machinery and equipment is summarized in the following table.

Replacement Cost	Condition	Financial Capacity	
\$4.5 million	Good (50%)	Annual Requirement:	\$434,000
		Funding Available:	\$85,000
		Annual Deficit:	\$349,000

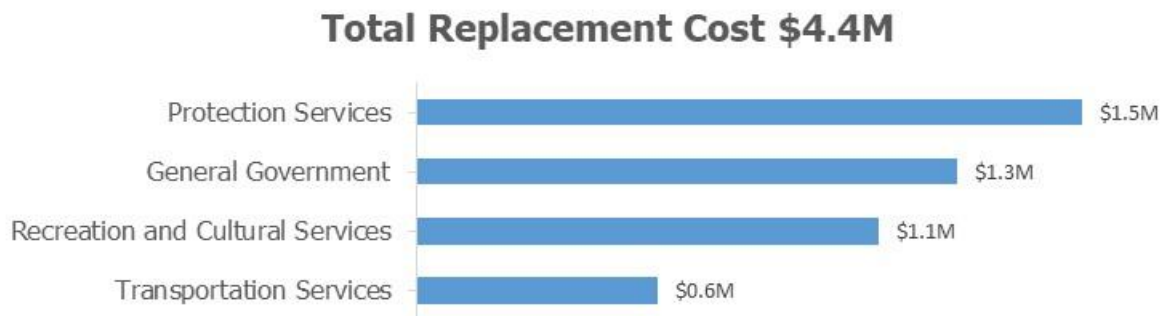
The following core values and level of service statements are a key driving force behind the Township's asset management planning.

Service Attribute	Level of Service Statement
Safe & Reliable	Machinery and equipment are safe for operation and all operators have completed necessary training
Sustainable	There are long-term plans in place for the renewal and replacement of all machinery and equipment

4.6.1 Asset Inventory & Costs

The table below includes the replacement cost method and annual capital requirements of each asset segment in the Township’s Machinery & Equipment inventory. Quantity is not defined as many of the assets are of a pooled and dynamic nature.

Asset Segment	Replacement Cost	Annual Capital Requirement
General Government	\$1,252,000	\$152,000
Protection Services	\$1,541,000	\$136,000
Recreational & Cultural Services ⁷	\$1,070,000	\$109,000
Transportation Services	\$559,000	\$37,000
Total	\$4,422,000	\$434,000



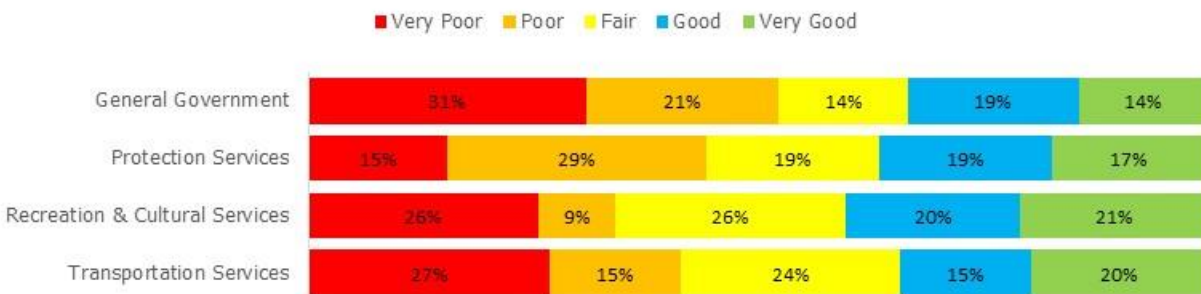
Each asset’s replacement cost should be reviewed periodically to determine whether adjustments are needed to more accurately represent realistic capital requirements.

⁷ Includes library equipment such as books

4.6.2 Asset Data: Useful Life, Age & Condition

The table below identifies the current average condition, the average age, and the estimated useful life for each asset segment. The Average Condition (%) is a weighted value based on replacement cost.

Asset Segment	Estimated Useful Life (Years)	Average Age	Average Condition (%)
General Government	5 - 25 Years	7.3	45% (Fair)
Protection Services	3 - 20 Years	6.8	51% (Fair)
Recreational & Cultural Services	5 - 30 Years	6.0	55% (Fair)
Transportation Services	10 - 20 Years	8.8	49% (Fair)
Average		7.2	50% (Fair)



To ensure that the Township's Machinery & Equipment continues to provide an acceptable level of service, the average condition of all assets should be monitored. If the average condition declines, staff should re-evaluate their lifecycle management strategy to determine what combination of maintenance, rehabilitation and replacement activities is required to increase the overall condition of the Machinery & Equipment.

Each asset's Estimated Useful Life should also be reviewed periodically to determine whether adjustments need to be made to better align with the observed length of service life for each asset type.

4.6.3 Lifecycle Management Strategy

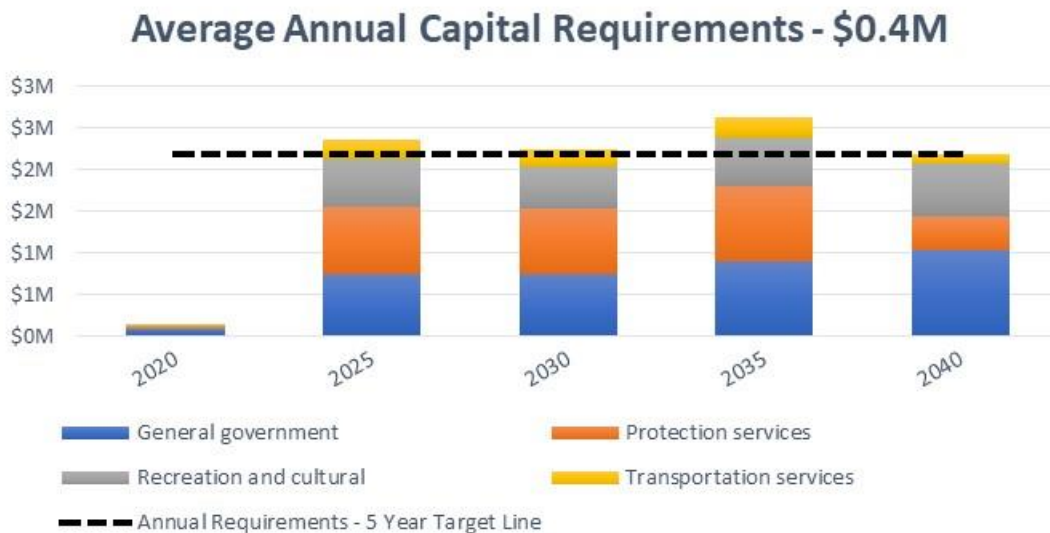
The condition or performance of most assets will deteriorate over time. To ensure that municipal assets are performing as expected and meeting the needs of customers, it is important to establish a lifecycle management strategy to proactively manage asset deterioration.

The following table outlines the Township’s current lifecycle management strategy.

Activity Type	Description of Current Strategy
Maintenance, Rehabilitation & Replacement	Staff perform visual inspections on a regular basis as equipment is being utilized. General maintenance is performed as required. Rehabilitation and replacement are contingent upon budget considerations.

4.6.4 Forecasted Capital Requirements

The following graph forecasts long-term capital requirements. The annual capital requirement represents the average amount per year that the Township should allocate towards funding rehabilitation and replacement needs. The following graph identifies capital requirements over 25 years. This projection is used as it ensures that every asset has gone through one full iteration of replacement. The forecasted requirements are aggregated into 5-year bins and the trend line represents the average 5-year capital requirements.

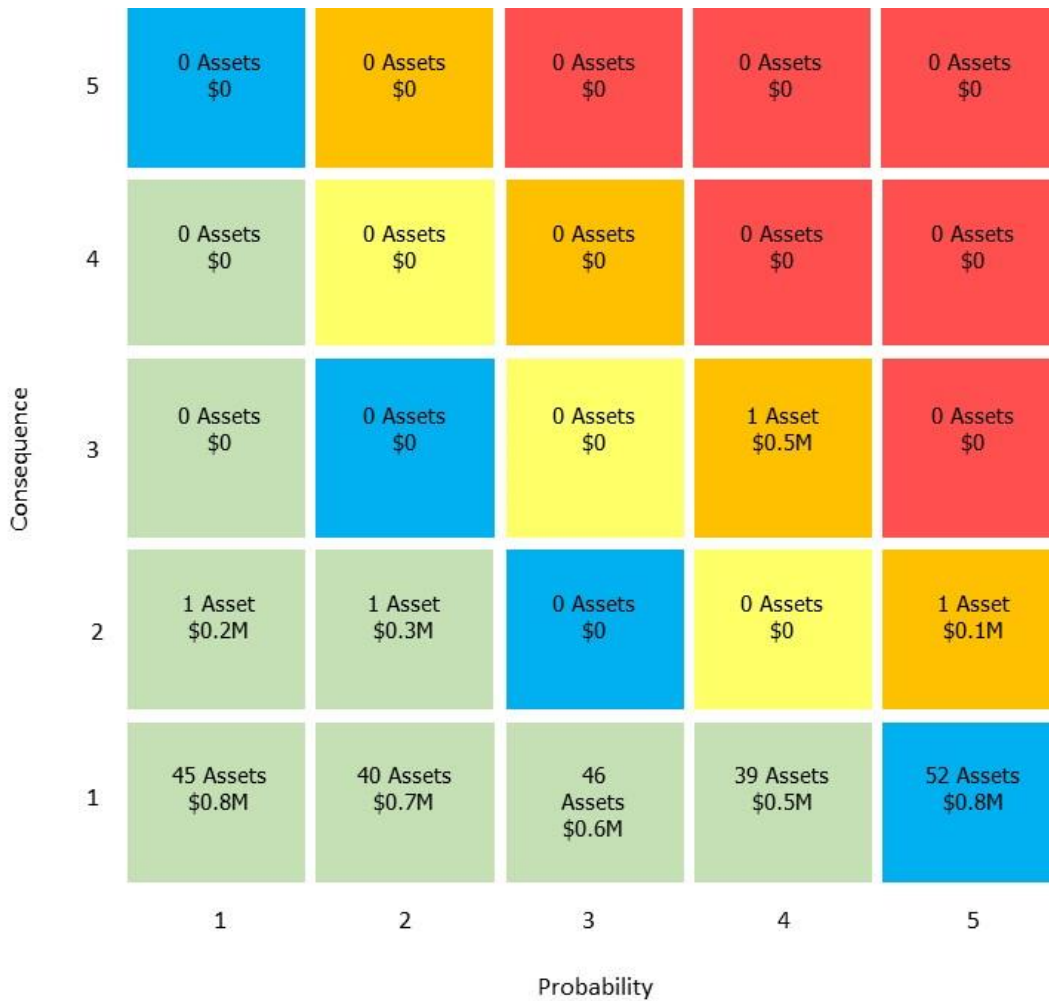


The projected cost of lifecycle activities that will need to be undertaken over the next 10 years to maintain the current level of service can be found in Appendix A.

4.6.5 Risk & Criticality

Risk Matrix

The following risk matrix provides a visual representation of the relationship between the probability of failure and the consequence of failure for machinery and equipment assets based on 2023 inventory data.



Within the risk models developed in Citywide, the asset-specific metrics that determine the risk scores as shown above and that staff utilize when prioritizing their machinery and equipment assets are as follows:

Probability of Failure (POF)	Consequence of Failure (COF)
Condition	Replacement Cost (Financial)
	Equipment Type (Operational)

4.6.6 Levels of Service

The following tables identify the Township’s current level of service for Machinery and Equipment. These metrics include the technical and community level of service metrics that the Township has selected for this AMP.

Community Levels of Service

The following table outlines the qualitative descriptions that determine the community levels of service provided by the Township’s Machinery and Equipment.

Service Attribute	Qualitative Description	Current LOS (2023)
Safe and Reliable	Description of equipment inspection process and any licensing requirements for operators	Staff perform visual inspections on a regular basis as the equipment is being utilized. General maintenance is performed as required. Rehabilitation and replacement are contingent upon budget considerations.
Sustainable	Description of the current condition of municipal equipment and the plans that are in place to maintain or improve the provided level of service	<p>Good (60-100): considered to be in good to very good condition, and repair work is not required in the short-term.</p> <p>Fair (40-59): considered to be in fair condition. Repair work is ideally scheduled to be completed within the next year.</p> <p>Poor (< 40): considered to be in poor to very poor condition with lower numbers representing equipment nearing the end of their service life. The repair of these structures is best scheduled as soon as possible.</p> <p>Most pieces of equipment have an average condition rating of fair.</p>

Technical Levels of Service

The following table outlines the quantitative metrics that determine the technical level of service provided by the Township’s Machinery and Equipment.

Service Attribute	Technical Metric	Current LOS (2023)
Safe and Reliable	# of unscheduled downtime days	0
	% of equipment that are in good or very good condition	38%
Sustainable	% of equipment that are in poor or very poor condition	24%

4.6.7 Recommendations

Replacement Costs

- Continue to update replacement costs of all assets and review for accuracy and reliability. Accurate replacement costs are foundational to deriving the most value from asset management practices.

Condition Assessment Strategies

- Identify condition assessment strategies for high-value and high-risk equipment.
- Review assets that have surpassed their estimated useful life to determine if immediate replacement is required or whether these assets are expected to remain in-service. Adjust the service life and/or condition ratings for these assets accordingly.

Risk Management Strategies

- Implement risk-based decision-making as part of asset management planning and budgeting processes. This should include the regular review of high-risk assets to determine appropriate risk mitigation strategies.
- Review risk models on a regular basis and adjust according to an evolving understanding of the probability and consequences of asset failure.

Levels of Service

- Regularly review the level of service performance metrics and consider these results when making lifecycle decisions.

4.7 Land Improvements

West Lincoln Township owns several assets that are considered Land Improvements, including:

- Parking lots for municipal facilities
- Fencing and gates
- Playground Equipment
- Various athletic fields (e.g., Baseball Diamonds, Soccer fields)



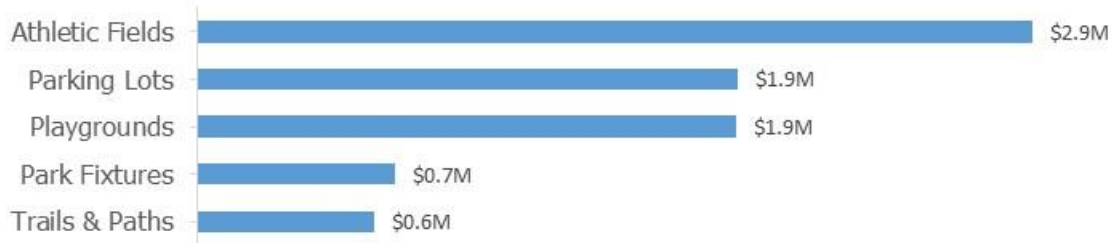
4.7.1 Asset Inventory & Costs

The table below includes replacement cost method and annual capital requirements of each asset segment in the Township’s Land Improvements inventory. Quantity is not defined as many of the assets are of a pooled and dynamic nature.

Asset Segment	Total Replacement Cost	Annual Capital Requirement
Athletic Fields	\$2,935,000	\$113,000
Parking Lots	\$1,900,000	\$149,000
Playgrounds	\$1,896,000	\$73,000
Park Fixtures	\$692,000	\$34,000
Trails & Paths	\$623,000	\$25,000
Total	\$8,046,000	\$394,000

Each asset’s replacement cost should be reviewed periodically to determine whether adjustments are needed to more accurately represent realistic capital requirements.

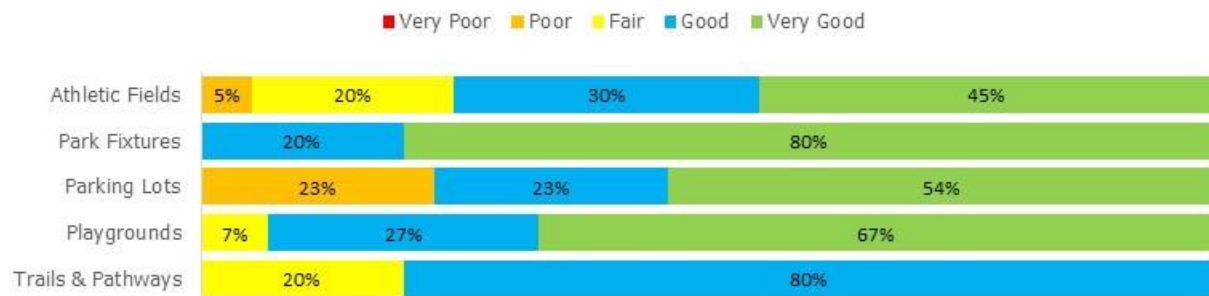
Total Replacement Cost \$8.0M



4.7.2 Asset Data: Useful Life, Age & Condition

The table below identifies the current average condition, the average age, and the estimated useful life for each asset segment. The Average Condition (%) is a weighted value based on replacement cost.

Asset Segment	Estimated Useful Life (Years)	Average Age	Average Condition (%)
Athletic Fields	15 - 40 Years	31.1	63% (Good)
Park Fixtures	20 - 40 Years	28.3	74% (Good)
Parking Lots	12 - 25 Years	19.3	60% (Good)
Playgrounds	15 - 25 Years	10.8	77% (Good)
Trails & Pathways	20 - 40 Years	14.1	73% (Good)
Average		20.7	69% (Good)



To ensure that the Township's Land Improvements continue to provide an acceptable level of service, the average condition of all assets should be monitored. If the average condition declines, staff should re-evaluate their lifecycle management strategy to determine what combination of maintenance, rehabilitation and replacement activities is required to increase the overall condition of the Land Improvements.

Each asset's Estimated Useful Life should also be reviewed periodically to determine whether adjustments need to be made to better align with the observed length of service life for each asset type.

4.7.3 Lifecycle Management Strategy

The condition or performance of most assets will deteriorate over time. To ensure that municipal assets are performing as expected and meeting the needs of customers, it is important to establish a lifecycle management strategy to proactively manage asset deterioration.

The following table outlines the Township’s current lifecycle management strategy.

Activity Type	Description of Current Strategy
Maintenance, Rehabilitation & Replacement	Staff perform visual inspections on a regular basis. General maintenance is performed as required. Rehabilitation and replacement are contingent upon budget considerations.

4.7.4 Forecasted Capital Requirements

The following graph forecasts long-term capital requirements. The annual capital requirement represents the average amount per year that the Township should allocate towards funding rehabilitation and replacement needs. The following graph identifies capital requirements over the next 35 years. This projection is used as it ensures that every asset has gone through one full iteration of replacement. The forecasted requirements are aggregated into 5-year bins and the trend line represents the average 5-year capital requirements.

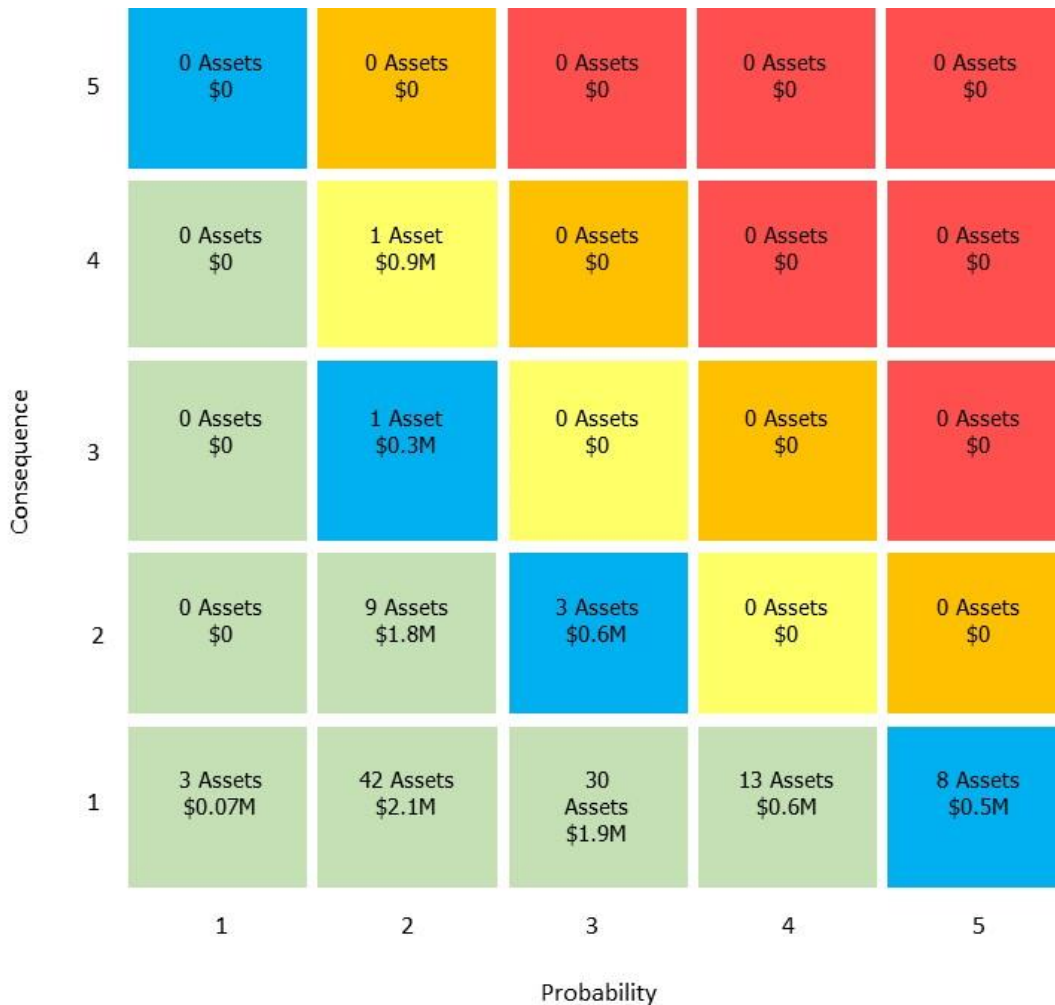


The projected cost of lifecycle activities that will need to be undertaken over the next 10 years to maintain the current level of service can be found in Appendix A.

4.7.5 Risk & Criticality

Risk Matrix

The following risk matrix provides a visual representation of the relationship between the probability of failure and the consequence of failure for land improvement assets based on 2023 inventory data.



Within the risk models developed in Citywide, the asset-specific metrics that determine the risk scores as shown above and that staff utilize when prioritizing their land improvement assets are as follows:

Probability of Failure (POF)	Consequence of Failure (COF)
Condition	Replacement Cost (Financial)
	Land Improvement Type (Operational)

4.7.6 Levels of Service

Community Levels of Service

The following table outlines the qualitative descriptions that determine the community levels of service provided by Land Improvements.

Service Attribute	Qualitative Description	Current LOS (2023)
Sustainable	Description of the current condition of land improvements and the plans that are in place to maintain or improve the provided level of service	Land Improvements are in overall good condition. Staff perform regular visual inspections to ensure the assets are performing optimally to maintain the desired level of service.

Technical Levels of Service

The following table outlines the quantitative metrics that determine the technical level of service provided by the Township’s Machinery and Equipment.

Service Attribute	Technical Metric	Current LOS (2023)
Safe and Reliable	# of unscheduled downtime days	0
Sustainable	% of land improvements that are in good or very good condition	84%
	% of land improvements that are in poor or very poor condition	6%

4.7.7 Recommendations

Replacement Costs

- Most replacement costs used in this AMP were based on the inflation of historical costs, with a small portion being user defined. All costs, and especially inflated costs should be evaluated to determine their accuracy and reliability. Replacement costs should be updated according to the best available information on the cost to replace the asset in today’s value.

Condition Assessment Strategies

- Identify condition assessment strategies for high-value and high-risk assets.
- Review assets that have surpassed their estimated useful life to determine if immediate replacement is required or whether these assets are expected to remain in-service. Adjust the service life and/or condition ratings for these assets accordingly.

Risk Management Strategies

- Implement risk-based decision-making as part of asset management planning and budgeting processes. This should include the regular review of high-risk assets to determine appropriate risk mitigation strategies.
- Review risk models on a regular basis and adjust according to an evolving understanding of the probability and consequences of asset failure.

Levels of Service

- Regularly collect levels of service performance metrics and incorporate data into decision feedback; consider sharing with staff to gain engagement, cultivate asset management understanding and interest, and incentive staff to work towards continual improvement.

5 Analysis of Rate-funded Assets

Key Insights

- Rate-funded assets are valued at \$130.2 million
- 97% of rate-funded assets are in fair or better condition
- The average annual capital requirement to sustain the current level of service for rate-funded assets is approximately \$1.9 million
- Critical assets should be evaluated to determine appropriate risk mitigation activities and treatment options

5.1 Water Network

The water services provided by the Township are overseen by the Public Works Department and include the following assets:

- Underground water mains and above ground assets such as meters, valves, and hydrants
- Water vehicles and equipment
- Water buildings and stations

The state of the infrastructure for water network is summarized in the following table.

Replacement Cost	Condition	Financial Capacity	
\$91.5 million	Good (66%)	Annual Requirement:	\$1,509,000
		Funding Available:	\$ 337,000
		Annual Deficit:	\$ 1,172,000

The following core values and level of service statements are a key driving force behind the Township’s asset management planning.

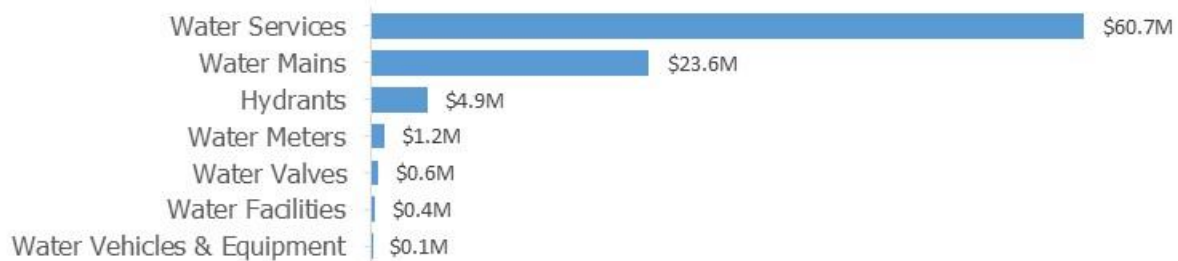
Service Attribute	Level of Service Statement
Accessible & Reliable	A reliable water supply is provided with minimal service disruptions
Safe & Regulatory	Water supply is safe to drink and meets all regulatory requirements
Sustainable	There are long-term plans in place for the renewal and replacement of all water infrastructure

5.1.1 Asset Inventory & Costs

The table below includes the quantity, replacement cost method, and annual capital requirements of each asset segment in the Township's Water Network inventory.

Asset Segment	Quantity	Replacement Cost	Annual Capital Requirement
Water Services	Pooled ⁸	\$60,713,000	\$1,017,000
Water Mains	35 kms	\$23,623,000	\$302,000
Hydrants	189	\$4,891,000	\$71,000
Water Meters	Pooled	\$1,197,000	\$80,000
Water Valves	117	\$591,000	\$17,000
Water Facilities	2	\$389,000	\$14,000
Water Vehicles & Equipment	10	\$140,000	\$8,000
Total		\$91,544,000	\$1,509,000

Total Replacement Cost \$91.5M



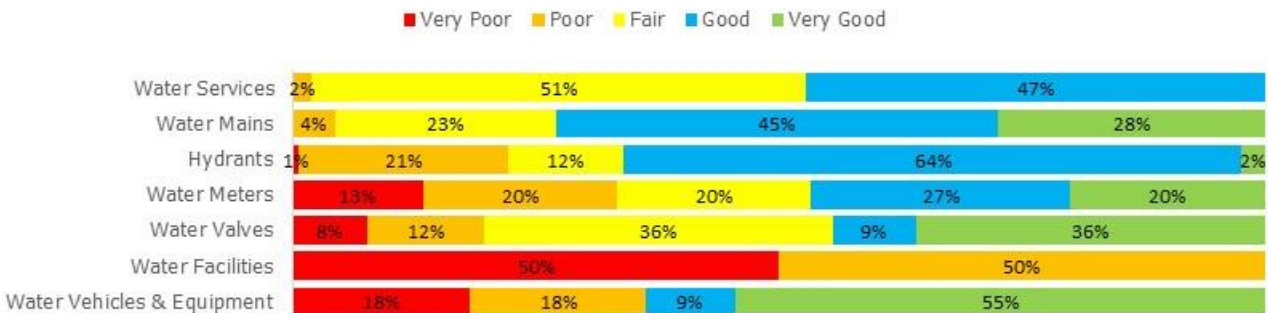
Each asset's replacement cost should be reviewed periodically to determine whether adjustments are needed to more accurately represent realistic capital requirements.

⁸ Water services include curb stops and service connections that are replaced on a regular basis. These assets are pooled.

5.1.2 Asset Data: Useful Life, Age & Condition

The table below identifies the current average condition, the average age, and the estimated useful life for each asset segment. The Average Condition (%) is a weighted value based on replacement cost.

Asset Segment	Estimated Useful Life (Years)	Average Age	Average Condition (%)
Water Services	45 - 60 Years	24.3	60% (Good)
Water Mains	80 Years	21.5	73% (Good)
Hydrants	50 - 70 Years	27.4	63% (Good)
Water Meters	15 Years	6.5	57% (Fair)
Water Valves	25 - 40 Years	15.4	61% (Good)
Water Facilities	5 - 50 Years	30.5	29% (Poor)
Water Vehicles & Equipment	8 - 20 Years	6.5	66% (Good)
Average		18.9	66% (Good)



To ensure that the Township's Water Network continues to provide an acceptable level of service, the average condition of all assets should be regularly monitored. If the average condition declines, staff should re-evaluate their lifecycle management strategy to determine what combination of maintenance, rehabilitation and replacement activities is required to increase the overall condition of the Water Network.

Each asset's Estimated Useful Life should also be reviewed periodically to determine whether adjustments need to be made to better align with the observed length of service life for each asset type.

Current Approach to Condition Assessment

Accurate and reliable condition data allows staff to determine the remaining service life of assets and identify the most cost-effective approach to managing assets more confidently.

- Staff primarily rely on the age, pipe material, and the number of breaks to determine the projected condition of water mains. The Township has recently completed hydraulic modelling to model water flow and capacity.
- Hydrants, valves, and other point assets are visually inspected on a regular basis and repaired/replaced as needed.
- Water buildings are inspected in accordance with Health and Safety standards and the Building Code Act. A recent 2020 Building Condition Assessment was conducted and provided condition ratings for all major components of the buildings.
- Water vehicles are inspected and serviced in accordance with Commercial Vehicle Operators Registration (CVOR) requirements

In this AMP the following rating criteria is used to determine the current condition of Water Network assets and forecast future capital requirements:

Condition	Rating
Very Good	80 - 100
Good	60 - 79
Fair	40 - 59
Poor	20 - 39
Very Poor	0 - 19

5.1.3 Lifecycle Management Strategy

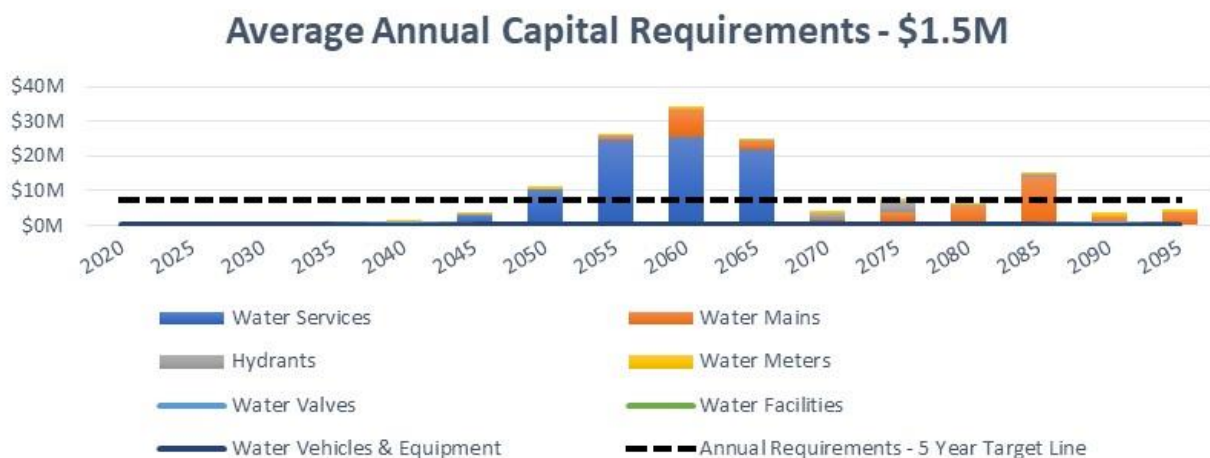
The condition or performance of most assets will deteriorate over time. To ensure that municipal assets are performing as expected and meeting the needs of customers, it is important to establish a lifecycle management strategy to proactively manage asset deterioration.

The following table outlines the Township’s current lifecycle management strategy for their water assets:

Activity Type	Description of Current Strategy
Maintenance	Annual watermain flushing, hydrant maintenance, and valve exercising is complete.
	Staff have a dedicated water meter replacement program.
	A water loss and leak detection program has been developed for regular inspections.
Rehabilitation	The Township has experienced very few main breaks historically and addresses these on a reactive basis as necessary. Many of the Township’s watermains are PVC are in Good-Very Good condition.
Replacement	Prioritization focuses on affordability, coordination with other projects, and health & safety impacts as key indicators.

5.1.4 Forecasted Capital Requirements

The following graph forecasts long-term capital requirements. The annual capital requirement represents the average amount per year that the Township should allocate towards funding rehabilitation and replacement needs. The following graph identifies capital requirements over the next 80 years. This projection is used as it ensures that every asset has gone through one full iteration of replacement. The forecasted requirements are aggregated into 5-year bins and the trend line represents the average 5-year capital requirements.

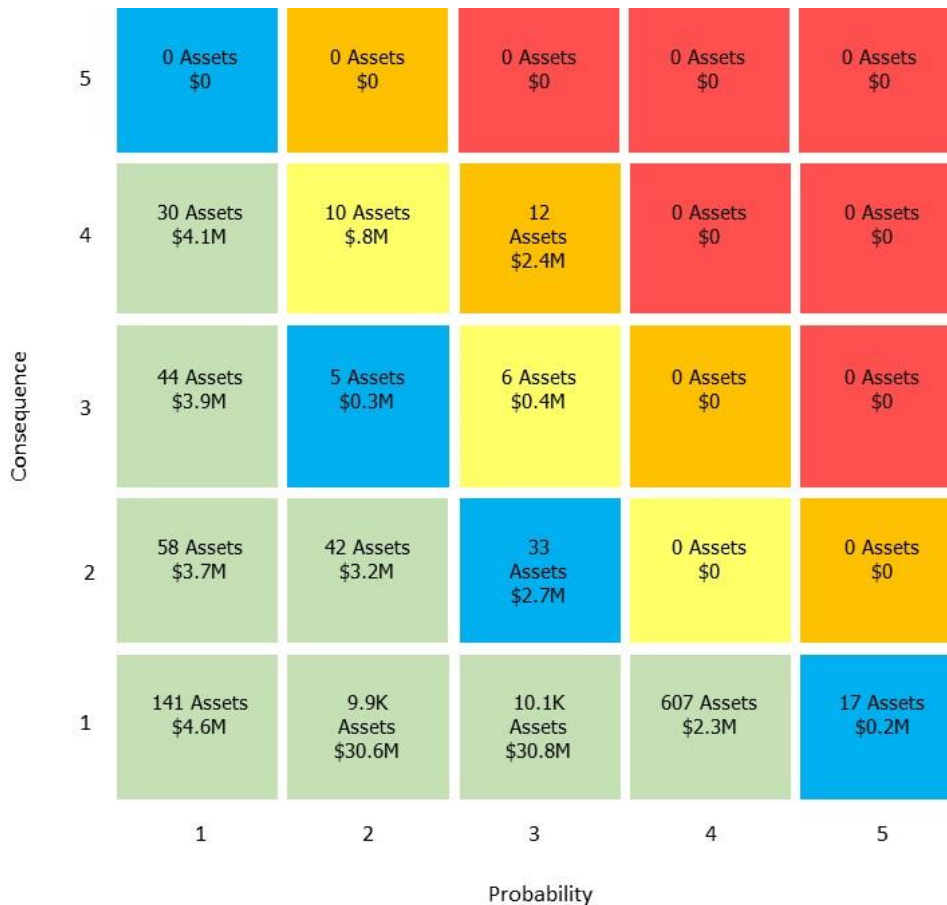


The projected cost of lifecycle activities that will need to be undertaken over the next 10 years to maintain the current level of service can be found in Appendix A.

5.1.5 Risk & Criticality

Risk Matrix

The following risk matrix provides a visual representation of the relationship between the probability of failure and the consequence of failure for water work assets. Risk outputs are based on 2023 inventory data.



Within the risk models developed in Citywide, the asset-specific metrics that determine the risk scores for water mains assets and that staff utilize when prioritizing replacement are as follows:

Probability of Failure (POF)	Consequence of Failure (COF)
Age	Replacement Cost (Financial)
Breaks per Segment	Pipe Diameter (Operational)

Risks to Current Asset Management Strategies

The following section summarizes key trends, challenges, and risks to service delivery that the Township is currently facing:



Asset Data & Information

Staff are actively working towards improving the quality of the available inventory data for the water network. Staff plan to prioritize data refinement efforts to increase confidence in the accuracy and reliability of asset data and information. To improve the inventory and accuracy of condition data, third party building condition assessments were recently completed for the Township’s water buildings. As this data becomes more integrated into asset management decisions it will improve confidence in strategies and decisions.

5.1.6 Levels of Service

The following tables identify the Township’s current level of service for the Water Network. These metrics include the technical and community level of service metrics that are required as part of O. Reg. 588/17 as well as some additional performance measures that the Township has selected for this AMP.

Community Levels of Service

The following table outlines the qualitative descriptions that determine the community levels of service provided by Water Network.

Service Attribute	Qualitative Description	Current LOS (2023)
Accessible & Reliable	A Description, which may include maps, of the user groups or areas of the municipality that are connected to the municipal water system	See Appendix B
	Description, which may include maps, of the user groups or areas of the municipality that have fire flow	

Safe & Regulatory	Description of boil water advisories and service interruptions	In 2023, there were no boil water advisories within West Lincoln. Water service interruptions may occur due to main breaks, maintenance work or projects. Staff provide notice for planned interruptions and respond in a timely manner.
Sustainable	Description of the current condition of the water network and the plans that are in place to maintain or improve the provided level of service	Except for buildings, the condition of the water network is age-based and ranges by segment; most segments have an average condition rating of good. Water network assets are replaced in coordination with other projects (i.e., roads) with additional considerations for affordability and health and safety impacts.

Technical Levels of Service

The following table outlines the quantitative metrics that determine the technical level of service provided by the Water Network.

Service Attribute	Technical Metric	Current LOS (2023)
Accessible & Reliable	% of properties connected to the municipal water system	100%
	% of properties where fire flow is available	100% ⁹
	# of connection-days per year where a boil water advisory notice is in place compared to the total number of properties connected to the municipal water system	0
Safe & Regulatory	# of connection-days per year where water is not available due to water main breaks compared to the total number of properties connected to the municipal water system	0 ¹⁰
	# of water quality customer complaints received annually related to the water system	0
Sustainable	% of the water system that is in good or very good condition	60%
	% of the water system that is in poor or very poor condition	8%

⁹ 100% of properties in urban areas have fire flow.

¹⁰ Most water main breaks are addressed immediately allowing a return to service within the same day.

5.1.7 Recommendations

Asset & Data Information

- Review asset quantities to ensure asset management inventory is comprehensive and accurate. This is particularly relevant for smaller point assets that are generally pooled and replaced as needed.

Condition Assessment Strategies

- Identify condition assessment strategies for high-value and high-risk water network assets. Update the asset management database with the collected condition information.
- Where possible, collect other relevant asset attribute information (i.e., material, bury depth etc.) alongside the condition assessments.

Risk Management Strategies

- Implement risk-based decision-making as part of asset management planning and budgeting processes. This should include the regular review of high-risk assets to determine appropriate risk mitigation strategies.
- Review risk models on a regular basis and adjust according to an evolving understanding of the probability and consequences of asset failure.

Levels of Service

- Continue to measure current levels of service in accordance with the metrics identified in O. Reg. 588/17 and those metrics that the Township believes to provide meaningful and reliable inputs into asset management planning.
- Work towards identifying proposed levels of service as per O. Reg. 588/17 and identify the strategies that are required to close any gaps between current and proposed levels of service.
- On a regular basis review the performance of established levels of service and incorporate performance results in lifecycle decisions, risks assessment evaluations, and other asset management practices (i.e., internal information sharing and reporting).

5.2 Sanitary Network

The sewer services provided by the Township are overseen by the Publics Work Department. The Sanitary Network includes underground mains, manholes, and laterals.

The state of the sanitary network infrastructure is summarized in the following table.

Replacement Cost	Condition	Financial Capacity	
\$38.7 million	Good (79%)	Annual Requirement:	\$746,000
		Funding Available:	\$191,000
		Annual Deficit:	\$555,000

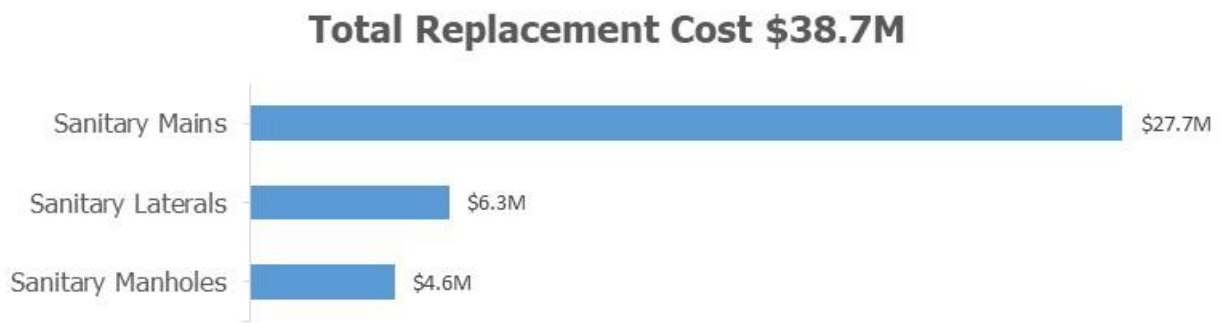
The following core values and level of service statements are a key driving force behind the Township's asset management planning.

Service Attribute	Level of Service Statement
Accessible & Reliable	A reliable wastewater service is provided with minimal service disruptions
Safe & Regulatory	Wastewater services are managed in accordance with regulatory requirements
Sustainable	There are long-term plans in place for the renewal and replacement of wastewater infrastructure

5.2.1 Asset Inventory & Costs

The table below includes the quantity, replacement cost method, and annual capital requirements of each asset segment in the Township’s Sanitary Network inventory.

Asset Segment	Quantity	Replacement Cost	Annual Capital Requirement
Sanitary Mains	32 kms	\$27,722,000	\$543,000
Sanitary Laterals	Pooled	\$6,322,000	\$108,000
Sanitary Manholes	362	\$4,612,000	\$95,000
Total		\$38,656,000	\$746,000

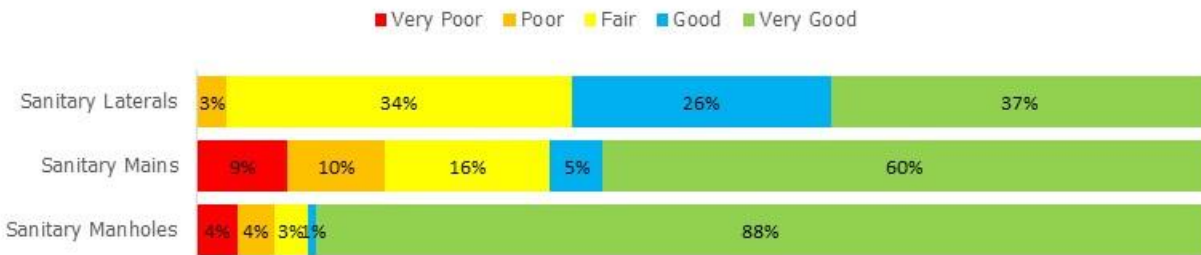


All replacement cost should be reviewed periodically to determine whether adjustments are needed to deliver more accurate capital requirements forecasts.

5.2.2 Asset Data: Useful Life, Age & Condition

The table below identifies the current average condition, the average age, and the estimated useful life for each asset segment. The Average Condition (%) is a weighted value based on replacement cost.

Asset Segment	Estimated Useful Life (Years)	Average Age	Average Condition (%)
Sanitary Laterals	60 Years	17.8	70% (Good)
Sanitary Mains	60 Years	31.7	74% (Good)
Sewer Manholes	60 Years	33.8	85% (Very Good)
Average		35.8	79% (Good)



To ensure that the Township’s sanitary network continues to provide an acceptable level of service, the average condition of all assets should be monitored. If the average condition declines, staff should re-evaluate their lifecycle management strategy to determine what combination of maintenance, rehabilitation and replacement activities is required to increase the overall condition of the sewer network.

Each asset’s Estimated Useful Life should also be reviewed periodically to determine whether adjustments need to be made to better align with the observed length of service life for each asset type.

Current Approach to Condition Assessment

Accurate and reliable condition data allows staff to determine the remaining service life of assets and identify the most cost-effective approach to managing assets more confidently. The following describes the Township’s current approach:

- CCTV inspections are completed every 3-5 years on sanitary mains to document their condition. Manholes are inspected and rated alongside the mains, when possible.
- Other sanitary assets are inspected on an as-needed visual basis.

In this AMP the following rating criteria is used to determine the current condition of the sewer network assets and forecast future capital requirements:

Condition	Rating
Very Good	80 - 100
Good	60 - 79
Fair	40 - 59
Poor	20 - 39
Very Poor	0 - 19

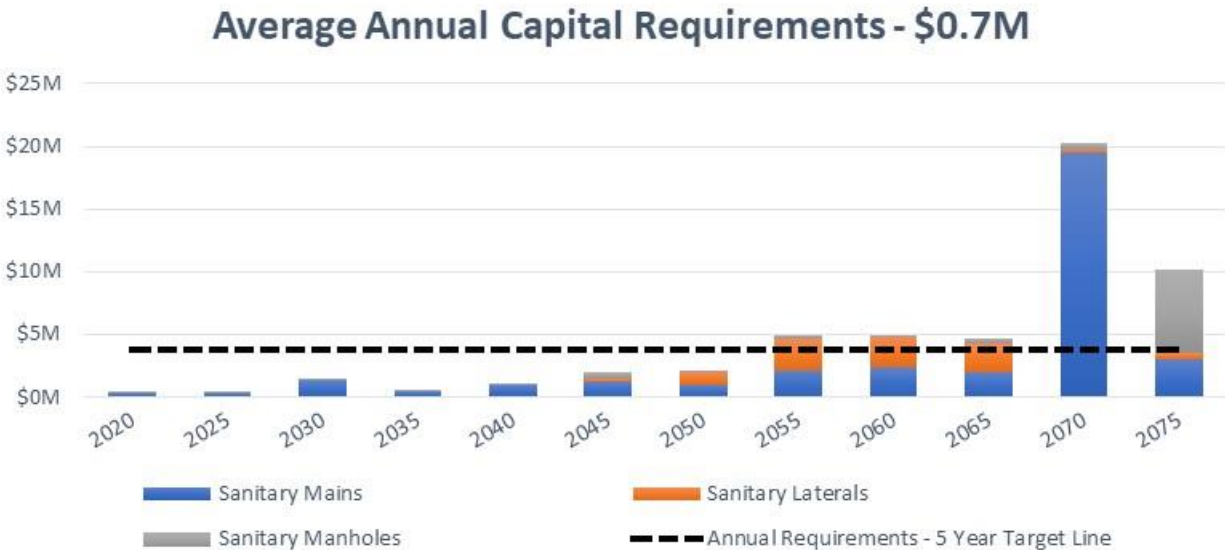
5.2.3 Lifecycle Management Strategy

The condition or performance of most assets will deteriorate over time. To ensure that municipal assets are performing as expected and meeting the needs of customers, it is important to establish a lifecycle management strategy to proactively manage asset deterioration. The following table outlines the Township’s current lifecycle management strategy:

Activity Type	Description of Current Strategy
Maintenance	Annual sanitary sewer flushing, and inspection activities are completed regularly
	Sanitary manhole repairs and inspections are performed as needed
	CCTV camera inspections are completed every 3 years
Rehabilitation	Inflow & Infiltration (I&I) studies are performed, when needed, to identify trouble areas in both the sanitary and storm networks (\$250,000)
	After inspections, smoke testing and/or rodding & boring is performed as needed.
Replacement	At this time trenchless re-lining activities are performed on an as-needed basis based after an evaluation of potential cost savings, bury depth, pipe size, and condition/performance of above ground assets.
	Replacements are prioritized based on the sewer mains’ condition ratings from the CCTV inspections, and areas that have capacity or infiltration issues

5.2.4 Forecasted Capital Requirements

The following graph forecasts long-term capital requirements. The annual capital requirement represents the average amount per year that the Township should allocate towards funding rehabilitation and replacement needs. The following graph identifies capital requirements over the next 60 years. This projection is used as it ensures that every asset has gone through one full iteration of replacement. The forecasted requirements are aggregated into 5-year bins and the trend line represents the average 5-year capital requirements.

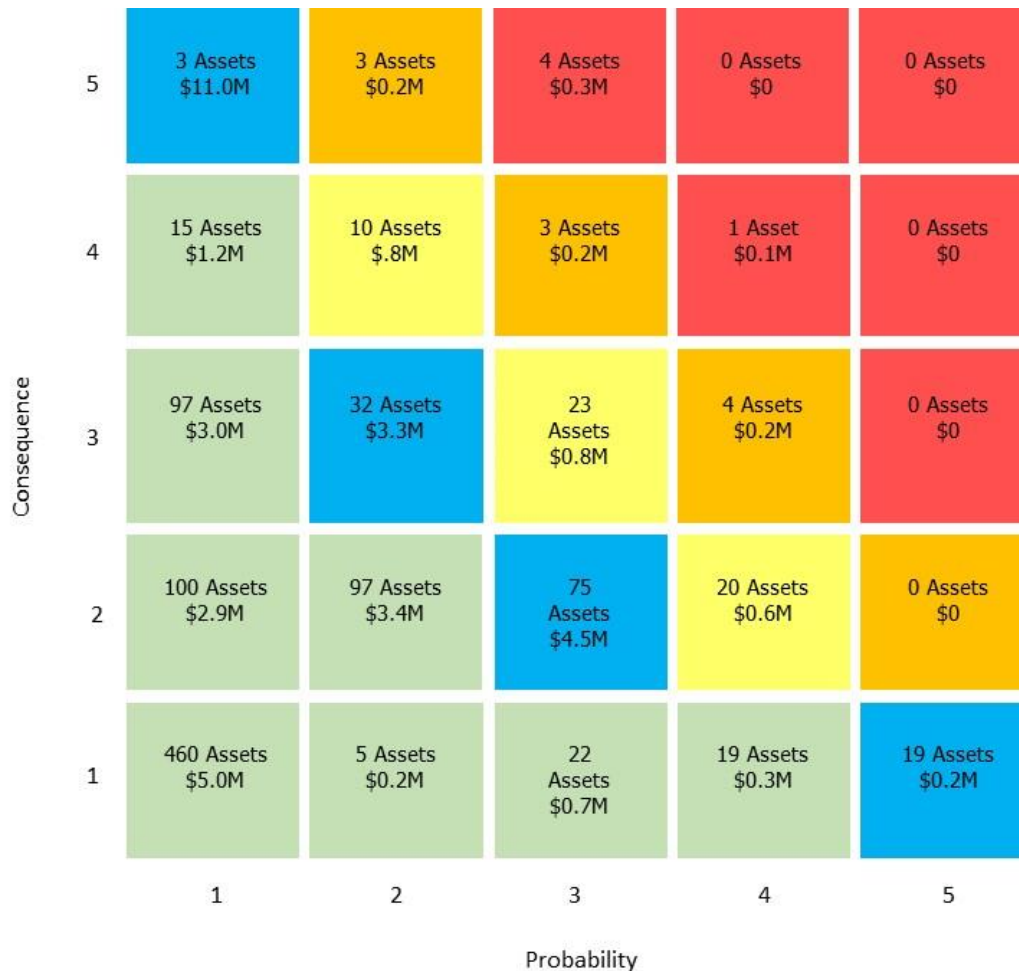


The projected cost of lifecycle activities that will need to be undertaken over the next 10 years to maintain the current level of service can be found in Appendix A.

5.2.5 Risk & Criticality

Risk Matrix

The following risk matrix provides a visual representation of the relationship between the probability of failure and the consequence of failure for sanitary network assets based on 2023 inventory data.



Within the risk models developed in Citywide, the asset-specific metrics that determine the risk scores for sanitary mains and that staff utilize when prioritizing replacement are as follows:

Probability of Failure (POF)	Consequence of Failure (COF)
Condition	Replacement Cost (Financial)
Pipe Material	Pipe Diameter (Operational)
	Inflow & Infiltration (Operational)

5.2.6 Levels of Service

The following tables identify the Township’s current level of service for Sewer Network. These metrics include the technical and community level of service metrics that are required as part of O. Reg. 588/17 as well as any additional performance measures that the Township has selected for this AMP.

Community Levels of Service

The following table outlines the qualitative descriptions that determine the community levels of service provided by Sewer Network.

Service Attribute	Qualitative Description	Current LOS (2023)
Accessible & Reliable	Description, which may include maps, of the user groups or areas of the Township that are connected to the municipal wastewater system	See Appendix B
	Description of how combined sewers in the municipal wastewater system are designed with overflow structures in place which allow overflow during storm events to prevent backups into homes	Not Applicable. There are no combined sewers in the Township
Safe & Regulatory	Description of the frequency and volume of overflows in combined sewers in the municipal wastewater system that occur in habitable areas or beaches Description of how stormwater can get into sewers in the municipal wastewater system, causing sewage to overflow into streets or backup into homes	Stormwater can enter the sanitary sewers due to cracks in sanitary mains or through indirect connections (e.g., weeping tiles). In the case of heavy rainfall events, sanitary sewers may experience a volume of water and sewage that exceeds its designed capacity. In some cases, this can cause water and/or sewage to overflow backup into homes. The disconnection of weeping tiles from sanitary mains and the use of sump pumps and pits directing storm water to the storm drain system can help to reduce the chance of this occurring.

Service Attribute	Qualitative Description	Current LOS (2023)
	Description of how sanitary sewers in the municipal wastewater system are designed to be resilient to stormwater infiltration	The municipality follows a series of design standards that integrate servicing requirements and land use considerations when constructing or replacing sanitary sewers. These standards have been determined with consideration of the minimization of sewage overflows and backups.
	Description of the effluent that is discharged from sewage treatment plants in the municipal wastewater system	Effluent refers to water pollution that is discharged from a wastewater treatment plant, and may include suspended solids, total phosphorous and biological oxygen demand. The Environmental Compliance Approval (ECA) identifies the effluent criteria for municipal wastewater treatment plants
Sustainable	Description of the current condition of the wastewater network and the plans that are in place to maintain or improve the provided level of service	The condition of the sanitary network is in overall good condition. Where possible, trenchless relining is performed, and assets are replaced as required to maintain the quality and performance of the system.

Technical Levels of Service

The following table outlines the quantitative metrics that determine the technical level of service provided by the Sanitary Network.

Service Attribute	Technical Metric	Current LOS (2023)
Accessibility & Reliable	% of properties connected to the municipal wastewater system	100%
	# of events per year where combined sewer flow in the municipal wastewater system exceeds system capacity compared to the total number of properties connected to the municipal wastewater system	N/A
Safety & Regulatory	# of connection-days per year having wastewater backups compared to the total number of properties connected to the municipal wastewater system	0 (managed by Region)
	# of connection-days per year due to sanitary service backups compared to the total number of properties connected to the municipal wastewater system	1 : 2,650
	# of effluent violations per year due to wastewater discharge compared to the total number of properties connected to the municipal wastewater system	9 : 2,650
Sustainable	% of the wastewater system that is in good or very good condition	71%
	% of the wastewater system that is in poor or very poor condition	7%

5.2.7 Recommendations

Asset & Data Information

- Review asset quantities to ensure asset management inventory is comprehensive and accurate. The quantities for sanitary laterals and sanitary mains should be reviewed in order to align them with the records staff have in their GIS inventory.

Condition Assessment Strategies

- Continue completing CCTV inspections of the sanitary network. Regularly update collected information into Citywide to ensure that analysis and resultant decisions are based on the best available information.

Risk Management Strategies

- Review risk models on a regular basis and adjust according to an evolving understanding of the probability and consequences of asset failure.
- Implement risk-based decision-making as part of asset management planning and budgeting processes. This should include the regular review of high-risk assets to determine appropriate risk mitigation strategies.

Lifecycle Management Strategies

- Evaluate the efficacy of the Township's lifecycle management strategies at regular intervals to determine the impact cost, condition, and risk.
- As the trenchless re-lining strategy is utilized, continue to monitor its performance, cost, and other project benefits and risks of the approach to better understand the value of the rehabilitation approach.

Levels of Service

- Continue to measure current levels of service in accordance with the metrics identified in O. Reg. 588/17 and those metrics that the Township believes to provide meaningful and reliable inputs into asset management planning.
- Work towards identifying proposed levels of service as per O. Reg. 588/17 and identify the strategies that are required to close any gaps between current and proposed levels of service.
- Review and consider LOS performance metrics to better understand asset performance and trends and utilize this information in conjunction with risk and other Township considerations when making asset lifecycle decisions.

6 Impacts of Growth

Key Insights

- Understanding the key drivers of growth and demand will allow the Township to plan for new infrastructure, and the upgrade or disposal of existing infrastructure more effectively
- Relatively modest population and employment growth is expected
- The costs of growth should be considered in long-term funding strategies that are designed to maintain the current level of service

6.1 Description of Growth Assumptions

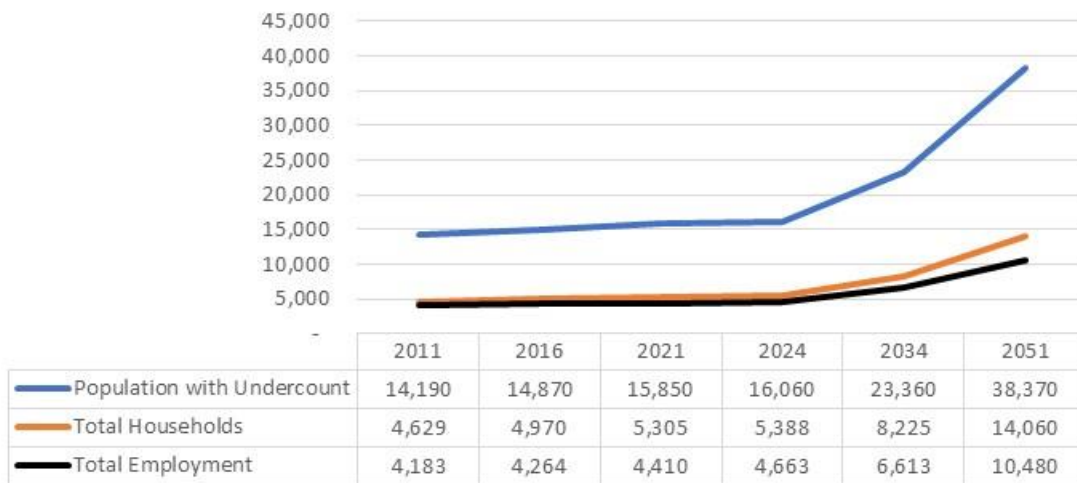
The demand for infrastructure and services will change over time based on a combination of internal and external factors. Understanding the key drivers of growth and demand will allow the Township to plan for new infrastructure more effectively, and the upgrade or disposal of existing infrastructure. Increases or decreases in demand can affect what assets are needed and what level of service meets the needs of the community.

6.1.1 West Lincoln Township: Strategic Plan

The Township of West Lincoln’s Official Plan was adopted by the Ontario Municipal Board in 2015 with the latest amendment dated, July of 2021. The plan’s objective is to provide general guidance for growth and development until 2031.

As illustrated in the figure below, West Lincoln’s population is projected to grow by 138.9% from 2024 to 2051. Total households and employment indicators are projected to grow at a similar rate, with the former growing by 161.0%, and the latter by 124.7%.

West Lincoln Historical and Projected Growth Indicators



It is noteworthy that while there will be considerable growth across the mentioned indicators, the Township’s rate of growth between 2026 and 2031 is projected to decrease from previous years. This is evidenced in the table below:

Years	% Change in Population	% Change in Households	% Change in Employment
2011-2016	4.8	7.4	1.9
2017-2021	6.6	6.7	3.4
2022-2024	1.3	1.6	5.7
2025-2034	45.5	52.7	41.8
2035-2051	64.3	70.9	58.5

6.1.2. Niagara Region Official Plan (June 2022)

West Lincoln is one of 12 lower tier municipalities in Niagara Region. By virtue of the municipal tier system Niagara Region implements Provincial Policy over all the regional municipalities. Niagara Region’s existing Official Plan was written in 1970 and most recently amended in 2022 and includes the following related Provincial and local plans:

1. Niagara Escarpment Plan (2017)
2. A Place to Grow: Growth plan for the Greater Golden Horseshoe (2019)
3. Greenbelt Plan (2017)
4. Provincial Policy Statement (2020)

The 2022 Niagara Region Official Plan identifies both *Intensification* and *Greenfield Growth* as two approaches to expanding Niagara Region’s growth. Niagara Region’s intensification target rate is 60% for a minimum of 30 years, starting in 2021. The Township of West Lincoln’s minimum residential intensification target is 13%.

The *Greenfield Density* target for Niagara Region is 50 people per hectare across all Designated Greenfield Areas. To achieve this, municipalities within Niagara Region will:

1. Accommodate a range of land uses including residential, commercial, institutional, recreational, employment, and other uses.
2. Contribute to the growth of the respective *Urban Areas*.
3. Provide opportunities for integrated, mixed land uses.
4. Create street patterns that are fine grain and in grid pattern, with supporting active transit within the area; and
5. Ensuring the Greenfield development is sequential and orderly with existing built-up areas.

6.2 Impact of Growth on Lifecycle Activities

Future versions of the Township’s asset management plan must include assumptions regarding projected changes in population and economic activity informing the preparation of lifecycle management and financial strategies.

Planning for forecasted population growth may require the expansion of existing infrastructure and services. As growth-related assets are constructed or acquired, they should be integrated into the Township's AMP. While the addition of residential units will add to the existing assessment base and offset some of the costs associated with growth, the Township will need to review the lifecycle costs of growth-related infrastructure. These costs should be considered in long-term funding strategies that are designed to, at a minimum, maintain the current level of service.

The Township has developed and adopted numerous documents and policies to guide population and economic growth. This includes the West Lincoln Official Plan (specifically Section 5), the Community Strategic Plan, the Economic Development Plan (2020), Trails and Corridors Master Plan, the Urban Settlement Area Expansion Analysis Report, and Development Charge Background (2024). Existing and future Development Charge Studies will provide the basis for expected population growth, the associated infrastructure costs, and the required development charges to cover the costs of growth to infrastructure.

These future studies and reports are expected to assist the Township as they begin to gather data to support future O. Reg. requirements including developing proposed levels of service and identifying risks associated with their asset management program.

7 Financial Strategy

Key Insights

- The Township is committing approximately \$3.3 million towards capital projects per year from sustainable revenue sources
- Given the annual required capital funding investment of \$13.3 million, there is currently a funding gap of \$10.3 million annually
- For tax-funded assets, increasing tax revenues by 4.2% each year for the next 20 years will achieve a sustainable level of funding
- For the Water Network, increasing rate revenues by 3.7% annually for the next 15 years will achieve a sustainable level of funding
- For the Sanitary Network, increasing rate revenues by 1.6% annually for the next 15 years will achieve a sustainable level of funding.

7.1 Financial Strategy Overview

For an asset management plan to be effective and meaningful, it must be integrated with a long-term financial plan (LTFP). The development of a comprehensive financial plan will allow the Township of West Lincoln to identify the financial resources required for sustainable asset management based on existing asset inventories, desired levels of service, and projected growth requirements.

This report develops such a financial plan by presenting several scenarios for consideration and culminating with final recommendations. As outlined below, the scenarios presented model different combinations of the following components:

1. The financial requirements for:
 - a. Existing assets
 - b. Existing service levels
 - c. Requirements of contemplated changes in service levels (none identified for this plan)
 - d. Requirements of anticipated growth (none identified for this plan)
2. Use of traditional sources of municipal funds:
 - a. Tax levies
 - b. User fees
 - c. Reserves
 - d. Debt
 - e. Development charges
3. Use of non-traditional sources of municipal funds:
 - a. Reallocated budgets
 - b. Partnerships
 - c. Procurement methods
4. Use of Senior Government Funds:
 - a. CCBF (Canada Community-Building Fund)
 - b. Annual grants

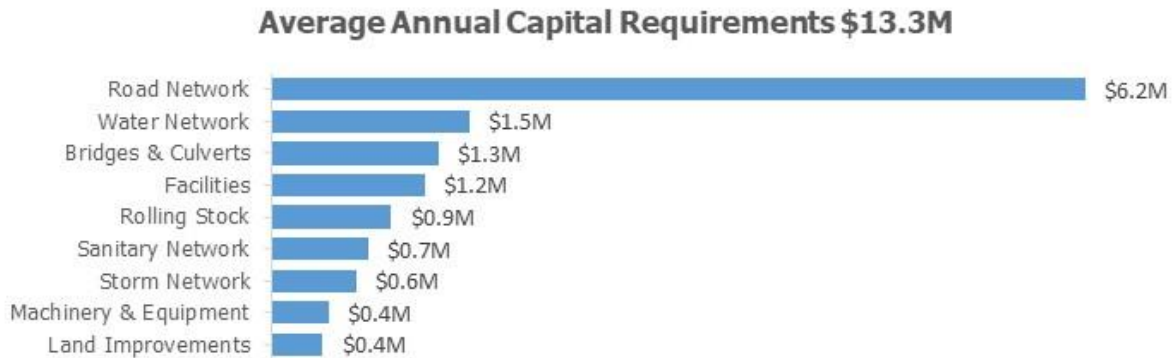
Note: Periodic grants are normally not included due to Provincial requirements for firm commitments. However, if moving a specific project forward is wholly dependent on receiving a one-time grant, the replacement cost included in the financial strategy is the net of such grant being received. If the financial plan component results in a funding shortfall, the province requires the inclusion of a specific plan as to how the impact of the shortfall will be managed. In determining the legitimacy of a funding shortfall, the province may evaluate a Township's approach to the following:

1. In order to reduce financial requirements, consideration has been given to revising service levels downward.
2. All asset management and financial strategies have been considered. For example:
 - a. If a zero-debt policy is in place, is it warranted? If not the use of debt should be considered.
 - b. Do user fees reflect the cost of the applicable service? If not, increased user fees should be considered.

7.1.1 Annual Requirements & Capital Funding

Annual Requirements

The annual requirements represent the amount the Township should allocate annually to each asset category to meet replacement needs as they arise, prevent infrastructure backlogs, and achieve long-term sustainability. In total, the Township must allocate approximately \$13.3 million annually to address capital requirements for the assets included in this AMP.



For most asset categories the annual requirement has been calculated based on a “replacement only” scenario, in which capital costs are only incurred at the construction and replacement of each asset. However, for the Road Network and Bridges & Culverts, lifecycle management strategies have been developed to identify capital costs that are realized through strategic rehabilitation and renewal of the Township’s roads, bridges and culverts. The development of these strategies allows for a comparison of potential cost avoidance if the strategies were to be implemented.

- **Replacement Only Scenario:** Based on the assumption that assets deteriorate and – without regularly scheduled maintenance and rehabilitation – are replaced at the end of their service life.
- **Lifecycle Strategy Scenario:** Based on the assumption that lifecycle activities are performed at strategic intervals to extend the service life of assets until replacement is required

The implementation of a proactive lifecycle strategy can lead to direct and indirect cost savings. Potential cost savings are influenced by current rehabilitation and reconstruction costs, the coordination of projects, and the criticality of the assets. Beyond cost avoidance, having proactive lifecycle strategies can also improve other valuable levels of service to the Township such as lowering health and safety hazards, decreasing the number of complaints received, and meeting public expectations.

Annual Funding Available

Based on a historical analysis of sustainable capital funding sources, the Township is committing approximately \$3.3 million towards capital projects per year. Given the annual capital requirement of \$13.3 million, there is currently a funding gap of \$10.0 million annually.



7.2 Funding Objective

A scenario has been developed that would enable West Lincoln Township to achieve full funding within 1 to 20 years for the following assets:

1. **Tax Funded Assets:** Road Network, Bridges & Culverts, Storm Network, Facilities, Machinery & Equipment, Land Improvements, Rolling Stock
2. **Rate-Funded Assets:** Water Network, Sanitary Network

7.3 Financial Profile: Tax Funded Assets

7.3.1 Current Funding Position

The following tables show, by asset category, West Lincoln Township's average annual capital expenditure requirements, current funding positions, and funding increases required to achieve full funding on tax-funded assets.

Asset Category	Avg. Annual Requirement	Annual Funding Available				Annual Deficit
		To Capital Reserves	CCBF	OCIF	Total Available	
Road Network	\$6,211,000	\$415,000	\$240,000	\$264,000	\$919,000	\$5,292,000
Storm Network	645,000				0	645,000
Bridges & Culverts	1,279,000	165,000	240,000	263,000	668,000	611,000
Facilities	1,175,000	117,000			117,000	1,058,000
Machinery & Equipment	444,000	85,000			85,000	359,000
Land Improvements	395,000	57,000			57,000	338,000
Rolling Stock	918,000	890,000			890,000	28,000
Total	11,067,000	1,729,000	480,000	527,000	2,736,000	8,331,000

The average annual capital expenditure requirement for the above categories is \$11.0 million. Annual revenue currently allocated to these assets for capital purposes is \$2.7 million leaving an annual deficit of \$8.3 million. Put differently, these infrastructure categories are currently funded at 24% of their long-term requirements.

7.3.2 Full Funding Requirements

In 2023, West Lincoln had annual tax revenues of \$10.0 million. As illustrated in the following table, without consideration of any other sources of revenue or cost containment strategies, full funding would require the following tax change over time:

Asset Category	Tax Change Required for Full Funding
Road Network	52.9%
Storm Network	6.5%
Bridges & Culverts	6.1%
Facilities	10.6%
Machinery & Equipment	3.6%
Land Improvements	3.4%
Rolling Stock	0.3%
Total	83.3%

The following changes in costs and/or revenues over the next number of years should also be considered in the financial strategy:

- a) West Lincoln's formula based OCIF grant is scheduled to be \$526,600 in 2023 and \$575,027 in 2024.
- b) West Lincoln's debt payments for these asset categories will be increasing in the short term by \$107,000 over the next 5 years as additional debt is incurred. However, debt payments will be decreasing overall by \$57,000, \$264,000 and \$404,000 over the next 10, 15, and 20 years respectively.

Our recommendations include capturing the above changes and allocating them to the infrastructure deficit outlined above. The table below outlines this concept and presents several options:

	Without Capturing Changes				With Capturing Changes			
	5 Years	10 Years	15 Years	20 Years	5 Years	10 Years	15 Years	20 Years
Infrastructure Deficit	8,331,000	8,331,000	8,331,000	8,331,000	8,331,000	8,331,000	8,331,000	8,331,000
Change in Debt Costs	N/A	N/A	N/A	N/A	N/A	-57,000	-264,000	-404,000
Change in OCIF Grants	N/A	N/A	N/A	N/A	0	0	0	0
Resulting Infrastructure Deficit	8,331,000	8,331,000	8,331,000	8,331,000	8,331,000	8,274,000	8,067,000	7,927,000
Tax Increase Required	83.3%	83.3%	83.3%	83.3%	83.3%	82.7%	80.7%	79.3%
Annually	16.7%	8.3%	5.6%	4.2%	16.7%	8.4%	5.4%	4.0%

7.3.3 Financial Strategy Recommendations

Considering all the above information, the 20-year option is recommended. This involves full capital expenditures (CapEx) funding being achieved over 20 years by:

- a) when realized, reallocating the debt cost reductions to the infrastructure deficit as outlined above.
- b) increasing tax revenue by 4.2% each year for the next 20 years solely for the purpose of phasing in full funding to the asset categories covered in this section of the AMP.
- c) adjusting tax revenue increases in future year(s) when allocations to CapEx exceed or fail to meet budgeted amounts.
- d) allocating the current CCBF (Canada Community-Building Fund) and OCIF (Ontario Community Infrastructure Fund) revenue as outlined previously.
- e) allocating the scheduled OCIF grant increases to the infrastructure deficit as they occur.
- f) increasing existing and future infrastructure budgets by the applicable inflation index on an annual basis in addition to the deficit phase-in.

Notes:

1. As in the past, periodic senior government infrastructure funding will most likely be available during the phase-in period. By Provincial AMP rules, this periodic funding cannot be incorporated into an AMP unless there are firm commitments in place. This plan does incorporate any applicable OCIF formula-based funding since this funding is a multi-year commitment¹¹.
2. Raising tax revenues by the amounts recommended above for infrastructure purposes will be very difficult to do. However, considering a longer phase-in window may have even greater consequences in terms of infrastructure failure.

Although this option achieves full CapEx funding on an annual basis in 20 years and provides financial sustainability over the period modeled, the recommendations do require prioritizing capital projects to fit the resulting annual funding available.

Prioritizing future projects will require the current data to be replaced by condition-based data. Although our recommendations include no further use of debt, the results of the condition-based analysis may require otherwise.

7.4 Financial Profile: Rate Funded Assets

7.41 Current Funding Position

The following tables show, by asset category, West Lincoln's average annual capital expenditures (CapEx) requirements, current funding positions, and funding increases required to achieve full funding on rate-funded assets.

¹¹ The Township should take advantage of all available grant funding programs and transfers from other levels of government. While OCIF has historically been considered a sustainable source of funding, this could change.

Asset Category	Avg. Annual Requirement	Annual Funding Available			Annual Deficit
		Rates	To Operations	Total Available	
Water Network	1,509,000	2,102,000	(1,765,000)	337,000	1,172,000
Sanitary Network	748,000	2,389,000	(2,198,000)	191,000	557,000
Total	2,257,000	4,491,000	(3,963,000)	528,000	1,729,000

The average annual investment requirement for the above categories is \$2.3 million. Annual revenue currently allocated to these assets for capital purposes is \$0.53 million leaving an annual deficit of \$1.7 million. Put differently, these infrastructure categories are currently funded at 23.4% of their long-term requirements.

7.42 Full Funding Requirements

In 2023, West Lincoln had annual water revenues of \$2.1 million and annual sanitary revenues of \$2.4 million. As illustrated in the table below, without consideration of any other sources of revenue, full funding would require the following changes over time:

Asset Category	Rate Change Required for Full Funding
Water Network	55.8%
Sanitary Network	23.3%

The following tables provide multiple options to reach the required level of funding

	Water Network				Sanitary Network			
	5 Years	10 Years	15 Years	20 Years	5 Years	10 Years	15 Years	20 Years
Infrastructure Deficit	1,172,000	1,172,000	1,172,000	1,172,000	557,000	557,000	557,000	557,000
Rate Increase Required	55.8%	55.8%	55.8%	55.8%	23.3%	23.3%	23.3%	23.3%
Annually:	11.2%	5.6%	3.7%	2.8%	4.7%	2.3%	1.6%	1.2%

7.43 Financial Strategy Recommendations

Considering the above information, the 15-year option for both the Water and Sanitary Networks is recommended. This involves full CapEx funding being achieved over 15 years by:

- a) increasing rate revenues by 3.7% for the Water Network and 1.6% for the Sanitary Network each year for the next 15 years.
- b) these rate revenue increases are solely for the purpose of phasing in full funding to the respective asset categories covered in this AMP.
- c) increasing existing and future infrastructure budgets by the applicable inflation index on an annual basis in addition to the deficit phase-in.

Notes:

1. As in the past, periodic senior government infrastructure funding will most likely be available during the phase-in period. This periodic funding should not be incorporated into an AMP unless there are firm commitments in place.
2. Raising rate revenues for infrastructure purposes will be very difficult to do. However, considering a longer phase-in window may have even greater consequences in terms of infrastructure failure.
3. Any increase in rates required for operations would be in addition to the above recommendations.

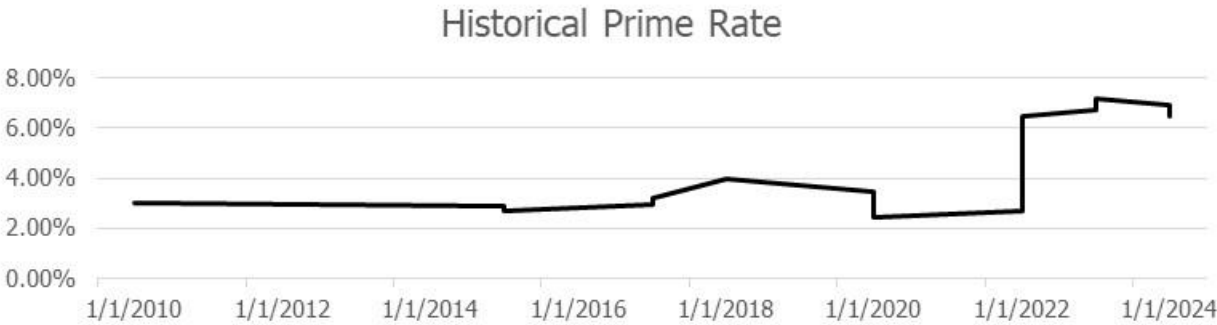
Although this strategy achieves full CapEx funding for rate-funded assets over 15 years, the recommendation does require prioritizing capital projects to fit the annual funding available. Prioritizing future projects will require the current data to be replaced by condition-based data. Although our recommendations include no further use of debt, the results of the condition-based analysis may require otherwise.

7.5 Use of Debt

For reference purposes, the following table outlines the premium paid on a project if financed by debt. For example, a \$1 million project financed at 3.0% over 15 years would result in a 26% premium or \$260,000 of increased costs due to interest payments. For simplicity, the table does not consider the time value of money or the effect of inflation on delayed projects.

Interest Rate	Number of Years Financed					
	5	10	15	20	25	30
7.0%	22%	42%	65%	89%	115%	142%
6.5%	20%	39%	60%	82%	105%	130%
6.0%	19%	36%	54%	74%	96%	118%
5.5%	17%	33%	49%	67%	86%	106%
5.0%	15%	30%	45%	60%	77%	95%
4.5%	14%	26%	40%	54%	69%	84%
4.0%	12%	23%	35%	47%	60%	73%
3.5%	11%	20%	30%	41%	52%	63%
3.0%	9%	17%	26%	34%	44%	53%
2.5%	8%	14%	21%	28%	36%	43%
2.0%	6%	11%	17%	22%	28%	34%
1.5%	5%	8%	12%	16%	21%	25%
1.0%	3%	6%	8%	11%	14%	16%
0.5%	2%	3%	4%	5%	7%	8%
0.0%	0%	0%	0%	0%	0%	0%

It should be noted that current interest rates have been at all-time highs. Sustainable funding models that include debt need to incorporate the potential risk of rising interest rates. The following graph shows where historical lending rates have been:



A change in 15-year rates from 3% to 6% would change the premium from 26% to 54%. Such a change would have a significant impact on a financial plan.

The following tables outline how West Lincoln has historically used debt for investing in the asset categories as listed. There is currently \$19.3M of debt outstanding for the assets covered by this AMP with corresponding principal and interest payments of \$1,295,000, which is within its provincially prescribed maximum of \$2,624,000. Although the tables below refer to tax funded assets, a portion of debt servicing costs are funded through development charges and not solely through the tax levy.

Asset Category	Current Debt Outstanding	Use of Debt in the Last Five Years (\$'000s)				
		2019	2020	2021	2022	2023
Road Network	1,860			900		1,080
Storm Network						
Bridges & Culverts	130					
Facilities	17,309	4,000				1,593
Machinery & Equipment						
Land Improvements						
Rolling Stock						
Total Tax Funded:	\$19,299	\$4,000	\$0	\$900	\$0	\$2,673
Water Network						
Sanitary Network						
Total Rate Funded:	0	0	0	0	0	0

Asset Category	Principal & Interest Payments in the Next Ten Years (\$'000s)						
	2023	2024	2025	2026	2027	2028	2029-2033
Road Network	\$82	\$188	\$183	\$179	\$175	\$171	\$789
Storm Network							
Bridges & Culverts	34	33	32	31	30	15	
Facilities	1,179	1,318	1,291	1,265	1,240	1,216	5,694
Machinery & Equipment							
Land Improvements							
Rolling Stock							
Total Tax Funded:	\$1,295	\$1,359	\$1,506	\$1,475	\$1,445	\$1,402	\$6,483
Water Network							
Sewer Network							
Total Rate Funded:	0	0	0	0	0	0	0

The revenue options outlined in this plan allow West Lincoln to fully fund its long-term non-growth related infrastructure requirements without further use of debt.

7.6 Use of Reserves

7.6.1 Available Reserves

Reserves play a critical role in long-term financial planning. The benefits of having reserves available for infrastructure planning include:

- a) the ability to stabilize tax rates when dealing with variable and sometimes uncontrollable factors
- b) financing one-time or short-term investments
- c) accumulating the funding for significant future infrastructure investments
- d) managing the use of debt
- e) normalizing infrastructure funding requirement

By asset category, the table below outlines the details of the reserves currently available to West Lincoln.

Asset Category	Balance at December 31, 2023
Road Network	2,662,000
Storm Network	-
Bridges & Culverts	581,000
Facilities	881,000
Machinery & Equipment	1,106,000
Land Improvements	176,000
Rolling Stock	1,651,000
Total Tax Funded:	14,742,000
Water Network	1,668,000
Sanitary Network	2,129,000
Total Rate Funded:	3,797,000

The Township has a reserve policy that recommends annual minimum contributions and target balances. The policy needs to continue to be followed and updated on a regular basis.

These reserves are available for use by applicable asset categories during the phase-in period to full funding. This coupled with West Lincoln’s careful use of debt in the past, allows the scenarios to assume that, if required, available reserves and debt capacity can be used for high priority and emergency infrastructure investments in the short- to medium-term.

7.6.2 Recommendation

In 2025, Ontario Regulation 588/17 will require the Township of West Lincoln to integrate proposed levels of service for all asset categories in its asset management plan update. Future planning should reflect adjustments to service levels and their impacts on reserve balances.

8 Appendices

Key Insights

- Appendix A identifies projected 10-year capital requirements for each asset category
- Appendix B includes several maps and images that have been used to visualize the current level of service

Appendix A: 10-Year Capital Requirements

The following tables identify the capital cost requirements for each of the next 10 years to meet projected capital requirements and maintain the current level of service.

Facilities (\$'000s)											
Segment	Backlog	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032
General Government	\$336	\$578	\$439	\$975	\$433	\$647	\$501	\$1,295	\$355	\$653	\$653
Protection Services ¹²	1,413	154	164	161	362	325	163	756	171	282	285
Recreation & Culture Services	2,887	538	568	495	597	1,044	442	1,189	441	664	664
Transportation Services	2,345	105	56	595	59	85	235	608	141	235	235
Total	\$6,981	\$1,375	\$1,227	\$2,226	\$1,451	\$2,101	\$1,341	\$3,848	\$1,108	\$1,834	\$1,837

Machinery & Equipment (\$'000s)											
Segment	Backlog	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032
General Government	\$110	\$66	\$21	\$188	\$97	\$215	\$154	\$87	\$178	\$70	\$260
Protection Services	31			34	33	75	571	97	39	118	123
Recreation & Culture Services	16	8		132	115	106	109	112	94	101	88
Transportation Services	27	15		27	48	48	33	82	6	2	14
Total	\$184	\$89	\$21	\$381	\$293	\$444	\$867	\$378	\$317	\$291	\$485

¹² The new fire station 2 is not included as the station was not yet in service at the time of this report.

Land Improvements (\$'000s)											
Segment	Backlog	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032
Athletic Fields	\$1,673	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$302	\$0	\$0
Parking Lots	37			9		38					
Playgrounds	457							93			
Trails & Pathways	68		11							25	
Total	\$2,235	\$0	\$11	\$9	\$0	\$38	\$0	\$93	\$302	\$25	\$0

Rolling Stock (\$'000s)											
Segment	Backlog	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032
General Government	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Protection Services	\$1,623		\$1,242	\$272		\$74		\$154	\$32	\$1,404	\$68
Recreation & Culture Services	271	100	90		17	41	93	27		20	213
Transportation Services	81	26	388	8	494	208	646	367	69	377	397
Total	\$1,975	\$126	\$1,720	\$280	\$511	\$323	\$739	\$548	\$101	\$1,801	\$678

Water Network (\$'000s)

Segment	Backlog	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032
Hydrants	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Facilities	196				172						
Water Mains											
Water Meters					72	92	72	73	88	72	158
Water Services											
Water Valves					5			21			
Vehicles & Equipment	49	49				26	23	8		53	39
Total	\$245	\$49	\$0	\$0	\$249	\$118	\$95	\$102	\$88	\$125	\$197

Sanitary Network (\$'000s)

Segment	Backlog	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032
Sanitary Laterals	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Sanitary Mains	\$2,653	\$194		\$73		\$74	\$17	\$129	\$32	\$330	\$36
Sanitary Manholes	1,035	125		33		34		35		35	9
Total	\$3,688	\$319	\$0	\$106	\$0	\$108	\$17	\$164	\$32	\$365	\$45

Bridges & Culverts (\$'000s)

Segment	Backlog	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032
Bridges	\$19,452	\$982	\$1,303	\$663	\$985	\$3,790	\$5,391	\$1,065	\$9,314	\$2,390	\$8,442
Culverts	11,481	35	140	645	4,231	1,182	1,478	3,657	1,717	716	2,464
Total	\$30,933	\$2,059	\$1,421	\$1,016	\$5,216	\$4,972	\$6,869	\$4,722	\$11,031	\$1,525	\$10,906

Road Network (\$'000s)

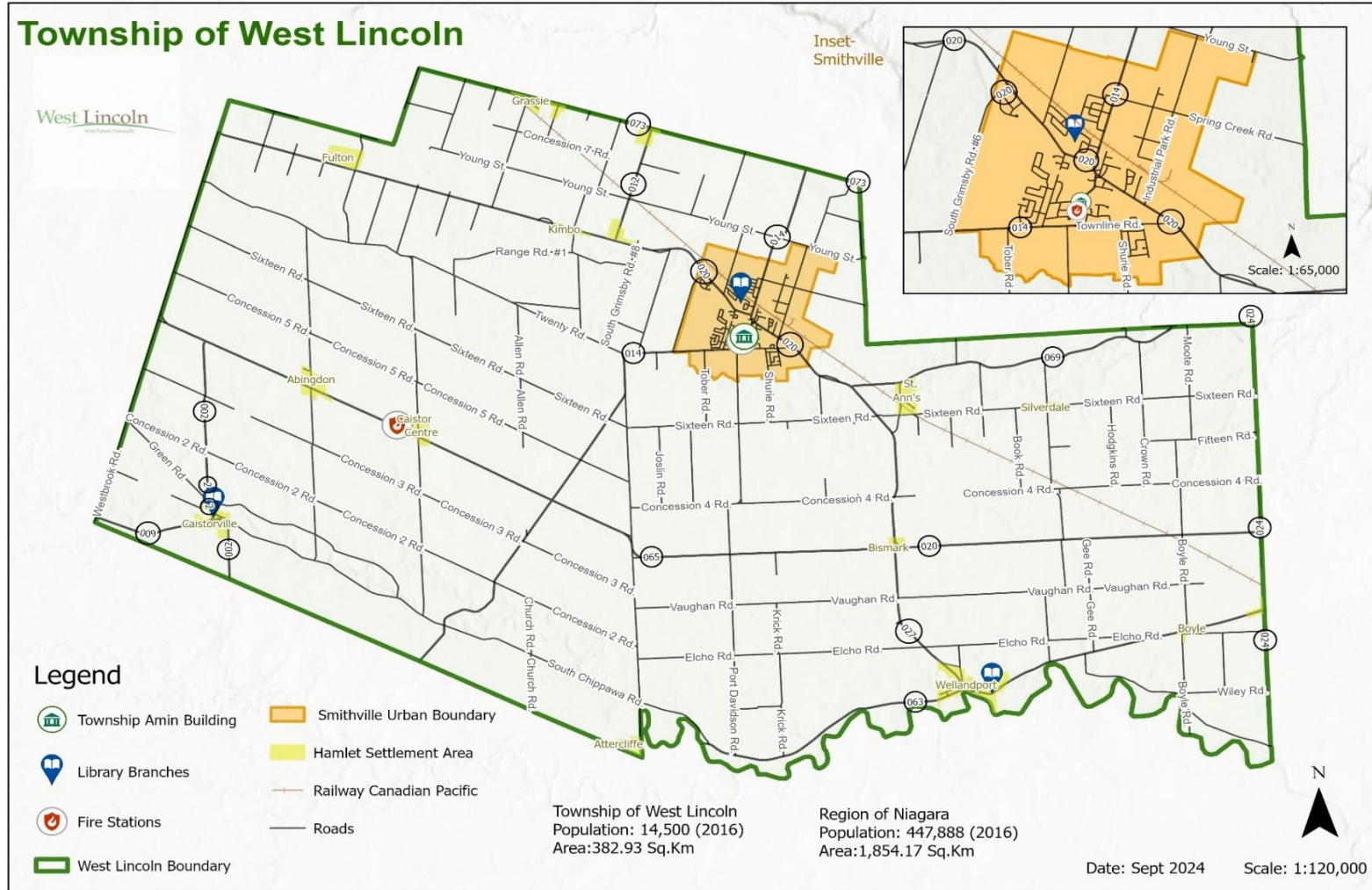
Segment	Backlog	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032
Paved Roads	\$31,920	\$5,122	\$12,534	\$16,887	\$21,129	\$9,457	\$6,408	\$10,537	\$3,039	\$3,744	\$968
Roadside Barriers		162									
Sidewalks	356	22			22	65		29		180	24
Signs & Posts	1		1	22	19	30	31	28	19	30	30
Streetlights				26	26	26	26	27	27	27	27
Unpaved Roads	4,689	90	223	348	1,376					1	
Total	\$36,966	\$5,396	\$12,758	\$17,283	\$22,562	\$9,578	\$6,465	\$10,621	\$3,085	\$3,982	\$1,049

Storm Network (\$'000s)

Segment	Backlog	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032
Mains	\$795	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$33	\$0
Catchbasins	394									10	
Total	\$1,189	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$43	\$0

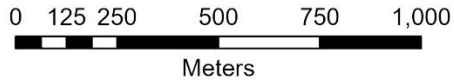
Appendix B: Maps

Roads Network Map



Water Network Map

Township of West Lincoln - Water Network

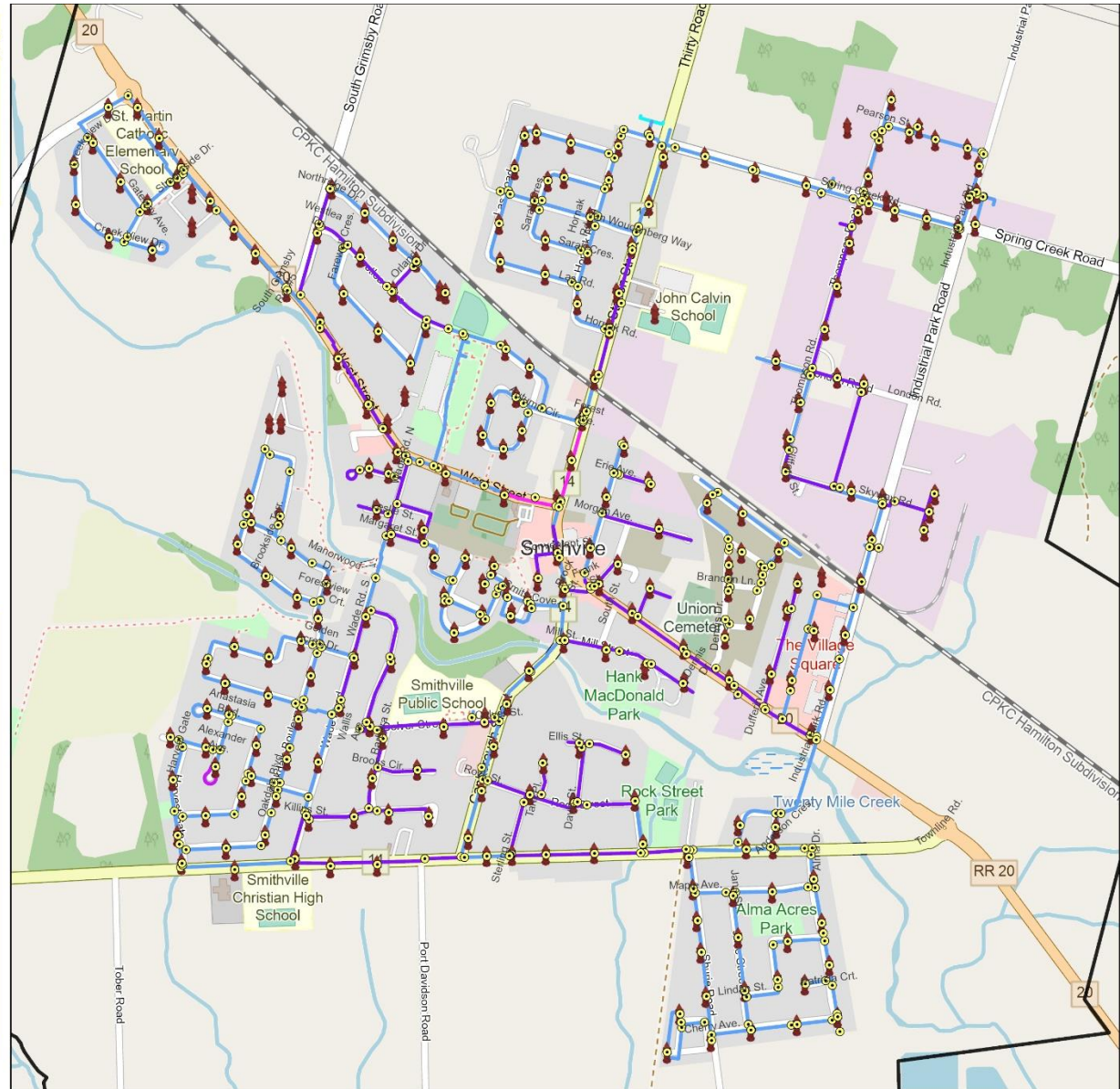


Water Mains

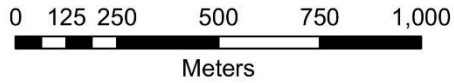
- HDPE
- PVC
- UNK
- AC
- COPP
- Null
- Water Valves
- Hydrants
- Smithville Urban Boundary

Date: Sept 2024

Sanitary Network



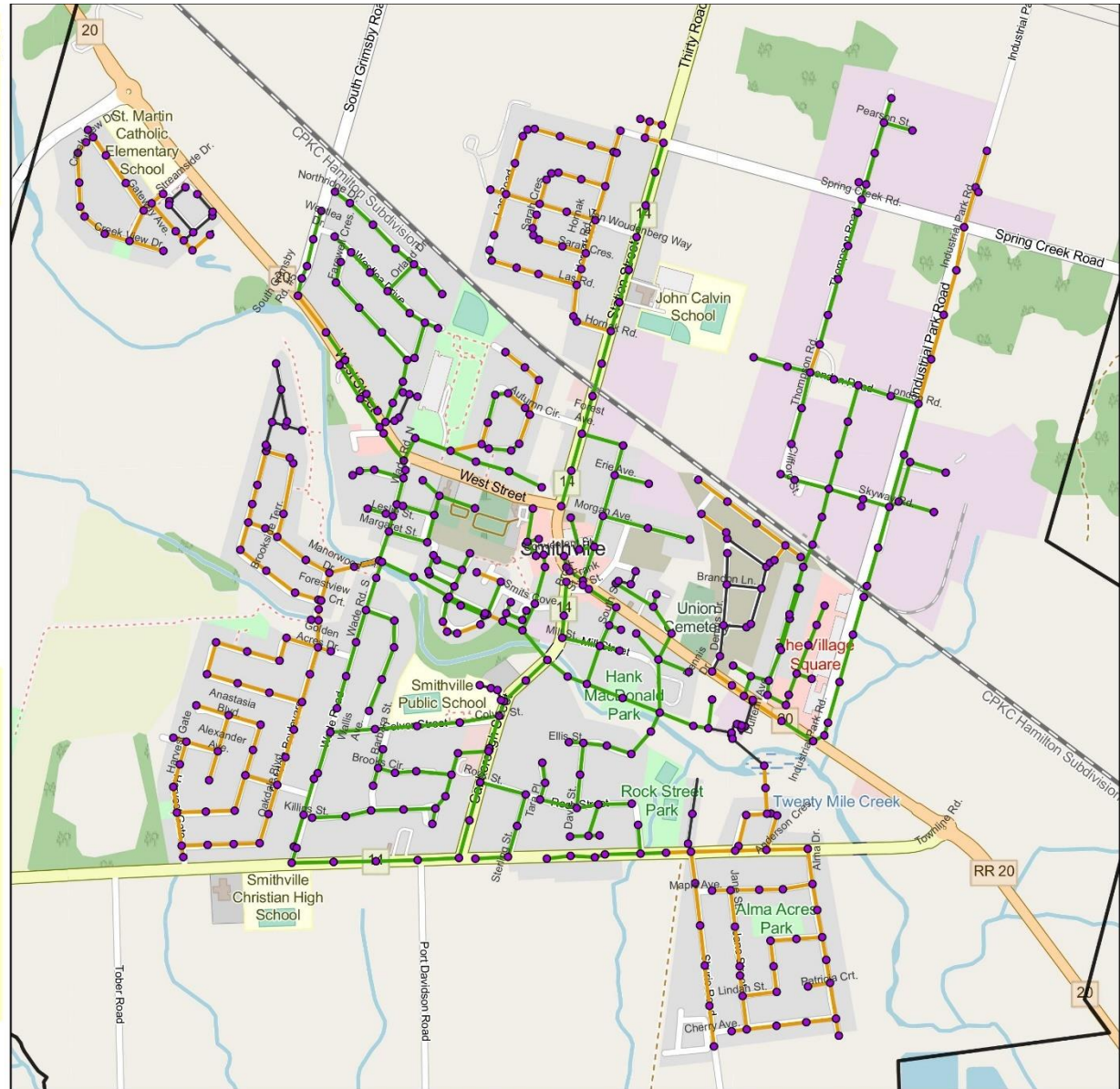
Township of West Lincoln - Sanitary Network



Sanitary Mains

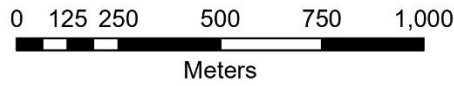
- Concrete
- Polyvinyl Chloride
- Non-Township Mains
- Sanitary Manhole
- Smithville Urban Boundary

Date: Sept 2024



Storm Network - Urban

Township of West Lincoln - Stormwater Network



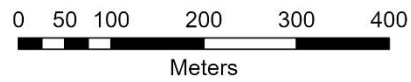
- Smithville Urban Boundary
- Stormwater Mains**
- AC-Asbestos Cement
- CON-Concrete
- CSP-Corrugated Steel Pipe
- HDPE-High Density Polyethylene
- PVC-Polyvinyl Chloride
- Non Township Mains
- Stormwater Manholes
- Stormwater Pond

Date: Sept 2024



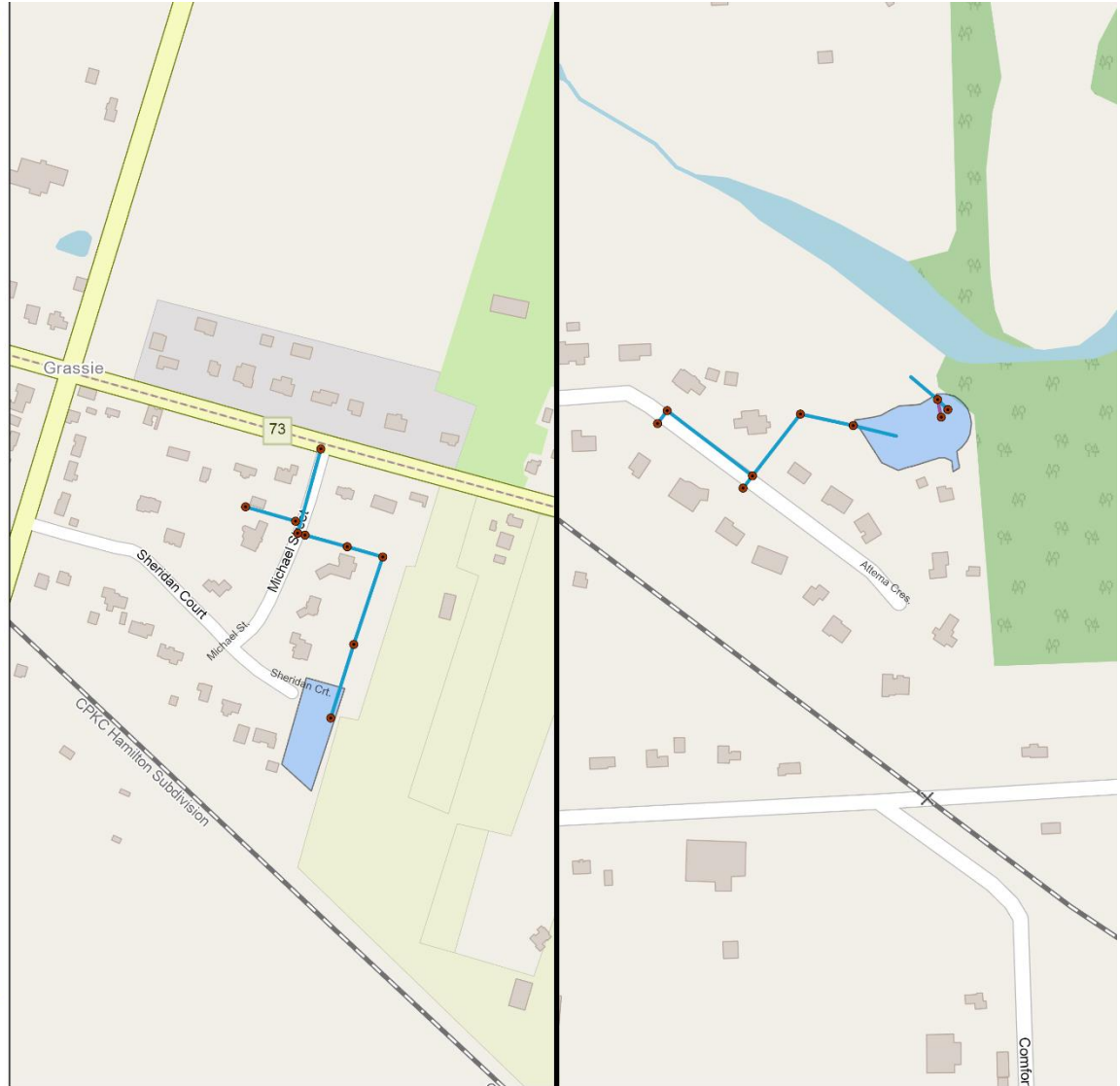
Storm Network – Rural

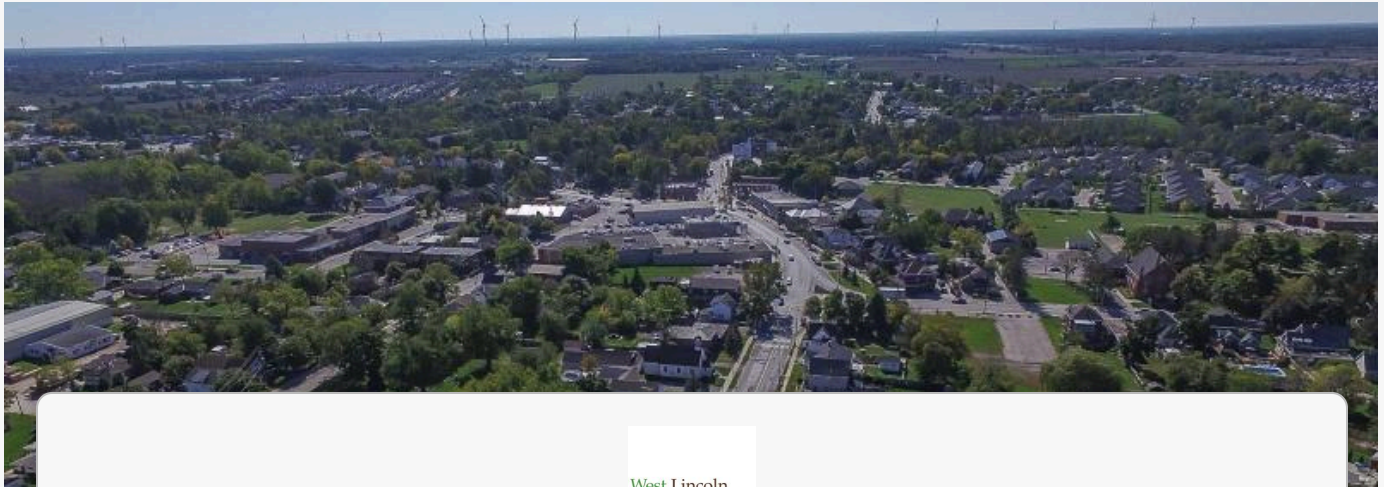
Township of West Lincoln - Stormwater Network (Rural)



- Stormwater Mains**
- AC-Asbestos Cement
 - CON-Concrete
 - CSP-Corrugated Steel Pipe
 - HDPE-High Density Polyethylene
 - PVC-Polyvinyl Chloride
 - Non Township Mains
 - Stormwater Manholes
 - Stormwater Pond

Date: Sept 2024



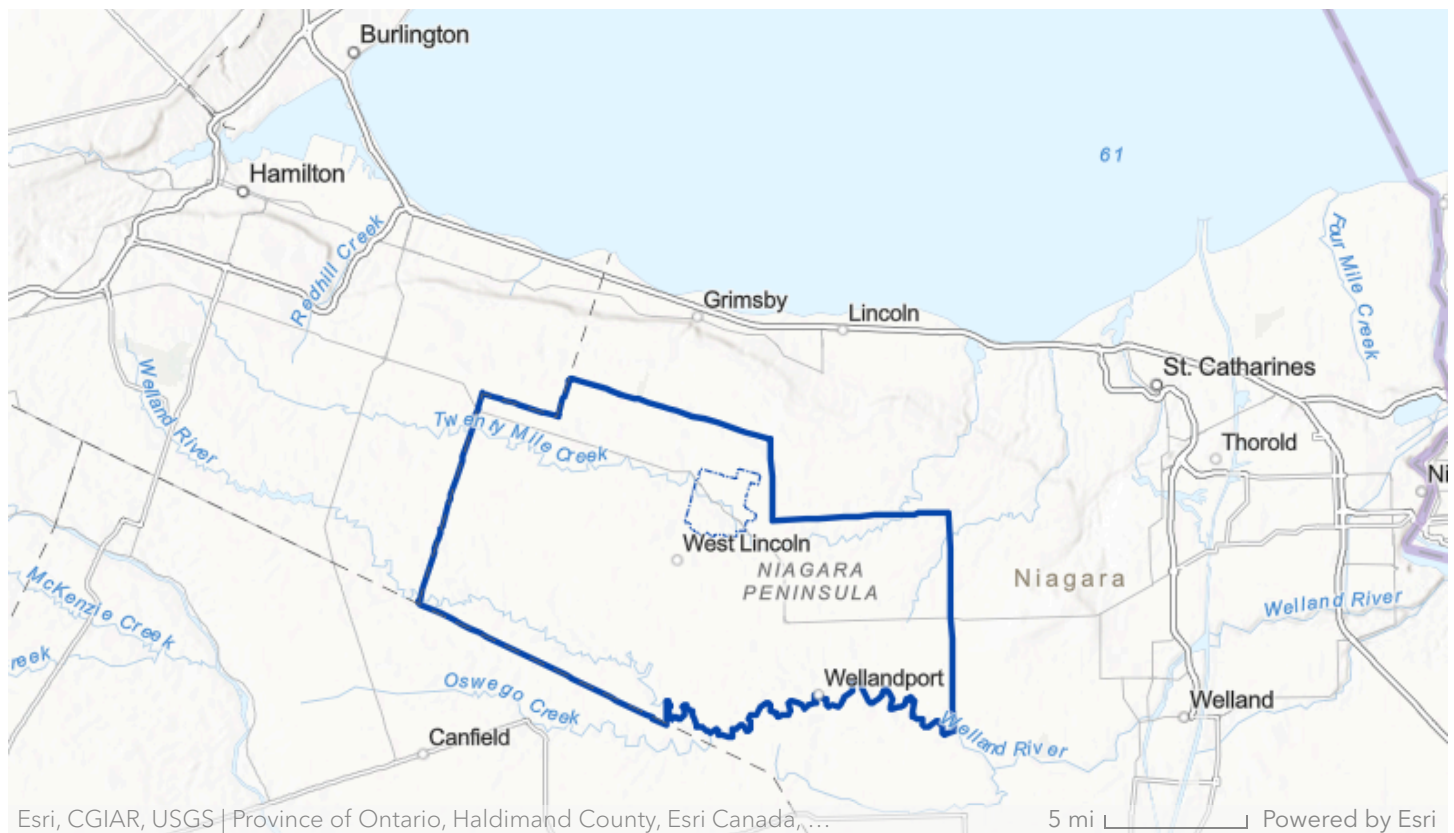


West Lincoln

Township of West Lincoln - 2024 Asset Management Plan

Sri Gurunathan
October 11, 2024

With the development of this AMP the Township has achieved compliance with O. Reg. 588/17 to the extent of the requirements that must be completed by July 1, 2024. There are additional requirements concerning proposed levels of service and growth that must be met by July 1, 2025



Township of West Lincoln

The Township of West Lincoln – the heart of the Niagara Region!

West Lincoln is one of the twelve lower tier municipalities in Niagara Region. We have the largest geographical land base (387.02 sq. kms.) in the region with a population of approximately 15,454 and a growth projection of 38,370 by 2051.

West Lincoln is a progressive municipality known for its strong community spirit, agricultural roots and natural beauty.





Asset Management

Asset management is the systematic process of overseeing and maintaining a community's physical resources – such as infrastructure, facilities, and rolling stocks – to ensure they are effectively utilized and preserved. It involves planning for maintenance, upgrades, and replacements to meet current and future needs. Ultimately, asset management enhances service delivery and improves the quality of life for residents.



Asset Management Plan (AMP)

AMP is a specific document that outlines strategies, actions, and resources needed to manage those assets effectively, including goals, performance measures, and funding requirements.





Importance of AMP

An Asset Management Plan is crucial for making informed decisions that enhance cost efficiency and service delivery while managing risks effectively. It also supports long-term planning and compliance with regulations, ensuring sustainable management of community resources.

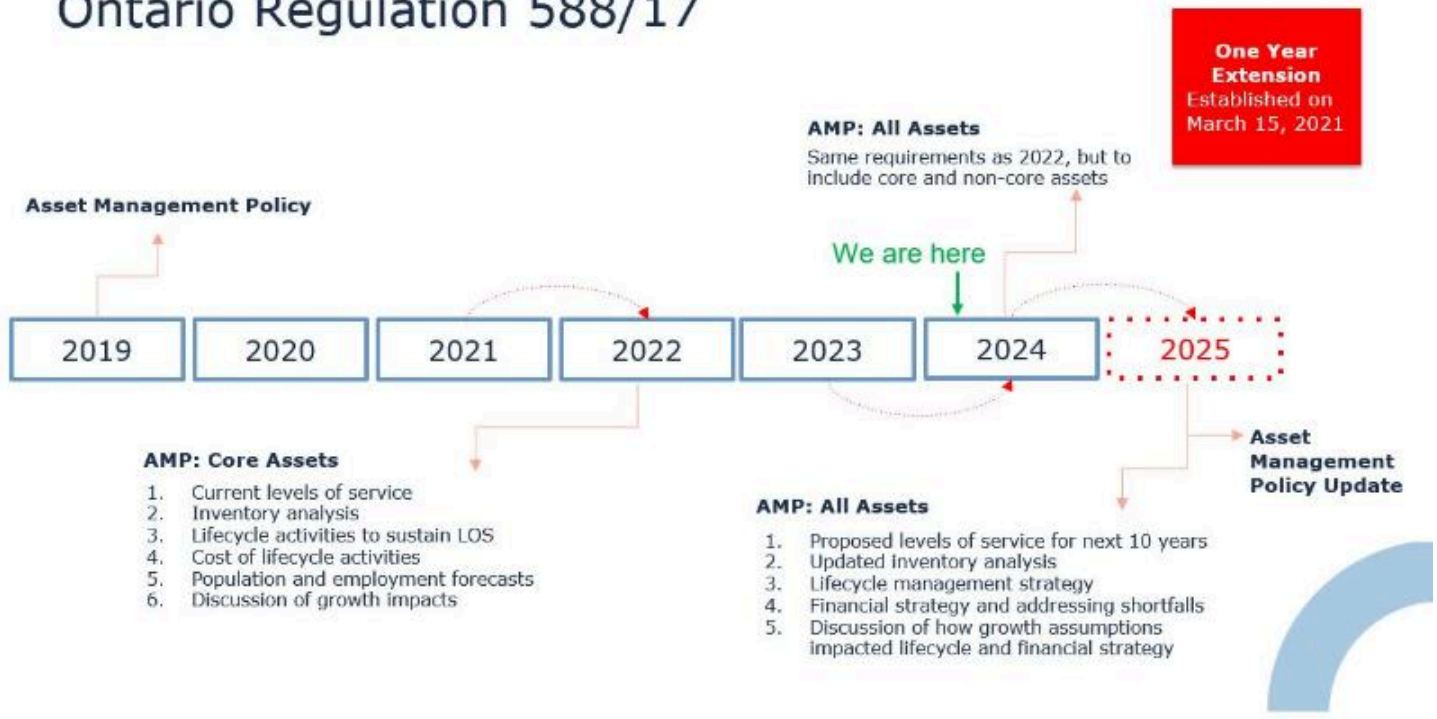


Asset Management = Service Management

Asset management goes beyond the physical items; it also focuses on how effectively those assets support our services.

For example, maintaining a reliable water supply or keeping roads in good condition ensures that residents receive the essential services they depend on.

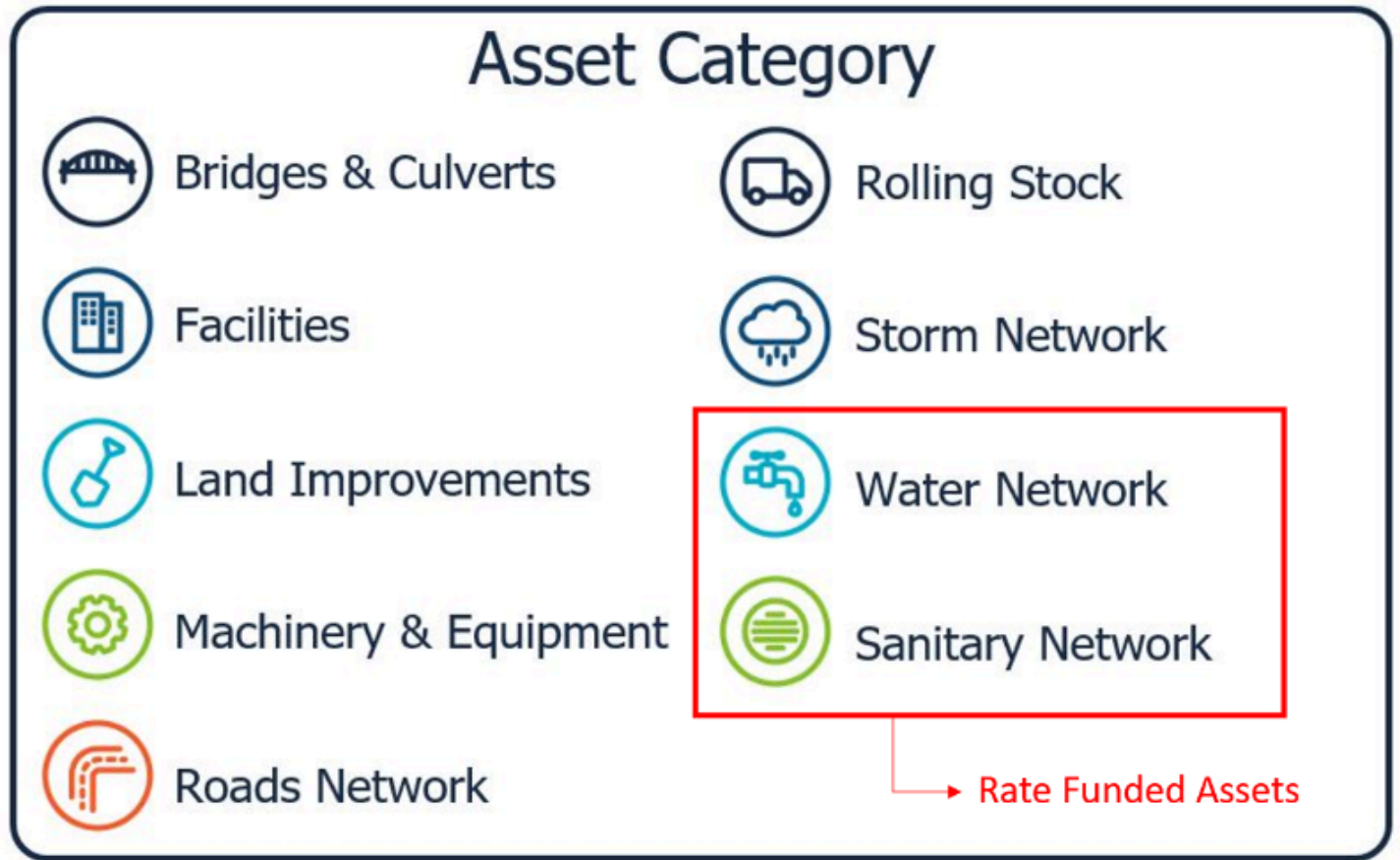
Ontario Regulation 588/17



Regulation 588/17 Overview

- The Ontario government introduced Regulation 588/17 as part of the *Infrastructure for Jobs and Prosperity Act, 2015*.
- This regulation aims to improve how organizations work and create more livable, sustainable communities.
- It is an important requirement for planning and reporting on asset management, focusing on current and future service levels and the costs involved in maintaining them.

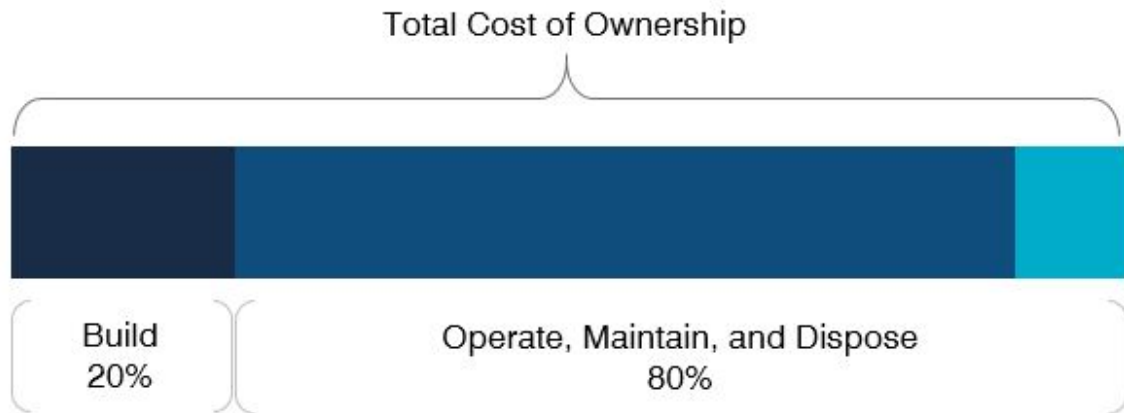
The diagram outlines key reporting requirements under O. Reg 588/17 and the associated timelines.



Asset Categories

This AMP includes 9 asset categories, which are classified into two types:

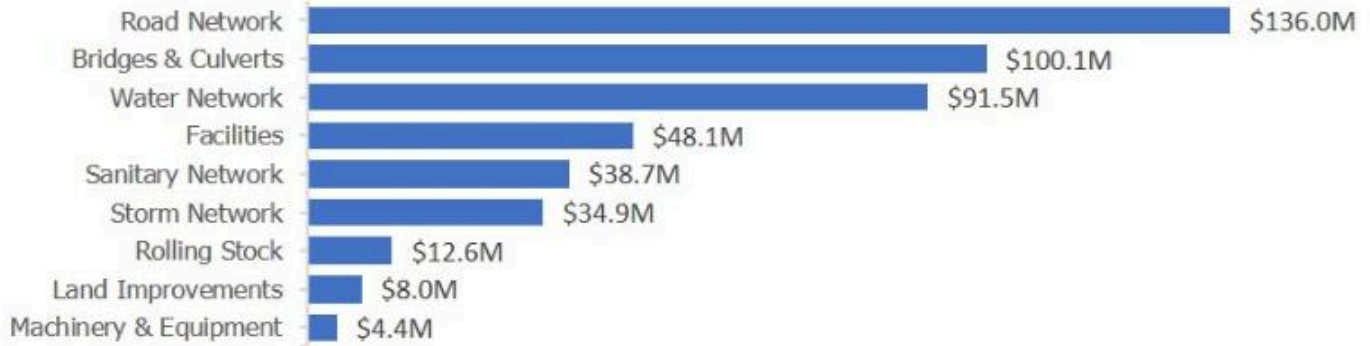
- 7 Tax-Funded asset categories
- 2 Rate-Funded asset categories



Total Cost of Ownership

Capital asset acquisition costs are just 10-20% of total ownership costs. The remaining 80-90% comes from operations and maintenance. This AMP analyzes the capital costs needed for maintaining, rehabilitating, and replacing municipal infrastructure assets.

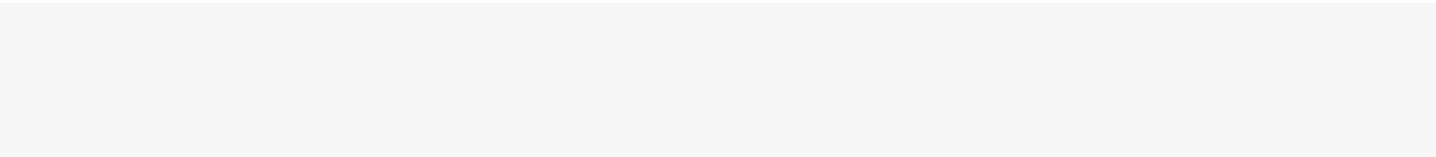
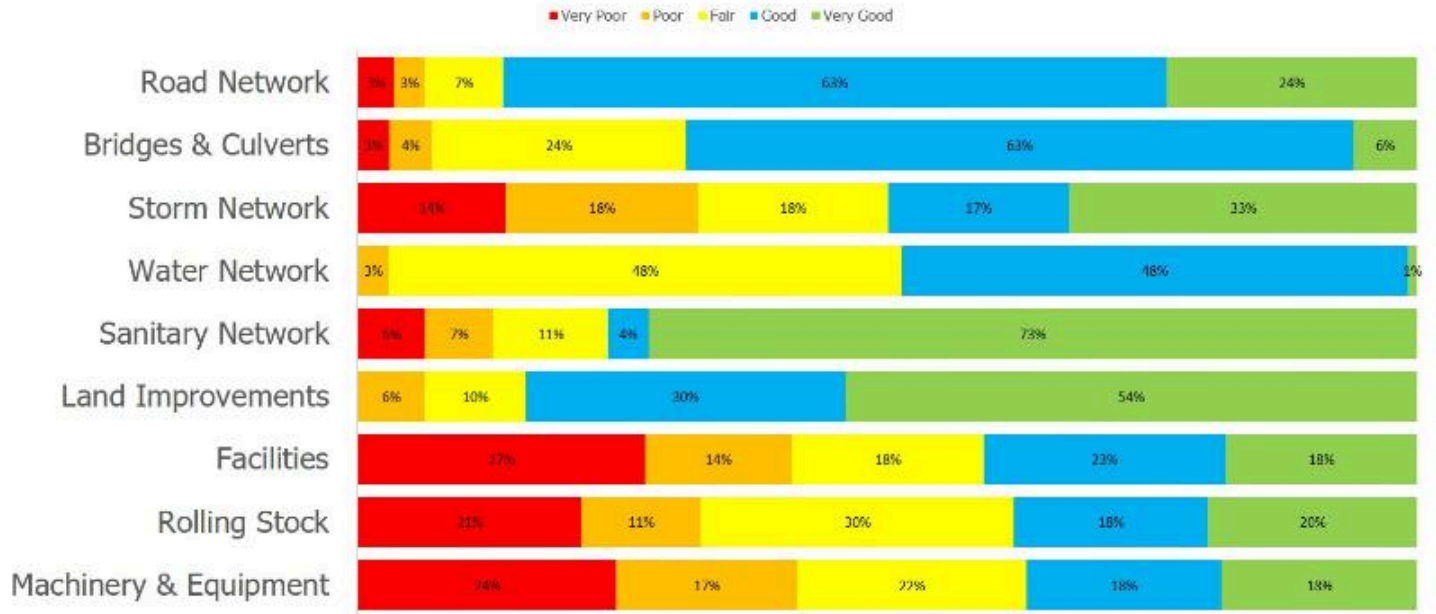
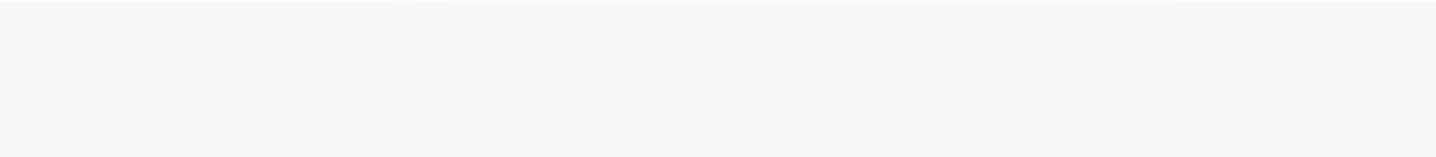
Total Replacement Cost \$474.3M



Valuation of Asset Portfolio – 2023

Replacement cost
per household (2021 Census)
\$87,470

Asset Category	Replacement Cost Method		
	User-Defined	Historical Inflation	Notes
Road Network	100%	0%	Unit costs based on 2022 Pavement Management Study and latest tender prices for all Road assets and inflated to 2023 values
Bridges & Culverts	100%	0%	Unit costs based on 2021 bridge inspections and latest tender prices and inflated to 2023 values
Water Network	100%	0%	Unit costs based on staff estimates and latest tender prices
Sanitary Network	100%	0%	
Storm Network	100%	0%	
Facilities	63%	37%	User-Defined Costs provided by building condition inspections in 2020 and inflated to 2023 values
Rolling Stock	100%	0%	Unit Cost based on departmental staff estimates
Machinery & Equipment	0%	100%	Inflation of historical costs
Land Improvements	0%	100%	Inflation of historical costs

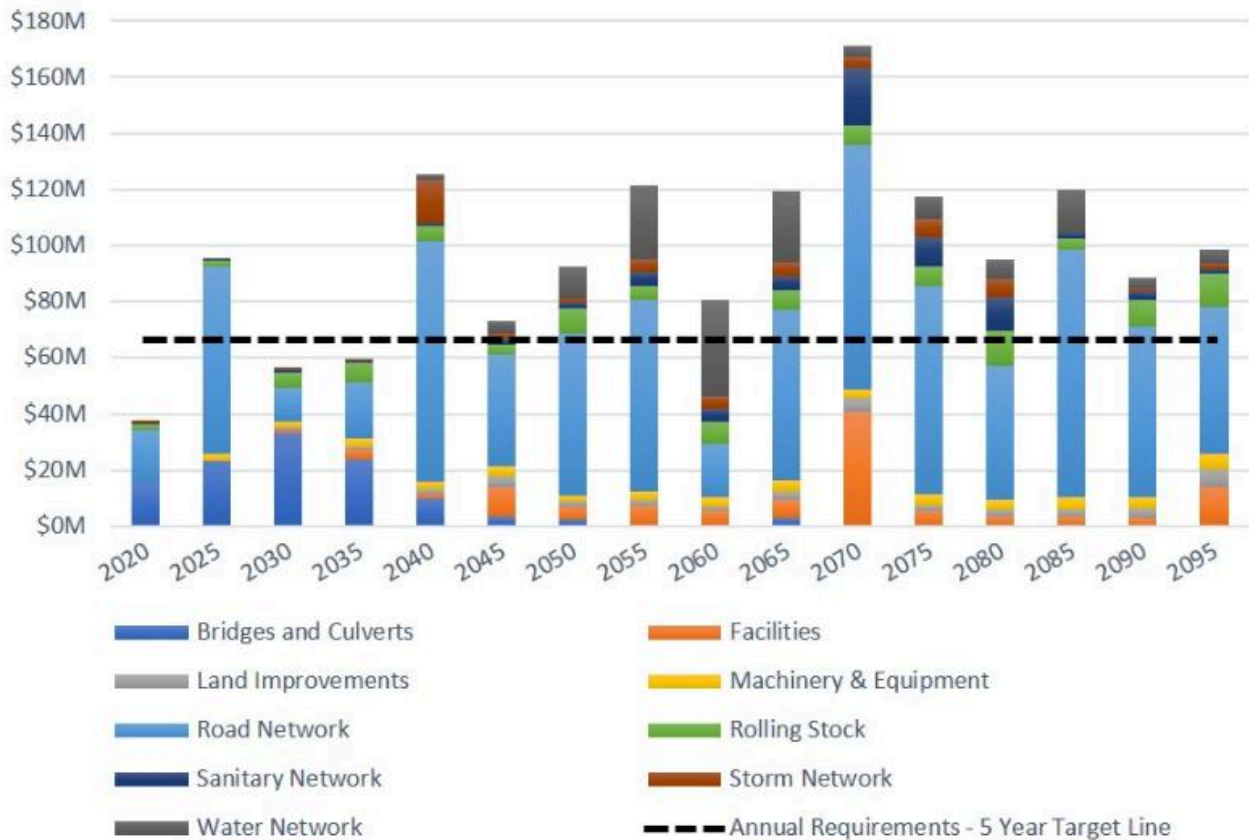


State of the Infrastructure - Condition

95% of assets are in Fair-Very Good Condition

Asset Category	Asset Segment	% of Assets with Assessed Condition	Source of Condition Data
Road Network	Paved & Unpaved Roads	100%	2022 Pavement Management Study
	Other	20%	Public Works Staff Assessments
Bridges & Culverts	All	100%	2021 bridge inspections
Water Network	All	11%	Staff Assessments
Storm Network		0%	Age-Based
Sanitary Network	Sanitary Laterals	0%	2020 CCTV inspections
	Sanitary Mains	96%	
	Sanitary Manholes	84%	
Facilities	All	64%	2020 Building Condition Assessments
Machinery & Equipment	All	0%	Age-Based
Rolling Stock	All	100%	Staff Assessments
Land Improvement	All	9%	Staff Assessments

Average Annual Capital Requirements - \$13.3M



Forecasted Capital Requirements

The graph identifies capital requirements over the next 80 years. This projection is used as it ensures that every asset has gone through one full iteration of replacement. The forecasted requirements are aggregated into 5-year bins and the trend line represents the average 5-year capital requirements.

Asset Type	Annual Capital Requirement	Funding Available	Annual Capital Deficit
Tax-Funded Assets	11,067,000	2,736,000	8,331,000
Rate-Funded Assets	2,257,000	528,000	1,729,000
Total:	13,324,000	3,264,000	10,060,000

Infrastructure Deficit

The financial strategy and its recommendations are based on the capital replacement/rehabilitation needs required to maintain the current levels of service.

Asset Type	Years Until Full Funding	Average Annual Tax/Rate Change
Tax-Funded Assets	20 Years	4.2%
Rate-Funded: Water Assets	15 Years	3.7%
Rate-Funded: Wastewater Assets	15 Years	1.6%

Doesn't include O&M or Growth

Financial Strategy

- Both sustainable and one-time grants/transfers will continue to be an essential source of revenue for investment in capital infrastructure
- Assumes no new debt will be taken on to pay for existing infrastructure
- Adjustments to taxes/rates should be supplemented with project prioritization and evaluation of desired level of service

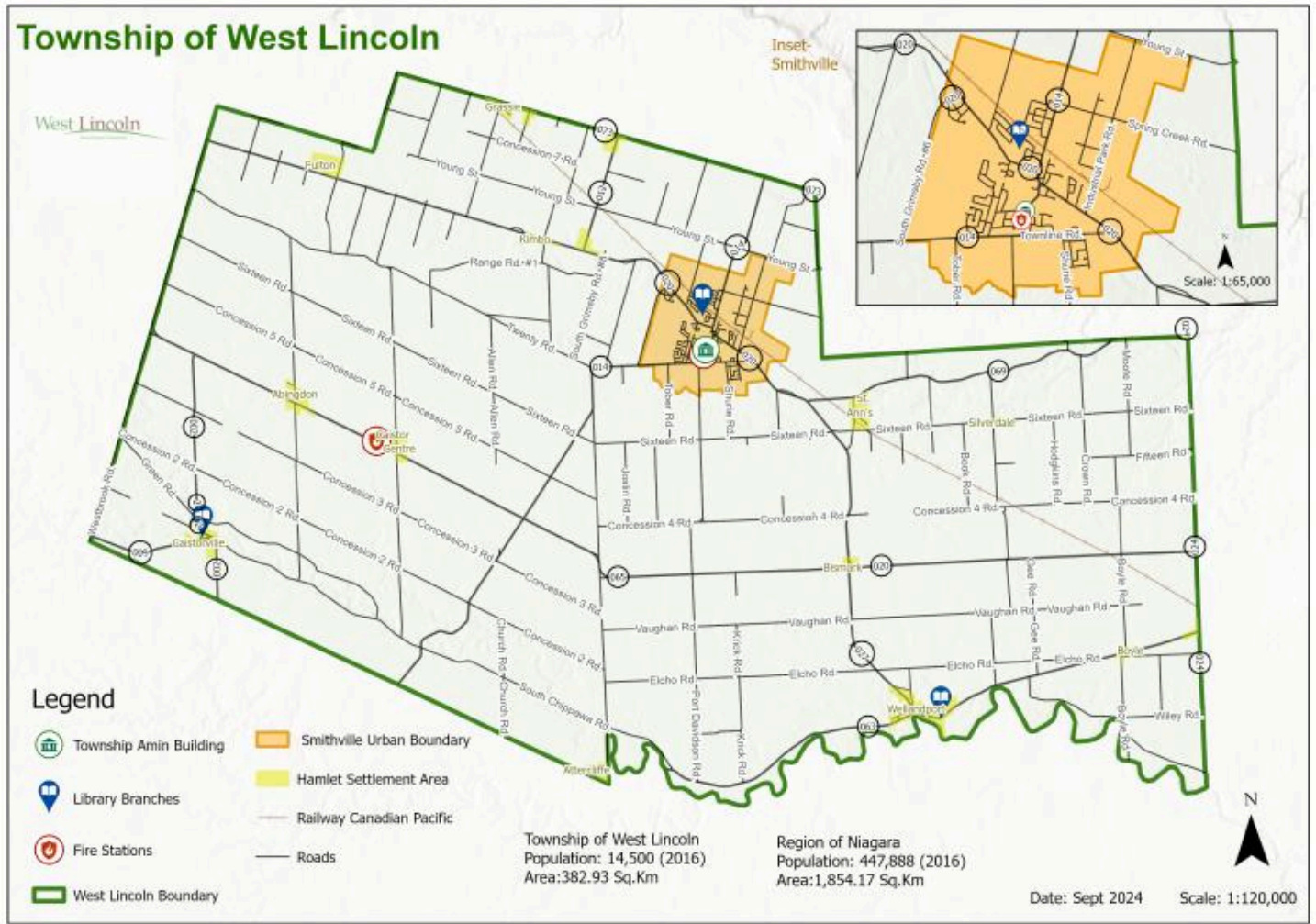




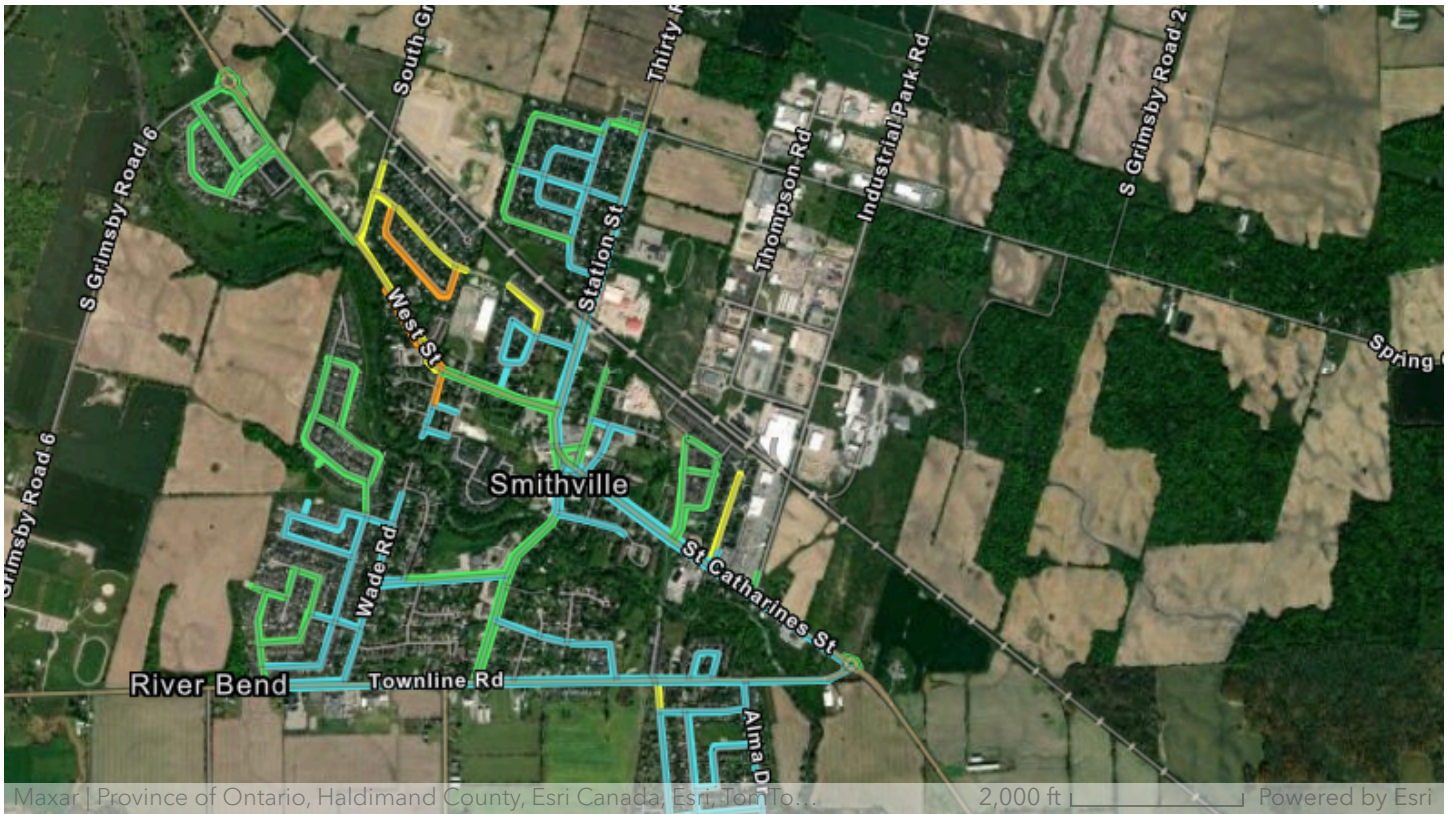
Next Steps

1. Continue to operationalize AMP findings in Citywide and update database regularly.
2. Track Current Levels of Service and evaluate Proposed Levels of Service.

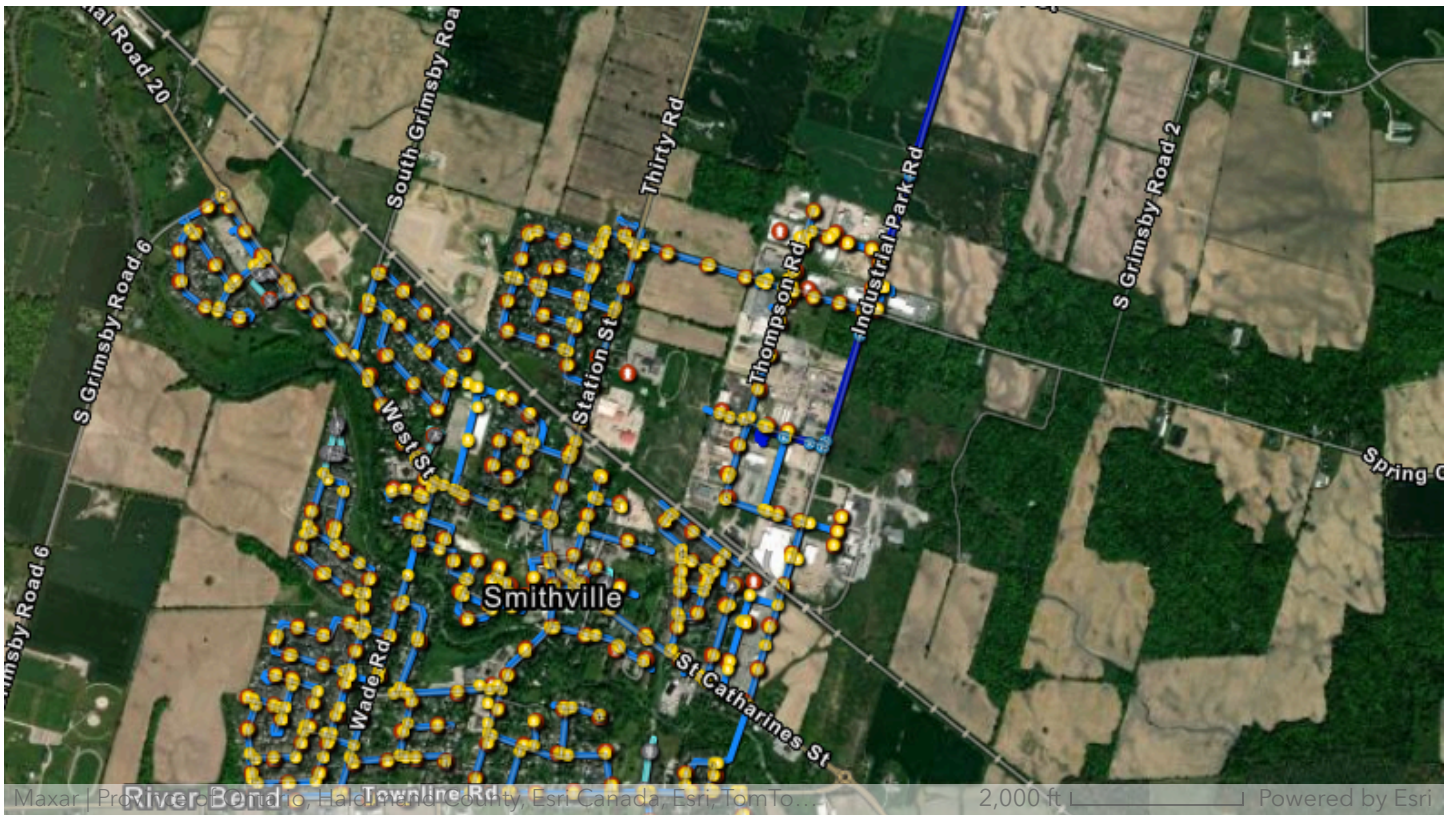
Asset Maps



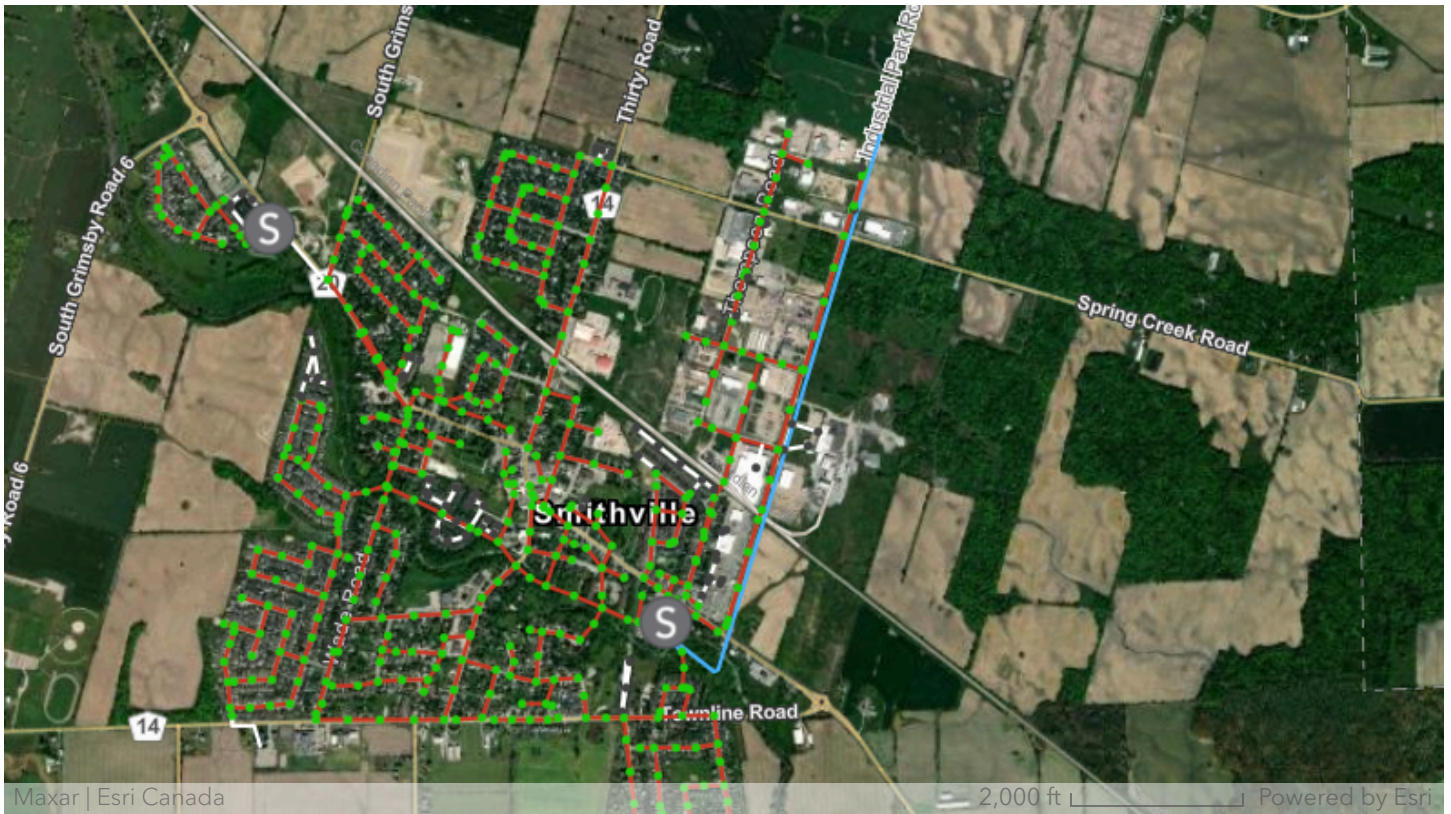
Township of West Lincoln



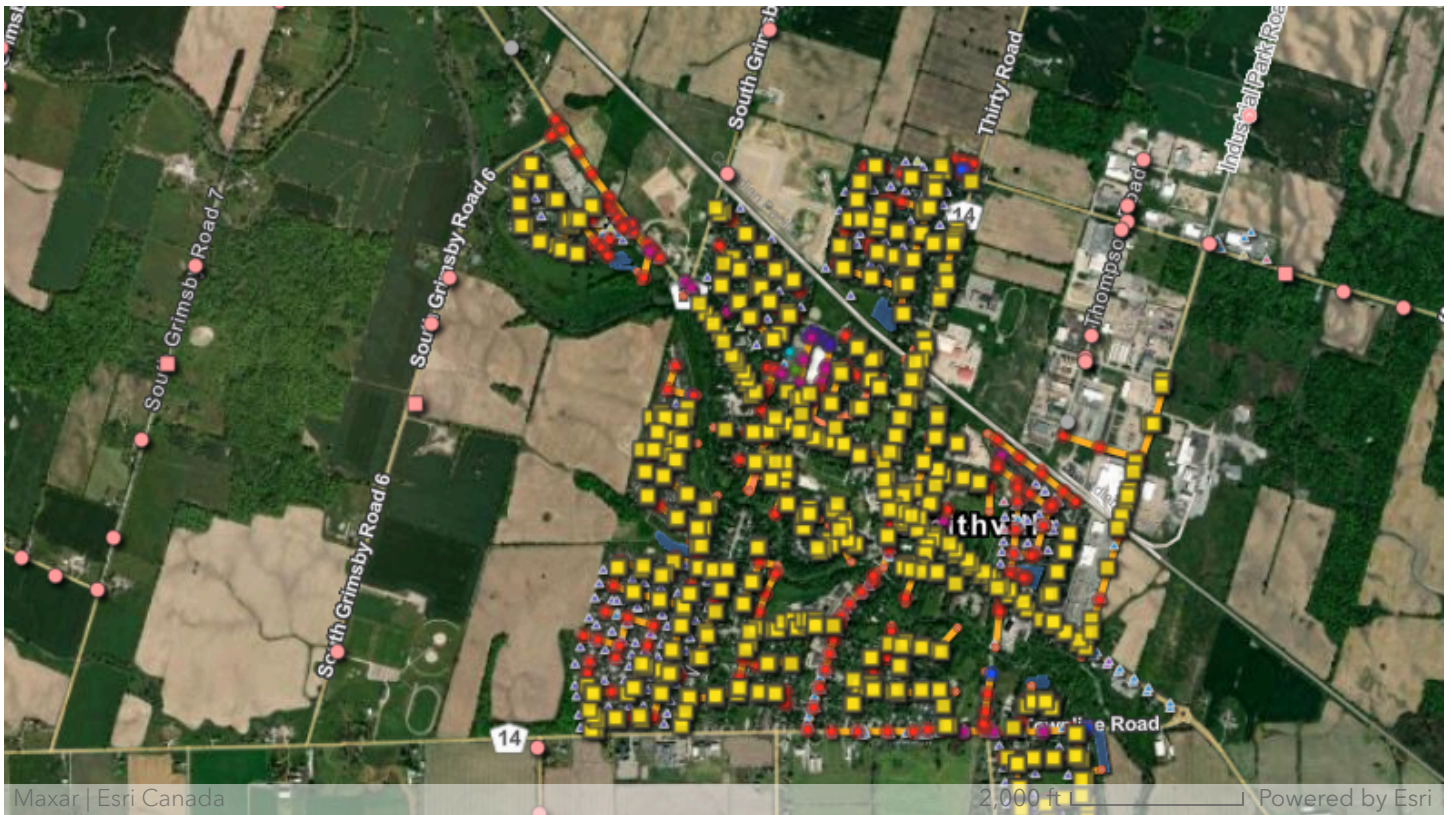
West Lincoln Sidewalk Inspection



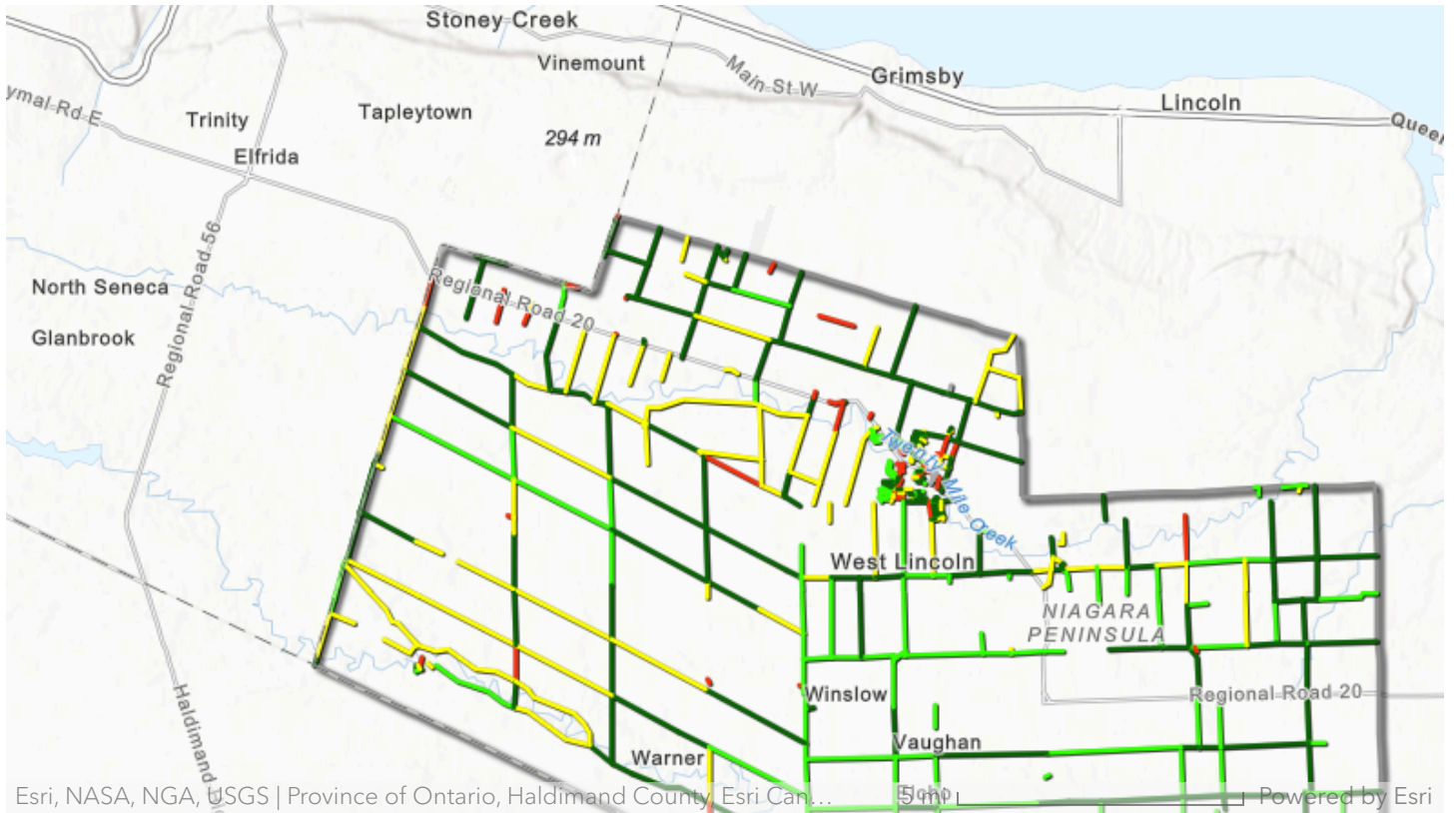
West Lincoln Water Valve & Hydrant



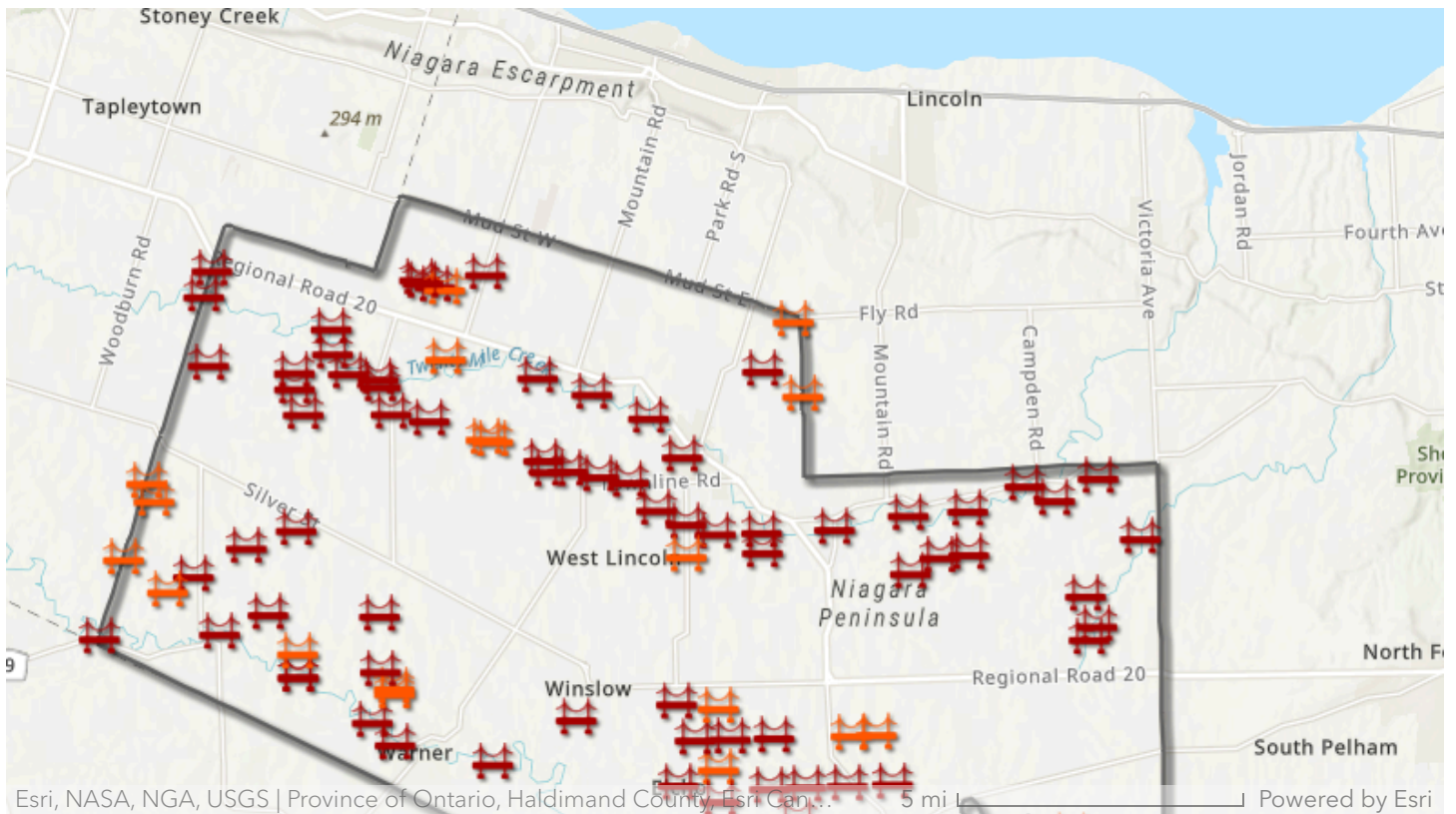
West Lincoln Sanitary



West Lincoln Stormwater



Pavement Management study



Bridges and Culverts

DATE: October 21, 2024
REPORT NO: WLFD-14-2024
SUBJECT: **Monthly Update – September 2024**
CONTACT: Dennis Fisher, Fire Chief

OVERVIEW:

- This report will address September 2024 fire responses and activities.

RECOMMENDATION:

That, Information Report WLFD-14-2024 titled “Monthly Update – September 2024”, dated October 21, 2024, be received for information.

ALIGNMENT TO STRATEGIC PLAN:

Theme #1 and #4

- **Build** – a safe, connected, caring and active community
- **Advance** – organizational capacity and effectiveness

CURRENT SITUATION:

Emergency Response Calls: See Attached Schedule “A”.

New Recruits: Staff will be conducting interviews over the next few weeks

Promotions: No promotions

Station 2 Progress:

- Station # 2 Public Open House breakfast was held on Saturday Sept 28, 2024 from 9am till noon. The event was well attended
- A few deficiencies left to be completed
- Demolition of old Fire Station # 2 - an on-site meeting with York 1 Demolition was held, locates have been completed just waiting for gas and hydro disconnects to be completed.

Training:

- Hose Advancement
- Live fire training (Grimsby training Centre over two weekends)
- OMERS Presentation to all firefighters – Donna DeFilippis and Katelyn Repovs
- Driver training on going

Fire Prevention:

- Station # 2 Open House
Ongoing Fire Plan reviews

Apparatus Fleet:

- Nothing to report

Fire Department Activities:

- Legion Bike Rally Night – Public Education
- Station # 2 Open House
- Niagara Regional Chief Golf tournament fundraiser for Wellspring
- Station # 1 – food both at the West Niagara Fair

FINANCIAL IMPLICATIONS:

There are no financial implications with this report.

INTER-DEPARTMENTAL COMMENTS:

This report was reviewed by the Director of Finance. CAO and the Clerks Department.

CONCLUSION:

This report is to inform Committee and Council of the September 2024 operations of the Fire Service

Prepared & Submitted by:

Dennis Fisher
Fire Chief/CEMC

Approved by:

Truper McBride
CAO

Jurisdiction

WEST LINCOLN

2024 MONTHLY DISPATCHES BY DETERMINANT

Determinant Group	January	February	March	April	May	June	July	August	September	October	November	December	Total
Burning Complaint	1			2	1		1	2					7
Carbon Monoxide	1		2	1			2						6
Emergency Assistance	3		1		2	1	2						9
Grass/Tree/Brush Fire			2	2	1		1			1			7
Hazmat			1				1						2
Medical	6	5	8	3	7	8	11	8		5			61
MVCs	9	3	12	4	9	8	11	6		9			71
Non-Emergency Assistance		1		1	2								4
Non-Emergency Medical													
Other Fire			1		1								2
Preliminary Assignment	1												1
Remote Alarm	4	1	2	2	3	2	2	3		3			22
Rescue													
Structure Fire	1			1	1	2	2	1		2			10
Unknown 911													
Vehicle Fire			1			2	1			2			6
Water Rescue													
Total Responses within Municipality	26	10	30	16	27	23	34	20	22				208

WEST LINCOLN

17

Year-to-Date Responses Out of Area

208

Total Events This Year

DATE: October 21, 2024
REPORT NO: HR-01-2024
SUBJECT: **After Hours Emergency Phone Procedure**
CONTACT: Janine Buffo, Human Resources Advisor
Justin Paylove, Acting Director of Legislative Services/Clerk

OVERVIEW:

- At the September 16, 2024 Administration/Finance/Fire Committee meeting administration was directed to report back for clarification on the operation of the phone system during an office closure, specifically the Christmas break, and how calls from residents are retrieved or routed for snow events or other emergency operations during the winter season.
- Accordingly, administration has outlined the procedures that are used for contacting staff after hours and/or when the Township office is closed.

RECOMMENDATION:

That Information Report HR-01-2024 titled “After Hours Emergency Phone System Procedure”, dated October 21, 2024, be received.

ALIGNMENT TO STRATEGIC PLAN:

Theme #4 – Foundational: Advance Organizational Capacity and Effectiveness

BACKGROUND:

At the September 16th 2024 Administration/Finance/Fire Committee Meeting, Council received Recommendation Report C-05-2024 titled “Township Hours of Operation for Winter Break – 2024”. This report is being brought to Council in response to the request for clarification on the operation of the phone system during an office closure, specifically the Christmas break, and how calls from residents are retrieved or routed for snow events or other emergency operations during the winter season.

Council approved the following resolutions on September 16, 2024:

*“That, Recommendation Report C-05-2024, titled “Township Hours of Operation for Winter Break - 2024”, dated September 16, 2024, be received; and
That, the following Winter Break operating schedule be approved:
That, the Township Administration Building be closed on December 27, 30 and 31, 2024 (office closed for the period between December 24, 2024 to and including January 1, 2025); and,
That, the Public Works Yard remain open on December 27, 30 and 31, 2024; and
That, the West Lincoln Community Centre remain open, subject to program scheduling, from December 24, 2024 to January 1, 2025 inclusive, with the exception of December 25, 2024.”*

Council also passed the following amending resolution:

“That, administration return with a report to the next Administration/Finance/Fire Committee meeting that provides further clarity on the emergency phone system.”

CURRENT SITUATION:

If a call is placed to the Township when the office is closed, the caller will be given the option to either leave a message for a specific employee at their extension, or they can choose to hear the after-hours emergency contact information. The after-hours emergency contact is routed to the Niagara Region dispatch number, where they can report their concern or emergency. The Niagara Region dispatch phone line is monitored 24 hours a day, 7 days a week. Once a call is received it is dispatched immediately to the appropriate West Lincoln employee who is on call during that time, within the appropriate department; Roads, Water, Wastewater, Parks and Recreation, and Other.

The following recording is played when the Township office is closed.

“Thank you for calling the Township of West Lincoln, unfortunately our offices are now closed.

If you know the extension of the person you are calling and would like to leave a message, please dial it now.

Our office hours are 9 – 4:30 Monday to Friday.

- 3 – After-hours emergency (Niagara Region Dispatch contact information)
- 0 – leave a message in General Mailbox
- 2 – Staff Directory
- 4 – Public Works – 5139 (PW Secretary)
- 5 – Arena – 4688 – (Front Desk)”

During the Christmas closure, the message will be modified to indicate the number of days that the Township office is closed, so the public has a sense as to when they can expect a return call.

Administration has also reviewed the contractual obligations of the Township to both Union and Non-union employees, to confirm that this closure is in compliance with the Collective Agreement, as well as Employment Standards Act, 2000.

In 2023, the Township changed phone systems at all facilities. This new phone system is cloud based, which offers a “softphone” feature. This means that Township extensions can be answered through any device that has internet, for example a cell phone or a laptop. This application allows for every employee with a phone line to answer their phone via the internet, which includes the ability to receive and monitor calls during an emergency.

FINANCIAL IMPLICATIONS:

There are no financial implications to the municipality with respect to the emergency phone procedure. Report C-05-2024 outlined that during the Winter Break closure, impacted employees will use either a vacation day, lieu day, or take the time off without pay. This is communicated well in advance of the holiday closure, to ensure every employee has the opportunity to plan their vacations accordingly.

INTER-DEPARTMENTAL COMMENTS:

This report was reviewed by the CAO and the Clerk.

CONCLUSION:

Administration is satisfied that the after-hours phone message provides the required information to connect residents with Niagara Region dispatch which is monitored 24/7 and has the up to date information as to how to route calls within West Lincoln.

Prepared & Submitted by:

**Janine Buffo
Human Resources Advisor**

Approved by:

**Truper McBride
CAO**