Corporation of the City of Cambridge
Council Meeting
Agenda

Date: Tuesday, April 30, 2024, 6:30 p.m.
Location: Council Chambers

To increase delegate accessibility, this meeting will be held as a hybrid meeting with both in-person and virtual attendance options. Register to appear as a delegation by visiting: https://forms.cambridge.ca/Delegation-Request-Form. Members of the public can choose to delegate in-person or by telephone. Alternative formats and communication supports are available upon request.

Members of the public wishing to speak at Council may complete the Delegation Request Form no later than 12:00 p.m. on the day of the meeting for Council Meetings occurring at 6:30 p.m.

All written delegation submissions will form part of the public record.

1. Meeting Called to Order
2. Indigenous Territory Acknowledgement
3. Disclosure of Pecuniary Interest
4. Presentations
   4.1 Rachel Fraser, Manager of Recreation, Sports and Culture re: 24-064-CD Community Grants

5. Delegations and Consideration of Related Reports
   5.1 Lillo Ognibene re: Motion re: Water Billing
   5.2 Aderita Darcy re: Motion re: Water Billing
   5.3 Kayla Andrade re: re: Motion re: Water Billing
   5.4 Sonia Bordadagua re: Motion re: Water Billing

6. Closed Session
THAT in accordance with section 239 (2) (e), (f) and (k) of the Municipal Act, 2001, Council to convene in Closed Session to consider the following subject matters:
(e) litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board (Confidential Litigation Update);

(f) advice that is subject to solicitor-client privilege, including communications necessary for that purpose (Confidential Litigation Update);

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

7. **Rise from Closed**

8. **Consent Agenda**
The Consent Agenda groups reports together that are of a routine nature and provides opportunity to vote on one motion rather than separate motions. However, Staff may not be in attendance to respond to queries on items contained in the Consent Agenda. Council Members wishing to pull an item from Consent Procedure should notify the City Clerk. Members will also have the opportunity to pull the item at the Meeting.

8.1 Council Meeting Minutes - April 16, 2024 13 - 25

8.2 Statutory Public Meeting Minutes - April 16, 2024 26 - 28

8.3 Council Information Package - April 19, 2024 29 - 183

8.4 24-007-CRS 2023 Year End Report on Investments 184 - 194

8.5 24-020-CRS Development Charges Statement for the Year Ended December 31, 2023 195 - 219

9. **Consideration of Reports**

9.1 Community Development

9.1.1 24-064-CD Community Grants 220 - 232

9.1.2 24-061-CD Soccer Complex Fieldhouse Naming Rights & Sponsorship Agreement 233 - 237

9.1.3 24-059-CD Notice of Intention to Designate the Stone Residence at 201 Water St S 238 - 249

9.1.4 24-058-CD: 79 Old Mill Road, Heritage Permit Application, Request to Erect a Permanent Structure within the Blair Village Heritage Conservation District 250 - 275

9.2 Corporate Services

9.2.1 24-025-CRS 2023 Development Charges Background Study & By-law 276 - 686

9.3 Corporate Enterprise

9.4 Infrastructure Services

9.4.1 24-005-IFS Water and Wastewater Long-Range Financial Plan 2025-2034 687 - 728
10. Other Business

11. Motions

11.1 Motion re: Water Billing

*This Motion was introduced at the April 16, 2024, Council Meeting and will be discussed at the April 30, 2024 Council Meeting.*

12. Notices of Motion

13. Correspondence

13.1 Jennifer Roswell and Gregory Quinnell re: Motion re: Water Billing

13.2 Steve Reis re: Motion re: Water Billing

13.3 Sonia and Hendrik Geesink re: Motion re: Water Billing

14. Motion to Receive and File

15. Consideration of By-laws

*Please note that by-laws 24-040, 24-041, 24-042, 24-043, 24-044, 24-045, 24-046 and 24-047 are attached as Appendix B to report 24-025-CRS Development Charges Background Study and By-law on pages 471 to 686*

THAT the following by-laws listed under the heading of Introduction and Consideration of By-laws be enacted and passed:

- 24-040 Being a by-law to impose certain Development Charges in the Corporation of the City of Cambridge pursuant to the Development Charges Act, S.O., 1997, c. 27, as amended (Fire Protection Services)
- 24-041 Being a by-law to impose certain Development Charges in the Corporation of the City of Cambridge pursuant to the Development Charges Act, S.O., 1997, c. 27, as amended (Library Services)
- 24-042 Being a by-law to impose certain Development Charges in the Corporation of the City of Cambridge pursuant to the Development Charges Act, S.O., 1997, c. 27, as amended (Parks and Recreation)
- 24-043 Being a by-law to impose certain Development Charges in the Corporation of the City of Cambridge pursuant to the Development Charges Act, S.O., 1997, c. 27, as amended (Public Works (Facilities and Fleet))
- 24-044 Being a by-law to impose certain Development Charges in the Corporation of the City of Cambridge pursuant to the Development Charges Act, S.O., 1997, c. 27, as amended (Services Related to a Highway)
- 24-045 Being a by-law to impose certain Development Charges in the Corporation of the City of Cambridge pursuant to the Development...
Charges Act, S.O., 1997, c. 27, as amended (Stormwater Drainage and Control Services)

- 24-046 Being a by-law to impose certain Development Charges in the Corporation of the City of Cambridge pursuant to the Development Charges Act, S.O., 1997, c. 27, as amended (Wastewater Services)
- 24-047 Being a by-law to impose certain Development Charges in the Corporation of the City of Cambridge pursuant to the Development Charges Act, S.O., 1997, c. 27, as amended (Water Services)

16. **Confirmatory By-law**

17. **Adjournment**
Table of Contents

1. Policy Review:
   • Forms of Assistance
   • Eligibility Criteria
   • Financial Eligibility Criteria

2. Summary of Applications
Policy Review

Forms of Assistance

Eligible –

• Operating Funds
• Start-up Funds
• Training & Development Funds
• Special Project Funds
• Capital Funds
Policy Review

Forms of Assistance

Ineligible –

• Operating/Capital Deficits
• Programs/Services not aligned with Strategic Plan
• Programs/Services same as provided by the City
• Beautification projects (except Horticultural Societies)
• Flow through funding
Policy Review

Forms of Assistance

Ineligible (continued) –

• Retroactive funding

• Duplication of funding

• Activities whose purpose is to promote religious doctrine or are being led by a person whose mandate includes the promotion of a religious doctrine

• Political/advocacy activities
## Eligibility Criteria

### Eligible Assistance

- Only Volunteer Groups/NFP
- Presence in Cambridge
- Extend Services to General Public
- Active Board of Directors
- Application from full Board of Directors
- Organization must comply with all applicable legislation, regulations and bylaws
- Organization must be in good standing
- Organization must carry valid General Liability insurance with City names as additional insured

### Ineligible Assistance

- Individuals
- For Profit organizations
- Other levels of government
- Political organizations
- Organization acting as a funding or granting body
- Universities, schools etc.
- Organizations not in good standing with the City
- Organizations whose actions could be deemed discriminatory by the HRC
- Organizations that meet the Regional Grant Criteria or operate within Cambridge and one other municipality in Waterloo Region unless an application for grant funding has been submitted to the Region for consideration first
Financial Eligibility Criteria

• The organization must demonstrate strong financial responsibility and capability in carrying out its service to the community.

• Evidence that the organization needs the funding. The level of organizational reserves may be considered.

• The City of Cambridge, through its grants process will not contribute to outstanding deficits.

• The organization must indicate a clear financial plan and demonstrate efficient use of City funds.

• The organization must show that it has thoroughly explored all other available sources of funding and shall identify funding from at least one source other than the City of Cambridge.

• In conjunction with a comprehensive review of the proposed initiative, funding will be directed to organizations in greater need of financial support.

• Consideration may be given to the number of people being serviced by the group, and the per capita operating costs where applicable.
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<thead>
<tr>
<th></th>
<th>2023</th>
<th>2024</th>
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<tbody>
<tr>
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Date: April 16, 2024, 6:30 p.m.
Location: Council Chambers

Council Members In Attendance: Councillor Shwery - Ward 1, Councillor Kimpson - Ward 3, Councillor Earnshaw - Ward 4, Councillor Roberts - Ward 5, Councillor Cooper - Ward 6, Councillor Hamilton - Ward 7, Councillor Ermeta - Ward 8

Regrets: Councillor Devine - Ward 2, Mayor Liggett

Staff Members in Attendance: David Calder - City Manager, Hardy Bromberg, Deputy City Manager - Community Development, Cheryl Zahnleiter, Deputy City Manager - Corporate Enterprise, Sheryl Ayres - Chief Financial Officer, Danielle Manton - City Clerk, Jennifer Shaw - Deputy City Clerk, Rachel Latour - Administrative Assistant, Lisa Prime - Chief Planner, Bryan Boodhoo - City Solicitor

Others in Attendance: Mike Parsons - Acting Deputy City Manager, Infrastructure Services; Alana Russell - Director of Communications; Mike Hausser - Director of Operations; Sheena Pawliwec - Director of Finance and Deputy Treasurer; Rob Martin - Fire Chief; Leah Walter - Director of Engineering; Lesley Head - Director of Recreation & Culture; Chris Whetstone - Manager of Water; Jenna Brown-Jowett - Director of Corporate Strategy; Allison Jones – Manager of Communications; Sancy Sebastian – Planner, Development Coordinator; Vincent When - Planner; Rachel Fraser - Manager of Recreation, Culture and Sport; Rutvik Shah - Network Administrator

1. Meeting Called to Order
The meeting of the Council of the Corporation of the City of Cambridge is held in Council Chambers and is live streamed to the City of Cambridge website. Chair Kimpson welcomes everyone present and calls the meeting to order at 7:01 p.m.

2. **Indigenous Territory Acknowledgement**

3. **Disclosure of Pecuniary Interest**

None.

4. **Rise from Closed Sessions**

Motion: 24-093

Moved by Councillor Earnshaw
Seconded by Councillor Shwery

THAT the Council rise from the Closed Sessions held on March 26th, 2024, April 2nd, 2024, April 8th, 2024, and April 11th, 2024 and reconvene in Open Session at 7:01 p.m.

In Favour (7): Councillor Shwery, Councillor Kimpson, Councillor Earnshaw, Councillor Roberts, Councillor Cooper, Councillor Hamilton, and Councillor Ermeta

Absent (2): Councillor Devine, and Mayor Liggett

**Carried (7 to 0)**

5. **Presentations**

5.1 Rob Martin, Fire Chief re: 24-012-CRS Cambridge Fire Department Annual Report – 2023

5.2 Jenna Brown-Jowett, Director of Corporate Strategy re: 24-003-CRE 2024-2026 Strategic Plan Approval

5.3 Mark Longo re: 24-050-CD Recommendation Report for Zoning By-law Amendment – 84 Chalmers Street North

5.4 Sancy Sebastian re: 24-050-CD Recommendation Report for Zoning By-law Amendment – 84 Chalmers Street North

5.5 Vincent Wen, Planner re: 24-060-CD Recommendation Report for Draft Plan of Subdivision 30T-20103 – 285 Limerick Road
5.6 Alix Aitken, Manager of Recreation, Older Adult Services & Cambridge Farmers Market re: 24-065-CD City Hall Campus, Market Square Placemaking Project

6. Delegations and Consideration of Related Reports

6.1 Aaron Clyne re: 24-050-CD Recommendation Report for Zoning By-law Amendment – 84 Chalmers Street North

6.2 Allana Klaassen re: 24-050-CD Recommendation Report for Zoning By-law Amendment – 84 Chalmers Street North

6.3 Connie Cody Motion re: Carbon Tax

7. Consent Agenda

Motion: 24-094

Moved by Councillor Roberts
Seconded by Councillor Ermeta

THAT all items listed under the heading of Consent Agenda for April 16, 2024, be adopted as recommended.

In Favour (7): Councillor Shwery, Councillor Kimpson, Councillor Earnshaw, Councillor Roberts, Councillor Cooper, Councillor Hamilton, and Councillor Ermeta

Absent (2): Councillor Devine, and Mayor Liggett

Carried (7 to 0)

7.1 Council Meeting Minutes - March 19, 2024
7.2 Council Workshop Meeting Minutes - March 21, 2024
7.3 Statutory Public Meeting Minutes - April 2, 2024
7.4 Council Information Package - March 22, 2024
7.5 24-003-CRS Asset Retirement Obligation and Contaminated Sites Policies
7.6 24-004-IFS – 2023 Drinking Water System Performance Report
7.7 24-022-CRS Watermain CIPP Rehabilitation- Holiday Inn Drive
7.8 24-062-CD – 49 Queen Street East – Assignment of Tax Increment Grant (TIG)
8. Consideration of Reports

8.1 Corporate Services

8.1.1 24-011-CRS Citizen Appointments to Advisory Committees

Motion: 24-095
Moved by Councillor Earnshaw
Seconded by Councillor Hamilton

THAT Report 24-011-CRS Citizen Appointments to Advisory Committees be received;

AND THAT Confidential Appendices “C”, “D”, “E”, “F”, “G”, and “H” to Report 24-011-CRS be received and remain confidential;

AND THAT the following individual be appointed to the Arthur White Sports Bursary Fund Advisory Committee as a voting member for the term of Council ending November 14, 2026: Karl Herod;

AND THAT the following individual be appointed to the Committee of Adjustment as an alternate committee member for the term of Council ending November 14, 2026: Trevor McWilliams;

AND THAT the following individuals be appointed to the Cultural Awards Advisory Committee for the term of Council ending November 14, 2026: Ashlyn Gladman, David Campbell, and Fawzia Khan as voting committee members, and Shelly Ackie as an alternate committee member;

AND THAT the following individual be appointed to the Environmental Advisory Committee as an alternate committee member for the term of Council ending November 14, 2026: David Campbell;

AND THAT the following individuals be appointed to the Municipal Heritage Advisory Committee as voting members for the term of Council ending November 14, 2026: Christina Thomson and Mark Melo;

AND THAT the City Clerk be directed to notify all successful and unsuccessful applicants;
AND FURTHER THAT Council-Appointed Citizen Members to the City’s advisory committees who do not submit their signed Code of Conduct form within the first month after their appointment has been made shall forfeit their membership on the committee to which they have been appointed.

In Favour (7): Councillor Shwery, Councillor Kimpson, Councillor Earnshaw, Councillor Roberts, Councillor Cooper, Councillor Hamilton, and Councillor Ermeta

Absent (2): Councillor Devine, and Mayor Liggett

Carried (7 to 0)

8.1.2 24-012-CRS Cambridge Fire Department Annual Report – 2023

Motion: 24-096

Moved by Councillor Ermeta
Seconded by Councillor Cooper

THAT Report 24-012-CRS Cambridge Fire Department Annual Report - 2023 be received.

In Favour (7): Councillor Shwery, Councillor Kimpson, Councillor Earnshaw, Councillor Roberts, Councillor Cooper, Councillor Hamilton, and Councillor Ermeta

Absent (2): Councillor Devine, and Mayor Liggett

Carried (7 to 0)

8.1.3 24-032-CRS Appointment of Auditor for GrandBridge Corporation for 2024

Motion: 24-097

Moved by Councillor Hamilton
Seconded by Councillor Roberts

THAT Report 23-042-CRS Appointment of Auditor for GrandBridge Corporation for 2024 be received.

AND THAT the Corporation of the City of Cambridge, as the Shareholder, approve the appointment of KPMG as the Auditors for GrandBridge Corporation for the fiscal year 2024.
In Favour (7): Councillor Shwery, Councillor Kimpson, Councillor Earnshaw, Councillor Roberts, Councillor Cooper, Councillor Hamilton, and Councillor Ermeta

Absent (2): Councillor Devine, and Mayor Liggett

Carried (7 to 0)

8.2 Corporate Enterprise

8.2.1 24-003-CRE 2024-2026 Strategic Plan Approval

Motion: 24-098

Moved by Councillor Shwery
Seconded by Councillor Ermeta

THAT Report 24-003-CRE 2024-2026 Strategic Plan Approval be received;

AND THAT Council approve the 2024-2026 Strategic Plan as presented in 24-003-CRE Appendix A – City of Cambridge 2024-2026 Strategic Plan

In Favour (5): Councillor Kimpson, Councillor Earnshaw, Councillor Roberts, Councillor Cooper, and Councillor Hamilton

Opposed (2): Councillor Shwery, and Councillor Ermeta

Absent (2): Councillor Devine, and Mayor Liggett

Carried (5 to 2)

8.2.1.1 Additional 2024-2026 Strategic Plan Document - Strategic Initiatives

8.3 Community Development

8.3.1 24-050-CD Recommendation Report for Zoning By-law Amendment – 84 Chalmers Street North

Motion: 24-099

Moved by Councillor Earnshaw
Seconded by Councillor Roberts
THAT Report 24-050-CD Recommendation Report for Zoning By-law Amendment – 84 Chalmers Street North be received;

AND THAT Cambridge Council approves the proposed Zoning By-law Amendment to amend the zoning of the site from “Residential – R4” to “Residential – RS1 s.4.1.476” to permit the development of a semi-detached dwelling containing 2 dwelling units;

AND THAT Council is satisfied that the requirements for a public meeting in accordance with subsection 34(17) of the Planning Act has been met;

AND FURTHER THAT the By-law attached to this report be passed.

In Favour (6): Councillor Shwery, Councillor Kimpson, Councillor Earnshaw, Councillor Roberts, Councillor Cooper, and Councillor Hamilton

Opposed (1): Councillor Ermeta

Absent (2): Councillor Devine, and Mayor Liggett

Carried (6 to 1)

8.3.2 24-060-CD Recommendation Report for Draft Plan of Subdivision 30T-20103 – 285 Limerick Road

Motion: 24-100

Moved by Councillor Shwery
Seconded by Councillor Kimpson


AND THAT Council advise the Regional Municipality of Waterloo that the City of Cambridge recommends draft approval for Draft Plan of Subdivision 30T-20103, subject to the draft approval conditions included in Appendix D attached to this report.

In Favour (7): Councillor Shwery, Councillor Kimpson, Councillor Earnshaw, Councillor Roberts, Councillor Cooper, Councillor Hamilton, and Councillor Ermeta

Absent (2): Councillor Devine, and Mayor Liggett
Carried (7 to 0)

8.3.3 24-040-CD 50th Public Art Recommendation

Motion: 24-101

Moved by Councillor Cooper
Seconded by Councillor Roberts

THAT Report 24-040-CD 50th Public Art Recommendation be received;

AND THAT the agreed-upon finalist as presented by the 50th Anniversary Public Art Jury (Jury) and Arts and Culture Advisory Committee (ACAC) be accepted;

AND THAT the location of the Public Art as recommended by staff be approved;

AND THAT Council direct staff to award the contract and approve the commissioning of the Public Art piece;

AND THAT Council approve an increase of $10,000 to capital project A/01439-40 Public Art 50th Anniversary, to be funded from the Public Art Reserve Fund;

AND FURTHER THAT the Mayor and Clerk be delegated authority to execute a Public Art Contract with the approved artist in a form of agreement satisfactory to the City Solicitor.

In Favour (7): Councillor Shwery, Councillor Kimpson, Councillor Earnshaw, Councillor Roberts, Councillor Cooper, Councillor Hamilton, and Councillor Ermeta

Absent (2): Councillor Devine, and Mayor Liggett

Carried (7 to 0)

8.3.4 24-065-CD City Hall Campus, Market Square Placemaking Project

This Report was pulled from the agenda and will come forward at a later date.

8.4 Infrastructure Services

8.5 Office of the City Manager
9. **Other Business**

- Direction to Staff from Councillor Shwery re: Interim Control By-law
  
  o THAT staff be directed to report back with an analysis of a planning rationale, including study area, for an interim control by-law study within the Preston Secondary Plan and provide a draft interim control by-law for Council's consideration.

- National Volunteer Week

10. **Motions**

10.1 **Motion re: Carbon Tax**

Motion: 24-102

Moved by Councillor Ermeta
Seconded by Councillor Cooper

WHEREAS the federal government recently increased the carbon tax in April 2023 and will almost triple it by 2030;

AND WHEREAS the Parliamentary Budget officer has admitted that when fiscal and economic impacts of the federal fuel charge are considered that the vast majority of households will see a staggering loss;

AND WHEREAS this tax flows through from producers to transporters to the grocery store floor for our citizens;

AND WHEREAS this tax does very little to reduce pollution and emissions;

AND WHEREAS two thirds of Canadians are approximately $200 away or less from not being able to pay all their bills at the end of the month;

THEREFORE, be it resolved that the City of Cambridge Council direct the Clerk to send correspondence urging the Federal government to cancel the carbon tax which is financially hurting our citizens at a time when affordability concerns are at an all-time high to ease the financial and inflationary pressure on our Citizens;

AND FURTHER THAT the correspondence also be sent to AMO, and all Ontario municipalities.

In Favour (3): Councillor Shwery, Councillor Cooper, and Councillor Ermeta
Opposed (4): Councillor Kimpson, Councillor Earnshaw, Councillor Roberts, and Councillor Hamilton

Absent (2): Councillor Devine, and Mayor Liggett

**Defeated (3 to 4)**

11. **Notices of Motion**

11.1 Notice of Motion re: Water Billing

WHEREAS the current water billing model for the City of Cambridge requires the Landlord / Owner of a property to pay unpaid water / sewage bills;

AND WHEREAS Council approved the Landlord and Tenant Water account in February of 2015;

AND WHEREAS the tenants should be responsible for their water and sewage usage;

NOW THEREFORE BE IT RESOLVED THAT Council direct staff to report back by June of 2024 on changing the current Landlord and Tenant Water account to require tenants to be financially responsible as the end user for unpaid water and sewage bills.

11.2 Notice of Motion re: Leasing & Licensing Review

THAT staff be directed to conduct a comprehensive inventory of City realty assets that are at present leased to, licensed for occupation by, or otherwise occupied by third parties, and submit a report (“report”) to Council by or before the end of 2024;

AND FURTHER THAT staff simultaneously with submission of the report, propose for consideration by Council a draft leasing and licensing policy for rental, occupation of City realty assets by third party tenants, licensees, and occupiers.

12. **Correspondence**

12.1 Allana Klaassen re: 24-050-CD Recommendation Report for Zoning By-law Amendment – 84 Chalmers Street North

12.2 Christine Campbell re: 24-050-CD Recommendation Report for Zoning By-law Amendment – 84 Chalmers Street North

13. **Motion to Receive and File**
Motion: 24-103

Moved by Councillor Shwery
Seconded by Councillor Ermeta

THAT all presentations and correspondence from the April 16, 2024, Council meeting be received.

In Favour (7): Councillor Shwery, Councillor Kimpson, Councillor Earnshaw, Councillor Roberts, Councillor Cooper, Councillor Hamilton, and Councillor Ermeta

Absent (2): Councillor Devine, and Mayor Liggett

Carried (7 to 0)

14. Consideration of By-laws

Motion: 24-104

Moved by Councillor Hamilton
Seconded by Councillor Ermeta

THAT the following by-laws listed under the heading of Introduction and Consideration of By-laws be enacted and passed:

24-033 Being a by-law to adopt Amendment No. 77 of the City of Cambridge Official Plan (2012), as amended, with respect to land municipally known as 102 Fountain Street South, 199 Abraham Street, 134 Fountain Street North and 144 Fountain Street North

24-034 Being a by-law to amend Zoning By-law 150-85, as amended, with respect to land municipally known as 102 Fountain Street South, 199 Abraham Street, 134 Fountain Street North, and 144 Fountain Street North

24-035 Being a by-law of the Corporation of the City of Cambridge to exempt certain lots or blocks pursuant to subsection 50(5) of the Planning Act, R.S.O. 1990, c. P.13, as amended (Part Lot Control Exemption) – Part of Block 191 on Registered Plan 58M-684

24-036 Being a By-law to amend Zoning By-law No. 150-85, as amended with respect to land municipally known as 84 Chalmers Street North.

In Favour (7): Councillor Shwery, Councillor Kimpson, Councillor Earnshaw, Councillor Roberts, Councillor Cooper, Councillor Hamilton, and Councillor Ermeta
Absent (2): Councillor Devine, and Mayor Liggett

Carried (7 to 0)

15. **Confirmatory By-law**

Motion: 24-105

Moved by Councillor Roberts
Seconded by Councillor Cooper

That By-Law 24-037 being a by-law to confirm the proceedings of the Council of the Corporation of the City of Cambridge be passed.

In Favour (7): Councillor Shwery, Councillor Kimpson, Councillor Earnshaw, Councillor Roberts, Councillor Cooper, Councillor Hamilton, and Councillor Ermeta

Absent (2): Councillor Devine, and Mayor Liggett

Carried (7 to 0)

16. **Adjournment**

Motion: 24-106

Moved by Councillor Cooper
Seconded by Councillor Earnshaw

THAT the Council meeting does now adjourn at 10:04 p.m.

In Favour (7): Councillor Shwery, Councillor Kimpson, Councillor Earnshaw, Councillor Roberts, Councillor Cooper, Councillor Hamilton, and Councillor Ermeta

Absent (2): Councillor Devine, and Mayor Liggett

Carried (7 to 0)

_________________________
Mayor
MINUTES

Corporation of the City of Cambridge
Planning - Statutory Public Meeting

Date: April 16, 2024, 6:00 p.m.
Location: Council Chambers

Council Members In Attendance: Councillor Shwery - Ward 1, Councillor Kimpson - Ward 3, Councillor Earnshaw - Ward 4, Councillor Roberts - Ward 5, Councillor Cooper - Ward 6, Councillor Hamilton - Ward 7, Councillor Ermeta - Ward 8, Mayor Liggett (Left at 6:37 p.m.)

Regrets: Councillor Devine - Ward 2

Staff Members in Attendance: David Calder - City Manager, Hardy Bromberg, Deputy City Manager - Community Development, Cheryl Zahnleiter, Deputy City Manager - Corporate Enterprise, Sheryl Ayres - Chief Financial Officer, Danielle Manton - City Clerk, Jennifer Shaw - Deputy City Clerk, Rachel Latour - Administrative Assistant, Lisa Prime - Chief Planner, Bryan Boodhoo - City Solicitor

Others in Attendance: Mike Parsons - Acting Deputy City Manager, Infrastructure Services; Sheryl Ayres - Chief Financial Officer; Alana Russell - Director of Communications; Mike Hausser - Director of Operations; Sheena Pawliwec - Director of Finance and Deputy Treasurer; Rob Martin - Fire Chief; Leah Walter - Director of Engineering; Lesley Head - Director of Recreation & Culture; Shannon Noonan - Manager of Transportation Engineering; Jamie Croft - Manager of Infrastructure Engineering; Sarah Austin - Manager of Development Engineering; Shane Taylor - Manager of Recreation, Placemaking Capital Projects; Chris Whetstone - Manager of Water; Kate Hyde - Senior Financial Analyst; Karen Pepper - Director, Mayor and Council Operations and Initiatives; Chrissy Hodgens - CEO, Idea Exchange; Rutvik Shah - Network Administrator
1. Meeting Called to Order

2. Disclosures of Pecuniary Interest
   None.

3. Public Meeting Notice

4. Presentations
   4.1 Watson & Associates re: 2023-2032 Development Charges Background Study & By-law

5. Public Meetings
   5.1 24-018-CRS 2023-2032 Development Charges Background Study & By-law

   Motion: 24-090
   Moved by Councillor Earnshaw
   Seconded by Councillor Hamilton

   THAT Council receive the 2023 Development Charge Background Study & By-law as outlined in report 24-018-CRS as information;

   AND THAT staff receive comments from the public and key stakeholders regarding the Development Charge Background Study and draft Bylaw prior to finalizing the information for Council approval;

   AND FURTHER THAT the corresponding by-laws be brought forward for consideration at a future Council Meeting.

   In Favour (7): Councillor Shwery, Councillor Kimpson, Councillor Earnshaw, Councillor Roberts, Councillor Cooper, Councillor Hamilton, and Councillor Ermeta

   Absent (2): Councillor Devine, and Mayor Liggett

   Carried (7 to 0)

6. Delegations

7. Correspondence
   7.1 Mark Kindrachuk re: 24-018-CRS 2023-2032 Development Charges Background Study & By-law

8. Motion to Receive Correspondence and Presentations
Motion: 24-091

Moved by Councillor Roberts
Seconded by Councillor Kimpson

THAT all presentations and correspondence from the April 16th, 2024, Statutory Public Meeting Committee be received.

In Favour (7): Councillor Shwery, Councillor Kimpson, Councillor Earnshaw, Councillor Roberts, Councillor Cooper, Councillor Hamilton, and Councillor Ermeta

Absent (2): Councillor Devine, and Mayor Liggett

Carried (7 to 0)

9. Adjournment

Motion: 24-092

Moved by Councillor Cooper
Seconded by Councillor Earnshaw

THAT the Statutory Public Meeting Committee does now adjourn at 6:50 p.m.

In Favour (7): Councillor Shwery, Councillor Kimpson, Councillor Earnshaw, Councillor Roberts, Councillor Cooper, Councillor Hamilton, and Councillor Ermeta

Absent (2): Councillor Devine, and Mayor Liggett

Carried (7 to 0)
COUNCIL INFORMATION PACKAGE

April 19, 2024

City of Cambridge Correspondence

*includes City of Cambridge memos and meeting minutes

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INTRODUCTION:
The City of Cambridge was issued its first Wastewater Consolidated Linear Infrastructure Environmental Compliance Approval (CLI-ECA) on September 29, 2022 by the Ministry of Environment, Conservation and Parks (MECP).

This approval requires the City to prepare an Annual Wastewater Collection System Performance Report each spring detailing the operational performance of the system from the previous year, including monitoring data, action items/corrective actions, maintenance and repairs, customer feedback, system alterations, and spill responses.

This report complies with the requirements outlined in CLI-ECA #015-W601 and conforms with the terms of the City’s Wastewater Quality Management System.

SYSTEM DESCRIPTION

The City of Cambridge’s Wastewater Collection System is primarily comprised of about 560 kilometers of buried and interconnected sanitary sewer mains. Wastewater from our industrial, commercial, and residential customers enters the collection system through sanitary service connections, referred to commonly as “laterals”.

Wastewater then flows by gravity all the way to one of the Region of Waterloo’s wastewater treatment plants, or first to one of the City’s sanitary pumping stations to assist in topographically challenged areas, and then onto a treatment plant.

The total replacement cost for the wastewater assets is estimated at $819.7M.
The following chart identifies the overall age currently found in the system. Figure 1 indicates the bulk of the sanitary pipe in the system was installed after 1970. Over 50% of the sanitary pipe is plastic and is 200mm in diameter or less.

![Wastewater System Age](image)

**Figure 1 – Wastewater System Age**

Some additional system statistics are below:

- 19 sanitary pump stations with 16.5 kms of force mains (pressurized pipe),
- 560 km of City-owned gravity sanitary mains, with 3 km of Region-owned pipe,
- 8,222 maintenance structures, commonly called “manholes”,
- 8 siphon systems providing flow in topographically challenging areas (i.e. rivers), and
- 38,448 commercial and residential service connections, commonly referred to as sanitary “laterals”.

**System Alterations:**

The City approved 9 projects in 2023 using its new CLI-ECA approvals process for additions and alterations of the Wastewater Collection System. Each project was reviewed and approved by Environmental Services and Engineering staff and generated approximately $10,000 in revenue from application fees.

The system grew by 1.8 kms of sanitary main (0.3%) and had 1.4 kms of pipe renewed through capital reconstruction efforts. 34 maintenance structures and 28 new sanitary services were also added in 2023 to support the noted growth. The growth in is related to the continued residential growth in Galt.
Flow Monitoring

The City’s Environmental Services Division is designated as the Operating Authority of the Wastewater Collection System, and the Manager of Wastewater is the designated Overall Responsible Operator (ORO).

Wastewater Operations is responsible for monitoring, maintaining, repairing and operating all aspects of the sanitary collection system.

Flow monitoring is a key function for understanding where flows are coming from and how we can minimize impacts flows of rain and groundwater that enter the system through cracks and other openings. These flows are considered inflow and infiltration (I&I) and significantly increase the City’s treatment costs.

A total of 15,139,650 m³ of sewage was treated in 2023, an increase from 14,517,676 m³ treated in 2022. I&I accounted for 20.3% of all treated volumes, costing the City approximately $7.8M.

In 2022 I&I cost ratepayers about $5.6M. The increase was a result of higher-than-average rainfall amounts for 2023, however, even with the heavy rain, the I&I rate remained below the 5-year average of 21.4%.

To further reduce impacts of I&I staff focus on finding areas where I&I is entering the system and repairing those broken pipes, as well as using best management practices to minimize entry through other means (i.e. maintenance lids).

The overall trend shows annual I&I reductions of approximately -2.5% as shown below.

![Inflow & Infiltration (%)](chart)

*Figure 2 – Annual Inflow and Infiltration Rate*
Additional flow monitoring took place at the historic Newton (Old Galt) Landfill, located at 155 Can-Amera Parkway, in accordance with the site’s Certificate of Approval issued by the Ministry of Environment. This monitoring in 2023 confirmed that the volume and quality of leachate discharged to the sanitary system fell within the prescribed limits and can be seen in Appendix A: Newton Landfill Monitoring Report.

**Emergencies, Spills and Corrective Actions**

A slight increase in sanitary main blockages occurred in 2023, with 15 total blocks compared to 12 in 2022. See Figure 3 below.

All were responded to and resolved with minimal impacts. A review of these blockages identified that 60% of them were found through proactive inspections rather than emergency response. In comparison, only 21% of the blockages in 2022 were found pro-actively.

![Wastewater Main Blockages](image)

**Figure 3 – Wastewater Main Blockages**

Staff responded to and relieved 186 sewer lateral blockages in 2023, and a large reduction compared to 2022 when 230 blocks needed relieving. This successful reduction is attributed to the identification and repair of 28 service laterals in 2023. These repairs were performed using both internal and outsourced staffing resources.

The most common cause for sanitary blocks in 2023 were roots (25%) from nearby vegetation as seen in Figure 4.
Pump Station Operations

The City’s sanitary pump stations are monitored and controlled 24 hours a day with a Supervisory Control and Data Acquisition (SCADA) system.

In 2023 this system generated 1,357 alarms for staff to review and respond to. While most alarms required only monitoring, some were more serious than others.

- 4 - Power outages for six or more hours, requiring emergency generator activation
- 112 pump-related alarm notifications
- 11 incidents (9.8% of alarms) required immediate response and repairs.

There were no forcemain failures requiring emergency or immediate response in 2023.

Spill Response

Another major responsibility for Wastewater Operations staff is responding to spills of sanitary water to the natural environment. Where overflows do impact the environment the Ministry of Environment, Conservation and Parks must be notified, and mitigation methods provided by them must be followed.

In 2023, 43 spills were responded to, costing $13,708 to remediate. Of this, $9,346 (68%) was recovered and invoiced to the responsible parties. This was a slight increase from 2022 when 40 spills occurred costing $25,295.

In total 3 spills occurred due to sanitary overflows due to system backups. All spills were contained and cleaned up to the satisfaction of The Ministry of Environment, Conservation and Parks, and the City was not issued any fines or orders. A list of all sewage overflows in 2023 is provided in Table 1 below.
Table 1 – 2023 Sewage Overflows

<table>
<thead>
<tr>
<th>#</th>
<th>Date Remedied</th>
<th>Address</th>
<th>Time</th>
<th>Estimated Volume</th>
</tr>
</thead>
<tbody>
<tr>
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<td>2023/01/05</td>
<td>25 Cherry Blossom Rd</td>
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</table>

Approximately 1000 L of wastewater effluent spilled into a culvert when a valve broke on a wastewater tank at Dare Foods. Spill was contained with hay bales and eventually cleaned up by Antler Environmental. (SAC Ticket # 1-2FYI2L)

<table>
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<tr>
<th>#</th>
<th>Date Remedied</th>
<th>Address</th>
<th>Time</th>
<th>Estimated Volume</th>
</tr>
</thead>
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<td>2023/01/08</td>
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</table>

An unknown amount of wastewater sewage overflowed from a private, residential wastewater pumpstation serving 52 condo units. Both station’s pumps were found in failure with no alarm notification sent out. Spill occurred over a 20-hour period between the afternoon of January 7, 2023, overnight into the morning of January 8, 2023. The spill was contained with a City vac-trucks. Weber Environmental assisted with the clean-up. (SAC Ticket # 1-260X78)

<table>
<thead>
<tr>
<th>#</th>
<th>Date Remedied</th>
<th>Address</th>
<th>Time</th>
<th>Estimated Volume</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td>2023/04/12</td>
<td>68 Roseview Ave</td>
<td>Unknown – Continuous Leak</td>
<td>Unknown</td>
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Pump failure on private property caused a holding tank to overflow with wastewater for an unknown amount of time and seep into surrounding soil. Spill was contained to private property, nothing reached City infrastructure. Clean up was arranged by homeowner under Region of Waterloo guidance. (SAC Ticket # 1-3DLV50)

**System Operations and Maintenance**

City staff routinely inspect and flush the sanitary system to minimize blockages and identify areas in need of repair. To assist in our inspection capabilities a new CCTV Camera Inspection Vehicle was purchased in 2023 for $415,000. This replaced the existing 12-year-
old unit allowing staff to inspect and troubleshoot the system for the next 10+ years, reducing our dependance on contracted services.

Some statistics can be seen below:

- 136 km of sanitary mains flushed. A 43% increase from the 94 kms flushed in 2022.
- 5,122 maintenance holes (62%) were inspected for condition and evidence of back up.
- 39 km of the system was inspected by CCTV camera in 2023. 93% of the system has now been documented using video inspection.
- 2 forcemain inspections were performed at the Burnett Pump Station using advanced technology and methods. No leaks were detected, and pipe conditions were good overall.

In addition to inspections, staff performed two pump repairs at the Witmer Pump Station resulting in the refurbishment of one pump and the replacement of another.

**Quality Management**

To help enhance future operations staff developed and established a new Wastewater Quality Management System (WWQMS). This system is heavily based on the well-established Drinking Water Quality Management System (DWQMS) and will support the effective planning, maintenance, and operations of the system into the future.

The WWQMS requires annual risk assessments be conducted to identify potentially hazardous situations and to define and prescribe response protocols and standard operating procedures that can be used to reduce delays and enhance staff training for a more robust and reliable system. 2024 will be the first full year of the WWQMS processes.

**Customer Feedback:**

14 odour concerns were investigated and resolved on behalf of City customers, with 3 responses requiring remedial action by staff. Customers are provided information to help reduce the likelihood of odour producing bacteria in private plumbing.

The City currently provides participating commercial and industrial customers with sanitary rebates, where they can quantify the amount of water they direct away from the sanitary system due to a commercial or evaporative process.

In 2023, 8 sewer surcharge rebates were provided, saving customers $62,046.

**Financial Implications**

The 2023 annual budget for Environmental Services was $36,836,800 with a combined water and wastewater rate increase from 2022-2023 of 3.90.

The budget allocation for 2024 is $38,821,800 which is a combined rate increase of 4.21%. This increase exceeds the 2019 Long-Range Financial Plan’s projected rate of 3.90% for
2024; however, the primary driver for this increase is an unplanned increase by the Region of Waterloo for water and wastewater services.

A revision to the Long-Range Financial Plan for Water and Wastewater (2025-2034) is currently being prepared to satisfy the requirements of the City’s Drinking Water License. It will be presented to Council in the spring of 2024.

Attachments

1. 24-002-IFS Appendix A – 2023 Newton Landfill Sampling Report
1 NEWTON LANDFILL SAMPLING INFORMATION

In accordance with the Newton Landfill Certificate of Approval (6802-7HUNBO), leachate is collected and discharged to the City of Cambridge Wastewater Collection System and transported for treatment at the Region of Waterloo Galt Wastewater Treatment Plant.

Sampling takes place in Manhole SM20467 prior to discharge to the sanitary sewer to determine and document the chemical characterization of the leachate generated and is performed quarterly as per the City’s Operation & Maintenance Plan for the site. Samples are collected and analyzed by the Region of Waterloo Environmental Enforcement and Laboratory Services (EELS) staff under the Old Galt Landfill Sampling Agreement. Reports are shared with the City of Cambridge by EELS and cover a full range of organics and inorganics. Results are then compared with the Region of Waterloo Sewer By-Law Maximum Available Concentrations (MAC’s) and aim to be below the listed MAC’s.

2 NEWTON LANDFILL SAMPLING LOCATION
### 3 QUARTERLY SAMPLING RESULTS & YEARLY AVERAGES

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* No Xylenes, Total sample recorded for 2020 Q1, average based off of Q2-Q4
EXECUTIVE SUMMARY:

The City of Cambridge was issued its latest Stormwater Consolidated Linear Infrastructure Environmental Compliance Approval (CLI-ECA) on March 7th, 2023 by the Ministry of Environment, Conservation and Parks (MECP).

This approval requires the City to prepare an Annual Stormwater Management System Performance Report each spring detailing the operational performance of the system from the previous year, including monitoring data, action items/corrective actions, maintenance and repairs, customer feedback, system alterations, and spill responses.

This report complies with the requirements outlined in CLI-ECA #015-S701-v.2 and conforms with the terms of the City’s Wastewater Quality Management System.

SYSTEM DESCRIPTION

The City of Cambridge’s Stormwater Management System collects precipitation (rain and melting snow) using numerous catch basins, ditches and culverts and transfers it through 468 kilometers of buried stormwater pipe to nearby ponds, rivers, and streams.

Ponds provide our residents with stormwater containment during heavy rain events and serve to minimize flooding on our streets and on private and public lands.

Ponds also assist in cleaning our stormwater. Solids being carried by the water drop as sediment, removing silt and contaminants that could otherwise harm the natural river system. Some of these materials are naturally biodegraded while other materials must be removed and disposed of from time to time to restore function and capacity of a pond.

The total replacement cost for the City’s stormwater assets is estimated at $850 million.
The system is made up of:

- 129 stormwater management ponds and/or wetlands
- 468 kms of sewer main pipe,
- 7,569 maintenance structures,
- 10,455 catch basins,
- 171,080 stormwater connections, or “leads”,
- 17 kms of culverts,
- 3 dams, and
- 63 oil and grease separators.

The following charts identify the overall age and material types currently found in the Stormwater System. Figure 1 indicates the bulk of the stormwater pipe in the system was installed after 1970 while Figure 2 and Figure 3 demonstrate the material and size distribution.

Over 70% of the network is concrete pipe ranging in size between 150mm to 1050mm in diameter.

![Storm System Age](image)

**Figure 1 – Stormwater System Age**
The City received 10 projects through the City’s new CLI-ECA amendment process in 2023, including additions to, or alterations of, the Stormwater Management System. Each project was carefully reviewed by Environmental Services staff, as well as the City’s Engineering department, before projects were able to proceed.

In 2023 the Stormwater Management System grew by approximately 0.5%, the equivalent of 1.9 kms of new storm pipe, with an additional 0.6 km of pipe replaced. The City also added 50 catch basins, 58 culverts and 3 storm ponds to the Stormwater Management System to provide safe and reliable sanitary service to our consumers while preventing environmental pollution.
OPERATIONS, MAINTENANCE & PERFORMANCE

Monitoring Data and Environmental Trends:

The climate in Cambridge is a humid continental climate, typical of southwestern Ontario, with mostly moderate winters but the occasional deep freeze. Temperatures range from mid-20's in the summer months to below freezing in the winter.

Precipitation increased to 963 mm in 2023 from 623 mm in 2022. The 5-year annual average between 2019-2023 was 857.6 mm as seen in Figure 4.

![Yearly Rainfall (mm) (2019-2023)](image)

**Figure 4 – Cambridge Annual Rainfall**

The City of Cambridge's primary receiving bodies for stormwater are the Grand and Speed Rivers, including a variety of smaller streams and ponds. The Grand River’s outflow from the City increased from 29.30 m³/s in 2022 to 39.24 m³/s in 2023, potentially due to the increase in yearly rainfall; however, a decreasing trend in river flow over the last 5 years can be observed in both the City’s inflow and outflow as seen in Figure 5 as reported by the Government of Canada Environment and Natural Resources.
Figure 4 – City of Cambridge Surface Water Flows

Additional flow monitoring in 2024 will help provide a more robust overview of the Stormwater Management System inputs and localized environmental trends.

**Stormwater Backups and Flooding**

Environmental Services perform regular system inspections of the stormwater system to identify its ability to provide conveyance and flood protection to the public. Occasionally these inspections identify storm main blockages or collapses, catch basin blockages, and storm pond overflows which may induce localized flooding resulting in varying degrees of damage to the environment and public property. The City had 1 stormwater main block in 2023 requiring immediate resolution, compared to 2 such events in 2022.

A culvert under Can-Amera Pkwy which drains the north section of a substantial Provincially Protected Wetland in the area was found to be blocked creating a water level estimated at 3+ feet above the culvert and flooding reaching the regional pump building located to the north. The culvert inlet was cleared, and the location was put on regular monitoring schedule to identify future concerns earlier.

Regular inspections and service calls relating to minor street flooding resulted in 42 catch basins being cleared of obstructions in 2023, compared to 41 in 2022. Common obstructions include general debris, personal items, biodegradables, and broken infrastructure.
An annual preventative catch basin cleaning program helps to reduce the occurrence of reactionary incidents. Through this program an additional 70 catch basins and maintenance holes were identified for repairs.

Runoff from storm ponds may cause varying degrees of damage to the environment and public property. There were three (3) storm pond overflows tracked by the City in 2023. Heavy rain events caused two (2) of the overflows, and an unauthorized modification to a pond’s outlet caused the third overflow event. The outlet was restored to its original design to resolve the issue.

**Preventative Maintenance**

Routine inspection and maintenance schedules help reduce operational problems before they occur and help to provide service delivery to the public.

One inspection technique uses a CCTV camera-equipped drone to remotely access storm pipe sections and assess pipe condition and identify areas that might require cleaning. Using this method 37 kms of stormwater pipe was inspected in 2023 compared to 23 kms in 2022. The City has now documented 84% of the stormwater collection system.

Additionally, 5,122 stormwater maintenance holes were visually inspected by staff in 2023, a significant increase from the 7,700 that were inspected in 2021-2022 combined.

The catch basin cleaning program had debris from 3,545 catch basins removed in 2023, generating 387.16 tonnes waste sediment, an increase from 2022 when 2,701 catch basins were cleaned, and 216.28 tonnes of material was removed.

Storm pond site inspections are performed annually by Environmental Services operators. These inspections observe the overall health of the storm pond and identify potential operational concerns that might result in flooding or improper function. 105 storm ponds were inspected in 2023 (81%), up from 79 inspected in 2022 (61%).

Oil and Grit Separator (OGS) Units are designed to trap and settle large sediments and particulate matter, debris, and hydrocarbons from highly impervious areas (i.e. parking lots), preventing these contaminants from entering the natural environment. All 47 City owned OGS Units were inspected in 2023.

**Customer Feedback**

Staff responded to 21 storm pond customer service requests in 2023, ranging from private drainage issues and flooding to site access and safety concerns, and an additional 47 catch basin concerns that resulted in additional cleaning, and personal item retrievals.
Quality Management

Future operational problems and corrective actions may be located, tracked, and addressed by the City through newly implemented, self-regulated, Stormwater Management Operations & Maintenance Manual (O&M) requirements. Although it is not required by the MECP, the City is slated to conduct an annual internal audit in conformance with the City’s Stormwater O&M Plan. This audit will be conducted by a third-party auditor with the assistance of Environmental Services staff. Any opportunities for improvement discovered during the audit will be followed up on and recorded in the City’s work management system. The City will also conduct a Top Management Review of the Stormwater Management System on an annual basis and will report on all future action items through this process. The review will help evaluate the continuing suitability, adequacy, and effectiveness of the City’s Stormwater O&M for each calendar year.

FINANCIAL IMPACT

The 2023 annual budget for Stormwater Management was $6,777,400. The budget allocation for 2024 has increased to $7,232,100, with the inclusion of the Road Sweeping program and Leaf Collection program. In addition, for 2024 is the addition of a Water Resources Engineering and a Stormwater Operator to help support a Stormwater Management working group.

PUBLIC INPUT

This report has been posted to the City’s website with the agenda in advance of its submission of this Report.

INTERNAL / EXTERNAL CONSULTATION:

Internal consultation was completed with Finance, Asset Management, Engineering and Building Divisions.
BACKGROUND:

At the beginning of each year, a report is brought forward to Council for information purposes to report on the site plan applications received, and the site plan approvals granted by the Chief Planner in the previous year. The last site plan report was brought before Council in March 2023 for the 2022 year.

EXISTING POLICY / BY-LAW(S):

The City of Cambridge By-law No. 20-060, as amended, establishes the entire city as a site plan control area and delegates approval authority for site plan applications to the Chief Planner, pursuant to subsection 41(13)(b) of the Planning Act, R.S.O. 1990, c.P.13.change.

ANALYSIS:

There were 37 site plan applications submitted in 2023.

There were 23 site plan applications approved in 2023, which include seven (4) redline revisions to previously approved site plans. These applications were received between 2020 and 2023. Of these 23 approvals:

- 9 approvals were of applications submitted in 2023;
- 7 approvals were of applications submitted in 2022;
- 5 approvals were of applications submitted in 2021; and
- 2 approvals were for applications submitted in 2020.
For information, redline revisions refer to approved and registered site plans that require minor changes to the site or existing building, which do not require extensive technical review by staff and agencies (e.g. reconfiguration of parking area to accommodate increased use of the site).

A detailed summary of site plan applications approved in 2023 is provided in Attachment 1 and graphically displayed below in Chart 1.

![Chart 1
Comparison of Site Plan Applications Received and Approved by Year](image)

**Site Plan Applications Approved by Development Type**

The 23 approved site plan applications in 2023 will allow for the following development:

- 94 new townhouse dwelling units;
- 297 new dwelling units within residential buildings or mixed-use buildings; and,
- a total of 117,190.06 sq. m of new Industrial, Commercial, and Institutional floor space.

The figures for site plan applications approved by development type, from 2018 to 2023, are graphically displayed below in Chart 2.
Other Site Plan Submissions in 2023

There were three (3) exemptions from site plan approval that were granted. To receive an exemption from the site plan approval process for either a developed site or a site with an approved site plan, the proposed changes must demonstrate that the intended site work would not result in an increase in the usability of the site and extensive development work (e.g. relocation of signage, garbage or bicycle parking on site).

Further, City staff received three (3) applications for radio telecommunication towers. The City of Cambridge is considered a Land Use Authority (LUA) under Industry Canada’s Radiocommunications and Broadcasting Antenna Systems procedures circular (CPC-2-0-03, Issue 5, June 2014). This procedure requires that proponents who wish to erect a telecommunication or broadcasting antenna (including “cell towers”), must submit their proposal for review to the appropriate LUA. Industry Canada encourages LUAs to develop their own protocols that reflect local priorities to guide the review process. Cambridge Council approved a Radiocommunication Tower and Antenna Systems Protocol on March 25th, 2015. The protocol requires that cell tower applications that meet the specifications described in the protocol be reviewed by the Site Plan Committee.
Finally, 27 site plan pre-consultation applications were submitted. Site Plan pre-consultation applications allow applicants to discuss their preliminary plans with staff and receive comments regarding any changes that could be made to the plans as well as a complete checklist of submission requirements to increase the efficiency of the site plan approval process if a formal site plan application were made. Pre-consultation applications are not posted publicly and, as such, specific property location details are not included in this memo.

FINANCIAL IMPACT:

For this reporting period, site plan applications were subject to the application fees set out in the 2023 Municipal Fees and Charges Schedule. The application fees are intended to help partially recover the processing costs for the applications. Single detached and semi-detached dwellings are generally exempt from Site Plan review. Application fees in core areas are waived for site plan applications.

- A total of $254,306 was collected in site plan applications fees in 2023.
- A total of five (5) applications were exempt from paying site plan application fees. One (1) site plan application submitted by Habitat for Humanity was exempt from paying the fee as per City policy. Four (4) site plan pre-consultation application fees were exempt for properties located in Core Areas. Total amount exempt from application fee was $16,988.
- Fee refunds due to Bill 109 were issued for one application in the amount of $21,800.

Attachment 2 displays the amount of fees received over the past five years (2018-2022) by type of application and the fees charged for each application type.

Attachment 3 displays the amount of fees collected in 2023. The calculations include fees collected for pre-consultation application and factor in Core Area fee exemptions.

CONCLUSION:

This report serves to update Council on development approvals resulting from delegated approval authority for site plans. This report is for information and data recording purposes to advise the Council that 23 site plan applications were approved in 2023.
Attachments

1. Attachment 1 – 24-008-CD - Site Plan Approvals

2. Attachment 2 – 24-008-CD - Applications Received between 2018 & 2022 Displaying Type of Application, Fee Rates, Number Received & Total Fees Received

3. Attachment 3 – 24-008-CD - Applications Received in 2023 Displaying Type of Application, Fee Rates, Number Received, Number Exempt from Fees (Core Area Properties), total Fees Exempt and Total Fees Collected

Approvals:
☒ Manager/Supervisor    ☒ Deputy City Manager    ☒ City Manager
## Attachment 1 - 2023 Site Plan Approvals

<table>
<thead>
<tr>
<th>File No.&amp; Date of Approval</th>
<th>Location</th>
<th>Type Of Use</th>
<th>Units Created/Type Of Building</th>
<th>Agreement &amp; Letter Of Credit Required</th>
<th>Owner/Developer</th>
<th>Exemption From Process</th>
<th>Redline Revision</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>January 2023</strong></td>
<td></td>
<td></td>
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<td><strong>February 2023</strong></td>
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</tr>
<tr>
<td>SP16/22</td>
<td>12 Tannery Street E</td>
<td>Residential/Commercial - Mixed</td>
<td>Proposal to develop a mixed-use 5 storey building containing 40 residential units and 1 commercial unit located on the ground floor</td>
<td>Yes</td>
<td>Ontario Inc 2864640</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>SP68/21</td>
<td>211 Shearson Crescent</td>
<td>Industrial</td>
<td>New addition to existing building for warehouse use. Separate loading dock addition to improve the flow of truck traffic around the building.</td>
<td>Yes</td>
<td>T Rent Properties Inc.</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>SP44/22</td>
<td>Bismark Drive</td>
<td>Industrial</td>
<td>&quot;Public park, referred to as Bismark Park on lands legally described as Block 188 of 58M-684 Site Plan This folder was cancelled during the automatic add phase. - Info tab&quot;</td>
<td>Yes</td>
<td>Cambridge City</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td><strong>March 2023</strong></td>
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<tr>
<td><strong>April 2023</strong></td>
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</tr>
<tr>
<td>SP38/20</td>
<td>151 Main Street</td>
<td>Residential</td>
<td>To permit development of 2-storey addition to an existing 4-storey apartment building containing 40 rental apartment units. Located in the Core area.</td>
<td>Yes</td>
<td>River Park Village Corporation</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td><strong>May 2023</strong></td>
<td></td>
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</tr>
<tr>
<td>SP06/23</td>
<td>408 Hespeler Road</td>
<td>Commercial</td>
<td>Proposing to demolish existing and construct new building for car wash (conveyor), one storey, 498 sqm GFA, with a building coverage of</td>
<td>Yes</td>
<td>Schlueter Holdings Incorporated</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>File No.&amp; Date of Approval</td>
<td>Location</td>
<td>Type Of Use</td>
<td>Units Created/Type Of Building</td>
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<td>Redline Revision</td>
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<tr>
<td>SP03/20</td>
<td>16 Shade St, Previously 10 Shade Street</td>
<td>Institutional</td>
<td>25%, lot coverage of 71%, and 13 parking spaces (including 1 barrier free). &quot;12-16 Shade Street Pre-Consultation file - P19/17 Demolish existing building wing and construct new 2-storey addition, with partial renovations to existing church building Widen driveway off of Main St. from 3.0m to 6.0m Add parking SE corner of property A portion of the property which contains a detached residence is also intended to be removed from title&quot;</td>
<td>Yes</td>
<td>The Governing Council Of The Salvation Army Canada East(Darren Woods)</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>SP69/21</td>
<td>155 Equestrian Way</td>
<td>Residential/Commercial - Mixed</td>
<td>The development block consists of 183 residential units of various forms and typologies including fourteen (14) 2-storey townhomes, eighty-three (83) 3-storey standard townhomes, thirty-nine (39) double front townhomes, forty-eight (48) back-to-back townhomes, and six (6) stacked townhomes in two (2) mixed used buildings. The mixed-use buildings will accommodate of 338.2m2 of commercial space at grade. 518.1m2 has been dedicated for an outdoor piazza.</td>
<td>Yes</td>
<td>River Mill Development Corporation</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>SP11/22</td>
<td>90 Struck Court</td>
<td>Industrial</td>
<td>The proposed project will consist of a single storey (3084m2) sprinklered building addition which is considered Phase 3</td>
<td>Yes</td>
<td>2006850 Ontario Limited</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>File No.&amp; Date of Approval</td>
<td>Location</td>
<td>Type Of Use</td>
<td>Units Created/Type Of Building</td>
<td>Agreement &amp; Letter Of Credit Required</td>
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<td>Exemption From Process</td>
<td>Redline Revision</td>
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</tr>
<tr>
<td>SP51/22</td>
<td>140 Boychuk Drive</td>
<td>Industrial</td>
<td>New 69,310 sq ft lease building</td>
<td>Yes</td>
<td>Balune Launch Inc.</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>SP23/22</td>
<td>175 Holiday Inn Drive</td>
<td>Institutional</td>
<td>3,530 m2 seminary building with one residential guest suite. Parking increased to 243 spaces from 221 spaces.</td>
<td>Yes</td>
<td>Heritage College And Seminary</td>
<td>No</td>
<td>No</td>
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<tr>
<td><strong>July 2023</strong></td>
<td></td>
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<tr>
<td>SP21/23</td>
<td>140 Goddard Crescent</td>
<td>Industrial</td>
<td>Proposing to add (6) parking spaces on east side of property for renovation in suites #1 to #5 of shell building</td>
<td>No</td>
<td>Wiljon Developments Inc</td>
<td>No</td>
<td>Yes</td>
</tr>
<tr>
<td>SP47/21</td>
<td>710 Myers Road</td>
<td>Parking Lot</td>
<td>Building a new parking lot off of Dundas Rd. (Regional Rd. 8) and expanding the existing parking lot off of Myers Rd. There will be 105 parking spaces once the expansion is complete.</td>
<td>Yes</td>
<td>Waterloo Region District School Board</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>SP49/21</td>
<td>250 Allendale Road</td>
<td>Industrial</td>
<td>This is Phase 1 of a multi-building Industrial Plan of Subdivision. Phase 1 will comprise of 4 Speculative Industrial Buildings ranging from 12,324.94sm to 30,478.53sm with loading docks and trailer parking. Access to Buildings A1 and A2 is designed from Allendale Rd while access to Buildings B1 and B2 is from Intermarket Rd with internal driveways as required.</td>
<td>Yes</td>
<td>Iport Cambridge Gp Inc.</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>File No.&amp; Date of Approval</td>
<td>Location</td>
<td>Type Of Use</td>
<td>Units Created/Type Of Building</td>
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<tr>
<td>SP56/21</td>
<td>16 George Street N</td>
<td>Residential/Commercial - Mixed</td>
<td>The proposed development consists of a 4 storey residential apartment building (34 units) with commercial uses at grade. The design of the building takes into consideration the location of the site within the Dickson Hill Heritage Conservation District and has been designed to complement the physical characteristics of the HCD. The design provides an access to the underground parking from George Street North, as well as an access from Crescent Place to the parking spaces at the rear of the building. A total of 37 parking spaces (including 2 barrier free) are provided as part of the proposed development.</td>
<td>Yes</td>
<td>2678752 Ontario Corporation(Stephan Yaworski)</td>
<td>No</td>
<td>No</td>
</tr>
</tbody>
</table>

**August 2023**

| SP53/22                   | 1220 Balmoral Road | Industrial             | 250 m2 Lean-too addition to an existing industrial building to be used as warehousing                                                                                                                                     | Yes                                  | Jdf Multi-Tech Inc. | No                                    | No                |

**September 2023**

| SP31/23                   | 65 Goddard Cres   | Industrial             | Changed the pedestrian ramp from the public walk to the building to a sidewalk with a slope of 1:20                                                                                                                     | No                                   | 42 Goddard Development Corp  | No                                    | Yes               |
| SP25/23                   | 408 Hespeler Road | Commercial            | Construct a new single storey automatic car wash building with exterior vacuum stations                                                                                                                              | No                                   | Smitty's Car Wash Canada Inc.   | No                                    | Yes               |

**October 2023**

<p>| SP35/23                   | 800 Myers Rd     | Residential            | Minor redline revision to approved site plan. Overall plan has been                                                                                                                                                  | No                                   | Will-O Homes (CS) Inc.   | No                                    | Yes               |</p>
<table>
<thead>
<tr>
<th>File No.&amp; Date of Approval</th>
<th>Location</th>
<th>Type Of Use</th>
<th>Units Created/Type Of Building</th>
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<th>Owner/Developer</th>
<th>Exemption From Process</th>
<th>Redline Revision</th>
</tr>
</thead>
<tbody>
<tr>
<td>SP30/22</td>
<td>420 Newman Drive</td>
<td>Residential</td>
<td>approved for a total of 36 dwelling units, located within 4 buildings. The final building design has a slightly shorter building length than what was approved on the site plan.</td>
<td>Yes</td>
<td>Cachet Developments (CamWest) Inc.</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>November 2023</td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>SP03/23</td>
<td>165 Greenbrier Road</td>
<td>Residential</td>
<td>Site Plan modification to remove the underground parking</td>
<td>Yes</td>
<td>Meyers Group 3 Inc.(Sean French)</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>SP07/23</td>
<td>1458 Hamilton Street</td>
<td>Institutional</td>
<td>Renovation of existing Cambridge Preston Arena and a new addition to the building. Three of the existing buildings on site to be removed and will be replaced with the new addition and additional parking.</td>
<td>Yes</td>
<td>City Of Cambridge</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>SP26/23</td>
<td>75 Heroux Devtek Drive</td>
<td>Industrial</td>
<td>1858 sq m expansion to an existing manufacturing facility</td>
<td>Yes</td>
<td>Voss Holdings Limited</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>December 2023</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>SP32/23</td>
<td>1055 Fountain St N</td>
<td>Industrial</td>
<td>Redline revision to SP26/18 To relocate the existing Gate 3 Guardhouse/Kiosk, improve truck traffic and available truck queue spaces</td>
<td>No</td>
<td>Toyota Motor Manufacturing</td>
<td>No</td>
<td>Yes</td>
</tr>
</tbody>
</table>
Attachment 2: Applications Received between 2018 & 2022 Displaying Type of Application, Fee Rates, Number Received & Total Fees Received

<table>
<thead>
<tr>
<th>Application Type</th>
<th>Standard</th>
<th>Complex</th>
<th>Amendment</th>
<th>Redline/Minor/Telecom</th>
<th>Totals</th>
</tr>
</thead>
<tbody>
<tr>
<td>2018 Site Plan Fee Rates</td>
<td>$5,720</td>
<td>$9,885</td>
<td>$3,120</td>
<td>$1,040</td>
<td></td>
</tr>
<tr>
<td># Site Plan Applications Received in 2018</td>
<td>12</td>
<td>11</td>
<td>11</td>
<td>18</td>
<td>52</td>
</tr>
<tr>
<td>Total Site Plan Fees Received in 2018</td>
<td>$68,640</td>
<td>$108,735</td>
<td>$34,320</td>
<td>$18,720</td>
<td>$230,415</td>
</tr>
<tr>
<td>2019 Site Plan Fee Rates</td>
<td>$6,000</td>
<td>$11,000</td>
<td>$3,185</td>
<td>$1,060</td>
<td></td>
</tr>
<tr>
<td># Site Plan Applications Received in 2019</td>
<td>17</td>
<td>9</td>
<td>9</td>
<td>11</td>
<td>46</td>
</tr>
<tr>
<td>Total Site Plan Fees Received in 2019</td>
<td>$102,000</td>
<td>$99,000</td>
<td>$28,665</td>
<td>$11,660</td>
<td>$241,325</td>
</tr>
<tr>
<td>2020 Site Plan Fee Rates</td>
<td>$6,600</td>
<td>$13,200</td>
<td>$3,600</td>
<td>$1,080</td>
<td></td>
</tr>
<tr>
<td># Site Plan Applications Received in 2020 subject to 2019 fees</td>
<td>5</td>
<td>2</td>
<td>2</td>
<td>0</td>
<td>9</td>
</tr>
<tr>
<td># Site Plan Applications Received in 2020 subject to 2020 fees</td>
<td>11</td>
<td>4</td>
<td>7</td>
<td>3</td>
<td>25</td>
</tr>
<tr>
<td>Total Site Plan Fees Received in 2020</td>
<td>$102,600</td>
<td>$74,800</td>
<td>$31,570</td>
<td>$3,240</td>
<td>$212,210</td>
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<tr>
<td>2021 Site Plan Fee Rates</td>
<td>$6,730</td>
<td>$13,460</td>
<td>$3,670</td>
<td>$1,100</td>
<td></td>
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<tr>
<td># Site Plan Applications Received in 2021</td>
<td>19</td>
<td>10</td>
<td>15</td>
<td>19</td>
<td>63</td>
</tr>
<tr>
<td>Total Site Plan Fees Received in 2021</td>
<td>$127,870</td>
<td>$134,600</td>
<td>$55,050</td>
<td>$20,900</td>
<td>$338,420</td>
</tr>
<tr>
<td>2022 Site Plan Fee Rates</td>
<td>$1545 (pre-con)</td>
<td>$8,400</td>
<td>$16,800</td>
<td>$4,600</td>
<td>$1,400</td>
</tr>
<tr>
<td># Site Plan Applications Received in 2022 (exempted application)</td>
<td>35(6)</td>
<td>16(1)</td>
<td>12(3)</td>
<td>10</td>
<td>82(12)</td>
</tr>
<tr>
<td>Total Site Plan Fees Received in 2022</td>
<td>$63,345</td>
<td>$142,800</td>
<td>$252,000</td>
<td>$46,000</td>
<td>$519,545</td>
</tr>
<tr>
<td>Application Type</td>
<td>Standard</td>
<td>Complex</td>
<td>Amendment</td>
<td>Redline/Minor/Telecom</td>
<td>Totals</td>
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</tr>
<tr>
<td>Total fees exempt in 2022 including pre-con</td>
<td>$9270</td>
<td>$8400</td>
<td>0</td>
<td>$2800</td>
<td>$70870</td>
</tr>
<tr>
<td>Total fees collected in 2022</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$448,675</td>
</tr>
<tr>
<td>Grand Total of Fees Received 2018 - 2022</td>
<td>$589,585</td>
<td>$618,735</td>
<td>$195,605</td>
<td>$67120</td>
<td>$1,471,045</td>
</tr>
</tbody>
</table>
Attachment 3: Applications Received in 2023 Displaying Type of Application, Fee Rates, Number Received, Number Exempt from Fees (Core Area Properties), total Fees Exempt and Total Fees Collected

<table>
<thead>
<tr>
<th>2023 Application Fee Totals</th>
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</thead>
<tbody>
<tr>
<td>Application Type</td>
</tr>
<tr>
<td>------------------------------</td>
</tr>
<tr>
<td>#Site Plan application</td>
</tr>
<tr>
<td>#Core Area Fee Exemption application</td>
</tr>
<tr>
<td>#Refund under Bill 109</td>
</tr>
<tr>
<td><strong>Total</strong></td>
</tr>
<tr>
<td>Total Fees Exempt in 2023</td>
</tr>
<tr>
<td><strong>Total Fees Collected in 2023</strong></td>
</tr>
</tbody>
</table>
MINUTES

Arthur White Sports Bursary Fund Committee

Cambridge City Hall, Secord Room

Wednesday December 13th, 2023

Committee Members in Attendance: Chuck Langille, Lynda Kilpatrick, Robert Benedetti, John Rothwell, Councillor Ross Earnshaw

Absent: Karl Herod

Staff Members in Attendance: Don Crowder (Staff Liaison), Siobhan Haughey (Recording Secretary)

Meeting Called to Order

The regular meeting of the Arthur White Sports Bursary Fund Committee was held in the Cambridge City Hall, Secord Room, Cambridge, Ontario. Chuck Langille called the meeting to order at 12:03pm.

Declarations of Pecuniary Interest – None

Deferred Bursary Applications – None

CARRIED

New Bursary Applications

Available Funds:

Arthur White: $2109.25

Scott Thompson: $625.14

Can-Amera: $2010.80

No New Applications

Can-Amera Bursary
A letter will be sent to each school regarding available funding in January 2024.

**City Updates**

Both ice pads at Cambridge Sports Park are open and operational. The lobby will open on December 15th, 2023.

Duncan MacIntosh Arena will keep ice in until March 2024.

Cambridge Sports Awards hosted the 50th event on Friday November 3rd.

**Other Business**

Clerks confirmed that no vulnerable sector checks are required for members of Council-appointed advisory committees.

Arthur White Sports Bursary Fund, Scott-Thompson Bursary, and Lions Can-Amera Bursary Advisory Committee operating guidelines revised to reflect the current practice.

**Next Meeting**

The next meeting is scheduled for Wednesday April 17th, 2024 at Cambridge City Hall, Secord Room, 2nd floor at 12:00pm.

**Close of Meeting**

Moved by: Robert Benedetti

Seconded by: John Rothwell

THAT, the Arthur White Sports Bursary Fund Committee meeting of December 13th, 2023 does now adjourn at 12:50pm.

**CARRIED**

Chair Arthur White Committee

Date: April 17th, 2024

Arthur White Recording Secretary

Date: April 17th, 2024
April 16, 2024

SENT VIA E-MAIL

Honourable Arif Virani
Minister of Justice & Attorney General
House of Commons
Ottawa, Ontario K1A 0A6

Dear Minister Virani,

RE: Township of Clearview Endorsement of Bill C-63 in the House of Commons

Please be advised that the Council of the Corporation of the Town of Grimsby at its meeting held on April 2, 2024, passed the following resolution:

Moved: Councillor Charrois
Seconded: Councillor Korstanje

Resolved that Council support the Township of Clearview's resolution regarding the endorsement of Bill C-63 in the House of Commons.

If you require any additional information, please let me know.

Regards,

[Signature]

Victoria Steele
Town Clerk

CC: Township of Clearview
    Right Honourable Prime Minister Justin Trudeau
    Dean Allison, MP Niagara West
    Association of Municipalities of Ontario
    Ontario Municipalities
March 27, 2024

Honourable Arif Virani
Minister of Justice & Attorney General
House of Commons
Ottawa, Ontario K1A 0A6

Sent by Email

RE: Township of Clearview Endorsement of Bill C-63 in the House of Commons

Please be advised that Council of the Township of Clearview at its meeting held on March 25, 2024, passed the following resolution in support of the endorsement of Bill C-63 in the House of Commons:

Moved by Councillor Dineen, Seconded by Councillor Broderick, Whereas The Canadian Federal Government has drafted Bill C-63, The Online Harms Act, currently in front of Parliament and has had its first reading; and,

Whereas Bill C-63 requires that online tech companies and social media platforms remove child pornography and other dangerous content within 24 hours once the operator identifies the content, while also mandating the following duties:

• Duty to protect children;
• Duty to act responsibly;
• Duty to remove egregious content; and,

Whereas The Canadian Federal Government proposes to establish a “Digital Safety Commission” and nominate an “independent” Ombudsperson to proactively circumvent potential harms on behalf of Canadians; and,

Whereas online tech companies and social media platforms need to adhere to existing Criminal Laws; and,

Whereas online tech companies and social media platforms need to be held accountable to keep platforms safe from predators targeting children and other vulnerable Canadians and to protect them from bullying, hate, extremism, violence, discrimination, self harm, exploitation and sexual extortion that can lead to the most dire of consequences; and,
Whereas Clearview Township, as all Canadians, endeavours to foster safe homes, communities, schools and public spaces;

Be It Resolved That the Mayor and Council of Clearview Township endorse the passing of Bill C-63 in the House of Commons and the establishment of a “digital safety commission” and nomination of an “independent” Ombudsperson; and,

That a copy of this resolution be circulated to all municipalities in Ontario; the Association of Municipalities of Ontario; Terry Dowdall, MP; The Right Honourable Justin Trudeau, Prime Minister of Canada and The Honourable Arif Virani, Minister of Justice & Attorney General of Canada. Motion Carried.

Sincerely,

Sasha Helmkay-Playter, B.A., Dipl. M.A., AOMC
Clerk/Director of Legislative Services

cc: Right Honourable Prime Minister Justin Trudeau
    Simcoe Grey MP Terry Dowdall
    Association of Municipalities of Ontario
    Ontario Municipalities
April 3, 2024

Julie Kirkelos
Town Clerk
Town of Lincoln
4800 South Service Rd.
Beamsville, ON   L0R 1B1

Sent via email: jkirkelos@lincoln.ca

Re: Urgent Need for Increased Funding for Museums and Libraries
   Our File 35.11.2

Dear Ms. Kirkelos,

At its meeting held on March 18, 2024, St. Catharines City Council approved the following motion:

   That Council endorse Sub-Item 2, Resolution from the Town of Lincoln regarding Urgent Need for Increased Funding for Libraries and Museums

If you have any questions, please contact the Office of the City Clerk at extension 1524.

Kristen Sullivan, City Clerk
Legal and Clerks Services, Office of the City Clerk
:sm

Encl. Resolution from the Town of Lincoln regarding Urgent Need for Increased Funding for Libraries and Museums
The Honourable Doug Ford  
Premier of Ontario  
Legislative Building, Queen’s Park  
Toronto, ON M7A 1A1

Dear Honourable Doug Ford:

RE: Town of Lincoln Council Resolution – Urgent Need for Increased Funding to Libraries and Museums in Ontario

Please be advised that the Council of the Corporation of the Town of Lincoln at its Council Meeting held on February 26, 2024, passed the following motion regarding an Urgent Need for Increased Funding to Libraries and Museums in Ontario:

Resolution No: RC-2024-23  
Moved by Mayor Easton; Seconded by Councillor Mike Mikolic

WHEREAS the provincial funding for public libraries is currently based on population levels from 25 years ago, which fails to reflect the substantial growth and changing needs of our communities. The Town of Lincoln Council wishes to draw your attention to the "Overdue" report of 2023 from the Canadian Urban Council, which emphasizes the pivotal role libraries play in various aspects of community life, including knowledge distribution, culture, health, reconciliation, belonging, and our democracy; and

WHEREAS libraries, situated at the heart of our communities, serve as multifaceted institutions catering to diverse needs. They provide essential services such as access to culture and information, refuge for those experiencing domestic violence, election information centers, job search facilities, health clinics, language learning centers for newcomers, and spaces for educational and community events. Despite their vital role, public libraries in Ontario have not seen an increase in provincial funding for over 25 years, leading to a decrease in the value of the province’s investment by over 60%; and

WHEREAS the Town of Lincoln Council urges the Provincial Government to
consider increasing provincial funding for Ontario's public libraries to address critical shared priorities and community needs. While over 90% of library funding comes from local municipal governments, provincial operating funding is crucial for providing stability to library budgets, especially in times of inflation, technological changes, and increasing demands on libraries as community hubs; and

WHEREAS the Town of Lincoln Council would like to bring to the Provincial Government's attention the pressing need to increase the funding envelope for the Community Museum Operating Grant (CMOG). The Town of Lincoln currently receives $25,000 annually, the maximum amount through this grant, but the funding envelope has remained stagnant for over 15 years. This limitation hampers the ability of community museums to offset increasing operational expenses, impacting their role in preserving and promoting local stories, attracting cultural tourists, supplementing school curriculum, and contributing to vibrant and vital communities; and

WHEREAS the Lincoln Museum and Cultural Centre is a community hub critical to the health and vibrancy of our community. An increase in CMOG funding will enable our museum to continue its valuable service to the community, creating a sense of place, attracting cultural tourists, and preserving local stories that define our unique identity; and

WHEREAS Cultural institutions, particularly museums, play a vital role in shaping and preserving our community's identity. They contribute to tourism, social participation, senior well-being, skill-building, and learning. As the largest government funder for most of Ontario's smaller museums, municipalities create value in their communities through the work of these institutions.

THEREFORE, BE IT RESOLVED THAT the Town of Lincoln Council urges the Provincial Government to support increasing funding to both public libraries and community museums. Recognizing these institutions as national assets and strategically investing in their potential will contribute significantly to renewing post-pandemic social cohesion, economic well-being, and community resilience; and

BE IT FURTHER RESOLVED THAT this resolution be circulated to the Province, the Minister of Tourism, Culture and Sport, Association of Municipalities of Ontario (AMO), the Niagara Region, the 12 Local Area Municipalities in Niagara and all municipalities of Ontario for endorsement.

CARRIED

If you require any additional information, please do not hesitate to contact the undersigned.
Regards,

Julie Kerklos
Town Clerk
jkirklos@lincoln.ca

JK/dp

Cc: Premier of Ontario
Minister of Tourism, Culture and Sport
Association of Municipalities of Ontario (AMO)
Ann-Marie Norio, Clerk, Niagara Region
Local Area Municipalities
All Ontario Municipalities
Monday, April 8, 2024

Michael de Rond
Clerk
Town of Aurora
100 John West, Box 1000
Aurora, Ontario
L4G 6J1

SENT VIA EMAIL: mderond@aurora.ca

RE: Town of Goderich Resolution – Legislative Amendments to Improve Municipal Code of Conduct

Dear M. Rond,

Please be advised of the following motion passed at the Monday, March 18, 2024, Goderich Town Council Meeting:

Moved By: Councillor Thompson
Seconded By: Councillor Kelly

WHEREAS all Ontarians deserve and expect a safe and respectful workplace; and

WHEREAS municipal governments, as the democratic institutions most directly engaged with Ontarians need respectful discourse; and Whereas several incidents in recent years of disrespectful behaviour and workplace harassment have occurred amongst municipal members of councils across Ontario; and

WHEREAS these incidents seriously and negatively affect the people involved and lower public perceptions of local governments; and

WHEREAS municipal Codes of Conduct are helpful tools to set expectations of council member behaviour; and

WHEREAS municipal governments have limited abilities in their toolkit to adequately enforce compliance with municipal Codes of Conduct; and

WHEREAS the most severe penalty that can be imposed on a municipal member of council is the suspension of pay for 90 days, even when egregious acts are committed and substantiated; and
WHEREAS AMO has called on the government to table and pass legislation that reflects the following recommendations:

- Updating municipal Codes of Conduct to account for workplace safety and harassment.
- Creating a flexible administrative penalty regime, adapted to the local economic and financial circumstances of municipalities across Ontario.
- Increasing training of municipal Integrity Commissioners to enhance consistency of investigations and recommendations across the province.
- Allowing municipalities to apply to a member of the judiciary to remove a sitting member if recommended through the report of a municipal Integrity Commissioner.
- Prohibit a member so removed from sitting for election in the term of removal and the subsequent term of office;

NOW THEREFORE BE IT HEREBY RESOLVED THAT:

1. The Town of Goderich supports the call of action the Association of Municipalities of Ontario (AMO) has submitted to the Government of Ontario to introduce legislation to strengthen municipal Codes of Conduct and compliance with them, in consultation with municipal governments; and

2. Be It Further Resolved That the legislation encompasses the Association of Municipalities of Ontario’s letter of recommendations which includes options for enforcing compliance by council members with municipal Codes of Conduct such as;
   - Updating municipal Codes of Conduct to account for workplace safety and harassment.
   - Creating a flexible administrative penalty regime, adapted to the local economic and financial circumstances of municipalities across Ontario.
   - Increasing training of municipal Integrity Commissioners to enhance consistency of investigations and recommendations across the province.
   - Allowing municipalities to apply to a member of the judiciary to remove a sitting member if recommended through the report of a municipal Integrity Commissioner o Prohibit a member so removed from sitting for election in the term of removal and the subsequent term of office; and

3. Be It Further Resolved That a copy of this Motion be sent to the Hon. Doug Ford, Premier of Ontario, the Hon. Lisa Thompson, MPP Huron-Bruce, and the Hon. Paul Calandra, Minister of Municipal Affairs and Housing, and Ontario municipalities.
If you have any questions, please do not hesitate to contact me at 519-524-8344 ext. 210 or afisher@goderich.ca.

Yours truly,

Andrea Fisher
Director of Legislative Services/Clerk

cc. Premier Doug Ford premier@ontario.ca
    Hon. Paul Calandra Paul.Calandra@pc.ola.org
    MPP Lisa Thompson, Huron–Bruce lisa.thompsonco@pc.ola.org
    Ontario Municipalities
RESOLUTION

RESOLUTION NO. 10

DATE: April 10th, 2024

MOVED BY: Netty McEwen

SECONDED BY: John van Klaveren

RE: SECURING ACCESS TO NATURAL GAS FOR OUR COMMUNITY AND ONTARIO

WHEREAS Access to natural gas is important to residents and businesses in our community for affordability and reliability.

WHEREAS The Ontario Energy Board's (OEB) decision on Phase 1 of the Enbridge Gas 2024 rebasing application, issued on 21 December 2023, has concerning implications including putting into question the future access to natural gas that support of economic development, affordable housing growth, and energy reliability in communities such as the Town of Plympton-Wyoming.

AND WHEREAS Ontario is growing and access to affordable energy to support this growth for homes and businesses is crucial, and is a measured approach to energy transition as not having access to natural gas will stifle economic growth and put housing and energy affordability at risk.

NOWTHEREBE IT RESOLVED:

1. THAT the Town of Plympton-Wyoming supports a measured approach to Ontario’s energy transition.

   AND THAT the Town of Plympton-Wyoming recognizes that there may not be enough electricity available to replace the energy provided by natural gas and meet the increased demand from electrification.

2. THAT Natural gas must continue to play an integral role in meeting the energy needs of Ontario.

3. THAT the Town of Plympton-Wyoming supports the work the Government of Ontario has done to date, including the Natural Gas Expansion Program and Electrification and Energy Transition Panel's call for a clear policy on the role of natural gas to secure access to affordable energy.

4. THAT this resolution be circulated to the President of AMO, Colin Best, Hon. Doug Ford, Premier of Ontario, Hon. Todd Smith, the Minister of Energy, Bob Bailey Member of Provincial Parliament for Sarnia-Lambton, all regional municipalities as significant actors to ensuring the need for natural gas in Ontario as part of a measured approach towards energy transition, and submitted to municipalaffairs@enbridge.com.

Mayor
Town of Plympton-Wyoming
Wednesday, April 10, 2024

Catalina Blumenberg  
Clerk  
Prince Edward County  
332 Picton Main Street  
Picton, Ontario  
K0K 2T0

SENT VIA EMAIL: clerks@pecounty.on.ca


Dear C. Blumenberg,

Please be advised of the following motion passed at the Monday, March 18, 2024, Goderich Town Council Meeting:

Moved By: Councillor Segeren  
Seconded By: Councillor Kelly

**WHEREAS** poverty is taking a devastating toll on communities, undermining a healthy and prosperous Ontario, with people in receipt of Ontario Works and Ontario Disability Support Program being disproportionately impacted;

**WHEREAS** the cost of food, housing, medicine, and other essential items have outpaced the highest inflation rates seen in a generation;

**WHEREAS** people in need of social assistance have been legislated into poverty, housing insecurity, hunger, poorer health, their motives questioned, and their dignity undermined;

**WHEREAS** Ontario Works (OW) Financial Assistance rates have been frozen since 2018 ($733 per month);

**WHEREAS** Ontario Disability Support Program (ODSP) benefit rates have been increased by 6.5 percent as of July 2023 to keep up with inflation, however even with the increase, ODSP rates still fall below their value in 2018 ($1,376 when adjusted for inflation) and significantly below the disability-adjusted poverty line ($3,091 per month);
WHEREAS OW and ODSP rates do not provide sufficient income for a basic standard of living and, as a result, hundreds of thousands of people across Ontario who rely on these programs live in poverty;

WHEREAS designated Service Managers are doing their part, but do not have the resources, capacity, or tools to provide the necessary income and health-related supports to people experiencing poverty; and

WHEREAS leadership and urgent action is needed from the Provincial Government to immediately develop, resource, and implement a comprehensive plan to address the rising levels of poverty in Ontario, in particular for those on Ontario Works and Ontario Disability Support Programs;

THEREFORE BE IT RESOLVED THAT the Town of Goderich requests the Provincial Government to urgently:

1. At least double Ontario Works and ODSP rates and index rates to inflation, answering calls already made by “Raise the Rates” campaign and the “Income Security Advocacy Centre”;
2. Commit to ongoing cost of living increases above and beyond the rate of inflation to make up for the years they were frozen;
3. Commit to jointly working between the Ministry of Children, Community, and Social Services and the Ministry of Health on the best methods of assessing client needs and then matching those in need to the services they require;

AND FURTHER THAT a copy of this resolution be sent to the Minister of Children, Community, and Social Services, the Minister of Health, the Minister of Municipal Affairs and Housing, the Association of Municipalities of Ontario, the Ontario Municipal Social Services Association, Huron County Social and Property Services, the Western Ontario Wardens Caucus, and all Ontario Municipalities.

CARRIED

If you have any questions, please do not hesitate to contact me at 519-524-8344 ext. 210 or afisher@goderich.ca.

Yours truly,

Andrea Fisher
The Town of Goderich
57 West Street
Goderich, Ontario
N7A 2K5
519-524-8344
townhall@goderich.ca
www.goderich.ca

Director of Legislative Services/Clerk
/ar

cc. Premier Doug Ford premier@ontario.ca
Hon. Paul Calandra Paul.Calandra@pc.ola.org
MPP Lisa Thompson, Huron–Bruce lisa.thompsonco@pc.ola.org
Hon. Sylvia Jones Sylvia.Jones@pc.ola.org
Association of Municipalities of Ontario resolutions@amo.on.ca
Ontario Municipal Social Services Association dball@omssa.com
Huron County Social and Property Services
Western Ontario Wardens Caucus
Ontario Municipalities
WHEREAS the Accessibility for Ontarians With Disabilities Act (AODA) is groundbreaking legislation, created to help people with disabilities fully participate in society, bring them to the table in crafting regulations, and build mechanisms to enforce standards;

AND WHEREAS Rich Donovan, an expert in accessibility issues, was appointed as the Independent Reviewer of the Act in 2022, and in his 2023 legislative review declared a crisis as a necessary catalyst to get Ontario back on track for accessibility;

AND WHEREAS at least 2.9 million Ontarians currently live with a disability, representing at least 22% of the consumer base and the workforce, but due to barriers, Ontarians with disabilities are too often falling short of their full potential;

AND WHEREAS the AODA aims to develop, implement and enforce standards related to goods, services, accommodation, employment and buildings before Jan. 1, 2025, and municipalities, as the level of government closest to the people are at the front lines, developing, implementing and enforcing these standards without meaningful guidance on its implementation and/or enforcement by the Province;

AND WHEREAS people with disabilities and advocates, note the slow pace of current and previous Ontario governments in implementing the AODA and there are growing concerns there will be no renewed push to keep accessibility issues at the forefront after 2025;

AND WHEREAS the Municipality of Wawa is dedicated and committed to creating a welcoming environment so that all people may have equitable access to programs, goods, services and facilities, but making investments to achieve the AODA standards has been challenging given the lack of consistent and stable funding for municipalities to remove accessibility barriers;

p.2...
The Corporation of the Municipality of Wawa

REGULAR COUNCIL MEETING

RESOLUTION

THEREFORE, BE IT RESOLVED THAT the Corporation of the Municipality of Wawa Council strongly encourages action on the part of the Provincial Government to urgently:

a) create a "Municipal Accessibility Fund" for municipalities to develop, implement and enforce AODA standards related to goods, services, accommodation, employment and buildings. Such a fund could be modelled after the Canada Community-Building Fund or the Ontario Cannabis Legalization Implementation Fund on a per household basis;

b) to commit to working with municipalities to implement the Donovan Review immediate crisis recommendations;

AND FURTHER THAT that a copy of this resolution be sent to the Minister of Seniors and Accessibility, the Premier of Ontario, the Minister of Seniors and Accessibility, the Minister of Children, Community, and Social Services, the Minister of Health, the Minister of Municipal Affairs and Housing, the Federation of Canadian Municipalities, the Association of Municipalities of Ontario, and the Eastern Ontario Wardens Caucus, and all Ontario Municipalities.

Disclosure of Pecuniary Interest and the general nature thereof.

☐ Disclosed the pecuniary interest and general name thereof and abstained from the discussion, vote and influence.

Clerk: __________________________

MAYOR = MELANIE PILON

CLERK – MAURU O’NEILL

This document is available in alternate formats.
March 28, 2024

Please be advised that during the regular Council meeting of March 26, 2024 the following resolution regarding support for 'a call to action' to meet the deadline of an Accessible Ontario by 2025 was carried.

**RESOLUTION NO. 2024-151**

**DATE:** March 26, 2024

**MOVED BY:** Councillor MacNaughton

**SECONDED BY:** Councillor Pennell

**WHEREAS** the Accessibility for Ontarians With Disabilities Act (AODA) is groundbreaking legislation, created to help people with disabilities fully participate in society, bring them to the table in crafting regulations, and build mechanisms to enforce standards;

**WHEREAS** Rich Donovan, an expert in accessibility issues, was appointed as the Independent Reviewer of the Act in 2022, and in his 2023 legislative review declared a crisis as a necessary catalyst to get Ontario back on track for accessibility;

**WHEREAS** at least 2.9 million Ontarians currently live with a disability, representing at least 22% of the consumer base and the workforce, but due to barriers, Ontarians with disabilities are too often falling short of their full potential;

**WHEREAS** the AODA aims to develop, implement and enforce standards related to goods, services, accommodation, employment and buildings before Jan. 1, 2025, and municipalities, as the level of government closest to the people are at the front lines, developing, implementing and enforcing these standards without meaningful guidance on its implementation and/or enforcement by the Province;

**WHEREAS** people with disabilities and advocates, including Prince Edward County's Accessibility Advisory Committee, note the slow pace of current and previous Ontario governments in implementing the AODA and there are growing concerns there will be no renewed push to keep accessibility issues at the forefront after 2025;

**WHEREAS** Prince Edward County is dedicated and committed to creating a welcoming environment so that all people may have equitable access to programs, goods, services and facilities, but making investments to achieve the AODA
standards has been challenging given the lack of consistent and stable funding for municipalities to remove accessibility barriers;

**THEREFORE BE IT RESOLVED THAT** the Council of Prince Edward County strongly encourages action on the part of the Provincial Government to urgently:

a) create a "Municipal Accessibility Fund" for municipalities to develop, implement and enforce AODA standards related to goods, services, accommodation, employment and buildings. Such a fund could be modeled after the Canada Community-Building Fund or the Ontario Cannabis Legalization Implementation Fund on a per household basis;

b) to commit to working with municipalities to implement the Donovan Review immediate crisis recommendations;

**AND FURTHER THAT** the Mayor write a letter in support of this resolution to the Minister of Seniors and Accessibility, and that a copy of this resolution be sent to the Premier of Ontario, the Minister of Seniors and Accessibility, the Minister of Children, Community, and Social Services, the Minister of Health, the Minister of Municipal Affairs and Housing, the Federation of Canadian Municipalities, the Association of Municipalities of Ontario, and the Eastern Ontario Wardens Caucus, and all Ontario Municipalities.

_CARRIED_

Yours truly,

Catalina Blumenberg, **CLERK**

cc: Mayor Steve Ferguson, Councillor MacNaughton, Councillor Pennell, and Marcia Wallace, CAO
Wednesday, April 10, 2024

Matthew Pearson  
Chair  
Ausable Bayfield Maitland Valley Source Protection Committee  
71108 Morrison Line  
RR3, Exeter Ontario  
N0M 1S5  
SENT VIA EMAIL: mpearson@bmross.net

RE: Recommended Phase-Out of Free Well Water Testing in the 2023 Auditor General’s Report

Dear M. Pearson,

Please be advised of the following motion passed at the Monday, March 18, 2024, Goderich Town Council Meeting:

Moved By: Councillor Segeren  
Seconded By: Deputy Mayor Noel

That the Town of Goderich direct a letter to Minister Lisa Thompson requesting that the province not proceed with the recommended phase-out of free private well testing in Ontario;

And Further That area municipalities, the Minister of Environment Conservation and Parks, the Minister of Health and Long-Term Care, other Source Protection Committees, and local health units be forwarded the letter and asked for their support.

CARRIED

If you have any questions, please do not hesitate to contact me at 519-524-8344 ext. 210 or afisher@goderich.ca.

Yours truly,

Andrea Fisher  
Director of Legislative Services/Clerk

cc. Premier Doug Ford premier@ontario.ca  
Hon. Paul Calandra Paul.Calandra@pc.ola.org
MPP Lisa Thompson, Huron–Bruce lisa.thompsonco@pc.ola.org
MPP Andrea Khanjin, Minister of Environment Conservation and Parks
  andrea.khanjin@pc.ola.org
MPP Stan Cho, Minister of Long-Term Care Stan.Cho@pc.ola.org
Ontario Municipalities
April 12th, 2024

Re: Municipalities Retaining Surplus from Tax Sales

Please be advised that the Council of the Town of Plympton-Wyoming, at its meeting on April 10th, 2024, passed the following motion supporting the resolution from the Municipality of St. Charles regarding municipalities retaining surplus from tax sales.

Motion #13
Moved by Councillor Mike Vasey
Seconded by Councillor Bob Woolvett
That Council support correspondence item ‘h’ from the municipality of St. Charles regarding Support for Municipalities to Retain Surplus from Tax Sales.

Carried.

If you have any questions regarding the above motion, please do not hesitate to contact me by phone or email at eflynn@plympton-wyoming.ca.

Sincerely,

E. Flynn
Executive Assistant – Deputy Clerk
Town of Plympton-Wyoming

Cc: All regional Municipalities
Agenda Number: 10.3.
Resolution Number: 2023-151
Title: Resolution Stemming from May 17, 2023 Regular Meeting of Council (Item 9.1 - Correspondence #9 and 15) and from the June 21, 2023 Regular Meeting Council (Item 9.1 - Correspondence #19)
Date: July 19, 2023

Moved by: Councillor Loftus
Seconded by: Councillor Lachance

WHEREAS prior to being repealed by the Modernizing Ontario's Municipal Legislation Act, 2017, Section 380(6) of the Municipal Act, 2001, allowed for a municipality to retain surplus proceeds from tax sales within their jurisdiction;
AND WHEREAS the current Public Tax Sale process is a burdensome process to a municipality that invests a considerable amount of time and money recovering these proceeds for the potential sole benefit of the Crown in Right of Ontario;
BE IT RESOLVED THAT Council for the Corporation of the Municipality of St.-Charles supports the Corporation of the Town of Essex in the reinstatement of previous legislation that permitted municipalities to apply for and retain surplus proceeds from tax sales in their jurisdictions;
AND BE IT FURTHER RESOLVED THAT this Resolution be circulated to the Ministry of Municipal Affairs and Housing (MMAH); the Ministry of Finance (MOF); the Ontario Municipal Tax & Revenue Association (OMTRA); the Association of Municipalities of Ontario (AMO), the local Member of Provincial Parliament (MPP); and, all Ontario Municipalities.

CARRIED

MAYOR
April 17th, 2024

Premier's Office
Room 281
Legislative Building, Queen's Park
Toronto, ON M7A 1A1

Ministry of Legislative Affairs
Main Legislative Building
Room 223
111 Wellesley St. W
Toronto, ON M7A 1A8

Ben Lobb, MP
30 Victoria Street
Goderich, Ontario
N7A 2R6

ATTENTION: Hon. Doug Ford, Hon. Paul Calandra, & MP Ben Lobb

Dear Premier Ford, Hon. Paul Calandra, & MP Benn Lobb:

RE: Resolution – Return to combined ROMA and OGRA Conferences

Please be advised that the Council of the Corporation of the Township of Lanark Highlands passed the following resolution at their regular meeting held March 26th, 2024:

Moved by Councillor Kelso  Seconded by Councillor Closs

THAT, the Council of the Township of Lanark Highlands supports the resolution from the Town of Goderich regarding the return to combined ROMA and OGRA conferences;

AND THAT, this resolution be forwarded to Premier Doug Ford, Minister Paul Calandra, MP Ben Lobb and be circulated to the Mayor of Mississippi Mills as the Zone 8 Representative on the Rural Ontario Municipal Association (ROMA) board of directors, and the Municipalities of Ontario.

Resolved
Sincerely,

Amanda Noël,
Clerk/Acting CAO

Encls.

c.c. Christa Lowry, Mayor of Mississippi Mills & Zone 8 Representative on the Rural Ontario Municipal Association (ROMA) board of directors
All Ontario Municipalities
April 17, 2024

Honourable Doug Ford, Premier of Ontario
Premier of Ontario
Legislative Building
Queen's Park
Toronto ON M7A 1A1

Delivered via email
doug.fordco@pc.ola.org
premier@ontario.ca

RE: Hastings County Motion regarding sustainable infrastructure funding for small rural municipalities

Please be advised that Hastings County Council, at its meeting held on March 28, 2024, passed the following resolution:

WHEREAS Ontario’s small rural municipalities face insurmountable challenges to fund both upfront investments and ongoing maintenance of their capital assets including roads and bridges and water wastewater and municipally owned buildings including recreational facilities and libraries;

WHEREAS in 2018, the Ontario government mandated all Ontario municipalities to develop capital asset management plans with the stipulation that they be considered in the development of the annual budget;

WHEREAS small rural municipalities (of 10,000 people or less) are facing monumental infrastructure deficits that cannot be adequately addressed through property tax revenue alone;

WHEREAS the only application approved through the recently awarded Housing Accelerator Fund to a small rural municipality was to Marathon Ontario, who received an allocation of $1.9 million dollars while over $1.369 billion going to Ontario’s large urban centres, resulting in a 0.2% investment in rural Ontario;
WHEREAS the Ontario Government has committed $9.1 billion to Toronto alone to assist with operating deficits and the repatriation of the Don Valley and Gardner Expressway;

WHEREAS small rural Ontario cannot keep pace with the capital investments required over the next 20 years unless both the Provincial and Federal Governments come forward with new sustainable infrastructure funding;

WHEREAS it is apparent that both the Federal and Ontario Governments have neglected to recognize the needs of small rural Ontario;

NOW THEREFORE BE IT RESOLVED THAT Hastings County call on the Ontario and Federal Government to implement sustainable infrastructure funding for small rural municipalities;

AND THAT small rural municipalities are not overlooked and disregarded on future applications for funding;

AND THAT both the Federal and Ontario Governments begin by acknowledging that there is an insurmountable debt facing small rural municipalities;

AND THAT both the Federal and Ontario Governments immediately commission a Working Group that includes a member of the Eastern Ontario Wardens Caucus, to develop a plan on how to deal with the impending debt dilemma;

AND FINALLY THAT this resolution be forwarded to The Honourable Justin Trudeau, Prime Minister of Canada, The Honourable Sean Fraser, Minister of Housing, Infrastructure and Communities of Canada; Michel Tremblay Acting President and CEO, Canada Mortgage and Housing Corporation; The Honourable Doug Ford, Premier of Ontario; The Honourable Kinga Surma, Ontario Minister of Infrastructure; The Honourable Paul Calandra, Ontario Minister of Municipal Affairs and Housing; MP Shelby Kramp-Neuman, Hastings-Lennox Addington; MPP Ric Bresee Hastings-Lennox Addington, AMO, ROMA, FCM, Eastern Ontario Wardens’ Caucus and all Municipalities in Ontario.

If you have any questions regarding the above motion, please do not hesitate to contact me directly.

Sincerely,

Cathy Bradley
Director of Legislative Services
March 28, 2024

Larry Brock, MP Brant
108 St. George Street, Suite #3
Brantford, ON N3R 1V6

Sent via email: larry.brock@parl.gc.ca

Will Bouma, MPP
96 Nelson Street
Suite 101
Brantford, ON N3T 2X1

Sent via email: will.bouma@pc.ola.org

To whom it may concern:

Please be advised that Brantford City Council at its meeting held March 26, 2024 adopted the following:

12.6.13 Home Heating Sustainability

WHEREAS home heating energy costs is a major and onerous burden for Seniors and those with limited or fixed incomes; and

WHEREAS the cost of natural gas to heat homes continues to climb due to many factors such as inaccurate meter readings, inflation, delivery and customer charges, carbon tax, among others, causing financial strain for many citizens; and

WHEREAS 3.8 million households in Ontario currently use natural gas for home heating, representing about 70 per cent of Ontario households; and

WHEREAS the carbon tax charged on heating bills is highly dependent on the amount of natural gas used and accounts for 20-25% of the utility bill; and

WHEREAS Canadians have no choice but to heat their homes throughout the winter; and

WHEREAS no citizen should have to choose between putting food on the table or heating their homes; and

WHEREAS the carbon tax is increasing as of April 1, 2024 to $0.15 per cubic meter for natural gas, and the carbon tax rebate for homeowners is also increasing; and
WHEREAS Ontario homeowners can now expect to receive $1,120 annually for the rebate on average and the rebate will be renamed to the Canada Carbon Rebate; and

WHEREAS starting on January 1, 2024, both SaskEnergy and SaskPower removed the federal carbon tax from home heating, resulting in savings for approximately 98 per cent of Saskatchewan families by exempting them from carbon tax on home heating oil; and

WHEREAS the Canadian government has implemented new measures to help Atlantic Canadians lower their energy bills by making the average heat pump free to help low- to median-income Canadians switch to cleaner fuel and incentivizing the switch to heat pumps with $250 upfront payments; and

WHEREAS the Canadian and Ontario governments have discontinued grant and rebate programs for Ontarians to retrofit their homes to be energy efficient such as Ontario’s green home-retrofit rebate program, the ecoENERGY home retrofit program, and the Canada Greener Homes Grant, making it difficult for homeowners to reduce their reliance on natural gas.

NOW THEREFORE BE IT RESOLVED:

A. THAT the Federal Government exclude home heating from the federal carbon tax to reduce the burden on citizens, as has been done in Saskatchewan; and

B. THAT the Federal and Provincial Governments reinstate home energy retrofit rebate and grant programs to help Brantford residents retrofit their homes to be more energy efficient and provide barrier-free options for switching to less carbon-intensive fuel sources to lower their utility bills and avoid the carbon tax; and

C. THAT the Clerk BE DIRECTED to forward a copy of this resolution to The Federal Minister of the Environment and Climate Change, The Honourable Steven Guilbeault, The Provincial Minister of Environment, Conservation and Parks, The Honourable Andrea Khanjin, The City of Brantford Member of Parliament, The Honourable Larry Brock, The City of Brantford Member of Provincial Parliament, The Honourable Will Bouma, and to each municipality in Ontario; and

D. THAT the Mayor of the City of Brantford request that this resolution be added as an agenda item for consideration by the Ontario Big City’s Mayor Caucus.

I trust this information is of assistance.

Yours truly,

[Signature]

CITY CLERK’S OFFICE
City Hall, 58 Dalhousie Street, Brantford, ON N3T 2J2
P.O Box 818, Brantford, ON N3T 5R7
Phone: (519) 759-4150     Fax: (519) 759-7840     www.brantford.ca
Chris Gauthier
City Clerk, cgauthier@brantford.ca

cc  Federal Minister of the Environment and Climate Change, Honourable Steven Guilbeault
Provincial Minister of Environment, Conservation and Parks, Honourable Andrea Khanjin
All Ontario Municipalities
Regular Meeting of Council

Agenda Number: 8.2.
Resolution Number 2024-070
Title: Resolution stemming from February 21, 2024 Regular Meeting of Council - Item 10.1 - Correspondence #7, 28 and 30
Date: March 20, 2024

Moved by: Councillor Loftus
Seconded by: Councillor Lachance

BE IT RESOLVED THAT Council for the Corporation of the Municipality of St.-Charles hereby supports the Resolution passed by the Corporation of the County of Prince Edward on January 16, 2024, and the support Resolutions passed by the Town of Plympton-Wyoming on February 14, 2024, and by the Township of McMurrich / Monteith on February 6, 2024, regarding expanding the life span of fire apparatus;

AND BE IF FURTHER RESOLVED THAT a copy of this Resolution be sent to Premier Doug Ford; Minister of Labour, Training, Immigration and Skilled Trades, David Piccini; Minister of Municipal Affairs and Housing, Paul Calandra; the Association of Municipalities of Ontario (AMO); our local Member of Provincial Parliament (MPP); and all Ontario Municipalities.

CARRIED
January 22, 2024

Please be advised that during the regular Council meeting of January 16, 2024 the following motion regarding support for the Province to expand the life span of fire apparatus, specifically pertaining to the replacement of fire trucks due to insurance requirements was carried:

RESOLUTION NO. 2024-46

DATE: January 16, 2024

MOVED BY: Councillor Nieman

SECONDED BY: Councillor Branderhorst

WHEREAS By-Law 3256-2013, being a By-Law to Establish, Maintain, and Operate a Fire Department established service level standards for the Corporation of the County of Prince Edward Fire Department;

AND WHEREAS apparatus and equipment are directly tied to the delivery of fire protection services authorized by Council in By-Law 3256-2013, and a safe, reliable and diverse fleet is required to serve operational needs;

AND WHEREAS fire Apparatus is governed by industry best practices, the application of law and recognized industry partners, including the Ontario Fire Service Section 21 Guidance Notes, National Fire Protection Association Standards, The Occupational Health and Safety Act, and Fire Underwriters Survey (FUS);

AND WHEREAS Fire Underwriters Survey (FUS) is a provider of data, underwriting, risk management and legal/regulatory services focusing on community fire-protection and fire prevention systems in Canada, establishing apparatus replacement schedules based on safety and risk mitigation practices;

AND WHEREAS on November 16, 2023, Council, received report FD-06-2023 regarding asset Management - Fire Apparatus Fleet Report and noted the budgetary pressures of meeting FUS replacement schedules;

AND WHEREAS no provincial funding is available for new fire trucks, yet, small and rural municipalities must meet the same standards set by FUS as larger municipalities for fire equipment, including additional pressure to move fire trucks out when they reach a specific age, even though they can still meet the safety regulations;
THEREFORE BE IT RESOLVED THAT the Council of the Corporation of Prince Edward County direct the Mayor to draft a letter to MPP Minister Todd Smith requesting a meeting to discuss the life span of fire apparatus, specifically pertaining to the replacement of fire trucks due to insurance requirements; and

THAT the Mayor draft a letter to FUS requesting the creation of a new community fire-protection and fire prevention insurance system that does not put all municipalities under the same umbrella, with distinct categories for rural and urban municipalities;

THAT this resolution be sent to Premier Doug Ford, the Honourable David Piccini, Minister of Labour, Immigration, Training and Skills Development, Paul Calandra, Minister of Municipal Affairs and Housing requesting a response on this matter within 30 days of receipt; and

THAT this resolution be shared with all 444 municipalities in Ontario, The Federation of Canadian Municipalities (FCM), The Association of Municipalities Ontario (AMO), and The Eastern Ontario Wardens’ Caucus (EOWC).

CARRIED

Yours truly,

Catalina Blumenberg, CLERK

cc: Mayor Steve Ferguson, Councillor Nieman, Councillor Branderhorst, Marcia Wallace, CAO and Fire Chief Chad Brown
Re: Expanding the Life of Fire Apparatus

Please be advised that the Council of the Town of Plympton-Wyoming, at its meeting on February 14th, 2024, passed the following motion supporting the resolution from Prince Edward County regarding Expanding the Life of Fire Apparatus.

**Motion #11**
Moved by Councillor Bob Woolvett
Seconded by Councillor Kristen Rodrigues
That Council support correspondence item ‘r’ from Prince Edward County regarding Expanding the Life of Fire Apparatus.

*Carried.*

If you have any questions regarding the above motion, please do not hesitate to contact me by phone or email at eflynn@plympton-wyoming.ca.

Sincerely,

Ella Flynn
Executive Assistant – Deputy Clerk
Town of Plympton-Wyoming

Cc:  Minister of Labour, Immigration, Training and Skills Development – David Piccini
     Minister of Municipal Affairs and Housing – Paul Calandra
     Federation of Canadian Municipalities
     Association of Municipalities of Ontario
     The Eastern Ontario Wardens’ Caucus
     All Ontario Municipalities
February 16, 2024

The Honourable Doug Ford
Premier of Ontario
premier@ontario.ca

Re: Expanding the Life of Fire Apparatus

Please be advised that the Council of the Township of McMurrich/Monteith, at its meeting on February 6th, 2024, pass the following motion supporting the resolution from Prince Edward County regarding Expanding the Life of Fire Apparatus.

Resolution #2024-53
Moved by: Vicky Roeder-Martin
Seconded by: Terry Currie
Be It Resolved that Council supports resolution 2024-46 from the County of Prince Edward relating to a request to the Province to expand the life span of fire apparatus, specifically pertaining to the replacement of fire trucks due to insurance requirements. Carried

If you have any questions regarding the above resolution, please do not hesitate to contact me by phone or email at clerk@mcmurrichmonteith.com

Yours truly,

Cheryl Marshall
Clerk-Treasurer

cc. Minister of Municipal Affairs and Housing – Paul Calandra
Minister of Labour, Immigration, Training and Skills Development – David Piccini
Federation of Canadian Municipalities
Association of Municipalities of Ontario
All Ontario Municipalities
BE IT RESOLVED THAT Council for the Corporation of the Municipality of St.-Charles hereby supports the Resolution passed by Public Health Sudbury & Districts on January 18, 2024, regarding household food insecurity;
AND BE IF FURTHER RESOLVED THAT a copy of this Resolution be sent to Premier Doug Ford; Minister of Children, Community and Social Services, Michael Parsaco; Minister of Finance, Peter Bethlenfalvy; Minister of Municipal Affairs and Housing, Paul Calandra; Deputy Premier and Minister of Health, Sylvia Jones; the Association of Municipalities of Ontario (AMO); our local Member of Provincial Parliament (MPP); and all Ontario Municipalities.
January 24, 2024

VIA ELECTRONIC MAIL

The Honourable Doug Ford
Premier of Ontario
Legislative Building, Queen’s Park
Toronto, ON M7A 1A1

Dear Recipient:

Re: Household Food Insecurity

At its meeting on January 18, 2024, the Board of Health carried the following resolution #06-24:

WHEREAS food security is a chronic and worsening health issue as documented by annual local data on food affordability and as recognized by multiple Association of Local Public Health Agencies (alPHA) resolutions: AO5-18 (Adequate Nutrition for Ontario Works and Ontario Disability Support Program), A18-02 (Minimum Wage that is a Living Wage), A15-04 (Basic Income Guarantee), and A23-05 (Monitoring Food Affordability in Ontario and the Inadequacy of Social Assistance Rates)

THEREFORE BE IT RESOLVED THAT the Board of Health for Public Health Sudbury & Districts call on the provincial government to incorporate local food affordability findings in determining adequacy of social assistance rates to reflect the current costs of living and to index Ontario Works rates to inflation going forward; and

THAT in the context of the Public Health Strengthening roles and responsibilities deliberations, the Board of Health urge all health system partners to remain committed to population health assessment and surveillance as it relates to monitoring food environments and, specifically, to monitoring food affordability; and share this motion broadly with local and provincial stakeholders.
Household food insecurity is one of the strongest predictors of poor health, making it a serious public health issue (PROOF, 2023). Individuals who are food insecure are at higher risk of diet-related diseases like diabetes and are at higher risk for a wide range of chronic conditions such as depression and anxiety disorders, arthritis, and chronic pain. Household food insecurity leaves an indelible mark on children’s health and well-being (PROOF, 2023). The experience of food insecurity in childhood is associated with mental health concerns throughout childhood and into early adulthood (PROOF, 2023). In Ontario, the healthcare costs of individuals who are the most food insecure can be more than double that of individuals who are food secure (PROOF, 2023, Tarasuk et al., 2015).

Thank you for your attention to this important issue – the solutions for which will not only help many Ontarians in need but also protect the sustainability of our critical health and social services resources.

Sincerely,

Penny Sutcliffe, MD, MHSc, FRCPC
Medical Officer of Health and Chief Executive Officer

cc: Honourable Michael Parsa, Minister of Children, Community and Social Services
Honourable Peter Bthlenfalvy, Ministry of Finance
Honourable Paul Calandra, Minister of Municipal Affairs and Housing
Honourable Sylvia Jones, Deputy Premier and Minister of Health
France Gélinas, Member of Provincial Parliament, Nickel Belt
Jamie West, Member of Provincial Parliament, Sudbury
Michael Mantha, Member of Provincial Parliament, Algoma-Manitoulin
Dr. Kieran Moore, Chief Medical Officer of Health
Jacqueline Edwards and Jennifer Babin-Fenske, Co-chairs, Greater Sudbury Food Policy Council
Richard Lathwell, Local Food Manitoulin
Colleen Hill, Executive Director, Manitoulin Family Resources
All Ontario Boards of Health
Association of Local Public Health Agencies

Agenda Number: 8.5.
Resolution Number 2024-073
Title: Resolution stemming from February 21, 2024 Regular Meeting of Council - Item 10.1 - Correspondence #16
Date: March 20, 2024

Moved by: Councillor Lachance
Seconded by: Councillor Loftus

BE IT RESOLVED THAT Council for the Corporation of the Municipality of St.-Charles hereby supports the Resolution passed by the Corporation of the Municipality of Calvin on January 30, 2024, regarding provincial and national fire fighting strategy;
AND BE IT FURTHER RESOLVED THAT a copy of this Resolution be sent to Prime Minister, Justin Trudeau; Minister of National Defence, Bill Blair; Premier Doug Ford; Minister of Natural Resources and Forestry, Graydon Smith; Minister of Economic Development, Vic Fideli; the Association of Municipalities of Ontario (AMO); our local Member of Parliament (MP); our local Member of Provincial Parliament (MPP); and all Ontario Municipalities.

CARRIED

MAYOR
Date: January 30, 2024

Resolution Number: 2024-31

Moved By: Councillor Moreton

Seconded By: Councillor Manson

Background: Before Calvin township became a township, it was burned by numerous forest fires. This was before the time of fire towers, water bombers, and municipal fire departments. A 1881 report from Lawrence Tallan, Provincial Land surveyor, states: "The township of Calvin has been traversed by repeated and severe fires – so well have the flames done their work that with the exception of an insignificant portion, scarcely a vestige of the original timber remains."

History has a way of repeating itself, and now rural municipalities and remote areas need more than ever to be prepared to respond to forest fires. Invasive pests like the emerald ash borer and the spruce bud worm are killing large numbers of trees, leaving copious amounts of dry kindling in our forests just waiting for a careless human or a lightning strike. Our forests are choked with deadfall and forest fires are becoming increasingly difficult to control. Add to this the effects of rising temperatures and drier seasons, or climate change, and we could be facing increasingly disastrous forest fires. This is not the time to be caught short with limited forest fire-fighting resources.

Jordan Omstead of the Canadian Press recently wrote: “But as Canada's water bombers age – and wildfire seasons are expected to intensify – some wildland
firefighters and emergency preparedness experts say the country needs to prop up its fleet of firefighting aircraft, even though several provinces are playing down concerns about capacity.” He quotes Eric Davidson, president of the Ontario Professional Association of Wildland Firefighters, “We’re really starting to see the effect of the aging fleet.”

The article further states the John Gradek, lecturer at McGill University estimates that almost half of the larger water bombers used to fight Canadian forest fires are nearing the end of their service life.

However, a Canadian company making a large skimmer-style water bomber is backed up with orders from European countries until the end of the decade.

Ontario has its own fleet of aircraft. They have 20 fixed-wing aircraft which includes 9 CL215 and CL415 water bombers that are 24 years old on average. The remaining 11 aircraft are an average of 54 years old. Melissa Candelaria, a spokesperson for Minister Graydon Smith says the MNR can handle Ontario fires with these aircraft, but Jennifer Kamau, communications manager for the Canada Interagency Forest Fire Centre, CIFFC, noted that other provinces contract out firebombers and last year there was a strain in Canada to get the resources to areas in need because there were so many fires across the country at the same time and very few aircraft available.

Peter Zimonjic of the CBC quoted the Canadian Association of Fire Chiefs (CAFC) President Ken McMullen, “It’s not often that the fire chiefs sound the alarm. We are very concerned about this impending crisis that the summer of 2024 and beyond is going to bring our sector.”

In 2023 we all smelled the smoke and saw the sky turn brown. Buildings can be replaced, but lives cannot. And once an area is burned it takes more than a lifetime for it to return to its original state.

WHEREAS Forest fires are a very real threat to rural municipalities.
AND WHEREAS smoke from forest fires put people’s health at risk. This is especially true of children and the elderly. The David Suzuki Foundation reports that wildfires kill many thousands of people per year and most of the deaths are from smoke inhalation.

AND WHEREAS forest fires are a very real danger to the climate and according to The Guardian, in 2023 they emitted three times as much carbon as the entire carbon footprint of Canada.

AND WHEREAS according to the John Crace interview in The Guardian with William Kurz, a retired scientist with Natural Resources Canada, around two billion tonnes of carbon have been released into the atmosphere from forest fires in 2023.

AND WHEREAS carbon emissions from forest fires are not counted against Canada’s Paris agreement commitments, according to Kurz, but they far exceeded all of the emissions tied to Canada’s economy (670 mega tonnes, or 0.67 billion tonnes, according to Environment and Climate Change Canada).

AND WHEREAS that standing healthy forest serves as a carbon sink, drawing in carbon, but once destroyed by fire, even though second growth takes its place, it is much less effective for many decades.

AND WHEREAS the federal government owns no water bombers and assists the provinces through the CIFFC, Canadian Interagency Forest Fire Centre, a spokesperson with CIFFC says that last year there were too many requests and not enough inventory to meet the needs of the country.

AND WHEREAS as reported by De Havilland Canada who manufacture the Canadian made water bomber, they have contracts with European countries for the next 22 of its new DHC-515 planes, which will take until 2029 or 2030 to complete and there will be very little production available to replace the aging water bombers in Ontario and the rest of Canada.
NOW THEREFORE BE IT RESOLVED THAT the council of the Corporation of Calvin Township urges and encourages the Federal Government to commit additional funds for cost sharing of provincial firefighting and to consider the development of a national strategy of firefighting. Furthermore, we urge the federal government to consider the measures necessary for acquiring a national fleet of Canadian-made waterbombers, with home bases strategically located to best serve and respond to the needs of rural communities, and a national fire administration to better coordinate and manage efforts across the country. We also encourage the introduction of a program similar to the Joint Emergency Preparedness Program (JEPP) which was ended in 2013.

And we encourage Minister Graydon Smith to step up the on-the-ground firefighting capability and water bomber acquisitions in Ontario.

AND THAT this resolution be forwarded to The Right Honourable Justin Trudeau, Prime Minister of Canada, The Honourable Bill Blair, Minister of National Defence, The Honourable Doug Ford, Premier of Ontario, The Honourable Graydon Smith, Minister of Natural Resources and Forestry of Ontario, The Honourable Vic Fideli, Minister of Economic Development Ontario, the Federation of Canadian Municipalities (FMC) and the Association of Municipalities Ontario (AMO).

AND THAT this resolution be shared with all 444 municipalities in Ontario for their consideration and adoption.

Results: Carried

Recorded Vote:

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<th>Member of Council</th>
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<td>Mayor Gould</td>
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Regular Meeting of Council

Agenda Number: 8.6.
Resolution Number 2024-074
Title: Resolution stemming from February 21, 2024 Regular Meeting of Council - Item 10.1 - Correspondence #23
Date: March 20, 2024

Moved by: Councillor Laframboise
Seconded by: Councillor Pothier

BE IT RESOLVED THAT Council for the Corporation of the Municipality of St.-Charles hereby supports the Resolution passed by the Corporation of the City of Cambridge on February 13, 2024, regarding catch and release justice;
AND BE IF FURTHER RESOLVED THAT a copy of this Resolution be sent to Prime Minister, Justin Trudeau; Minister of Justice and Attorney General of Canada, Arif Virani; Attorney General of Ontario, Doug Downey; Ontario Solicitor General, Michael Kerner; Premier Doug Ford; the Association of Municipalities of Ontario (AMO); our local Member of Parliament (MP); our local Member of Provincial Parliament (MPP); and all Ontario Municipalities.

CARRIED

MAYOR

Page 120 of 734
February 14, 2024

Re: Catch and Release

At its Council Meeting of February 13, 2024, the Council of the Corporation of the City of Cambridge passed the following Motion:

WHEREAS this council believes that the safety of our community and its protection from crime in all its forms is of utmost importance.

WHEREAS our taxpayer-funded judicial system exists to protect the public, who in return for their tax dollars are entitled to a system that works.

WHEREAS the number of charges laid for failure to comply with court orders – primarily failure to comply with the terms of a promise to appear, undertaking, recognizance, probation order, or peace bond – are steadily on the rise in the province of Ontario.

WHEREAS there has been a notable increase in the number of violent offences committed in the province of Ontario by individuals who are concurrently subject to release orders.

WHEREAS the Ontario justice system is backlogged, court systems under strain, and police and prosecutors overwhelmed by their caseloads.

WHEREAS we have seen a dramatic lowering of the threshold for release, resulting in violent, serious, or repeat offenders who should by rights have been reasonably detained in custody, released on supervision plans that are increasingly deficient.

WHEREAS the general sense among the criminal population is that breaching bail conditions will not result in much by way of consequence for the offender, as evidenced by a clear pattern province-wide of unjustifiable release, a pattern which is bound to continue given insufficient resources to conduct Crown bail reviews, surety bond estreatment hearings, and ensure the subsequent collection of surety bond funds after judgment.

WHEREAS a ‘catch and release’ system constitutes a failure of government to perform a core function of its existence, that being the protection of public safety and that this failure constitutes a clear and present danger to the public.
WHEREAS the current hard drug crisis has contributed to a desperate criminal element that is exacting a significant financial and emotional toll on communities across Canada including Cambridge.

WHEREAS our police services are being demoralized by expending precious time and resources having to manage the repeated arrests of these habitual criminal offenders within a system that limits their ability to effectively protect the public.

AND WHEREAS this ineffective follow-through by our judicial system unfairly erodes the public's trust in our police services, who consequently become the target of frustrated and angry residents who feel they are no longer being protected from crime.

AND WHEREAS the increasing erosion of public faith and trust in our judicial system ultimately brings the administration of justice in the province of Ontario into disrepute and leads to a growing feeling amongst residents that they are no longer protected by a system perceived to prioritize the rights and freedoms of the criminal over the rights and safety of themselves and their families.

NOW THEREFORE BE IT RESOLVED, that the City Clerk for the City of Cambridge send a letter to the Right Honourable Justin Trudeau, Prime Minister of Canada, the Honourable Arif Virani, Minister of Justice and Attorney General of Canada, Attorney General of Ontario Doug Downey, Ontario Solicitor General Michael Kerzner, the Honourable Doug Ford Premier of Ontario, MP Bryan May, MP Valerie Bradford, MPP Jess Dixon, MPP Bryan Riddell, Police Chief Mark Crowell, Waterloo Regional Police Service, all Ontario Police Associations and Police Departments, Ontario Provincial Police, all Ontario MPPs and MPs, and all municipalities throughout Ontario for their endorsement consideration, requesting additional funding in Ontario's legal system to support a meaningful resistance to the current “catch and release” practice, including hiring sufficient court staff, with a specific focus on additional assistant Crown Attorneys.

Should you have any questions related to the approved resolution, please contact me.

Yours Truly,

Danielle Manton
City Clerk
Cc: (via email)
Hon. Prime Minister Trudeau
Hon. Minister of Justice and Attorney General of Canada
Attorney General of Ontario
Ontario Solicitor General
Hon. Premier Ford
Ontario Police Associations
Ontario Police Departments
Ontario MPPs and MPs
All Ontario Municipalities
Resolution stemming from February 21, 2024 Regular Meeting of Council - Item 10.1 - Correspondence #24

Moved by: Councillor Pothier
Seconded by: Councillor Lachance

BE IT RESOLVED THAT Council for the Corporation of the Municipality of St.-Charles hereby supports the Resolution passed by the Corporation of the Township of Coleman on November 20, 2023; and the support resolution passed by the Corporation of the Township of Lanark Highlands on January 23, 2024, regarding Conservation Officer reclassification;

AND BE IF FURTHER RESOLVED THAT a copy of this Resolution be sent to Premier Doug Ford; Minister of Natural Resources and Forestry, Graydon Smith; the Association of Municipalities of Ontario (AMO); our local Member of Provincial Parliament (MPP); and all Ontario Municipalities.

CARRIED
February 14th, 2024

Premier's Office
Room 281
Legislative Building, Queen's Park
Toronto, ON M7A 1A1

ATTENTION: Premier of Ontario

Dear Premier Ford:

RE: Resolution – Conservation Officer Reclassification

Please be advised that the Council of the Corporation of the Township of Lanark Highlands passed the following resolution at their regular meeting held January 23rd, 2024:

Moved by Councillor Roberts Seconded by Councillor Summers

THAT, Council supports the resolution from Coleman Township regarding Conservation Officer Reclassification;

AND THAT, this resolution of support be circulated to the Premiere of Ontario, the Minister of Natural Resources Graydon Smith, local Members of Parliament and all Ontario Municipalities.

Resolved

Sincerely,

Amanda Noël
Clerk/Acting CAO

Encls.

c.c. Minister of Natural Resources, Graydon Smith
    Local MP’s and MPP’s
    Association of Municipalities
    All Ontario Municipalities
Resolution
Regular Council Meeting

Agenda Number: 9.4.
Resolution Number 23-371
Title: 23-R-49 Letter of Support - Conservation Officer Reclassification
Date: Monday, November 20, 2023

Seconded by: M. Lubbock
Moved by: S. Cote

WHEREAS Ontario has 196 field Conservation Officers including 6 canine handlers who provide protection to Municipalities Natural Resources and uphold public safety by enforcing hunting and firearm laws and investigate gruesome injuries and even deaths that result from hunting-related accidents; in addition, Conservation Officers are often First Responders and ensure public safety by facilitating evacuations and enforcing Emergency Area orders during forest fires during record breaking wildfires such as we witnessed this past summer; and

WHEREAS Conservation Officers perform comparable work to Police Officers and other Enforcement Officers within the province and are professional, armed Peace Officers trained to police standards and undergo the same training; and

WHEREAS Ontario Municipalities are required that their constituents are informed, and their interests are safeguarded and ensure they have access to outreach and natural resources compliance services; and

NOW THEREFORE BE IT RESOLVED THAT the Council of the Corporation of the Township of Coleman does here by support the Ontario Conservation Officer's Association (OCOA) in their efforts to have Conservation Officers in the Province of Ontario reclassified as Enforcement Officers and be compensated fairly; and

FURTHER request the support of all Ontario Municipalities; and

FURTHERMORE, THAT this resolution with a letter of support be forwarded to Ontario Premiere Doug Ford, the Minister of Natural Resources Graydon Smith, the Local Provincial Member of Parliament (MPP) John Vanthof, Temistaming Municipal Association and the Federation of Northern Ontario Municipalities.

CARRIED YES: 4 NO: 0 ABSENT: 0

S. Cote
M. Lubbock
P. Rieux
L. Perry

Certified True Copy

[Signature]

Christopher W. Oslund
CAO/Clerk - Treasurer
Regular Meeting of Council

Agenda Number: 8.8.
Resolution Number: 2024-076
Title: Resolution stemming from February 21, 2024 Regular Meeting of Council - Item 10.1 - Correspondence #27
Date: March 20, 2024

Moved by: Councillor Pothier
Seconded by: Councillor Loftus

BE IT RESOLVED THAT Council for the Corporation of the Municipality of St.-Charles hereby supports the Resolution passed by the Corporation of the City of Sarnia on January 15, 2024; and the support resolution passed by the Corporation of the Town of Plympton-Wyoming on February 14, 2024, regarding Carbon Tax;
AND BE IT FURTHER RESOLVED THAT a copy of this Resolution be sent to Prime Minister, Justin Trudeau; Premier Doug Ford; the Association of Municipalities of Ontario (AMO); our local Member of Parliament (MP); our local Member of Provincial Parliament (MPP); and all Ontario Municipalities.

CARRIED

[Signature]
MAYOR
The Right Honourable Justin Trudeau  
Prime Minister of Canada  
80 Wellington Street  
Ottawa, ON K1A 0A2  
Justin.trudeau@parl.gc.ca  
(sent via e-mail)

February 15th, 2024

Re: Carbon Tax

Please be advised that the Council of the Town of Plympton-Wyoming, at its meeting on February 14th, 2024, passed the following motion supporting the resolution from the City of Sarnia regarding Carbon Tax.

**Motion #12**
Moved by Councillor John van Klaveren  
Seconded by Councillor Mike Vasey  
That Council support correspondence item ‘o’ from the City of Sarnia regarding Carbon Tax.  
*Carried.*

If you have any questions regarding the above motion, please do not hesitate to contact me by phone or email at eflynn@plympton-wyoming.ca.

Sincerely,

Ella Flynn  
Executive Assistant – Deputy Clerk  
Town of Plympton-Wyoming

Cc: All Ontario municipalities
January 19, 2024

The Right Honourable Justin Trudeau
Prime Minister of Canada
80 Wellington Street
Ottawa, ON K1A 0A2
Justin.trudeau@parl.gc.ca

Dear Prime Minister:

**Re: Carbon Tax**

At its meeting held on January 15, 2024, Sarnia City Council adopted the following resolution:

*Whereas the federal government recently increased the carbon tax in April 2023 and will almost triple it by 2030; and*

*Whereas the Parliamentary Budget officer has admitted that when fiscal and economic impacts of the federal fuel charge are considered that the vast majority of households will see a staggering loss; and*

*Whereas this tax flows through from producers to transporters to the grocery store floor for our citizens; and*

*Whereas this tax does very little to reduce pollution and emissions; and*

*Whereas two thirds of Canadians are approximately $200 away or less from not being able to pay all their bills at the end of the month; and*

*Therefore, be it resolved that Sarnia City Council write a Letter to the Federal government (and copied to other Municipalities for their consideration) strongly urging them to cancel the carbon tax which is financially hurting our citizens at a time*
when affordability concerns are at an all-time high to ease the financial and inflationary pressure on our Citizens.

Your consideration of this request is respectfully requested.

Yours Sincerely,

Amy Burkhart
City Clerk

cc: All Ontario Municipalities
RESOLVED THAT the Council of the Township of Terrace Bay supports the request of the Township of Amaranth in calling upon the Province of Ontario to treat all municipalities fairly and provide equivalent representative operational budget funding amounts to all Ontario municipalities.

☑ Carried ☐ Defeated ☐ Recorded Vote

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Mayor
April 11, 2024

Hon. Paul Calandra
Minister of Municipal Affairs and Housing
via Email:
minister.mah@ontario.ca

Re: Jurisdiction of Ontario’s Ombudsman

The following resolution, adopted by City Council at their meeting on April 8, 2024, is forwarded for your information and necessary action.

That Council approve the recommendations outlined in Report LSOCS24-005, dated April 2, 2024 of the Commissioner, Legislative Services, as follows:

a) That the Honourable Paul Calandra, Minister of Municipal Affairs and Housing, be requested to introduce a Bill to amend the Ombudsman Act to require the Ontario Ombudsman to provide to each municipality, if requested by the municipality, sufficient particulars of each investigation, matter or case respecting the municipality that is referred to in each of the Ombudsman’s Annual Reports to permit the municipality to fully understand and address the subject matter of each such investigation, matter or case including:

i) a copy of each complaint, as applicable, redacted only to the extent of individuals’ personal information contained therein;

ii) the identities of the municipality’s employees, officers and members of Council with whom the Ombudsman was consulting in respect of the investigation, matter or case; and

iii) particulars of the outcome of the investigation, matter or case including the Ombudsman’s findings, conclusions and recommendations, if any.

b) That the City Clerk forward Council’s resolutions resulting from Council’s approval of these recommendations to Minister Calandra, MPP David Smith, the Association of Municipalities of Ontario and to the municipal Clerks of Ontario’s municipalities.
Sincerely,

J. Kennedy

John Kennedy, City Clerk

cc: David Smith, MPP
    Association of Municipalities of Ontario (AMO)
    All Ontario Municipalities
April 12, 2024

The Honourable Doug Ford
Premier of Ontario
Legislative Building
Queens Park
Toronto ON M7A 1A1

Dear Premier Ford,

Re: Motion regarding Affordability of Water and Wastewater Rates

Please be advised that at its regular meeting of April 9, 2024, Loyalist Township Council passed the following resolution:

Resolution 2024-77
Moved by Councillor Willis
Seconded by Councillor Parks

WHEREAS a resolution passed by the County of Renfrew regarding the unaffordability of rural and small urban water and wastewater systems has been circulated to all municipalities in Ontario; and

WHEREAS due to the typical geography of rural Ontario, it is not unusual for smaller municipalities to be responsible for several treatment facilities; and

WHEREAS the costs associated with the operations, upkeep and upgrade of a number of treatment facilities and other infrastructure to meet provincial regulations in both environmental and financial planning capacities for smaller urban centers, which typically has a much lower population density per total kilometers of water and sewer as compared to larger municipalities, is a significant financial burden on system users for this essential necessity;
NOW, THEREFORE BE IT RESOLVED THAT the Council of the Corporation of Loyalist Township supports the County of Renfrew’s request to the Association of Municipalities of Ontario (AMO), the Rural Ontario Municipalities Association (ROMA) and the Federation of Canadian Municipalities (FCM) to examine if the unaffordability of water and wastewater system operational costs is systemic provincially and nationally;

AND THAT if the unaffordability is determined to be systemic, provincial and federal governments appropriately fund an assistance program for smaller municipalities with financial oversight of drinking water and wastewater systems;

AND THAT a copy of this resolution be circulated to the Honourable Doug Ford, Premier of Ontario; the Honourable Kinga Surma, Minister of Infrastructure; the Honourable Paul Calandra, Minister of Municipal Affairs and Housing, the Honourable Andrea Khanjin, Minister of the Environment, Conservation and Parks, Ric Bresee, MPP Hastings - Lennox & Addington; the Association of Municipalities of Ontario; the Rural Ontario Municipal Association; and the Federation of Canadian Municipalities.

Motion carried.

Sincerely,

Anne Kantharajah
Township Clerk
akantharajah@loyalist.ca
613-386-7351 Ext. 121

cc: the Honourable Kinga Surma, Minister of Infrastructure
the Honourable Paul Calandra, Minister of Municipal Affairs and Housing
the Honourable Andrea Khanjin, Minister of the Environment, Conservation and Parks
Ric Bresee, MPP Hastings - Lennox & Addington;
Association of Municipalities of Ontario
Rural Ontario Municipal Association
Federation of Canadian Municipalities
Jim Hegadorn, Mayor, Loyalist Township
Rebecca Murphy, CAO, Loyalist Township
Councillor Willis, Loyalist Township
Councillor Parks, Loyalist Township
April 16, 2024

Conservation Authorities and
Natural Hazards Section
Ministry of Natural Resources and
Forestry – RPDPPB
By E-mail: ca.office@ontario.ca

Matthew Rae
MPP for Perth-Wellington
By E-mail: matthew.rae@pc.ola.org

RE: Conservation Authorities Act

Please note that in response to the attached Ministry of Natural Resources and Forestry’s proposal “Regulation detailing new Minister’s Permit and Review powers under the Conservation Authorities Act” on April 5, 2024, Council of the Municipality of West Perth at its Regular Council Meeting held on April 15, 2024, passed the following resolution:

RESOLUTION: 122/24

Moved By: Councillor Trentowsky

Seconded by: Councillor Duck

CARRIED

“That the Council for the Municipality of West Perth recommends to the province that any proposed changes contemplated by the province be put on hold until such time that the planning statement is finalized by the province and communicated to the municipalities and that this motion be circulated to the Association of Municipalities of Ontario (AMO) All Ontario Municipalities for support.”

If you require further information, please do not hesitate to contact the Clerk’s Department.
Daniel Hobson
Manager of Legislative Services/Clerk
Municipality of West Perth

cc: Matthew Rae, MPP for Perth-Wellington
Association of Municipalities of Ontario (AMO)
All Ontario Municipalities
Proposition summary

We are proposing a regulation specifying the circumstances under which the Minister may issue an order to prevent a conservation authority from making a permitting decision and make the permitting decision in the place of a conservation authority or may undertake a review of a conservation authority permitting decision.

Proposal details

Conservation authorities regulate development and other activities through a permitting process under the Conservation Authorities Act for the purposes of natural hazard management and to protect people and property from natural hazards, such as flooding and erosion. Each conservation authority implements the permitting framework based on provincial legislation, regulatory...
requirements, and technical standards, as well as conservation authority board-approved policies that outline how the conservation authority administers regulations locally.

Recently proclaimed provisions in the Conservation Authorities Act and associated regulations came into effect on April 1, 2024, including new powers for the Minister to 1) issue an order to prevent a conservation authority from issuing a permit and to take over the permitting process in the place of a conservation authority, and 2) review a conservation authority permit decision at the request of the applicant.

The Ministry is proposing a regulation which would set out the circumstances under which these powers could be used. If the regulation is approved, public guidance would be made available on the criteria and processes outlined in the regulation.

1. **Permits issued by the Minister**

Existing requirements under the Conservation Authorities Act regarding permits issued by the Minister under section 28.1.1 include:

- The Minister may issue an order directing a conservation authority not to issue a permit to a specific individual to engage in a specified activity, or to persons who may wish to engage in a certain type or class of activity, that would be prohibited under section 28 without a permit.
- The Minister’s decision to issue an order is discretionary, and it may be issued either before or after an application for a permit has been submitted to the relevant conservation authority.
- Notice of any order must be provided to affected conservation authorities, any person who applied for the permit in question prior to the order and be posted on the Environmental Registry of Ontario (ERO) within 30-days.
- If an order made, the Minister has the power to issue a permit in place of the conservation authority. When making a permitting decision, the Minister is required to satisfy the same criteria concerning natural hazards and public safety that are considered by conservation authorities. This includes whether the activity is likely to affect the control of flooding, erosion, dynamic beaches or unstable soil or
bedrock. It also must consider whether the activity is likely to create conditions or circumstances that, in the event of a natural hazard, might jeopardize the health or safety of persons or result in the damage or destruction of property.

- The Minister may refuse the permit or issue a permit subject to such conditions as the Minister determines are appropriate.

**Proposed additional requirements that would be set out in regulation include:**

- The Minister may make an order to prevent a conservation authority from making a permitting decision and take over the permitting process only if the development activity or type or class of permits pertains to or supports a specified provincial interest, including:
  - Housing (community, affordable and market-based)
  - Community services (health, long-term care, education, recreation socio-cultural, security and safety, environment)
  - Transportation infrastructure
  - Buildings that facilitate economic development or employment
  - Mixed use developments

- If a proponent wishes to petition the Minister to issue an order, the proponent must submit a request to the Minister that would include information on:
  - Overview of proposed development.
  - Why the Minister’s involvement is requested (e.g., development of provincial interest, timing/urgency; permitting process to date if applicable; other barriers) and preferable to the standard process in the Conservation Authorities Act.
  - Indication of whether the local municipality has endorsed the project and the request for Minister’s involvement (e.g., by municipal letter or resolution).
  - Status of other required project approvals including the extent of any engagement with the conservation authority in the permitting process that the applicant has had to date.
2. Permits reviewed by the Minister

Existing requirements under the *Conservation Authorities Act* relating to requests for review under section 28.1.2 regarding permits where there is an order made by the Minister of Municipal Affairs and Housing under section 34.1 or 47 of the *Planning Act* and section 28.1 regarding all other conservation authority permits include:

- An applicant who has been refused a permit or had conditions attached to a permit by a conservation authority to which the applicant objects can, within 15-days of receiving reasons for the authority's decision, submit a request to the Minister for the Minister to review the authority’s decision. Alternatively, an applicant also has the option to appeal the authority's decision to the Ontario Land Tribunal.

- After receiving a request, the Minister has 30-days in which to decide whether or not they intend to conduct a review. If the Minister decides to conduct the review, a notice shall be posted on the ERO (Environmental Registry of Ontario) within 30-days of a reply indicating the Minister intends to review the decision by the authority. If the Minister does not reply within 30-days of the request, this is deemed to indicate that the Minister does not intend to conduct a review.

- After conducting a review, the Minister may confirm or vary the authority’s decision or make any decision that the Minister considers appropriate, including issuing the permit subject to conditions.

- The Minister is required to base the decision on same criteria concerning natural hazards and public safety that are considered by conservation authorities. This includes whether the activity is likely to affect the control of flooding, erosion, dynamic beaches or unstable soil or bedrock. It also must consider whether the activity is likely to create conditions or circumstances that, in the event of a natural hazard, might jeopardize the health or safety of persons or result in the damage or destruction of property.

Proposed additional requirements that would be set out in regulation include:

- The Minister may conduct a review of a conservation authority permit decision only if the development activity pertains to or supports a development of specified provincial interest, including:
  - Housing (community, affordable and market-based)
○ Community services (health, long-term care, education, recreation socio-cultural, security and safety, environment)
○ Transportation infrastructure
○ Buildings that facilitate economic development or employment
○ Mixed use developments

Note: This criteria would not apply to permit reviews under section 28.1.2 regarding permits where there is an order made by the Minister of Municipal Affairs and Housing under section 34.1 or 47 of the Planning Act.

• The request submitted to the Minister for a review would include information on:
  ○ Overview of proposed development.
  ○ If the request relates to conditions imposed by the conservation authority to which the applicant objects, identification of the specific conditions that are subject to the request for review, the changes requested to the conditions and the rationale in support of the requested changes.
  ○ If the request relates to an authority's decision to refuse a permit, the rationale in support of requesting that the Minister varies the decision and issues the permit.
  ○ Why the Minister's involvement is requested (e.g., development of provincial interest, timing/urgency; permitting process to date; other barriers) and preferable to alternative mechanisms in the Conservation Authorities Act.
  ○ Indication of whether the local municipality has endorsed the project and/or the request for Minister's involvement (e.g., by municipal letter or resolution).
  ○ Status of other required project approvals.

Regulatory impact analysis

By clearly communicating the circumstances under which the Minister would consider whether to issue an order to prevent a conservation authority from making a permitting decision and to make permitting decisions in place of a conservation authority or to review a conservation authority permitting decision, this proposal would ensure that development proponents pursue the appropriate permitting channel. Efficiently navigating the permitting process is
expected to help save proponents time and resources. We expect that there will be some minor administrative costs for development proponents based on the time needed to learn about and understand the proposed changes.

**Supporting materials**

**Related links**

- Conservation Authorities Act
  ([https://www.ontario.ca/laws/statute/90c27#BK43](https://www.ontario.ca/laws/statute/90c27#BK43))

- O. Reg. 41/24: Prohibited Activities, Exemptions and Permits
  ([https://www.ontario.ca/laws/regulation/240041](https://www.ontario.ca/laws/regulation/240041))

**View materials in person**

Some supporting materials may not be available online. If this is the case, you can request to view the materials in person.

Get in touch with the office listed below to find out if materials are available.

MNRF - RPDPB - Resources Development Section
300 Water Street
2nd Floor South
Peterborough, ON
K9J 3C7
Canada

**Comment**

Let us know what you think of our proposal.

Have questions? Get in touch with the contact person below. Please include the ERO (Environmental Registry of Ontario) number for this notice in your email or letter to the contact.

[Read our commenting and privacy policies. (/page/commenting-privacy)](https://www.ontario.ca/page/commenting-privacy)
WHEREAS municipal public works departments from across the Province of Ontario provide invaluable services to our communities ensuring the health and safety of all residents;

AND WHEREAS, if it was not for our municipal public works employees from across the Province of Ontario maintaining our public roads systems, our communities would not be able to function as emergency personnel could not respond to calls, school buses could not get our children to school, residents would not be able to get to work, school or appointments and many more basic functions would not be able to happen;

AND WHEREAS, municipal public works departments are already feeling the impacts of a labour shortages, which will only be exasperated over the next three (3) to five (5) years, which will cause the levels of service that municipalities are able to provide to ensure the health and safety of our residents to decrease;

AND WHEREAS, there is currently no provincial-wide course that properly trains potential municipal public works employees, specifically relating to municipal heavy equipment;

BE IT THEREFORE RESOLVED THAT the Corporation of the Township of Terrace Bay supports the work of the Association of Ontario Road Supervisors to develop a Municipal Equipment Operator Course to address this issue;

AND BE IT FURTHER RESOLVED THAT Council for the Corporation of the Township of Terrace Bay calls on the Province of Ontario's Ministry of Minister of Labour, Immigration, Training and Skills Development to fully fund the Municipal Equipment Operator Course in 2024 through the Skills Development Fund;

AND BE IT FURTHER RESOLVED THAT, a copy of this Resolution be forwarded to the Minister of Labour, Training, Immigration and Skilled Trades, David Piccinni; our local Member of Provincial Parliament; the Association of Municipalities of Ontario (AMO); the Association of Ontario Road Supervisors (AORS); and all Ontario Municipalities.

☑ Carried  □ Defeated  □ Recorded Vote

Recorded Vote:

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WHEREAS, municipal public works departments from across the Province of Ontario provide invaluable services to our communities ensuring the health and safety of all residents;

AND WHEREAS, if it was not for our municipal public works employees from across the Province of Ontario maintaining our public roads systems, our communities would not be able to function as emergency personnel could not respond to calls, school buses could not get our children to school, residents would not be able to get to work, school or appointments and many more basic functions would not be able to happen;

AND WHEREAS, municipal public works departments are already feeling the impacts of a labour shortage, which will only be exasperated over the next three to five years, which will cause levels of service municipalities are able to provide to ensure the health and safety of our residents to decrease;

AND WHEREAS, there is currently no provincial-wide course that properly trains potential municipal public works employees, specifically relating to municipal heavy equipment.

THEREFORE, IT BE RESOLVED, that the Municipality of Wawa supports the work of the Association of Ontario Road Supervisors to develop a Municipal Equipment Operator Course to address this issue;

AND FURTHERMORE THAT, the Municipality of Wawa calls on the Province of Ontario’s Ministry of Labour, Training, Immigration and Skilled Trades to fully fund the Municipal Equipment Operator Course in 2024 through the Skills Development Fund;
AND FINALLY RESOLVED THAT, a copy of this resolution be sent to the Minister of Labour, Training, Immigration and Skilled Trades David Piccini, MPP John Yakabuski, the Association of Ontario Road Supervisors, and all Ontario Municipalities.

Disclosure of Pecuniary Interest and the general nature thereof.

☐ Disclosed the pecuniary interest and general name thereof and abstained from the discussion, vote and influence.

Clerk: ____________________________

MAYOR – MELANIE PILON

CLERK – MAURY O’NEILL

This document is available in alternate formats.
Council Resolution Form

Date: 21 Mar 2024
Moved By: Councillor Tripp
Seconded by Councillor Popkie

No: Resolution No.63-24
Disposition: CARRIED.
Item No: 12.3

Description: Funding for the 2024 Municipal Equipment Operator Course

RESOLUTION:

WHEREAS, municipal public works departments from across the Province of Ontario provide invaluable services to our communities ensuring the health and safety of all residents;

AND WHEREAS, if it was not for our municipal public works employees from across the Province of Ontario maintaining our public roads systems, our communities would not be able to function as emergency personnel could not respond to calls, school buses could not get our children to school, residents would not be able to get to work, school or appointments and many more basic functions would not be able to happen;

AND WHEREAS, municipal public works departments are already feeling the impacts of a labour shortage, which will only be exasperated over the next three to five years, which will cause levels of service municipalities are able to provide to ensure the health and safety of our residents to decrease;

AND WHEREAS, there is currently no provincial-wide course that properly trains potential municipal public works employees, specifically relating to municipal heavy equipment.

THEREFORE IT BE RESOLVED, that the Township of Greater Madawaska supports the work of the Association of Ontario Road Supervisors to develop a Municipal Equipment Operator Course to address this issue;

Recorded Vote Requested by:

..................n/a........................................

Yea Nay
J. Levesque ________ ________
T. Popkie ________ ________
L. Thomson ________ ________
R. Tripp ________ ________
R. Weir ________ ________

Declaration of Pecuniary Interest:

..................n/a..............................

Disclosed his/her/their interest(s), vacated he/her/their seat(s), abstained from discussion and did not vote

Page 149 of 734
AND THAT, the Township of Greater Madawaska calls on the Province of Ontario’s Ministry of Labour, Training, Immigration and Skilled Trades to fully fund the Municipal Equipment Operator Course in 2024 through the Skills Development Fund;

AND THAT, a copy of this resolution be sent to the Minister of Labour, Training, Immigration and Skilled Trades David Piccini, MPP John Yakabuski, the Association of Ontario Road Supervisors, and all Ontario Municipalities.
April 11, 2024

The Right Honourable Justin Trudeau
Prime Minister of Canada
Office of the Prime Minister
80 Wellington Street
Ottawa, ON
K1A 0A2

Dear Sir:

Re: Intimate Partner Violence and Coercive Control

Please be advised that at its April 8, 2024 City Council meeting, Sault Ste. Marie City Council passed the following resolution:

Whereas the jury that heard the Carol Culleton, Anastasia Kuzyk, and Nathalie Warmerdam inquest (The Renfrew County Inquest) issued 86 recommendations to prevent future deaths and delivered those recommendations to the Province of Ontario; and

Whereas recommendation #85 of the inquest is to include “coercive control”, as defined in the Divorce Act, as a criminal offence or as a type of assault under section 265 of the Criminal Code; and

Whereas according to experts, a perpetrator has privileged access to information about the target by virtue of the closeness of an intimate relationship and, as such, is able to identify unique vulnerabilities that can be exploited for coercive control; and

Whereas Coordinating Community Responses to Domestic Violence cites scholars and advocates in the field have consistently described intimate partner violence as both an expression of, and an attempt to maintain, power and control over intimate partners; and

Whereas in 2019, according to the Government of Canada, of the 107,810 people aged 15 and over who experienced intimate partner violence 79% were women. 55% of women who experienced physical or sexual intimate partner violence feared a partner at some point. Being afraid of a partner can indicate intimate partner violence that is more coercive, more severe, and more likely to reflect a pattern of abusive behaviours; and

Whereas between 2014 and 2019 in Canada, there were 497 victims of intimate partner homicide, and 80% (400 victims) were women; and
Whereas while Indigenous women account for about 5% of all women in Canada, they accounted for 21% of women killed by an intimate partner between 2014 and 2019 (83 victims). In 2021, the rate of gender-related homicide of Indigenous women and girls was more than triple that of gender-related homicides of women and girls overall (1.72 versus 0.54 per 100,000 women and girls); and

Whereas the Government of Canada names coercive control as one of the acts included in intimate partner violence, but does not include coercive control as an offence contained within the Criminal Code of Canada*

Whereas Bill C332, a private member’s bill to amend the Criminal Code to create an offence of exercising coercive control of an intimate partner by engaging in a pattern of conduct that consists of any combination, or any repeated instances, of any of the following acts: using, attempting to use or threatening to use violence against certain persons, coercing or attempting to coerce the intimate partner to engage in sexual activity or engaging in other conduct that could reasonably be expected to cause the intimate partner to believe that their safety, or the safety of a person known to them, is threatened**

Now Therefore Be It Resolved that the Sault Ste. Marie City Council express its support for Bill C-332 as well as call on the Government of Canada to support Bill C-332 and enact the necessary amendments to the Criminal Code of Canada to include coercive control of an intimate partner; and

Further it be resolved that a copy of this motion be circulated to the Right Honourable Justin Trudeau, Prime Minister of Canada, the Honourable Dominic LeBlanc, Minister of Public Safety, the Honourable Patty Hajdu, Minister of Indigenous Services, the Honourable Mark Holland, Minister of Health, the Honourable Marcia Ien, Minister for Women and Gender Equality and Youth, the Honourable Jenna Sudds, Minister of Families, Children and Social Development, the Honourable Arif Virani, Minister of Justice, City of Sault Ste Marie MP Terry Sheehan, MP Laurel Collins, the Association of Municipalities of Ontario, Federation of Northern Ontario Municipalities, Federation of Canadian Municipalities, and all Ontario municipalities.


Sincerely

Rachel Tyczinski
City Clerk
April 18, 2024

Re: Item for Discussion – Correspondence from Muskoka Domestic Abuse Review Team, dated January 2024, regarding Declaring Gender-Based Violence and Intimate Partner Violence an Epidemic

At its meeting of April 10, 2024, the Council of the Corporation of the Town of Bracebridge ratified motion #24-GC-068, regarding Declaring Gender-Based Violence and Intimate Partner Violence an Epidemic, as follows:

“WHEREAS in June 2022 the Culleton, Kuzyk & Warmerdam Inquest was held to investigate the circumstances surrounding the deaths of Carol Culleton, Anastasia Kuzyk and Nathalie Warmerdam, all of whom were killed by the same perpetrator on September 22, 2015;

AND WHEREAS the jury returned eighty-six (86) powerful recommendations, the first calling on the Ontario Government to declare Intimate Partner Violence as an epidemic;

AND WHEREAS on August 16th, 2023, the Minister of Justice and Attorney General of Canada Arif Virani described Gender-Based Violence as “an epidemic” in the federal government’s formal response to a coroner’s inquest, also stating that his government is committed to ending the Gender-Based Violence epidemic “in all its forms, and is working to address any gaps in the Criminal Code to ensure a robust justice system response”;

AND WHEREAS the incidences of Gender-Based Violence and Intimate Partner Violence increased exponentially throughout the COVID-19 pandemic and has not decreased, while funding to provide the growing demand of services and support for victims and survivors of Intimate Partner Violence and Gender-Based Violence has not kept pace;

AND WHEREAS by declaring Gender-Based Violence and Intimate Partner Violence an epidemic, the Town of Bracebridge can join the growing number of municipalities in Ontario demanding action from all levels of government to address this growing epidemic;

NOW THEREFORE BE IT RESOLVED THAT the Town of Bracebridge declares Gender-Based Violence and Intimate Partner Violence an epidemic;

AND FURTHER THAT the Province of Ontario be requested to declare Gender-Based Violence and Intimate Partner Violence an epidemic;
AND FURTHER THAT that this resolution be sent to the Premier of Ontario; Minister of Children, Community and Social Services; Associate Minister of Women's Social and Economic Opportunity; Attorney General; Solicitor General; Minister of Health; Member of Provincial Parliament for Parry Sound-Muskoka; the Association of Municipalities of Ontario (AMO); the Association of Municipal Managers, Clerks and Treasurers of Ontario (AMCTO); Muskoka Area Indigenous Leadership Table (MAILT); and all Ontario Municipalities.”

In accordance with Council’s direction, I am forwarding you a copy of the resolution for your reference.

Please do not hesitate to contact me if I can provide any additional clarification in this regard.

Yours truly,

Lori McDonald
Director of Corporate Services/Clerk
Resolution stemming from February 21, 2024 Regular Meeting of Council - Item 10.1 - Correspondence #10 and 20

Date: March 20, 2024

Moved by: Councillor Loftus
Seconded by: Councillor Pothier

WHEREAS current provincial - municipal fiscal arrangements are undermining Ontario's economic prosperity and quality of life;
AND WHEREAS nearly a third of municipal spending in Ontario is for services in areas of provincial responsibility and expenditures are outpacing provincial contributions by nearly $4 Billion a year;
AND WHEREAS municipal revenues, such as property taxes, do not grow with the economy or inflation;
AND WHEREAS unprecedented population and housing growth will require significant investments in municipal infrastructure;
AND WHEREAS municipalities are being asked to take on complex health and social challenges - like homelessness, supporting asylum seekers and addressing the mental health and addictions crises;
AND WHEREAS inflation, rising interest rates, and provincial policy decisions are sharply constraining municipal fiscal capacity;
AND WHEREAS property taxpayers - including people on fixed incomes and small businesses - can not afford to subsidize income re-distribution programs for those most in need;
AND WHEREAS the province can, and should, invest more in the prosperity of communities;
AND WHEREAS municipalities and the provincial government have a strong history of collaboration; BE IT THEREFORE RESOLVED THAT the Corporation of the Municipality of St.-Charles requests that the Province of Ontario commit to undertaking with the Association of Municipalities of Ontario a comprehensive social and economic prosperity review to promote the stability and sustainability of municipal finances across Ontario;
AND BE IF FURTHER RESOLVED THAT a copy of this Resolution be sent to Premier Doug Ford; Minister of Finance, Peter Bethlenfalvy; Minister of Municipal Affairs and Housing, Paul Calandra; the Association of Municipalities of Ontario (AMO); the Federation of Northern Ontario Municipalities (FONOM); our local Member of Provincial Parliament (MPP); and all Ontario Municipalities.

CARRIED
CERTIFIED TRUE COPY

Moved by: Councillor Campbell  
Seconded by: Councillor Humphries

Resolution No.: 2024-40  
April 2, 2024

WHEREAS current provincial-municipal fiscal arrangements are undermining Ontario’s economic prosperity and quality of life;

AND WHEREAS nearly a third of municipal spending in Ontario is for services in areas of provincial responsibility and expenditures are outpacing provincial contributions by nearly $4 billion a year;

AND WHEREAS municipal revenues, such as property taxes, do not grow with the economy or inflation;

AND WHEREAS unprecedented population and housing growth will require significant investments in municipal infrastructure;

AND WHEREAS municipalities are being asked to take on complex health and social challenges – like homelessness, supporting asylum seekers and addressing the mental health and addictions crises;

AND WHEREAS inflation, rising interest rates, and provincial policy decisions are sharply constraining municipal fiscal capacity;

AND WHEREAS property taxpayers – including people on fixed incomes and small businesses – can’t afford to subsidize income redistribution programs for those most in need;

AND WHEREAS the province can, and should, invest more in the prosperity of communities;

AND WHEREAS municipalities and the provincial government have a strong history of collaboration;
NOW THEREFORE, BE IT RESOLVED THAT the Township of Horton requests the Province of Ontario commit to undertaking with the Association of Municipalities of Ontario a comprehensive social and economic prosperity review to promote the stability and sustainability of municipal finances across Ontario;

AND FURTHER THAT a copy of this motion is sent to the Premier of Ontario, Doug Ford; the MPP, John Yakabuski; and all municipalities in Ontario.

X CARRIED

Hope Dillabough, CAO/Clerk
March 20, 2024

Hon. Todd McCarthy
Ministry of Public and Business Service Delivery
777 Bay Street, 5th Floor
Toronto, ON M5B 2H7

Dear Honourable Todd McCarthy:

Re: Cemetery Transfer/Abandonment Administration & Management Support

Please be advised that, at its meeting of January 23, 2024 the Council of The Corporation of the City of Port Colborne resolved as follows:

That the correspondence item received from the Township of Clearview regarding Cemetery Transfer/Abandonment Administration & Management Support be supported.

A copy of the above noted resolution is enclosed for your reference.

Sincerely,

S. Tufail

Saima Tufail
Acting City Clerk

cc. Jim Cassimatis, BAO Interim CEO/Registrar
MPP Brian Saunderson
MPP Jeff Burch
MPP Sam Oosterhoff
MPP Jennifer Stevens
MPP Wayne Gates
All Ontario Municipalities
December 12, 2023

Hon. Todd McCarthy
Ministry of Public and Business Service Delivery
777 Bay Street, 5th Floor
Toronto ON M5B 2H7

Sent by Email

RE: Cemetery Transfer/Abandonment Administration & Management Support

Please be advised that Council of the Township of Clearview, at its meeting held on December 11, 2023, passed a resolution regarding Cemetery Transfer/Abandonment Administration & Management Support as follows:

Moved by Councillor Walker, Seconded by Councillor Broderick, Whereas under the Funeral, Burial and Cremation Services Act, 2002 (FBCSA), when a cemetery is declared abandoned by a judge of the Superior Court Justice, the local municipality within whose geographic boundaries the land of the cemetery is located, becomes the owner of the cemetery with all the rights and obligations in respect of the cemetery and the assets, trust funds and trust accounts related to it that the previous owner or operator possessed;

And Whereas over the last decade, there has been an increase in the number of churches and local cemetery boards initiating processes to transfer ownership or abandon their owned and operated cemeteries to the local municipality due to such issues as high maintenance costs, inaccuracy of records, lack of financial and human resources to effectively operate and maintain the cemetery, increased regulatory processes regarding training, selling of interment rights, financial operation of the care and maintenance fund, etc.;

And Whereas municipalities experience the same issues and pressures that churches and local boards experience with the operation and maintenance of cemeteries within its jurisdiction, and additional transfers of cemetery lands only compound the burden on municipal taxpayers;
And Whereas cemeteries are important infrastructure where the reasonable costs for
interment rights, burials, monument foundations, corner stones and administration charges
do not sufficiently support the general operation of cemeteries;

And Whereas the interest earned from the care and maintenance fund(s) of a cemetery do
not provide adequate funding to maintain the cemetery with the rising costs of lawn and turf
maintenance contracts and monument restoration;

Now Therefore Be It Resolved that Council of the Township of Clearview requests that the
Province through the Ministry of Public and Business Service Delivery and the Bereavement
Authority of Ontario (BAO) consider the following to assist municipalities in this growing
concern of cemetery transfers:

• Amend the Funeral, Burial and Cremation Services Act, 2002 (FBCSA), to have the
Province, through the BAO, identified as the default owner and operator of a cemetery
when it is abandoned;

• Provide annual funding (based on the number of cemeteries a municipality owns and
operates) to municipalities to assist with the maintenance of inactive and active
cemeteries; Page 6 of 7

• Provide free training opportunities for municipalities regarding cemetery
administration; and,

• Investigate and support the design of universal cemetery software for use by
municipal cemetery operators that can be offered at an affordable cost.

And that this resolution be circulated to the Hon. Todd McCarthy, Ministry of Public and
Business Service Delivery, Jim Cassimatis, BAO Interim CEO/Registrar, MPP Brian Saunderson
and all Ontario municipalities. Motion Carried.

For reference, please find attached the Staff Report LS-032-2023 that provides background
for the above resolution. If you have any questions, please do not hesitate to contact the
undersigned.

Regards,

Sasha Helmkay-Playter, B.A., Dipl. M.A., AOMC
Clerk/Director of Legislative Services

cc: Jim Cassimatis, BAO Interim CEO/Registrar
MPP Simcoe Grey, Brian Saunderson
Ontario Municipalities
Recommendation

Be It Resolved that Council of the Township of Clearview hereby receives Report LS-032-2023 (Cemetery Transfer/Abandonment Administration & Management Support) dated December 11, 2023; and,

Whereas under the Funeral, Burial and Cremation Services Act, 2002 (FBCSA), when a cemetery is declared abandoned by a judge of the Superior Court Justice, the local municipality within whose geographic boundaries the land of the cemetery is located, becomes the owner of the cemetery with all the rights and obligations in respect of the cemetery and the assets, trust funds and trust accounts related to it that the previous owner or operator possessed;

And Whereas over the last decade, there has been an increase in the number of churches and local cemetery boards initiating processes to transfer ownership or abandon their owned and operated cemeteries to the local municipality due to such issues as high maintenance costs, inaccuracy of records, lack of financial and human resources to effectively operate and maintain the cemetery, increased regulatory processes regarding training, selling of interment rights, financial operation of the care and maintenance fund, etc.;

And Whereas municipalities experience the same issues and pressures that churches and local boards experience with the operation and maintenance of cemeteries within its jurisdiction, and additional transfers of cemetery lands only compound the burden on municipal taxpayers;

And Whereas cemeteries are important infrastructure where the reasonable costs for interment rights, burials, monument foundations, corner stones and administration charges do not sufficiently support the general operation of cemeteries;

And Whereas the interest earned from the care and maintenance fund(s) of a cemetery do not provide adequate funding to maintain the cemetery with the rising costs of lawn and turf maintenance contracts and monument restoration;
Now Therefore Be It Resolved that Council of the Township of Clearview requests that the Province through the Ministry of Public and Business Service Delivery and the Bereavement Authority of Ontario (BAO) consider the following to assist municipalities in this growing concern of cemetery transfers:

- Amend the Funeral, Burial and Cremation Services Act, 2002 (FBCSA), to have the Province, through the BAO, identified as the default owner and operator of a cemetery when it is abandoned;
- Provide annual funding (based on the number of cemeteries a municipality owns and operates) to municipalities to assist with the maintenance of inactive and active cemeteries;
- Provide free training opportunities for municipalities regarding cemetery administration; and,
- Investigate and support the design of universal cemetery software for use by municipal cemetery operators that can be offered at an affordable cost.

And that this resolution be circulated to the Hon. Todd McCarthy, Ministry of Public and Business Service Delivery, Jim Cassimatis, BAO Interim CEO/Registrar, MPP Brian Saunderson and all Ontario municipalities.

**Background**

Under the Funeral, Burial and Cremation Services Act, 2002 (FBCSA), when a cemetery is declared abandoned by a judge of the Superior Court Justice, the local municipality within whose geographic boundaries the land of the cemetery is located, becomes the owner of the cemetery with all the rights and obligations in respect of the cemetery and the assets, trust funds and trust accounts related to it that the previous owner or operator possessed.

Over the last decade there appears to be a trend where cemeteries in Ontario are being transferred, whether through abandonment or a mutually agreed upon transfer, to the care and control of municipalities. This is often seen when there is a breakdown in existing cemetery boards and/or when churches cease operations. For many existing private cemetery boards their board members and volunteers are aging and are unable to assist with the operations and maintenance of the cemetery any longer. Finding new members proves to be difficult for these boards to continue. In addition to aging board members, there are other issues that are contributing to the increase in cemetery transfers:

- high maintenance costs
- inaccuracy of records
- lack of financial and human resources to effectively operate and maintain the cemetery
- increased regulatory processes that require ongoing training for selling of interment rights, and the financial operation of the care and maintenance fund, etc.

**Township Owned Cemeteries**

The Township of Clearview currently owns and operates nine (9) cemeteries within its geographic boundaries. Out of these nine cemeteries, four (4) are considered active meaning that there are still interment rights to be sold, or burials to take place. Below is a chart outlining these cemeteries and their status:

<table>
<thead>
<tr>
<th>Cemetery Name</th>
<th>Address</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Batteau Hill Cemetery</td>
<td>2670 County Road 124, Duntroon</td>
<td>Inactive</td>
</tr>
<tr>
<td>Bethel Union Cemetery</td>
<td>2249 Creemore Avenue, New Lowell</td>
<td>Inactive</td>
</tr>
<tr>
<td>Dunedin Union Cemetery</td>
<td>9 Turkeyroost Lane, Dunedin</td>
<td>Active</td>
</tr>
<tr>
<td>Duntroon Pioneer Cemetery</td>
<td>2870 County Road 124, Duntroon</td>
<td>Inactive</td>
</tr>
<tr>
<td>Lavender Cemetery</td>
<td>827103 Mulmur/Nottawasaga Townline, Creemore</td>
<td>Active</td>
</tr>
<tr>
<td>Old Zion Presbyterian Church Cemetery</td>
<td>6130 Highway 26, Sunnidale Corners</td>
<td>Inactive</td>
</tr>
<tr>
<td>Second Line Nottawasaga Cemetery</td>
<td>2279 County Road 42, Stayner</td>
<td>Active</td>
</tr>
<tr>
<td>Stayner Union Cemetery</td>
<td>7661 Highway 26, Stayner</td>
<td>Active</td>
</tr>
<tr>
<td>Zion Presbyterian Church Cemetery</td>
<td>12358 County Road 10, Sunnidale Corners</td>
<td>Inactive</td>
</tr>
</tbody>
</table>

For the Dunedin and Stayner Union Cemetery, the Township looks after the maintenance and burials through a third-party contractor. The maintenance and burials for the Lavender Cemetery are conducted through the Board. For the Second Line Nottawasaga Cemetery all the interment rights have been sold, but there remains one burial to be completed. The cost to maintain an active cemetery is expensive. Although burial costs and the installation of markers, etc. are cost recovery through the purchaser, grounds maintenance is not.

Inactive cemeteries still require consistent grounds maintenance, which includes any monument restoration for health and safety, and record searches for the public register.
Comments and Analysis

When analyzing the number of cemeteries that Clearview Township currently owns and operates, maintenance and administration is a large undertaking. To add any additional cemeteries by way of transfer or abandonment will only compound the issues the Township is already facing. In the past year, the Township has been approached by two separate entities regarding possible cemetery transfers. When a board or cemetery transfers ownership to the municipality, the issues are transferred with it. Municipalities are not immune to the same concerns. It becomes a strain on municipal resources, financially, administratively, and operationally.

Administrative Impact

From an administrative perspective the management of four active cemeteries is both time consuming and complex. No interment is the same, and providing good customer service takes time especially for those making arrangements while also dealing with grief. Administrative tasks include but are not limited to: interment right sales and mapping, burial contracts and scheduling, monument placement, historical record searches, plot and monument staking, fees and charges review, family transfers of interment rights and annual reporting to the Bereavement Authority of Ontario (BAO).

- Incomplete records

Often the records accepted by the Township from a dissolved cemetery board or church are incomplete and disorganized. This is no fault of the previous board members, as they are also often operating with limited resources. However, it does make it difficult to manage the cemetery post-transfer when records are sparse. Understanding which plots are occupied and by who is critical to the sound management of a cemetery. Unfortunately, this is not made possible in all cases because of incomplete records. In addition, records received during a transfer usually are maintained under different records management standards and are often organized and named inconsistently. Adaptation to Township records keeping practices takes time.

- Lack of human resources

Cemetery management is a highly regulated professional field, with the responsibility of which is often placed on public sector employees who may have limited knowledge of cemeteries in general. With reduced resources within municipalities especially rural ones, the management of cemeteries often becomes a secondary responsibility to another position. There is also a lack of affordable training available for municipal employees who are required to abide by regulations set out by the FBCSA and the BAO.
• **Increased regulatory processes**

Annual reporting requirements of the BAO can be extensive and complex. This includes monitoring the number of interments, the transfers to the Care and Maintenance Fund (C&M), and how the C&M fund can be used. There are also regulations pertaining to maintaining a public register, how sales are to be conducted and strict guidelines on Cemetery By-law approvals, and expansions including the erection of columbaria structures.

• **Inconsistent cemetery regulations**

Cemeteries can have many different regulations related to plot size, number of burials allowed in a given plot, monument size, what types of flowers/shrubs are allowed to be installed near a headstone etc. The transfer of different cemeteries having inconsistent regulations can make it difficult to adapt management practices in order to maintain original cemetery operational standards.

**Operational Impact**

Similarly, from an operational perspective the grounds maintenance of cemeteries, whether active or inactive, is both time consuming and complex. A key issue when analyzing the maintenance component of cemetery management is the lack of financial resources to support the operation. Cemetery maintenance includes, but is not limited to: grass cutting (whipper snipping around monuments), tree and shrub maintenance, monument and corner stone maintenance, water pipe and washroom monitoring, and general upkeep of cemetery grounds (removal of debris, etc.).

• **High maintenance costs**

As with many services, there are rising costs to contend with. Municipalities have adopted different models to address the maintenance of such, with third party contractors being commonly used or it becomes the responsibility of an internal department such as Parks & Recreation. Regardless the model, the costs have increased significantly over the last decade with equipment purchases/upgrades, insurance requirements for third-party contractors, and the time it takes to cut the grass and whipper snip around monuments. To put it into perspective, the Stayner Union Cemetery with the expansion is 25 acres with monuments to manoeuvre around during ground care. Other considerations for maintenance includes monument restoration and ensuring that they are not deteriorated to the point where they are unsafe. This is important for older cemeteries where restoration hasn’t been provided in the past and there are many deteriorating monuments.

• **Cost of cemetery management software**

Cemetery Management Software can help municipalities manage cemetery records, including plot sale contracts, interment rights certificates, and regulatory reporting.
However, these software solutions are often expensive and require a large amount of staff time to implement especially with incomplete data and records. These software solutions range in price from $5,000 to $100,000 with annual maintenance costs. This investment in software can be a large budget request and one that would need to be supported from taxation with the limited funds in cemetery general accounts.

- **Inadequate Care and Maintenance funds**

When the Funeral, Burial and Cremation Services Act, 2002 (FBCSA) was enacted, it stipulated that a care and maintenance fund for a cemetery shall be established. A cemetery operator is required to make contributions to the fund from the sale of in-ground graves, crypts, tombs, niches, scattering rights and monument installation. The contribution is prescribed under the FBCSA and differs dependant on the interment type. The idea is that the fund (income earned from the fund - interest) pays for maintenance costs after a cemetery has stopped making sales. In reality, this concept does not produce enough funds to maintain a cemetery. Looking at the Stayner Union Cemetery as an example, for the very basics (grass cutting and whipper snipping) the interest from the care and maintenance fund does not provide enough monies to maintain the cemetery for the 7 months it’s required. In addition, the care and maintenance fund is also to be utilized for the stabilization, maintenance and security of markers. Cemeteries are not self funding, and maintenance of such is becoming a larger budget concern.

**Support Request**

Cemetery transfers and abandonments have been an ongoing concern for Clearview Township for many years. When you look at the large geography of the Township there are many cemeteries within the boundaries that have the potential to be transferred. To gauge the concern of other municipalities on this issue, staff addressed it at a Simcoe County Clerks group discussion. Many neighbouring municipalities expressed that they were dealing with the same issues and have also been approached by different external entities on possible transfers.

As result of the discussion, it was agreed that to assist with the real concerns with transfers and abandonments of cemeteries, it’s vital that the Province provide assistance to adequately support this infrastructure. Support can be provided in many different forms, with staff making the following recommendations for the Ministry of Public and Business Service Delivery and the BAO:

- Amend the Funeral, Burial and Cremation Services Act, 2002 (FBCSA), to have the Province, through the BAO, identified as the default owner and operator of a cemetery when it is abandoned;
• Provide annual funding (based on the number of cemeteries a municipality owns and operates) to municipalities to assist with the maintenance of inactive and active cemeteries;
• Provide free training opportunities for municipalities regarding cemetery administration; and,
• Investigate and support the design of universal cemetery software for use by municipal cemetery operators that can be offered at an affordable cost.

There is not one solution to solve all the issues, but at the very least it’s important to identify the concerns and have open and real discussions at the provincial level on what support can be provided.

**Clearview’s Strategic Plan**

The above initiative supports the following strategic pillars:

- Governance

**Financial Implications**

It is difficult to identify an exact dollar amount that can be attributed to a cemetery transfer/abandonment to the municipality. Every transfer is different and depends on a multitude of factors beginning with the cemetery status (active/inactive), acreage, care and maintenance fund (if any), maintenance of records, etc. What is being recommended by staff by way of support from the province is not meant to erase the costs entirely, but rather, to alleviate the financial burden in some capacity.

**Report Appendices**

Not applicable.

**Approvals**

Submitted by: Sasha Helmkay, B.A., Dipl. M.A., AOMC, Clerk/Director of Legislative Services

Reviewed by: Krista Pascoe, Deputy Clerk

Financial Implications Reviewed by: Kelly McDonald, Treasurer

Approved by: John Ferguson, CAO
Re: Item for Discussion – Request for Provincial Support for Cemetery Operations

At its meeting of April 10, 2024, the Council of the Corporation of the Town of Bracebridge ratified motion #24-GC-066, regarding Request for Provincial Support for Cemetery Operations, as follows:

"WHEREAS under the Funeral, Burial and Cremation Services Act, 2002, when a cemetery is declared abandoned by a judge of the Superior Court Justice, the local municipality within whose geographic boundaries the land of the cemetery is located, becomes the owner of the cemetery with all the rights and obligations in respect of the cemetery and the assets, trust funds and trust accounts related to it that the previous owner or operator possessed;

AND WHEREAS over the last decade, there has been an increase in the number of churches and local cemetery boards initiating processes to transfer ownership or abandon their owned and operated cemeteries to the local municipality due to such issues as high maintenance costs, inaccuracy of records, lack of financial and human resources to effectively operate and maintain the cemetery, increased regulatory processes regarding training, selling of interment rights, financial operation of the care and maintenance fund, etc.;

AND WHEREAS municipalities experience the same issues and pressures that churches and local boards experience with the operation and maintenance of cemeteries within its jurisdiction, and additional transfers of cemetery lands only compound the burden on municipal taxpayers;

AND WHEREAS cemeteries are important infrastructure where the reasonable costs for interment rights, burials, monument foundations, corner stones and administration charges do not sufficiently support the general operation of cemeteries;

AND WHEREAS the interest earned from the care and maintenance fund(s) of a cemetery do not provide adequate funding to maintain the cemetery with the rising costs of lawn and turf maintenance contracts and monument restoration;

NOW THEREFORE BE IT RESOLVED that the Council of The Corporation of the Town of Bracebridge requests that the Province through the Ministry of Public and Business Service Delivery and the Bereavement Authority of Ontario (BAO) consider the following to assist municipalities in this growing concern of cemetery operations:

1. That the Province of Ontario provide annual funding (equitably allocated based on the operating costs of cemeteries) to municipalities to assist with the maintenance of inactive and active cemeteries;
2. Provide free training opportunities and resources for municipalities regarding cemetery administration; and,

3. Investigate and support the design of universal cemetery software for use by municipal cemetery operators that can be offered at an affordable cost.

AND THAT this resolution be circulated to the Ministry of Public and Business Service Delivery, the Bereavement Authority of Ontario CEO/Registrar, the Minister of Municipal Affairs and Housing; the Minister of Finance; the Local Member of Provincial Parliament; the Association of Municipalities of Ontario; the Association of Municipal Managers, Clerks and Treasurers of Ontario (AMCTO); and all Ontario Municipalities.”

In accordance with Council’s direction, I am forwarding you a copy of the resolution for your reference.

Please do not hesitate to contact me if I can provide any additional clarification in this regard.

Yours truly,

Lori McDonald
Director of Corporate Services/Clerk
RE: Correspondence from the Township of Perry regarding a Request to the Province to Amend the Blue Box Regulation

Please be advised that the Town of Cobourg Council, at its meeting held on March 27, 2024, passed the following resolution:

THAT Council receive the correspondence from the Township of Perry regarding a Request to the Province to Amend the Blue Box Regulation for information purposes; and

FURTHER THAT Council support the recommendation of the Township of Perry and send a copy of the support letter to the Premier of Ontario, AMO and member municipalities.

Sincerely,

Kristina Lepik
Deputy Clerk/Manager, Legislative Services

Enclosure.

cc. AMO
All Ontario Municipalities
February 26, 2024

Via Email

The Honourable Doug Ford, Premier of Ontario
Premier’s Office
Room 281, Legislative Building, Queen’s Park
Toronto, ON M7A 1A1

Dear Premier Ford,

RE: Request to the Province to Amend Blue Box Regulation for ‘Ineligible’ Sources

At their last regular meeting on Wednesday February 21, 2024, the Council of the Corporation of the Township of Perry supported the following:

"Resolution #2024-52
Moved by: Paul Sowrey
Seconded by: Jim Cushman

Whereas under Ontario Regulation 391/21: Blue Box producers are fully accountable and financially responsible for their products and packaging once they reach their end of life and are disposed of, for ‘eligible’ sources only;

And Whereas ‘ineligible’ sources which producers are not responsible for include businesses, places of worship, daycares, campgrounds, public-facing and internal areas of municipal-owned buildings, and not-for-profit organizations, such as shelters and food banks;

And Whereas should a municipality continue to provide services to the ‘ineligible’ sources, the municipality will be required to oversee the collection, transportation, and processing of the recycling, assuming 100% of the costs;

Be it resolved that the Council of the Corporation of the Township of Perry hereby request that the province amend Ontario Regulation 391/21: Blue

...2
Box so that producers are responsible for the end-of-life management of recycling products from all sources;

**And further that** Council hereby request the support of all Ontario Municipalities;

**And further that** this resolution be forwarded to the Honourable Doug Ford, Premier of Ontario, the Honourable Andrea Khanjin, Minister of the Environment, Conservation, and Parks, the Honourable Graydon Smith, MPP Parry Sound-Muskoka, and to all Ontario Municipalities.

*Carried."

Your attention to this matter is greatly appreciated.

Sincerely,

Beth Morton  
Clerk-Administrator

BM/ec

c.c. Honourable Andrea Khanjin, Minister of Environment, Conservation and Parks  
Honourable Graydon Smith, MPP Parry Sound-Muskoka  
All Ontario Municipalities
April 11, 2024

Please be advised that during the regular Council meeting of April 9, 2024 the following resolution regarding seeking support for the Province to amend Ontario Regulation 39/121: Blue Box for 'ineligible’ sources.

RESOLUTION NO. 2024-179

DATE: April 9, 2024

MOVED BY: Councillor Engelsdorfer

SECONDED BY: Councillor Braney

WHEREAS under Ontario Regulation 391/21: Blue Box producers are fully accountable and financially responsible for their products and packaging once they reach their end of life and are disposed of, for ‘eligible' sources only;

WHEREAS ‘ineligible’ sources which producers are not responsible for include businesses, places of worship, daycares, campgrounds, public-facing and internal areas of municipal-owned buildings, and not-for-profit organizations, such as shelters and food banks.

WHEREAS should a municipality continue to provide services to the ‘ineligible’ sources, the municipality will be required to oversee the collection, transportation, and processing of the recycling, assuming 100% of the costs;

WHEREAS Prince Edward County has approximately 600 or more "non-eligible” sources that will not be provided service from the Producer Responsibility Organization after transition begins.

THEREFORE BE IT RESOLVED THAT the Council of Prince Edward County joins the Municipality of Chatham-Kent in their appeal to the Provincial Government to amend Ontario Regulation 391/21: Blue Box so that producers are responsible for the end-of-life management of recycling products from all sources;

AND FURTHER THAT this resolution be forwarded to the Honourable Doug Ford, Premier of Ontario, the Honourable Andrea Khanjin, Minister of the Environment, Conservation, and Parks, Todd Smith, Bay of Quinte MPP, the Federation of Canadian Municipalities, the
Association of Municipalities of Ontario, the Eastern Ontario Wardens Caucus, Quinte Waste Solutions, and all Ontario Municipalities.

CARRIED

Yours truly,

Catalina Blumenberg, CLERK

c: Mayor Steve Ferguson, Councillor Engelsdorfer, and Marcia Wallace, CAO
Dear Honourable Doug Ford:

RE: Town of Lincoln Council Resolution – Extension of Bill 23 Timelines regarding Heritage Registry Lists

Please be advised that the Council of the Corporation of the Town of Lincoln at its Council Meeting held on March 25, 2024, passed the following motion regarding the Extension of Bill 23 Timelines regarding Heritage Registry Lists:

Resolution No: RC-2024-33
Moved by Mayor Easton; Seconded by Councillor Lynn Timmers

WHEREAS subsection 27(16) of the Ontario Heritage Act stipulates that any non-designated heritage property listed on the municipal register of properties as of December 31, 2022 shall be removed from the municipal register on or before January 1, 2025, if the council of the municipality does not give a notice of intention to designate the property under subsection 29(1) of the Ontario Heritage Act on or before January 1, 2025; and

WHEREAS since January 1, 2023, municipal staff and members of the Heritage Advisory Committee have been diligently working to: review the municipal heritage register; research the heritage value and interest of listed (non-designated) properties; review and research the heritage value and interest of non-designated properties; determine which properties should potentially be designated in accordance with the provisions of Section 29 of the Ontario Heritage Act; and take all required steps to designate such properties; and

WHEREAS the above-noted work involving 247 listed properties in the Town of Lincoln is extremely time-consuming and cannot be completed by December 31, 2024, with the limited municipal resources available.
WHEREAS the Heritage Advisory Committee on March 14, 2024 provided support to extend the January 1, 2025 deadline for five years to January 1, 2030 to continue efforts required to designate properties.

NOW THEREFORE BE IT RESOLVED THAT the Council of the Town of Lincoln authorize the Mayor to promptly send a letter to Doug Ford, Premier of Ontario, and Michael Ford, Minister of Citizenship and Multiculturalism, requesting that Subsection 27(16) of the Ontario Heritage Act be amended to extend the above-noted deadline for five years from January 1, 2025 to January 1, 2030; and

FURTHER THAT Council direct staff to forward this resolution to all municipalities in Ontario seeking support of the ACO correspondence.

CARRIED

If you require any additional information, please do not hesitate to contact the undersigned.

Regards,

[Signature]

Julie Kirkelos
Town Clerk
jkirkelos@lincoln.ca

JK/dp

Cc: Premier of Ontario
Minister of Citizenship and Multiculturalism
All Ontario Municipalities
April 5, 2024

Honourable Doug Ford
Premier of Ontario
Legislative Building
Queen’s Park
Toronto ON  M7A 1A1

Dear Premier Ford:

This is to advise that City Council, at a meeting held on March 18, 2024, passed the following resolution regarding the Ontario Heritage Act:

"WHEREAS The More Homes Built Faster Act, 2022 (Bill 23) received Royal Assent on November 28, 2022. As part of this omnibus Bill, several changes were implemented to various pieces of legislation, including but not limited to, The Planning Act, The Development Charges Act, The Conservation Authorities Act, and The Ontario Heritage Act; and,

WHEREAS subsection 27(16) of the Ontario Heritage Act stipulates that any non-designated heritage property listed on the municipal heritage register of properties as of December 31, 2022 shall be removed from the municipal register on or before January 1, 2025, if the council of the municipality does not give a notice of intention to designate the property under subsection 29(1) of the Ontario Heritage Act on or before January 1, 2025; and,

WHEREAS since January 1, 2023, municipal heritage planning staff and members of the municipal heritage committee (Heritage Kitchener) in this municipality have been diligently working to: review the municipal heritage register; research the heritage value and interest of listed (non-designated) properties; review and research the heritage value and interest of non-designated properties; contact owners of such properties; determine which properties should potentially be designated in accordance with the provisions of Section 29 of the Ontario Heritage Act; and take all required steps to designate such properties; and,
WHEREAS the above-noted work involving approximately 228 properties listed properties in this municipality is extremely time-consuming and cannot be completed by December 31, 2024 with the current resources available given other competing interests including reviewing and supporting new housing development proposals; and,

WHEREAS given the volume of work required, on February 7, 2023 the Kitchener Heritage Committee Work Plan 2022-2014 was endorsed with an objective of reviewing and designating only 80 properties by January 1, 2025 given the time constraint imposed; and,

THEREFORE BE IT RESOLVED that the City of Kitchener call on the Province to amend Subsection 27(16) of the Ontario Heritage Act to extend the above-noted deadline for five years from January 1, 2025 to January 1, 2030, and that a copy of this resolution be circulated to the Honourable Doug Ford, Premier of Ontario, the Honourable Michael Ford, Minister of Citizenship and Multiculturalism, the Honourable Peter Bethlenfalvy, Minister of Finance; and John Ecker, Chair, Ontario Heritage Trust. That is also be circulated to the Association of Municipalities of Ontario, Provincial MPPs, Municipal councils across the province, the Architectural Conservatory of Ontario (ACO), as well as the Waterloo Region branch of the ACO.”

Yours truly,

[Signature]

A. Fusco
Director of Legislated Services & City Clerk

Cc: Honourable Michael Ford, Minister of Citizenship and Multiculturalism
Honourable Peter Bethlenfalvy, Minister of Finance
John Ecker, Chair, Ontario Heritage Trust
Colin Best, President, Association of Municipalities Ontario
F. Leslie Thompson, President, Architectural Conservatory of Ontario (ACO)
Marg Rowell, President, Waterloo Branch of the Architectural Conservatory of Ontario
Ontario Members of Provincial Parliament
Ontario Municipalities
15. Committee and Staff Reports

15.1 Minutes - Committee of the Whole Meeting CW#05-24 held April 3, 2024

15.1.10 Member Motion - Councillor Cilevitz - Extension of the Deadline for Listed Non-Designated Heritage Properties - (CW Item 12.1)

Moved by: Councillor Shiu
Seconded by: Councillor Cilevitz

Whereas, subsection 27(16) of the *Ontario Heritage Act* stipulates that any non-designated heritage property listed on the municipal register of properties as of December 31, 2022 shall be removed from the municipal register on or before January 1, 2025, if the council of the municipality does not give a notice of intention to designate the property under subsection 29(1) of the *Ontario Heritage Act* on or before January 1, 2025; and

Whereas, since January 1, 2023, municipal staff and members of the municipal heritage committee in the City of Richmond Hill have been working to review the municipal heritage register, research the heritage value and interest of listed (non-designated) properties, review and research the heritage value and interest of non-designated properties, determine which properties should potentially be designated in accordance with the provisions of Section 29 of the *Ontario Heritage Act*, and take all required steps to designate such properties; and

Whereas, the above-noted work involving 235 listed properties in the City of Richmond Hill is extremely time-consuming and cannot be completed by December 31, 2024.

Now therefore be it resolved,

That Council for the City of Richmond Hill requests the Government of Ontario to amend Subsection 27(16) of the *Ontario Heritage Act* to extend the above-noted deadline for five years from January 1, 2025 to January 1, 2030; and
That the Clerk be directed to send a copy of this Resolution to
the Honourable Doug Ford, Premier of the Province of Ontario;
the Honourable Michael Ford, Minister of Citizenship and
Multiculturalism; Richmond Hill MPP Daisy Wai; Aurora - Oak
Ridges - Richmond Hill MPP Michael Parsa; AMO; and all
Ontario municipalities.

Carried Unanimously
April 18, 2024

The Honourable Doug Ford
Premier of Ontario
Legislative Building, Queen’s Park
Toronto, ON
M7A 1A1

The Honourable Michale D. Ford
Minister of Citizenship and Multiculturalism
14th Floor, 56 Wellesley Street
Toronto, ON
M7A 2E7

RE: Proposed Amendment to Subsection 27(16) of the Ontario Heritage Act with respect to the removal of listed (non-designated) properties from Municipal heritage registers

Please be advised that the Township of Scugog, at its Regular Council meeting on March 25, 2024, passed the following motion supporting the resolution from the Town of Cobourg regarding Proposed Amendment to Subsection 27(16) of the Ontario Heritage Act with respect to the removal of listed (non-designated) properties from Municipal heritage registers:

1. THAT the Council of the Township of Scugog authorize the Mayor to send a letter to Doug Ford, Premier of Ontario, and Michael Ford, Minister of Citizenship and Multiculturalism, requesting that Subsection 27(16) of the Ontario Heritage Act be amended to extend the deadline for five years from January 1, 2025 to January 1, 2030;

2. AND THAT Council direct staff to forward this resolution to all 443 municipalities in Ontario seeking support of the ACO correspondence.

Attached please find a copy of the Architectural Conservancy Ontario correspondence dated February 8, 2024.

To access this document in an accessible format, please contact 905-985-7346 ext. 115
I know that you value the history and heritage of our province and the contributions made to our society of those who came before us. By preserving our architectural and built heritage, we honour those contributions and the historical foundations of our communities.

Yours Sincerely,

Wilma Wotten
Mayor, Township of Scugog

Enclosure

CC All Ontario Municipalities
RECOMMENDATION(S):
THAT Report 24-007-CRS 2023 Year End Report on Investments be received.

EXECUTIVE SUMMARY:

Purpose
To report on the 2023 investment portfolio performance and holdings as required by Ontario regulation 438/97 of the Municipal Act.

Key Findings
The carrying value\(^1\) of the City’s reserve fund and general fund investments as of December 31, 2023, was $228.7 million, in addition the City had cash holdings of $41.3 million, for a combined total of $270.0 million.

The carrying value of investments increased by $4.5 million over the previous year and the cash balance increased by $14.3 million for a combined increase of $18.8 million. This is reflective of the overall increased balance of the reserve and reserve funds with the largest increase from the rate stabilization reserve by $6.3 million followed by development charge reserve funds by $4.2 million.

Overall, investment income in 2023 totals $12.9 million, an increase of $6.6 million from 2022 investment income of $6.3 million. The increase in investment income was largely due to a higher average overnight interest rate throughout 2023 when compared to 2022. The Bank of Canada’s overnight rate has a direct influence on the City’s bank

\(^1\) Carrying Value: The portion of an asset's value that is not depreciated. Carrying value is not market value, which is determined by market forces such as stock prices. Also called Book Value.
interest rate, which dictates the rates available to the City for investment options. Additionally, the increase in investment income was caused by an increase in the City’s fund balances.

The 2024 outlook for investment income remains strong in the short to medium term, decreasing in the long term. The Bank of Canada indicated it will hold the policy interest rate at its current level and will continue to assess economic development and the impact of past interest rate increases, concerned about risks to the outlook of inflation.\(^2\) The Bank aims for further and sustained easing in core inflation and a continued balance between supply and demand in the economy, inflation expectations, and wage growth before considering a decrease in overnight interest rates.

**Financial Implications**

Investment income reduces the amount that is required from property taxation to annually finance City services, as well as increases the value of reserve funds that are used to finance future expenditures.

Increased interest rates in 2023 positively impacted overall investment returns through higher interest earned on the City’s bank and savings accounts, and provided opportunities to purchase investments at higher yields.

The City’s investment income in 2023 was as follows:

- General or tax-supported fund: $4,797,393
- Reserve fund: $8,080,211

**STRATEGIC ALIGNMENT:**

☐ Strategic Action

**Objective(s):** Not Applicable

**Strategic Action:** Not Applicable

☒ Core Service

**Program: Finance**

**Core Service:** Financial Accounting and Reporting

Reporting on the City’s 2023 investment performance and portfolio supports transparency in the City’s financial management.

\(^2\) **Inflation:** an economic term that refers to an environment of generally rising prices of goods and services within a particular economy
BACKGROUND:
Ontario Regulation 438/97 of the Municipal Act requires an investment report to be provided to Council at least annually. This report has been prepared in compliance with this regulation.

ANALYSIS:
Investment Portfolio

The investment and cash portfolio position of the City are as follows:

<table>
<thead>
<tr>
<th>Investment Type</th>
<th>December 31, 2022 Carrying Value</th>
<th>December 31, 2023 Carrying Value</th>
<th>December 31, 2023 Market Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Short Term Investments</td>
<td>$100,607,182</td>
<td>$75,105,780</td>
<td>$76,667,123</td>
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<tr>
<td>Long Term Investments</td>
<td>$123,584,962</td>
<td>$153,629,212</td>
<td>$152,126,313</td>
</tr>
<tr>
<td>Total Investments</td>
<td>$224,192,144</td>
<td>$228,734,992</td>
<td>$228,793,436</td>
</tr>
<tr>
<td>Cash</td>
<td>$26,997,694</td>
<td>$41,318,237</td>
<td>$41,318,237</td>
</tr>
<tr>
<td>Total Investments and</td>
<td>$251,189,838</td>
<td>$270,053,229</td>
<td>$270,111,673</td>
</tr>
<tr>
<td>Cash</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

The carrying value, also known as book value, is the portion of an asset’s value that is not depreciated. The market value of an investment represents the price it can be sold at a point in time as determined by market forces such as stock prices. The carrying value of the City’s reserve fund and general fund investments was $228.7 million as of December 31, 2023, plus cash holdings of $41.3 million, for a total of $270.0 million. The market value of the City’s investments was $228.8 million as of December 31, 2023, plus cash holdings of $41.3 million, for a total of $270.1 million. The difference between the market and carrying value of investments resulted in an unrealized gain of $0.1 million. This is not considered to be a gain that will be recorded as the City typically holds the investment to maturity rather than selling investments in an open market.

The carrying value of investments increased by $4.5 million over the previous year, and the cash balance increased by $14.3 million, for a combined increase of $18.8 million. This is reflective of overall increased balance of the reserve and reserve funds. The largest increase in reserves was the rate stabilization reserve by $6.3 million due to the waived development charges which were under budget in 2023. These savings were contributed to the reserve to be set aside for future financial exposure on the waived development charges. In addition, the largest reserve fund increase was from development charge reserve funds by $4.2 million due to the timing of incoming development charge revenues compared to cashflow needs on capital projects.
Furthermore, in 2023 the City held increased funds in cash than the prior year following improved bank interest rates.

In response to 40-year highs in the Consumer Price Index (CPI)$^3$ in 2022 of 6.80%, the Bank of Canada raised the overnight interest rates in an effort to decrease high inflation rates, and to maintain low, stable inflation over time.$^4$ Low, stable, and predictable inflation is ideal for the economy as it helps money keep its value, makes it easier to plan future spending, and helps economies expand at a sustainable pace.$^5$ During 2023, the Bank of Canada announced three consecutive rate increases of 25 basis points each, including its final increase on July 12, 2023 to 5.00%.

The movement in the Bank of Canada’s overnight interest rate is a primary driver in the City’s investment income performance. The City’s investment strategy strives to maximize returns within certain risk tolerances and in accordance with the Municipal Act and related regulations, while ensuring sufficient cash flow to meet operational needs.

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$^3$ **Consumer Price Index (CPI):** Measures overall change in consumer prices based on a representative basket of goods and services over time. The CPI is the most widely used measure of inflation, closely followed by policymakers, financial markets, businesses, and consumers.

$^4$ [https://www150.statcan.gc.ca/n1/daily-quotidien/240116/dq240116b-eng.htm?indid=9305-1&indgeo=0](https://www150.statcan.gc.ca/n1/daily-quotidien/240116/dq240116b-eng.htm?indid=9305-1&indgeo=0)

$^5$ [https://www.bankofcanada.ca/2020/08/understanding-inflation/](https://www.bankofcanada.ca/2020/08/understanding-inflation/)
The investment portfolio includes both short and medium to long term investments. With a higher overnight interest rate in 2023, the City’s bank rate increased, and new investments were offered at higher rates than the previous year. Throughout 2023, as the City’s investments matured in the market of increasing rates, the City was able to find investment products with increasing levels of returns.

The details of the City’s specific investment portfolio as of December 31, 2023, are attached in Appendix A.

**Reserve Fund and General Fund Carrying Value**

The graph below summarizes the general and reserve fund carrying values from 2021 to 2023:

![Graph showing carrying values from 2021 to 2023]

Further discussion on the carrying values can be found under section “Investment Income” below.

**Investment Income**

The graph below summarizes the general and reserve fund investment income from 2021 to 2023:
The table below compares the general and reserve fund balances, investment income, as well as the return on investment from 2021 to 2023.

<table>
<thead>
<tr>
<th>Category</th>
<th>Description</th>
<th>2021</th>
<th>2022</th>
<th>2023</th>
<th>Increase/Decrease from 2022 to 2023</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Fund</td>
<td>Investment Income</td>
<td>$1,016,387</td>
<td>$2,150,859</td>
<td>$4,797,393</td>
<td>$2,646,534</td>
</tr>
<tr>
<td>Reserve Fund</td>
<td>Investment Income</td>
<td>$1,399,983</td>
<td>$4,105,375</td>
<td>$8,080</td>
<td>$3,974,386</td>
</tr>
<tr>
<td>Total General and Reserve Fund</td>
<td>Investment Income</td>
<td>$2,416,370</td>
<td>$6,256,234</td>
<td>$12,877,604</td>
<td>$6,621,370</td>
</tr>
<tr>
<td>Total General and Reserve Fund</td>
<td>Fund Balance</td>
<td>$214,002,363</td>
<td>$251,189,838</td>
<td>$270,053,229</td>
<td>$18,863,391</td>
</tr>
<tr>
<td>Total General and Reserve Fund</td>
<td>Return on Investment</td>
<td>1.24%</td>
<td>2.36%</td>
<td>4.26%</td>
<td>1.90%</td>
</tr>
</tbody>
</table>

Overall investment income totaled $12.9 million in 2023, an increase of $6.6 million from the investment income in 2022 of $6.3 million. This growth is largely due to an increase in the Bank of Canada's overnight interest rate, which is a key driver of the City’s bank’s prime interest rate and the investment options available to the City. In 2022, the overnight rate began the year at 0.25%, and ended the year at 4.25%. In 2023 the overnight rate began at 4.25% and increased to its current rate of 5.00% by July. In the
fall of 2023, the City saw peaks in rates for investments, as consumer sentiment of interest rates coming down in the future were low and inflation was particularly slow to respond to monetary policy at that time. Furthermore, the increase of the fund balance from the prior year caused an increase in investment income.

The investment income on general funds in 2023 of $4.8 million increased by $2.6 million from 2022 of $2.2 million. The investment income on reserve funds in 2023 of $8.1 million increased by $4.0 million from 2022 of $4.1 million. The increase in both general and reserve investment income was due to significantly greater investment opportunities with increasing rates available throughout 2023, as well as the fund balance increasing in 2023 in comparison to the prior year.

On March 28, 2023, The Reserve and Reserve Fund By-law 23-002 was enacted and passed which included classification changes between reserve and reserve fund based on management review and analysis of best practice. This resulted in funds which were previously categorized as reserve funds now reflected as reserves. Investment income is only earned and allocated to discretionary and obligatory reserve funds, and not reserves. Therefore, this change resulted in an increase in investment income to the general fund and a decrease in investment income to the reserve fund in comparison to 2022.

In summary, the return on investments is as follows:

- The return on investment for the general and reserve fund for 2023 was 4.26%, compared to 2.36% in 2022.
- The return on cash holdings was 5.19% in 2023, compared to 2.32% in 2022.

In conclusion, investment income improved in 2023 because of sustained high rates in 2023 set by the Bank of Canada resulting in higher investment returns available to the City.

**2024 Investment Income Outlook**

During the Bank of Canada rate decisions held on January 24, 2024, and March 20, 2024, the overnight rate was held at 5.00%.\(^6\) While there are concerns about risks to the outlook for inflation, the Bank stated that it will persist in its policy of quantitative tightening until it observes further and sustained easing in inflation. The Bank remains resolute in its commitment to restoring price stability for Canadians and is actively monitoring inflation. It is expected that inflation will continue to decrease under the

\(^6\) https://www.bankofcanada.ca/2024/01/mpr-2024-01-24/
current overnight rate and will fall within the Bank of Canada's target inflation of 2.00% in Canada by 2025.\(^7\) Inflation has been trending down from peaks seen of 6.80% in 2022, to 3.90% in 2023.\(^7\) Most recently as of February 2024, annual inflation in Canada is 2.80%.\(^8\)

Although inflation has been trending down from peaks seen in 2022, consumers have pulled back their spending in response to higher prices and interest rates, and business investment has contracted.\(^7\) With weak growth, supply has caught up with demand and the economy now looks to be operating in modest excess supply. Labour market conditions have eased, with job vacancies returning to pre-pandemic levels.\(^7\)

During the March 2024 Monetary Policy decision, the Bank of Canada indicated it will hold the policy interest rate at its current level and will continue to assess economic development and the impact of past interest rate increases, concerned about risks to the outlook of inflation.\(^9\) The Bank wants to see further and sustained easing in core inflation and a continued balance between supply and demand in the economy, inflation expectations, and wage growth before considering a decrease in overnight interest rates.\(^10\)

The City’s investment strategy strives to maximize returns within certain risk tolerances and in accordance with the Municipal Act and related regulations, while ensuring sufficient cash flow to meet operational needs. As investments mature in today’s markets of relatively higher interest rates, the City will be able to renew in investment products at similar rates as seen in 2023. However, rates seen towards the end of 2023 were slightly higher than current investment opportunities in 2024. With increasing sentiment that inflation is coming down, the City has seen decreased overall interest rates offered particularly for long-term investments.

In conclusion, the 2024 outlook for investment income is remaining strong for the short and medium term as rates have sustained to their current levels of 5.00%. Although, the long term forecast is projecting overnight rates to decrease in 2025, resulting in lower investment income.\(^10\) There is uncertainty towards the outlook of future rates as global slowdown is a key downside risk to high inflation currently in effect.

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\(^7\) [https://www150.statcan.gc.ca/n1/daily-quotidien/240116/dq240116b-eng.htm?indid=9305-1&indgeo=0](https://www150.statcan.gc.ca/n1/daily-quotidien/240116/dq240116b-eng.htm?indid=9305-1&indgeo=0)


\(^10\) [https://www.bankofcanada.ca/2024/01/mpr-2024-01-24/](https://www.bankofcanada.ca/2024/01/mpr-2024-01-24/)
EXISTING POLICY / BY-LAW(S):

Corporate policy CFO-210.010 reflects the City’s statement of investment policies and goals, in accordance with requirement of Ontario Regulation 438/97 of the Municipal Act. The goal of this policy is to invest all available funds of the Corporation in a prudent manner as to maximize the rate of return while minimizing the degree of risk and ensuring an adequate level of liquidity. In terms of eligible investments, all investments made by the municipality will be subject to Section 167 of the Municipal Act and Ontario Regulation 438/97 made under the Municipal Act.

FINANCIAL IMPACT:

Investment income reduces the amount otherwise required from property taxation to finance City service and increases the value of reserve funds used to finance future expenditures. The amount of investment income earned in 2023 was as follows:

- General or tax-supported fund: $4,797,393
- Reserve fund: $8,080,211

PUBLIC VALUE:

This report supports the financial sustainability of the City by ensuring appropriate oversight and governance towards the City’s financial investments. This report also provides transparency in the City's investment portfolio mix and year end performance. Furthermore, this report ensures the City remains compliant with the requirements of Ontario Regulation 438/97 of the Municipal Act.

ADVISORY COMMITTEE INPUT:

Not Applicable.

PUBLIC INPUT:

Posted publicly as part of the report process.

INTERNAL / EXTERNAL CONSULTATION:

There was no internal/external consultation undertaken.

CONCLUSION:

This report has been prepared in compliance with Ontario Regulation 438/97 of the Municipal Act which requires an investment report to be provided to Council annually. The carrying value of the City’s reserve and general fund investments was $228.7 million as of December 31, 2023, and cash holdings of $41.3 million. The carrying value of investments increased by $4.5 million over the previous year, and cash holdings increased by $14.3 million. Overall, investment income increased in 2023 by $6.6
million over the previous year. The increase in investment income was primarily related to increases in the Bank of Canada’s overnight rate, as well as increases in carrying value of investments and cash.

Looking ahead to 2024, the outlook for investment income is expected to remain strong. The most recent Monetary Policy Report released in January 2024 stated that the Bank of Canada does not foresee inflation returning to the target inflation rate of 2.00% until 2025.¹¹ Therefore, the overnight interest rate of 5.00% will not decrease until the economy has cooled down, and inflation has been deemed stable, and low by the Bank of Canada.

REPORT IMPACTS:
Agreement: No
By-law: No
Budget Amendment: No
Policy: No

APPROVALS:
This report has gone through the appropriate workflow and has been reviewed and or approved by the following as required:

Director
Deputy City Manager
Chief Financial Officer
City Solicitor
City Manager

ATTACHMENTS:
1. 24-007-CRS Appendix A – 2023 Report on Investments

### 2023 Report on Investments

<table>
<thead>
<tr>
<th>Issuer</th>
<th>Location Held</th>
<th>Type of Investment</th>
<th>Maturity Date</th>
<th>Purchase Date</th>
<th>Current Interest Rate</th>
<th>Yield</th>
<th>Investment Book Value</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Short Term Investments</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Meridian</td>
<td>Meridian</td>
<td>HISA</td>
<td>n/a</td>
<td>27-Aug-18</td>
<td>5.650%</td>
<td>7,456,882</td>
<td></td>
</tr>
<tr>
<td>CIBC - One Fund</td>
<td>One Fund</td>
<td>HISA</td>
<td>n/a</td>
<td>25-Aug-21</td>
<td>5.465%</td>
<td>146,880</td>
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<tr>
<td>BMO</td>
<td>BMO Commercial</td>
<td>HISA</td>
<td>n/a</td>
<td>17-Dec-21</td>
<td>5.450%</td>
<td>8,327,629</td>
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</tr>
<tr>
<td>Meridian</td>
<td>Meridian</td>
<td>HISA</td>
<td>n/a</td>
<td>29-Mar-22</td>
<td>4.100%</td>
<td>5,283,001</td>
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<tr>
<td>Scotia - One Fund</td>
<td>One Fund</td>
<td>HISA</td>
<td>n/a</td>
<td>05-May-22</td>
<td>5.525%</td>
<td>26,966,225</td>
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<td>Scotiabank</td>
<td>Scotiabank</td>
<td>HISA</td>
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<td>16-May-23</td>
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<tr>
<td>BMO</td>
<td>BMO Commercial</td>
<td>GIC</td>
<td>10-Mar-24</td>
<td>10-Mar-23</td>
<td>5.960%</td>
<td>6,000,000</td>
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<tr>
<td>BMO</td>
<td>BMO Commercial</td>
<td>GIC</td>
<td>27-Jun-24</td>
<td>27-Jun-23</td>
<td>6.520%</td>
<td>2,615,986</td>
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<tr>
<td>Meridian</td>
<td>Meridian</td>
<td>GIC</td>
<td>27-Jul-24</td>
<td>27-Jul-22</td>
<td>4.980%</td>
<td>5,000,000</td>
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<tr>
<td>BMO</td>
<td>BMO Commercial</td>
<td>GIC</td>
<td>19-Aug-24</td>
<td>22-Aug-22</td>
<td>4.810%</td>
<td>1,500,000</td>
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<tr>
<td>Scotiabank</td>
<td>Scotiabank</td>
<td>GIC</td>
<td>14-Nov-24</td>
<td>14-Nov-22</td>
<td>5.810%</td>
<td>3,000,000</td>
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<tr>
<td>Waterloo Region</td>
<td>Royal Bank</td>
<td>Serial</td>
<td>17-Nov-24</td>
<td>17-Nov-17</td>
<td>2.400%</td>
<td>217,442</td>
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<tr>
<td>Scotiabank</td>
<td>Scotiabank</td>
<td>GIC</td>
<td>29-Nov-24</td>
<td>28-Nov-22</td>
<td>5.650%</td>
<td>8,500,000</td>
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<tr>
<td><strong>Long Term Investments</strong></td>
<td></td>
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<td></td>
<td></td>
<td></td>
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<tr>
<td>Scotiabank</td>
<td>Scotiabank</td>
<td>GIC</td>
<td>10-Mar-25</td>
<td>10-Mar-23</td>
<td>5.750%</td>
<td>5,470,000</td>
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<td>Scotiabank</td>
<td>Scotiabank</td>
<td>GIC</td>
<td>10-Mar-25</td>
<td>10-Mar-23</td>
<td>5.750%</td>
<td>5,500,000</td>
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<tr>
<td>Scotiabank</td>
<td>Scotiabank</td>
<td>GIC</td>
<td>31-Jul-25</td>
<td>31-Jul-23</td>
<td>6.300%</td>
<td>10,600,000</td>
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</tr>
<tr>
<td>Meridian</td>
<td>Meridian</td>
<td>GIC</td>
<td>19-Aug-25</td>
<td>19-Aug-22</td>
<td>4.780%</td>
<td>5,000,000</td>
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<tr>
<td>Scotiabank</td>
<td>Scotiabank</td>
<td>GIC</td>
<td>29-Aug-25</td>
<td>29-Aug-23</td>
<td>6.440%</td>
<td>10,492,000</td>
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<tr>
<td>BMO</td>
<td>BMO Nesbitt Burns</td>
<td>Step</td>
<td>12-Nov-25</td>
<td>12-Nov-20</td>
<td>1.250%</td>
<td>2,098,000</td>
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<tr>
<td>Scotiabank</td>
<td>Scotiabank</td>
<td>GIC</td>
<td>14-Nov-25</td>
<td>14-Nov-22</td>
<td>5.700%</td>
<td>6,000,000</td>
<td></td>
</tr>
<tr>
<td>Waterloo Region</td>
<td>Royal Bank</td>
<td>Serial</td>
<td>17-Nov-25</td>
<td>17-Nov-17</td>
<td>2.500%</td>
<td>222,231</td>
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<tr>
<td>Meridian</td>
<td>Meridian</td>
<td>GIC</td>
<td>27-Nov-25</td>
<td>27-Nov-23</td>
<td>5.860%</td>
<td>5,251,840</td>
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<td>NFLD</td>
<td>BMO Nesbitt Burns</td>
<td>Bond</td>
<td>27-Feb-26</td>
<td>22-Feb-17</td>
<td>2.930%</td>
<td>3,682,872</td>
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<tr>
<td>CIBC</td>
<td>CIBC - Wood Gundy</td>
<td>Step</td>
<td>27-Aug-26</td>
<td>27-Aug-21</td>
<td>1.490%</td>
<td>15,000,000</td>
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</tr>
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<td>Waterloo Region</td>
<td>Royal Bank</td>
<td>Serial</td>
<td>17-Nov-26</td>
<td>17-Nov-17</td>
<td>2.600%</td>
<td>228,453</td>
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<tr>
<td>TD</td>
<td>TD Wealth</td>
<td>PPN</td>
<td>21-Dec-26</td>
<td>21-Dec-21</td>
<td>1.450%</td>
<td>5,000,000</td>
<td></td>
</tr>
<tr>
<td>CIBC</td>
<td>CIBC - Wood Gundy</td>
<td>GIC</td>
<td>07-Jan-27</td>
<td>07-Jan-22</td>
<td>3.490%</td>
<td>10,000,000</td>
<td></td>
</tr>
<tr>
<td>BMO</td>
<td>CIBC - Wood Gundy</td>
<td>Step</td>
<td>04-Mar-27</td>
<td>04-Mar-22</td>
<td>2.750%</td>
<td>1,000,000</td>
<td></td>
</tr>
<tr>
<td>BMO</td>
<td>BMO Nesbitt Burns</td>
<td>GIC</td>
<td>25-Jul-27</td>
<td>26-Jul-22</td>
<td>4.800%</td>
<td>2,000,000</td>
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<tr>
<td>TD</td>
<td>TD Wealth</td>
<td>GIC</td>
<td>26-Jul-27</td>
<td>26-Jul-22</td>
<td>4.750%</td>
<td>5,000,000</td>
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<tr>
<td>BMO</td>
<td>BMO Nesbitt Burns</td>
<td>Accrual</td>
<td>05-Aug-27</td>
<td>05-Aug-22</td>
<td>5.156%</td>
<td>5,000,000</td>
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</tr>
<tr>
<td>BMO</td>
<td>BMO Nesbitt Burns</td>
<td>GIC</td>
<td>23-Aug-27</td>
<td>23-Aug-22</td>
<td>4.800%</td>
<td>5,000,000</td>
<td></td>
</tr>
<tr>
<td>TD</td>
<td>TD Wealth</td>
<td>PPN</td>
<td>02-Sep-27</td>
<td>02-Sep-22</td>
<td>3.000%</td>
<td>1,000,000</td>
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<tr>
<td>Waterloo Region</td>
<td>Royal Bank</td>
<td>Serial</td>
<td>17-Nov-27</td>
<td>17-Nov-17</td>
<td>2.700%</td>
<td>234,673</td>
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<td>BMO</td>
<td>BMO Nesbitt Burns</td>
<td>PPN</td>
<td>26-Mar-28</td>
<td>26-Mar-23</td>
<td>4.250%</td>
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<td>BMO</td>
<td>BMO Commercial</td>
<td>GIC</td>
<td>27-Jun-28</td>
<td>27-Jun-23</td>
<td>5.660%</td>
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<tr>
<td>Meridian</td>
<td>Meridian</td>
<td>GIC</td>
<td>28-Jul-28</td>
<td>28-Jul-23</td>
<td>5.620%</td>
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<td>Waterloo Region</td>
<td>Royal Bank</td>
<td>Serial</td>
<td>17-Nov-28</td>
<td>17-Nov-17</td>
<td>2.800%</td>
<td>268,702</td>
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<td>BMO</td>
<td>BMO Nesbitt Burns</td>
<td>PPN</td>
<td>02-Feb-29</td>
<td>02-Feb-22</td>
<td>4.500%</td>
<td>1,100,000</td>
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<tr>
<td>Waterloo Region</td>
<td>Royal Bank</td>
<td>Serial</td>
<td>17-Nov-29</td>
<td>17-Nov-17</td>
<td>2.850%</td>
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<td>Meridian</td>
<td>Meridian</td>
<td>GIC</td>
<td>25-Nov-29</td>
<td>25-Nov-22</td>
<td>5.620%</td>
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<td>CIBC - Wood Gundy</td>
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<td>30-Jul-30</td>
<td>30-Jul-23</td>
<td>1.750%</td>
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<td>Step</td>
<td>13-Aug-30</td>
<td>12-Aug-23</td>
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<td>CIBC</td>
<td>CIBC - Wood Gundy</td>
<td>Accrual</td>
<td>21-Sep-30</td>
<td>21-Sep-23</td>
<td>1.750%</td>
<td>5,000,000</td>
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<tr>
<td>Waterloo Region</td>
<td>Royal Bank</td>
<td>Serial</td>
<td>17-Nov-30</td>
<td>17-Nov-23</td>
<td>2.900%</td>
<td>262,282</td>
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<tr>
<td>CIBC</td>
<td>CIBC - Wood Gundy</td>
<td>Accrual</td>
<td>23-Nov-30</td>
<td>23-Nov-23</td>
<td>1.820%</td>
<td>10,000,000</td>
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<td>Waterloo Region</td>
<td>Royal Bank</td>
<td>Serial</td>
<td>17-Nov-31</td>
<td>17-Nov-23</td>
<td>2.950%</td>
<td>270,220</td>
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<td>BMO</td>
<td>BMO Nesbitt Burns</td>
<td>PPN</td>
<td>25-Mar-32</td>
<td>24-Mar-26</td>
<td>4.500%</td>
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<tr>
<td>BMO</td>
<td>BMO Nesbitt Burns</td>
<td>Accrual</td>
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<td>02-Sep-26</td>
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<tr>
<td>Waterloo Region</td>
<td>Royal Bank</td>
<td>Serial</td>
<td>17-Nov-32</td>
<td>17-Nov-26</td>
<td>3.000%</td>
<td>270,220</td>
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<tr>
<td>NFLD</td>
<td>BMO Nesbitt Burns</td>
<td>Bond</td>
<td>02-Jun-33</td>
<td>22-Nov-23</td>
<td>4.150%</td>
<td>3,128,271</td>
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</tr>
</tbody>
</table>

**Total Investment Book Value:** 153,629,212
To: COUNCIL  
Meeting Date: 4/30/2024  
Subject: Development Charges Statement for the Year Ended December 31, 2023  
Submitted By: Sheryl Ayres, Chief Financial Officer  
Prepared By: Kate Hyde, Senior Financial Analyst - Development  
Report No.: 24-020-CRS  
File No.: C11  
Wards Affected: All Wards

RECOMMENDATION(S):
THAT Report 24-020-CRS Development Charges Statement for the Year Ended December 31, 2023 be received as information.

EXECUTIVE SUMMARY:

Purpose
In 2019, the City enacted Development Charges ("DC") By-law 19-094, as amended. Section 43 of the Development Charges Act, 1997, S.O. 1997, c. 27, as amended ("DCA") requires the Treasurer to provide Council a financial statement relating to the Development Charges By-law and reserve funds. Section 17.2 of the City’s Development Charges By-law 19-094, as amended, requires this statement to be provided to Council by April 30th of the following year.

Key Findings

- The development charges ("DC" or "DCs") statement provides detailed information related to opening and closing balances of the City’s development charge reserve funds and of the transactions related to the funds. Revenues include contributions received from developers, contributions from the City for waived or exempted DCs, as well as investment income and interest earned under the DCA rate freeze legislation. The expenditures include contributions to capital projects and contributions to operations towards the cost of project managers.
- The statement also provides the required details on all assets whose capital costs were funded under a development charges by-law during the year.
these assets, information is included on other sources of financing and amounts spent on the project.

- The statement includes information on Credit for Service Agreements that the City has entered into, waived or exempted DCs funded by the City, and DC deferrals provided by the City. The statement also includes information associated with Bill 23, *More Homes Built Faster Act, 2022*, in relation to both the DCs that were exempted under this new legislation, and the reduction of DCs associated with the mandatory phasing in of development charges rates.

- As required by the Development Charges Act, the City of Cambridge has not imposed directly or indirectly, a charge related to a development or requirement to construct a service related to development, except as permitted by the Development Charges Act or another Act.

**Financial Implications**

- At the end of 2023, the City’s development charge reserve funds had an overall funded position of $68,012,993, an increase of $4,153,562 from the opening balance. From the total development charge funded position of $68,012,993, an amount of $23,055,459 has already been committed to approved open capital projects. These funds have not yet been transferred to the capital projects as the capital expenditures have not yet been incurred.

- Credit for Service agreements are currently in place for the Cambridge West, Morrison Creek Estates, Moffat Creek and iPort Cambridge/Madison Homes subdivision developments with issued credits totaling $13,216,951, $9,926,298, $225,761 and $453,021 respectively to December 31, 2023. This is summarized by capital project in Appendix B.

- Development charge exemptions in the amount of $141,987 were funded from the City’s operating fund in 2023. This is broken down between $116,037 in industrial exemptions and $25,950 in core credit exemptions.

- There are fourteen developments with deferred development charges as of December 31, 2023, equating to $7,924,492. A summary of the City of Cambridge DC deferrals can be found in Appendix C.

- Following the enactment of Bill 23, *More Homes Built Faster Act, 2022*, on November 28, 2022, there were no write-offs for deferred DCs in 2023.

- Also following the enactment of Bill 23, the City of Cambridge had a reduction in DC fees collected in the amount of $748,584, resulting from the mandatory phasing-in of DC rates.
STRATEGIC ALIGNMENT:

☐ Strategic Action

Objective(s): Not Applicable

Strategic Action: Not Applicable

OR

☒ Core Service

Program: Finance

Core Service: Development Charges

BACKGROUND:
The Development Charges Act

The Development Charges Act 1997, S.O. 1997, c. 27, as amended, (“DCA”) Section 43(1) requires the Treasurer of the municipality to provide City Council with an annual financial statement relating to development charge reserve funds, as set out in By-law 19-094, as amended. The DCA also requires that the statement be made available to the public and the Treasurer is to give a copy of the statement to the Minister of Municipal Affairs and Housing on request.

Credit for Service Agreements

In 2020, the City of Cambridge Council passed policy A09 FIN 002 Development Charges – Credit for Service Agreement which allowed the City to enter into Credit for Service Agreements. A Credit for Service Agreement represents an agreement with a developer(s) to facilitate the construction of growth-related municipal infrastructure ahead of the City’s capital program. Under these agreements, developers construct, or pay to have constructed, infrastructure that the City is unwilling or unable to fund within the time frame sought by a developer(s). The reimbursement to the developer is provided by way of a development charge credit and/or refund. Under these agreements, the developer pays for the upfront costs of the infrastructure ahead of the capital budget schedule and are provided credits and/or refunds for development charges.

These credits will offset development charges owing at the time development charges are required to be paid which is subdivision registration and/or building permit issuance. If the capital project that was previously forecasted in the future at the time of signing the agreement and is subsequently approved (i.e. time lapses), then the developer would be reimbursed through that approved capital project. Expenditures can be covered up to the amounts identified in the Development Charges Background Study.
and costs exceeding these amounts must be approved by Council prior to the award of
the tender. Since the introduction of this policy, four developers have proceeded with
work covered under these agreements for specific developments. These developments
include Cambridge West and Morrison Creek Estates, which were approved by Council
and the developers began to accrue credits in 2021 and continuing through 2023, as
well as the addition of new agreements for Moffat Creek and iPort Cambridge/Madison
Homes in 2023. The balance of credits accrued to date as of December 31, 2023 are
outlined in Appendix B.

Deferred Development Charges

In 2019 under Bill 108, More Homes, More Choice Act, 2019, changes were made to
the Development Charges Act that allowed for the deferral of development charges for
specific types of development including for-profit rental units, non-profit housing, and
institutional development under section 26.1 of the DCA. This was further amended in
2022 under Bill 23, More Homes Built Faster Act, 2022, making non-profit housing fully
exempt from DCs instead of only deferring the charges. The net effect of these changes
to the DCA result in the deferral of DCs for for-profit rental housing and institutional
development, and the exemption of DCs for non-profit housing.

The for-profit rental units and institutional developments can be deferred for a maximum
of six years with interest, where annual payments are owing beginning at occupancy.

In addition, Section 27 of the DCA allows for entering into an agreement with
developers for the early or late payment of DCs, which can also result in deferred
development charges. The tracking of the City’s deferred DC balances is outlined in
Appendix C.

Development Charge Interest

Under the DCA, interest may be applicable on development charges in three scenarios:

Section 26.1 deferred DCs, discussed above; Section 27 early or late payment
arrangements, also discussed above; and Section 26.2 DC rate freezes. Section 26.2
allows for DC rates to be locked in at the Site Plan Agreement or the Zoning By-law
Amendment and then become payable at the first building permit issuance, allowing for
interest to be charged from the date of application to the date of payment. The City’s
policy, A09 FIN 003 Development Charge Interest, specifies the interest rate to be used
for freezes and deferrals (excluding non-profit housing, which was subsequently
exempted) at a rate of Prime + 2%. With the subsequent passage of Bill 23, More
Homes Built Faster Act, 2022, on November 28, 2022, the allowable interest rate for
section 26.1 (deferrals) and 26.2 (freezes) is limited to prime + 1%.
Phasing-in of Development Charge Rates

Another change to the DCA stemming from Bill 23, *More Homes Built Faster Act, 2022*, is the mandatory phasing-in of development charge rates, such that only 80% of the calculated rate can be charged in year one after a by-law is enacted, increasing to 85% in year two, then 90% in year three, 95% in year four and returning to full new rates in year five.

The legislation made this retroactive to any by-law passed since January 1, 2022. This includes the City’s amending By-law 22-003 which was passed by City Council on January 18, 2022. Amending By-law 22-003 had recalculated the City’s DC rates, these rates are now required to be phased-in because of Bill 23:

- Public Works
- Growth Studies – Other
- Parks and Recreation Services
- Library Services

The phase-in results in an effective discount of 20% from November 28, 2022 (when the Act received Royal Assent) to January 18, 2023 (the first anniversary of the passage of the by-law), then reducing to 15% from January 19, 2023, to January 18, 2024. This resulted in a loss of DC revenues of $748,584 for the period of January 1, 2023 to December 31, 2023 (Table 1).

Table 1

<table>
<thead>
<tr>
<th>Development Charge</th>
<th>Amount</th>
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</thead>
<tbody>
<tr>
<td>Public works</td>
<td>$ 114,681</td>
</tr>
<tr>
<td>Growth Studies</td>
<td>$ 15,741</td>
</tr>
<tr>
<td>Library</td>
<td>$ 89,356</td>
</tr>
<tr>
<td>Parks and Rec</td>
<td>$ 528,806</td>
</tr>
<tr>
<td>Total</td>
<td>$ 748,584</td>
</tr>
</tbody>
</table>

The Development Charges Statement

The City’s financial system tracks the activity for each development charge reserve fund. Revenue and expenditure transactions are recorded by reserve fund, providing the details for the development charges statement as attached in Appendix A.
Parking Development Charges

As part of Bill 108, *More Homes, More Choice Act, 2019*, parking services became an ineligible service effective September 18, 2022. While the City’s current DC By-law contains a DC rate for parking services, as of September 18, 2022, the City has not and will not collect any further Parking DC revenues from developers. The funds collected to date are now deemed under the DCA to be a general capital reserve fund for the same purposes for which it was originally collected. The Parking fund is reported in the 2023 development charges statement for transparency.

**ANALYSIS:**

The following summarizes the activities of the development charge reserve funds for the 2023 fiscal period:

**Revenues:** A total of $28,569,590 in revenue was generated for development charge reserve funds, comprised of $25,095,929 in externally contributed development charges, and $141,987 contributed by the City for funded exemptions (Table 2). Additionally, there was investment revenue earned of $2,775,040, and interest charges relating to the rate freeze legislation and DC deferrals of $556,634.

Table 2

<table>
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<th>Exemption</th>
<th>Amount</th>
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<td>Core Credit Exemption</td>
<td>$25,950</td>
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<tr>
<td>Industrial Exemption</td>
<td>$116,037</td>
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<tr>
<td>Total</td>
<td>$141,987</td>
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</table>

**Expenditures:** A total of $22,011,831 in contributions from the development charge reserve funds were transferred to capital projects during the year, and an additional $2,404,200 was provided to offset related operating expenditures for debt charges and project managers.

**Credit for Service Agreements:** The City has recognized $28,561,093 in costs incurred to date relating to Credit for Service Agreements for subdivisions, as outlined in Appendix B. A total of $4,739,063 in DC credits have been used up to December 31, 2023, which leaves a balance of $23,822,030 to be claimed as either future DC credits or refunded. The total capital budget approval for these projects is $42,873,600 and therefore another $14,312,507 in credits and reimbursements are expected.

**DC Deferrals:** There were twelve new DC deferrals in 2023. The total deferrals offered by the City are $7,924,492, as outlined in Appendix C.
**Year End Balance:** The net balance of the development charge reserve funds as at December 31, 2023 is $68,012,993, an increase of $4,153,562 or 6.50% over the opening balance of $63,859,431.

**Positive Reserve Fund Balances:**

The development charge reserve funds for stormwater, water, roadways, engineering studies, parks and recreation, fire services, library, public works facilities and fleet, government studies, and parking have positive fund balances. The following summarizes the major activities from the reserve funds with the greatest positive balance:

- **Parks & Recreation:** this fund has a balance of $29,560,243 which is an increase of $3,462,637 or 13.27% over the previous year’s ending balance of $26,097,606. This is mainly attributed to contributions received from DCs of $5,853,303 and investment income of $1,236,909. The increase is offset by contributions to capital and operating funds of $3,647,305 and $93,300 respectively.

- **Roadways:** this fund has a balance of $25,732,989 which is an increase of $4,679,175 or 22.22% over the previous year’s ending balance of $4,679,175. This is primarily due to contributions received from DCs of $10,629,201 and investment income of $965,748. The increase is offset by contributions to capital and operating funds of $5,981,719 and $1,247,500 respectively. The major contributions from this reserve fund were used for capital projects such as A/00679-40 Blenheim Road of $5,246,500 and A/00221-40 SE Galt 2102 Infrastructure Upsize Wesley Blvd. of $426,931.

**Negative Reserve Fund Balances:**

The development charge reserve fund for wastewater has a negative fund balance. The following summarizes the major activities of this reserve fund:

- **Wastewater:** this fund has a balance of ($565,695) which is an increase of $1,325,755 or 70.09% over the previous year’s ending balance of ($1,891,450). This is primarily due to contributions received from DCs of $3,532,783 and interest charges of $97,433. The increase is offset by contributions to capital and operating funds of $1,381,458 and $893,900 respectively. Of the amount contributed to the capital fund, $508,600 was contributed to A/00679-40 Blenheim Road, and $607,062 contributed to A/00482-40 CamWest Bismark Dr. Sanitary Trunk Sewer.

Development charge reserve funds can experience an overdrawn position due to the timing of the emplacement of infrastructure ahead of complete funding being available.
This overdrawn position is recovered through future funds to be received from developers.

To ensure an overall positive balance and sufficient cash flow on the development charge reserve funds, Council approves debt financing of certain development projects. Since 2020, the City of Cambridge has issued a total of $41,866,000 in DC debt for these projects with $18,465,000 issued in 2023. The City of Cambridge Council has also approved additional debt of $30,746,295 that has not been issued yet. This funding is again tied to specific capital projects that are key developments in Cambridge over the next few years such as the Preston Memorial Auditorium renovation, and continued work on certain North Cambridge and South East Galt development projects.

The principal and interest payments on this debt will be funded through development charge revenues collected in the future as the development planned for in the Development Charges Background Study takes place. Should growth and intensification not hit the targets identified in the Development Charges Background Study, this may have an impact to tax and water/sewer rates in order to fund the required debt payments as they become due.

As required by the Development Charges Act, the City of Cambridge has not imposed directly or indirectly, a charge related to a development or requirement to construct a service related to development, except as permitted by the Development Charges Act or another Act.

For the following services, the City expects to, at a minimum, incur over the current life By-law (from 2019 to 2024) the same amount of capital costs that were estimated for the same time period in the background study:

- Government Studies
- Fire Services
- Roadways
- Water
- Wastewater
- Library
- Parks and Recreation

For the Stormwater service, projected capital costs have shifted to future years beyond the expiry of the City’s current By-law, which expires in June 2024. The 2019 background study calculating these rates had utilized a 13-year planning horizon, from
2019 to 2031. Overall, the capital costs projected over the entire 13-year horizon remain relevant.

The Engineering Studies and Public Works Facilities and Fleet also utilized a 13-year planning horizon in the 2019 DC background study. Some of the costs in these service areas have shifted beyond the first 5 years and into the later part of the planning horizon. Other projects planned for in the DC background study have yet to be planned in the City’s capital budget, including the water and wastewater master plans, and projects relating to the expansion of the City’s public works facilities. These projects are still projected to be needed and will be added to the City’s capital budget in future years.

The only service for which a development charge was collected during the year but from which no money was spent during the year was for Parking Services. As noted above, Parking is no longer considered an eligible DC service as of September 18, 2022 and the fund is now deemed under the DCA to be a general capital reserve fund for the same purposes for which it was originally collected. It is shown on this report for transparency purposes.

EXISTING POLICY / BY-LAW(S):

The City enacted By-law 19-094, as amended, for development charges and is required by the Development Charges Act to report annually on the balances and transactions of the development charge reserve funds.

In 2020, the City of Cambridge Council passed policy A09 FIN 002 Development Charges – Credit for Service Agreement to allow the City to enter into Credit for Service agreements.

The City’s policy A09 FIN 003 Development Charge Interest specifies the interest rate to be used for DC freezes and deferrals.

FINANCIAL IMPACT:

The development charges statement provides detailed information related to opening and closing balances of the City’s development charge reserve funds and of the transactions related to the funds. The statements also provide the required details on all assets whose capital costs were funded under a development charges by-law during the year. For these assets, information is included on other sources of financing and amounts spent on the project.

The City’s development charge reserve funds for stormwater, water, roadways, engineering studies, parks and recreation, fire services, library, public works facilities and fleet, government studies, fire services, and parking have positive fund balances. The development charge reserve fund for wastewater has a negative fund balance.
From the total development charge funded position of $68,012,993 an amount of $23,055,459 has already been committed to approved open capital projects, which represents 33.90% of the total balance. As of December 31, 2023, $44,957,534 of the development charge balance remains uncommitted and to be used for future capital projects. Of this remaining balance, $41,360,000 is allocated to the 2024 capital projects which includes $35,100,000 allocated towards the Recreation Complex Project. The 2025 capital forecast further includes $16,140,000. Additionally, the City has DC-funded debt outstanding of $37,500,000 plus an additional $30,700,000 in DC-funded debt that has been approved but not yet issued due to cashflow timing needs on projects. As such, while it may appear that the City holds sizeable DC funds in reserve at present time, the short-term commitments out of these funds significantly exceed the funding available, requiring the use of debt financing to maintain positive DC funding balances as required by the Development Charges Act.

The City was required to fund $141,987 in development charge exemptions that are permitted through the Development Charges Act or the City’s Development Charges By-law. These exemptions are funded from the City’s operating fund. The City also has outstanding credits for DC’s related to subdivision developments of $23,822,030 as outlined in Appendix B, and deferred DC’s of $7,924,492 as outlined in Appendix C.

**PUBLIC VALUE:**

This report supports the sustainable management of financial resources by reporting on collection and use of development charges which are a key vehicle in growth related development for the City of Cambridge. This provides transparency to the community in the use of collected development charges, as well as ensures the City remains compliant with the requirements in the Development Charge Act.

**ADVISORY COMMITTEE INPUT:**

**Advisory Committees Consulted:**
- Not Applicable

**PUBLIC INPUT:**

Posted publicly as part of the report process.

**INTERNAL / EXTERNAL CONSULTATION:**

City departments provided input on the establishment of the Development Charges By-law and external consultation was obtained from the development industry at the time of the Development Charges Background Study.
CONCLUSION:
The Development Charges Statement for the 2023 fiscal year is presented, which meets the requirements of the Development Charges Act 1997, Section 43. The annual Development Charges report will be made available to the public.

REPORT IMPACTS:
Agreement: No
By-law: No
Budget Amendment: No
Policy: No

APPROVALS:
This report has gone through the appropriate workflow and has been reviewed and or approved by the following as required:
Director
Deputy City Manager
Chief Financial Officer
City Solicitor
City Manager

ATTACHMENTS:
1. 24-020-CRS Appendix A – Development Charges Statement for the Year Ended December 31, 2023
2. 24-020-CRS Appendix B – 2023 Credit for Service Agreements
3. 24-020-CRS Appendix C – 2023 Deferral Agreements
# APPENDIX A

THE CORPORATION OF THE CITY OF CAMBRIDGE

DEVELOPMENT CHARGE STATEMENT
FOR THE YEAR ENDED DECEMBER 31, 2023

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<td>Contributions to Capital Fund</td>
<td>Interest Charges</td>
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### 2023 CONTRIBUTIONS FROM DEVELOPMENT CHARGES

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## 2023 CONTRIBUTIONS FROM DEVELOPMENT CHARGES

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## 2023 Contributions from Development Charges

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## APPENDIX B
### DEVELOPMENT CHARGES
#### 2023 CREDIT FOR SERVICE AGREEMENTS

### Cambridge West

| A/00482-40 Cam West Bismarck Sanitary Trunk | A/00483-40 Cam West Central Storm Water Management Facility | A/00484-40 Cam West Princess St Storm Sewer Outlet | A/00485-40 Cam West Watermain Extension | A/00508-40 Cam West Infrastructure Upsize | A/00679-40 Blenheim Road Reconstruction | A/00712-40 Cam West West SWM Facility | A/00713-40 Cam West Devil's Creek SWM Facility | A/0079-30 Blenheim Road Design | A/00105-40 Trail Dev - Cambridge West | **Total** |
|---------------------------------------------|----------------------------------------------------------|-----------------------------------------------|---------------------------------|---------------------------------|---------------------------------|---------------------------------|---------------------------------|---------------------------------|---------------------------------|---------------------------------|------------------|
| Opening Balance                            |                                                          |                                               |                                 |                                 |                                 |                                 |                                 |                                 |                                 |                                 |                  |
| December 31, 2022                          | 606,847                                                  | 2,731,449                                     | 810,000                         | 2,410,000                       | 576,082                         | 7,290,343                       | 607,424                         | 241,942                         | 914                             | 9,548             | $15,548,836 |
| New Credits                                 | 215                                                      | 8,984                                         | 5,534                           | 1,113                           | 859,315                         | 4,809                           | 1,494                           | 914                             | 9,548                           | $2,407,178         |
| Credits Earned                              |                                                          |                                               |                                 |                                 |                                 |                                 |                                 |                                 |                                 |                                 |                  |
| December 31, 2023                          | 607,062                                                  | 2,740,433                                     | 815,534                         | 3,925,252                       | 577,195                         | 8,149,658                       | 625,233                         | 275,661                         | 9,548                           | $17,956,014       |
| Credits Used:                               |                                                          |                                               |                                 |                                 |                                 |                                 |                                 |                                 |                                 |                                 |                  |
| Hallman April 27, 2022                      |                                                          |                                               |                                 |                                 |                                 |                                 |                                 |                                 | $1,090,596          |                  |
| Cachet April 27, 2022                       |                                                          |                                               |                                 |                                 |                                 |                                 |                                 |                                 | $2,333,045          |                  |
| Cachet June 29, 2022                        |                                                          |                                               |                                 |                                 |                                 |                                 |                                 |                                 | $763,258            |                  |
| Cachet May 31, 2023                         |                                                          |                                               |                                 |                                 |                                 |                                 |                                 |                                 | $303,183            |                  |
| Cachet July 21, 2023                        |                                                          |                                               |                                 |                                 |                                 |                                 |                                 |                                 | $248,983            |                  |
| Balance December 31, 2023                    | $610,000                                                 | $2,995,000                                    | $817,500                        | $4,351,000                      | $577,400                        | $8,382,200                      | $721,500                        | $285,900                        | $274,800                        | $679,400           | $19,694,700 |

### Power Play Equity Capital

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Registered Plan Date of Agreement Report Number

30T-16103, 30T-16104 July 14, 2020 20-162(CD)
## APPENDIX B
### DEVELOPMENT CHARGES
#### 2023 CREDIT FOR SERVICE AGREEMENTS

### Moffat Creek

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### DEVELOPMENT CHARGES
#### 2023 DEFERRAL AGREEMENTS

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<td>38,934</td>
<td>800 Myers Blk 4</td>
<td>26.1 of DCA</td>
<td>September 29, 2023</td>
<td>1/6 due at occupancy and each anniversary thereafter.</td>
</tr>
<tr>
<td>Fairview Mennonite Homes</td>
<td>-</td>
<td>449,609</td>
<td>28,603</td>
<td>478,211</td>
<td>515 Langs Drive</td>
<td>26.1 of DCA</td>
<td>August 1, 2023</td>
<td>1/6 due at occupancy and each anniversary thereafter.</td>
</tr>
<tr>
<td>Iport</td>
<td>-</td>
<td>1,065,115</td>
<td>80,742</td>
<td>1,145,857</td>
<td>255 Intermarket</td>
<td>21-109(CD)</td>
<td>January 13, 2023</td>
<td>If DCs are not credited for CFSA, then due 18 months after agreement of December 2, 2022. (June 2, 2024).</td>
</tr>
<tr>
<td>Iport</td>
<td>-</td>
<td>1,346,745</td>
<td>102,743</td>
<td>1,449,488</td>
<td>120 Allendale</td>
<td>21-109(CD)</td>
<td>January 13, 2023</td>
<td>If DCs are not credited for CFSA, then due 18 months after agreement of December 2, 2022. (June 2, 2024).</td>
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<tr>
<td>Iport</td>
<td>-</td>
<td>1,237,982</td>
<td>93,846</td>
<td>1,331,827</td>
<td>275 Intermarket Rd</td>
<td>21-109(CD)</td>
<td>January 13, 2023</td>
<td>If DCs are not credited for CFSA, then due 18 months after agreement of December 2, 2022. (June 2, 2024).</td>
</tr>
<tr>
<td>Iport</td>
<td>-</td>
<td>479,569</td>
<td>36,354</td>
<td>515,923</td>
<td>100 Allendale</td>
<td>21-109(CD)</td>
<td>January 13, 2023</td>
<td>If DCs are not credited for CFSA, then due 18 months after agreement of December 2, 2022. (June 2, 2024).</td>
</tr>
<tr>
<td>Meyers Group</td>
<td>-</td>
<td>1,422,358</td>
<td>81,940</td>
<td>1,504,297</td>
<td>155 Greenbrier</td>
<td>26.1 of DCA</td>
<td>December 13, 2023</td>
<td>1/6 due at occupancy and each anniversary thereafter.</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>963,382</strong></td>
<td><strong>6,464,557</strong></td>
<td><strong>496,553</strong></td>
<td><strong>7,924,492</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
To: COUNCIL
Meeting Date: 4/30/2024
Subject: Community Grants
Submitted By: Lesley Head, Director of Recreation and Culture
Prepared By: Rachel Fraser, Manager of Recreation, Sports and Culture
Report No.: 24-064-CD
File No.: C-11
Wards Affected: All Wards

RECOMMENDATION(S):

THAT Report 24-064-CD Community Grants be received;

AND THAT Council endorse applications less than $25,000, as outlined in Appendix A, as approved by the Community Grants Review Committee;

AND THAT Council approve applications received for requests greater than $25,000 for 2024 as outlined in Appendix B, as recommended by the Community Grants Review Committee;

AND FURTHER THAT funding requests for years beyond 2024 not be approved at this time, as recommended by the Community Grants Review Committee.

EXECUTIVE SUMMARY:

Purpose

To provide municipal grants to community organizations that offer programs and services that improve the health, lifestyle and community wellbeing of residents of the City of Cambridge.
Key Findings

- For applications of less than $25,000, the Committee was tasked with approving the funding allotment. For applications of greater than $25,000, Council is responsible for approving funding.

- The total budget of $414,800 is for both groups of funding.

- The Committee received a total of 57 applications totaling $1,273,480.

- The Committee reviewed a total of 46 applications under $25,000, requesting a total of $540,054 and are recommending grant allocations to 31 groups totaling $186,599.

- The Committee reviewed a total of 11 applications worth greater than $25,000, requesting a total of $738,000. The Committee is recommending grant allocations to 7 groups totaling $203,000 for the 2024 budget year only.

- The Committee recognized the fact that 3 groups applied for multi-year funding and does not recommend approval of multi-year funding requests at this time. The Committee noted that applicants can reapply in the years 2025 and 2026 and the City can assess those grant requests against City of Cambridge’s priorities at that time.

- A summary of the organizations that applied, including the amount of their request and reason for the application can be found in Appendix A and B.

Financial Implications

The City of Cambridge has allotted $414,800 in the 2024 Operating Budget to support and enable the work of local non-profit agencies, groups and organizations dedicated to enhancing the quality of life for residents.

The Committee has opted to hold back $25,201 in funding this year to support additional requests that may be requested of Council throughout the year. The program has been heavily applied to in 2024 and therefore funding decisions were challenging to make with many groups receiving less funding than what they applied for.

STRATEGIC ALIGNMENT:
Strategic Action

Objective(s): Not Applicable

Strategic Action: Not Applicable

OR

Core Service

Program: Grants

Core Service: Grants Provided

BACKGROUND:

The Community Grants Program was implemented to provide support to not-for-profit organizations to deliver programs or services that benefit the quality of life for Cambridge residents. The Community Grants Review Committee (the Committee) consists of Councillor Nicholas Ermeta (Chair), Mayor Jan Liggett, and Councillor Mike Devine.

The 2024 funding season is the third year the City has received applications for the Community Grant Program utilizing the online application site where each group is required to apply each year for funding. This process enables greater transparency for grant funding provided by the City to community organizations. Where required, hard-copy applications were accepted. Applications are reviewed by an internal team from Financial Services and Recreation and Culture before being evaluated by the Committee. Each application is assessed based on compliance with the Community Grants Policy.

The 2024 Community Grants application process opened on September 30, 2023, and all applications were due on November 30, 2023. A summary of the 2024 grant applicants and their requests are attached in Appendix A and B.

Applications are reviewed by the Community Grants Review Committee who requested 8 groups to be interviewed during the 2024 Community Grants Review process. The groups were asked to complete an 8-minute presentation summarizing their grant application and 10-15 minutes were allotted for the Committee to ask questions of the group to gain clarification regarding their application. These interviews were conducted
with the Contemporary Art Forum Kitchener and Area (CAFKA), Doctors 4 Cambridge, Food 4 Kids, Freedom March, Nutrition for Learning, Porchlight, Shelter Movers and the Women’s Crisis Centre.

ANALYSIS:

2024 Community Grants
The Committee met in person on two occasions to review the 2024 grant applications. A total of 57 applications were received for the 2024 Community Grants Program, this represents a 15% increase from 2023. These applications were comprised of 46 applications of less than $25,000 and 11 applications of greater than $25,000 which included 3 multi-year requests. The total funding requested for 2024 was $1,273,480 which includes only all Year 1 (2024) requests. Upon review of the multi-year applications, the Committee recommends that multi-year requests not be approved at this time. The Committee noted that applicants can reapply in the years 2025 and 2026 and the City can assess those grant requests against City of Cambridge’s priorities at that time. Therefore, multi-year requests were considered but not recommended at this time and not guaranteed in future years. A summary of the 2024 grant applicants and their requests are attached in Appendix A and B.

For applications received of less than $25,000, the Committee is recommending grant allocations to 32 groups in the total amount of $186,599. A summary of the 2024 grant applicants of less than $25,000 and their requests are attached in Appendix A.

The Committee is also proposing funding for Council’s consideration for requests greater than $25,000 which allots $203,000 to 7 groups. A summary of each group’s request can be found in Appendix B.

A total of 14 applications were not allotted funding due to not meeting requirements of the policy.

Through a comprehensive review of all the applications, the Committee was able to meet the objective of the Community Grants Policy within the funding allocated in the 2024 budget.

EXISTING POLICY / BY-LAW(S):
Policy #A09 FIN 004 – Community Grants Program

The purpose under the Community Grants Program (A09 FIN 004) include:
To improve the wellbeing of Cambridge residents through the direction of City grant funding to eligible organizations that can demonstrate their positive contribution to the achievement of the community wellbeing goals;

- To provide municipal funds or other forms of financial assistance, in limited amounts, to community groups and/or organizations that align with the City’s strategic direction;
- To consider each grant in its own merit and to deal with it in a transparent, equitable and objective manner; and
- To ensure that a proper system of accountability is developed and maintained by the community groups and/or organizations receiving funding from the City.

**FINANCIAL IMPACT:**

**Community Grants Budget**

The Committee is recommending funding be provided to 32 groups who applied for funding of less than $25,000. The total of this funding is $186,599.

The Committee has also recommended funding of $203,000 be provided to 7 groups that applied for funding of greater than $25,000. No multi-year funding requests were recommended by the Committee.

The above recommendations allocate $389,599 of the 2024 Community Grants Program operating budget of $414,800, retaining $25,201 for in-year requests.

**PUBLIC VALUE:**

By performing an in-depth review of applications to ensure their compliance with our policy as well as reviewing reports on how funding was spent in previous years, we are supporting sustainability through the responsible management of financial resources, ensuring transparency for the public and accountability to our applicants.

By providing financial resources to our community groups, we help support valuable programs and services that are not offered by the City to our residents.

**ADVISORY COMMITTEE INPUT:**

**Advisory Committees Consulted:**

- Not applicable
PUBLIC INPUT:
The 2024 Community Grants application process opened on September 30, 2023 and all applications were due on November 30, 2023. The applicants enter their application requests through the online application site where each group is required to apply each year for funding. When necessary hard copies were accepted. This process provides greater transparency on grant funding provided by the City to community organizations. The Community is made aware of the program through various media channels including the City’s website.

INTERNAL / EXTERNAL CONSULTATION:

An Internal Review Team consisting of 5 internal staff from Financial Services and Recreation & Culture completed a comprehensive review of each application in 6 separate meetings over the month of February 2024. The Internal Review Team completed a Community Grants Application Evaluation Scoring Matrix for each eligible application.

The Evaluation Scoring Matrix is intended to be used as an objective tool to assess each grant application against the criteria outlined in the Community Grants Policy. The scores are not considered the sole determining factor regarding how grant funding is allocated but are intended to be used as a tool to help further inform the Grants Review Committee during discussions.

The Evaluation Scoring Matrix ensured the application met the eligibility criteria set out in the Community Grants Policy and encompassed a number of evaluation criteria including:

- Alignment with the City of Cambridge Strategic Plan
- Community Impact
- Merits of the funding request
- Organizational profile
- Organizations finances
- Benefit to the community

The Internal Review Team provided a recommended funding amount in the Evaluation Scoring Matrix for the Committee to consider under its review of the applications.
Staff who were a part of the Internal Review Team were helpful in providing clarification to the Committee such as determining what in-kind services, community supports and potential community partnerships that are available to the groups and if there would be any duplication of services regarding the programs and services proposed in the grant applications.

CONCLUSION:
Through a comprehensive review of all the applications, the Committee was able to meet the objective of the Community Grants Policy within the funding allocated in the 2024 budget.

A summary of the recommendations for the 2024 grant applicants of less than $25,000 and their requests are attached in Appendix A. Also, a summary of recommendations for the 2024 grant applications of greater than $25,000 and their requests are attached as Appendix B.

REPORT IMPACTS:
Agreement: Yes
By-law: No
Budget Amendment: No
Policy: No

APPROVALS:
This report has gone through the appropriate workflow and has been reviewed and or approved by the following as required:

Director
Deputy City Manager
Chief Financial Officer
City Solicitor
City Manager

ATTACHMENTS:
1. 24-064-CD Appendix A – Applications less than $25,000
2. 24-064-CD Appendix B – Applications greater than $25,000
# Appendix A

## 2024 Community Grant Applications, under $25,000

<table>
<thead>
<tr>
<th>Arts, Culture and Events</th>
<th>2023, Approved Funding</th>
<th>2024, Funding Requested</th>
<th>2024 Recommended Approval</th>
<th>Reason for Committee Recommendation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contemporary Art Forum</td>
<td>$0.00</td>
<td>$21,500.00</td>
<td>$5,000</td>
<td></td>
</tr>
<tr>
<td>Kitchener and Area (CAFKA)</td>
<td>$35,000.00</td>
<td>$24,999.00</td>
<td>$20,000</td>
<td></td>
</tr>
<tr>
<td>Cambridge Canada Day</td>
<td>$3,000.00</td>
<td>$5,000.00</td>
<td>$2,500</td>
<td></td>
</tr>
<tr>
<td>Cambridge Cultural Association</td>
<td>$0.00</td>
<td>$8,000.00</td>
<td>$5,000</td>
<td></td>
</tr>
<tr>
<td>Cambridge Fire Hall Museum</td>
<td>$10,800.00</td>
<td>$10,800.00</td>
<td>$10,500</td>
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</tr>
<tr>
<td>Cambridge Sculpture Garden</td>
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<td>$23,100.00</td>
<td>$17,500</td>
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<tr>
<td>Grand River Film Festival</td>
<td>$15,000.00</td>
<td>$24,999.00</td>
<td>$10,000</td>
<td></td>
</tr>
<tr>
<td>Grand River Pride (50th funding received)</td>
<td>$2,200.00</td>
<td>$3,500.00</td>
<td>$2,200</td>
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</tr>
<tr>
<td>Inter Arts Matrix</td>
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<td>$3,250.00</td>
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</tr>
<tr>
<td>Preston Scout House Band</td>
<td>$1,000.00</td>
<td>$2,000.00</td>
<td>$1,200</td>
<td></td>
</tr>
<tr>
<td>Santa Claus Parade</td>
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<td>$5,000.00</td>
<td>$5,000</td>
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</tr>
<tr>
<td>Santa Claus Parade - Hespeler</td>
<td>$3,000.00</td>
<td>$3,000.00</td>
<td>$3,000</td>
<td></td>
</tr>
<tr>
<td>Wordscribe</td>
<td>$0.00</td>
<td>$1,500.00</td>
<td>$1,000</td>
<td></td>
</tr>
<tr>
<td><strong>Total funding, Arts, Culture and Events</strong></td>
<td><strong>$91,140.00</strong></td>
<td><strong>$140,148.00</strong></td>
<td><strong>$85,900</strong></td>
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## Civic & Leisure Interests

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<tr>
<th>Civic &amp; Leisure Interests</th>
<th>2023, Approved Funding</th>
<th>2024, Funding Requested</th>
<th>2024 Recommended Approval</th>
</tr>
</thead>
<tbody>
<tr>
<td>Galt Horticultural Society</td>
<td>$3,700.00</td>
<td>$4,000.00</td>
<td>$3,700</td>
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<tr>
<td>Hespeler Horticultural</td>
<td>$0.00</td>
<td>$1,800.00</td>
<td>$1,800</td>
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<tr>
<td>Preston Horticultural Society</td>
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<td><strong>Total, Civic &amp; Leisure Interests</strong></td>
<td><strong>$4,900.00</strong></td>
<td><strong>$7,800.00</strong></td>
<td><strong>$6,700</strong></td>
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## Non-Profit Organization

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<tr>
<th>Non-Profit Organization</th>
<th>2023, Approved Funding</th>
<th>2024, Funding Requested</th>
<th>2024 Recommended Approval</th>
<th>Reason for Committee Recommendation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business and Education</td>
<td>$0.00</td>
<td>$6,000.00</td>
<td>$0</td>
<td>Due to the program being over subscribed in 2024, non-recommend as organization has not demonstrated financial need.</td>
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<tr>
<td>Partnership of Waterloo Region</td>
<td>$0.00</td>
<td>$24,999.00</td>
<td>$0</td>
<td>As per policy, Committee recommend the application should not be funded through the Community Grants Program.</td>
</tr>
<tr>
<td>Cambridge Cultural Centre</td>
<td>$0.00</td>
<td>$24,999.00</td>
<td>$0</td>
<td>Due to the program being over subscribed in 2024, non-recommend as organization has not demonstrated financial need.</td>
</tr>
<tr>
<td>Cambridge Muslim Society</td>
<td>$25,000.00</td>
<td>$24,500.00</td>
<td>$0</td>
<td>Due to the program being over subscribed in 2024, non-recommend as organization has not demonstrated financial need.</td>
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<tr>
<td>Organization</td>
<td>Amount Requested</td>
<td>Amount Approved</td>
<td>Amount Recommended</td>
<td></td>
</tr>
<tr>
<td>---------------------------------------------------</td>
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<td>-----------------</td>
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</tr>
<tr>
<td>Child Witness Centre of Waterloo Region</td>
<td>$15,000.00</td>
<td>$24,999.00</td>
<td>$24,999</td>
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</tr>
<tr>
<td>Galt Islamic Centre</td>
<td>$0.00</td>
<td>$24,500.00</td>
<td>$0 As per policy, Committee recommend the application should not be funded through the Community Grants Program.</td>
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<tr>
<td>Galt Jazz</td>
<td>$1,000.00</td>
<td>$2,000.00</td>
<td>$1,500</td>
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<tr>
<td>Gujarati Hindu Society</td>
<td>$0.00</td>
<td>$24,999.00</td>
<td>$0 As per policy, Committee recommend the application should not be funded through the Community Grants Program.</td>
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<tr>
<td>Hespeler BIA</td>
<td>$0.00</td>
<td>$6,000.00</td>
<td>$0 As per policy, Committee recommend the application should not be funded through the Community Grants Program.</td>
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<tr>
<td>Hespeler Market</td>
<td>$5,000.00</td>
<td>$5,000.00</td>
<td>$5,000</td>
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<tr>
<td>Idea Exchange (new Art Program)</td>
<td>$0.00</td>
<td>$24,500.00</td>
<td>$0 As per policy, Committee recommend the application should not be funded through the Community Grants Program.</td>
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<tr>
<td>KW Dog Friendly</td>
<td>$0.00</td>
<td>$6,000.00</td>
<td>$1,000</td>
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<tr>
<td>Penny and Pound</td>
<td>$0.00</td>
<td>$24,000.00</td>
<td>$0 Due to the program being over subscribed in 2024, non-recommend as organization has not demonstrated financial need.</td>
<td></td>
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<tr>
<td>Reep Green Solution</td>
<td>$17,360.00</td>
<td>$18,054.00</td>
<td>$7,500</td>
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<tr>
<td>STEM Camps</td>
<td>$0.00</td>
<td>$5,000.00</td>
<td>$0 As per policy, Committee recommend the application should not be funded through the Community Grants Program.</td>
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<tr>
<td>Stroke Recovery Association</td>
<td>$5,000.00</td>
<td>$5,000.00</td>
<td>$4,500</td>
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<tr>
<td>Cambridge and District</td>
<td>$0.00</td>
<td>$4,576.00</td>
<td>$0 As per policy, Committee recommend the application should not be funded through the Community Grants Program.</td>
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<tr>
<td>Trillium United Church</td>
<td>$8,000.00</td>
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<tr>
<td>Volunteer Action Centre Waterloo</td>
<td>$0.00</td>
<td>$20,000.00</td>
<td>$0 As per policy, Committee recommend the application should not be funded through the Community Grants Program.</td>
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<tr>
<td>Women that Give</td>
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<td>$20,000.00</td>
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<tr>
<td>YMCA</td>
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<td>$20,000.00</td>
<td>$0 Due to the program being over subscribed in 2024, non-recommend as organization has not demonstrated financial need.</td>
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<tr>
<td>YWCA Cambridge</td>
<td>$0.00</td>
<td>$24,930.00</td>
<td>$5,000</td>
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<tr>
<td><strong>Total Funding, Not-For-Profit Organization</strong></td>
<td><strong>$76,360.00</strong></td>
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<td><strong>$57,499</strong></td>
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**Recreation & Sports**

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<th>Amount Requested</th>
<th>Amount Approved</th>
<th>Amount Recommended</th>
</tr>
</thead>
<tbody>
<tr>
<td>Brain Injury association</td>
<td>$0.00</td>
<td>$1,200.00</td>
<td>$1,200</td>
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<tr>
<td>Cambridge Pickleball</td>
<td>$0.00</td>
<td>$10,349.00</td>
<td>$0 As per the policy, Committee recommends the application should not be funded through the Community Grants Program. Committee recommends organization connects with City staff liason.</td>
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<tr>
<td>Kitchener Easy Riders</td>
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<td><strong>Total Funding, Recreation &amp; Sports</strong></td>
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<td><strong>$14,549.00</strong></td>
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### 2024 Community Grant Applications, under $25,000

<table>
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<tr>
<th>Organization</th>
<th>Requested</th>
<th>Approved</th>
<th>Recommended</th>
</tr>
</thead>
<tbody>
<tr>
<td>Healthy Heart Day Cambridge (Cambridge Prevent Clinic)</td>
<td>$2,700.00</td>
<td>$8,500.00</td>
<td>$2,000</td>
</tr>
<tr>
<td>Hope Clothing c/o St. Andrews Hespeler Church</td>
<td>$0.00</td>
<td>$7,000.00</td>
<td>$0</td>
</tr>
<tr>
<td>Porchlight Counselling and Addiction Services</td>
<td>$15,000.00</td>
<td>$15,000.00</td>
<td>$12,000</td>
</tr>
<tr>
<td>Shelter Movers Waterloo Region</td>
<td>$10,000.00</td>
<td>$20,000.00</td>
<td>$20,000</td>
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<tr>
<td>Sexual Help Options Resources &amp; Education Centre (SHORE)</td>
<td>$0.00</td>
<td>$10,000.00</td>
<td>$0</td>
</tr>
<tr>
<td>SPECTRUM Waterloo Region's Rainbow Community Space</td>
<td>$900.00</td>
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**Total Funding, Social Services**

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<th>Recommended</th>
</tr>
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<tbody>
<tr>
<td>$28,600.00</td>
<td>$62,500.00</td>
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**Grand Total**

<table>
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<tr>
<th>Requested</th>
<th>Approved</th>
<th>Recommended</th>
</tr>
</thead>
<tbody>
<tr>
<td>$201,000.00</td>
<td>$540,054.00</td>
<td>$186,599</td>
</tr>
<tr>
<td>Arts, Culture and Events</td>
<td>2023, Approved Funding</td>
<td>2024, Funding Requested</td>
</tr>
<tr>
<td>----------------------------------</td>
<td>------------------------</td>
<td>-------------------------</td>
</tr>
<tr>
<td>BR Events</td>
<td>$0</td>
<td>$50,000</td>
</tr>
<tr>
<td>Cambridge Symphony Orchestra</td>
<td>$18,000</td>
<td>$25,000</td>
</tr>
<tr>
<td>Fashion History Museum</td>
<td>$45,000</td>
<td>$97,800</td>
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<td>Freedom March</td>
<td>$0</td>
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</tr>
<tr>
<td>Total, Arts, Culture, Events</td>
<td>$63,000</td>
<td>$225,000</td>
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<tr>
<th>Not-For-Profit Organization</th>
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<tr>
<td>Cambridge Self-Help Food Bank</td>
<td>$0</td>
<td>$150,500</td>
<td>$50,000</td>
<td>Request: $297,500 over 3 years to scale the Mobile Food Market and expand to 20 new locations. The Mobile Food Market will run once weekly for 50 of the 52 weeks in the year and acts as an affordable, accessible, low-cost option for households to access local and high-quality produce each week.</td>
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<tr>
<td>Food4Kids Waterloo Region</td>
<td>$50,000</td>
<td>$75,000</td>
<td>$35,000</td>
<td>Request: $75,000 to help fund nutrition food packages to approximately 50 additional severely food insecure children aged 1-14 years and up in ten new schools in Cambridge during 40 school year weekends and 90 days of winter, spring and summer breaks from January 2024 to December 2024 when children are not in school and unable to access school nutrition programs.</td>
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<td>Category</td>
<td>2023, Approved Funding</td>
<td>2024, Funding Requested</td>
<td>2024 Recommended Approval</td>
<td>Reason for Application</td>
<td>Reason Application was Unsuccessful</td>
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<tr>
<td>Nutrition for Learning</td>
<td>0</td>
<td>$80,000</td>
<td>$15,000 Request: $80,000 for operating funds to support the mission to ensure every student in Waterloo Region can attend school well nourished. These specific funds focus on operations within Cambridge. There is a strong need for Cambridge schools to have specialized, local support. With food security becoming a rapidly escalating critical concern, it was identified an additional staff person was needed and one was assigned exclusively to support Cambridge school partners in delivering student nutrition programs.</td>
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<tr>
<td>Waterloo District Catholic School Boa</td>
<td>0</td>
<td>$85,000</td>
<td>$0 Request: $85,000 to install artificial turf that would operate as a multi-use surface for family focused activities such as lawn bowling, bocce ball, corn hole. As per policy, the application should not be funded through the Community Grants Program. The Committee recommends seeking out other grant funding opportunities. Applicant is included in an educational institution that is not eligible.</td>
<td></td>
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<tr>
<td>Women's Crisis</td>
<td>0</td>
<td>$37,500</td>
<td>$15,000 Request: $37,500 to support a music therapy program at the Cambridge location. The Music Therapy program has a significant impact on women and children living in Cambridge who are experiencing domestic violence. Music therapy is one of the most impactful and loved programs, especially among children. The program has a positive impact on emotional well-being, community engagement, community integration, skill development and health benefits.</td>
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<td>Recreation &amp; Sports</td>
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<tr>
<td>Southwood Fitness Centre</td>
<td>0</td>
<td>$25,000</td>
<td>$0 Request: $25,000 to upgrade camera security monitoring equipment, upgrade washrooms, purchase new equipment, upgrade lighting. As per policy, the application should not be funded through the Community Grants Program. The Committee recommends the applicant connects with City staff to determine and coordinate any potential services and programming in the community.</td>
<td></td>
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<td>Social Services</td>
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<tr>
<td>Doctors 4 Cambridge</td>
<td>$60,000</td>
<td>$60,000</td>
<td>$60,000 Request: $180,000 over 3 years - to continue the ongoing work of recruitment of primary health care workers as well as specialists. Funding will be used in the recruitment of physicians and retention of those in our community.</td>
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<td>$60,000</td>
<td>$60,000</td>
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</table>
To: COUNCIL
Meeting Date: 4/30/2024
Subject: 24-061-CD Soccer Complex Fieldhouse Naming Rights & Sponsorship Agreement
Submitted By: Lesley Head, Director of Recreation & Culture
Prepared By: Lesley Head, Director of Recreation & Culture
Report No.: 24-061-CD
File No.: C11
Wards Affected: Ward 1

RECOMMENDATION(S):

THAT Report 24-061-CD Soccer Complex Fieldhouse Naming Rights & Sponsorship Agreement be received;

AND THAT Policies A09 ADM 036 Naming Policy and A09 ADM 037 Sponsorship Policy outline the criteria for naming and sponsorship requests for Council’s consideration;

AND THAT the City be authorized to enter into a Naming Rights & Sponsorship Agreement with Toyota Motor Manufacturing Canada in accordance with the key business terms outlined in this report, and subject to the satisfaction of the City Solicitor;

AND THAT the Soccer Complex Fieldhouse located at 880 Linden Drive, Cambridge be named the “TOYOTA Fieldhouse" upon Council approval;

AND FURTHER THAT the Mayor and Clerk be authorized to execute a Naming Rights & Sponsorship Agreement with Toyota Motor Manufacturing Canada, subject to the satisfaction of the City Solicitor.

EXECUTIVE SUMMARY:

Purpose

Council has directed staff to secure Naming and Sponsorship Rights to interested prospects to support the capital costs associated with investment in the recreation facilities being built. In accordance with the Council approved policies for both naming and sponsorship rights, staff are looking to obtain Council approval for the naming of the Soccer Complex Fieldhouse located at 880 Linden Drive, Cambridge.
Key Findings

- Toyota Motor Manufacturing Canada (TMMC) is Toyota’s vehicle assembly operations in Ontario, Canada. One of their locations is in Cambridge and is identified as one of the biggest employers within the City. TMMC prides itself on being an important member of its community and aims to be a leading corporate citizen through supporting various community initiatives.
- A Naming Rights and Sponsorship Agreement with TMMC will be required but does not preclude others from being able to access the facility for programs.
- Based on previous analysis it is estimated that the Soccer Complex total fundraising target is $1-2 million.

Financial Implications

- The Council supported financial evaluation of the Fieldhouse is $250,000 plus GST. Further details on key business terms relating to funding are outlined as part of the Key Business Terms further down in this report. Evaluation of each naming opportunity, including recognition and value, is critical to the City’s success in maintaining and building relationships.
- Signage costs for the Fieldhouse have been allocated as part of the capital project budget.
- The desire for additional sources of revenue must be balanced with the City’s need to safeguard the City’s values, assets, interests, and reputation.

STRATEGIC ALIGNMENT:

☒ Strategic Action

Objective(s): WELLBEING - Connect people to services that support individual and community wellbeing

Strategic Action: Create and activate spaces that offer things for people to do

OR

Core Service

Program: Not Applicable

Core Service: Not Applicable

The naming of City of Cambridge owned facilities and assets plays a role in how the community identifies and connects with spaces. Requests must meet the criteria as
outlined in the applicable policies and reflect the population, history, and community of Cambridge. Providing opportunities for the community to be involved in naming requests supports community engagement and connectivity and shows support for those that have made a difference in our community.

BACKGROUND:
The corporate Naming and Sponsorship Policies are intended to provide the process and criteria for the naming of City assets that ensure that the goals of the sponsorship partner and the City are aligned, the public interest is respected, and the integrity of municipal programs and services are protected.

The City also recognizes sponsorship opportunities as a means of partnership with companies and organizations in supporting City’s programs, facilities, parks, events, and operations, along with the opportunity to generate an additional revenue stream and, in some cases, offset the costs of municipal infrastructure, programs and operation.

ANALYSIS:
The Soccer Complex Fieldhouse is a 6,500 square foot service building that incorporates public and universal washrooms, changerooms, multi-purpose space, staff room and equipment storage. It provides a bright, vibrant space to support the facility use and can be utilized for a variety of community uses. The Fieldhouse will be home to the project donor wall which will proudly display those that have contributed to the overall fundraising campaign.

Negotiations with TMMC- Key Business Terms
City staff see many additional benefits to the project and community by entering into this agreement. Therefore, staff are recommending that Council direct staff to proceed with an agreement with TMMC based on the following Key Business Terms:

- TMMC agrees to pay the City $250,000, plus HST in full for Naming Rights for the Soccer Complex Fieldhouse.
- This agreement applies solely to the Soccer Complex Fieldhouse and is not applicable to any other City facility.
- 10 Year Term, following the date that the Naming signage is erected.
- Signage provided by the city up to a maximum of $50,000 will be included as part of the project budget, costs above that are the sponsor’s expense. Signage in/on or in proximity to the named space.
To honour the sponsor and help to raise awareness of the Fundraising Campaign, publicity in the form of news, press release, or social media announcements will be made with the permission of TMMC.

TMMC and the City of Cambridge agree that TMMC shall have the right to renew this Agreement for a further 10-year period under the same terms and conditions plus market inflation.

TMMC will adhere to the Council-approved Naming and Sponsorship Policies.

EXISTING POLICY / BY-LAW(S):
A09 ADM 036 Naming Policy
A09 ADM 037 Sponsorship Policy

FINANCIAL IMPACT:
The Soccer Complex Project has been funded through a combination of Development Charges, Capital Works Reserve Funds and Naming and Sponsorship Opportunities.

PUBLIC VALUE:
The sport of soccer and other field-based sports are accessible to a broad cross section of the Cambridge community, including a rage of age, ability, and socio-economic position. Leveraging this state-of-the-art facility to engage community partnerships to support our fundraising campaign provides an opportunity for the community at large to be active and engaged in our recreation facilities.

Many of TMMC employees are residents of the City of Cambridge and with this partnership will provide opportunities to engage these employees and families with program opportunities at this facility.

ADVISORY COMMITTEE INPUT:
The Municipal Heritage Advisory Committee was consulted with regards to signage requirements for the Soccer Complex as this location was designated under Part V of the Ontario Heritage Act as part of the Blair Village Heritage Conservation District (HCD) in 2002. Staff have worked closely with TMMC, MHAC to ensure alignment and support the overall design.

PUBLIC INPUT:
Posted publicly as part of the report process.

INTERNAL / EXTERNAL CONSULTATION:
Internal consultation with our Legal Services Division and Recreation Facilities Steering Committee has taken place.

CONCLUSION:

Having reviewed the Key Business Terms outlined in the Naming Rights and Sponsorship Agreement and both the City’s Naming and Sponsorship Corporate Policies, staff are supportive of naming the Soccer Complex Fieldhouse the “TOYOTA Fieldhouse.”

REPORT IMPACTS:

Agreement: Yes
By-law: No
Budget Amendment: No
Policy: No

APPROVALS:

This report has gone through the appropriate workflow and has been reviewed and or approved by the following as required:

Director
Deputy City Manager
Chief Financial Officer
City Solicitor
City Manager

ATTACHMENTS:

Not Applicable
To: COUNCIL

Meeting Date: 4/30/2024

Subject: 24-059-CD Notice of Intention to Designate the Stone Residence at 201 Water St S

Submitted By: Lisa Prime, Chief Planner

Prepared By: Laura Waldie, Senior Planner - Heritage

Report No.: 24-059-CD

File No.: R01.01.151

Wards Affected: Ward 6

RECOMMENDATIONS:

THAT Report 24-059-CD Notice of Intention to Designate the Stone Residence at 201 Water St S be received;

AND THAT Council authorized the Clerk to publish a Notice of Intention to Designate (NOID) the stone residence on the property located at 201 Water Street South in accordance with Section 29 of the Ontario Heritage Act for its cultural heritage value.

AND THAT Council permit the removal of the 1990s board and batten addition from the rear of the stone residence;

AND FURTHER THAT Council authorizes that a Construction Master Plan be submitted to the City, and approved by the Chief Planner, for the protection of the stone residence should Council approve the redevelopment of the property.

EXECUTIVE SUMMARY:

Purpose

This report has been prepared to provide a recommendation to Council in support of the designation of the stone residence on the property municipally known as 201 Water Street South (Figure 1) under Part IV of the Ontario Heritage Act.

Key Findings

- The property is currently listed on the Heritage Register.
- Staff have determined the property contains sufficient cultural heritage value to warrant designation under Part IV of the Ontario Heritage Act, satisfying several criteria under Ontario Regulation 9/06 (as amended by 569/22).

- The property owner is in support of designation provided that the designation by-law does not restrict the use of the property in the future and that the heritage attributes do not include any interior features.

Financial Implications

There is no cost to property owners associated with designating a property in Cambridge. The City does provide and pay for the installation of a heritage landmark plaque at a cost of approximately $800. The City also pays to register the bylaw on title to the property, which costs approximately $82. The property owner of 201 Water St S Road will be able to apply for a Designated Heritage Property Grant to support the costs of maintaining the heritage attributes of the property.

Figure 1: Front elevation of 201 Water Street South (Bright Past Heritage Consulting)

STRATEGIC ALIGNMENT:

☐ Strategic Action; or
Core Service

**Program:** Design & Approvals

**Core Service:** Heritage Conservation

**BACKGROUND:**

The subject property is located at 201 Water Street South. The legal description is Part of Subdivision Lot 2, Concession 10 East of the Grand River, former Geographic Township of North Dumfries; Part 1 on Reference Plan 67R-2799; Part 5 on Plan 58-12020, Save and Except Part 6 On Reference Plan 58R-17858; Subject to Easement No. WR777964; City of Cambridge. The property is located north of Churchill Park and east of the Grand River (Figure 2).

![Map of 201 Water Street South (City of Cambridge)](image)

Figure 2: Map of 201 Water Street South (City of Cambridge)

The property is listed on the City’s Heritage Register. It is not adjacent to a heritage property and no heritage properties are listed or designated on either Highman Ave., Ravine Dr., or Water St S.
Figure 3: Former Chicken Barn Used for Vehicle Storage until 2022. (Courtesy ARA Ltd.)

Figure 4: Rear of Stone Residence. The portion sided in board and batten is proposed for removal (Courtesy ARA Ltd.)

An Official Plan Amendment (OPA) and Zoning By-law Amendment (ZBA) application
on the subject property was deemed complete by Planning staff on February 2, 2024. If a property is subject to a development application, Council has 90 days from this completion application date to designate a property under Part IV of the Ontario Heritage Act. This 90 day timeline expires on May 2, 2024. The Municipal Heritage Advisory Committee (MHAC) was consulted on March 21, 2024 and recommended that Council designate the stone residence under Part IV of the Ontario Heritage Act.

ANALYSIS

The stone cottage is believed to have been built in two stages over a span of about 10 years. Scottish immigrants Jared Swan (1796-1877) and his wife Jean Grieve (1793-1882) arrived in Galt in 1832 with their two grown daughters and one son in law. The Swans bought the land at 201 Water Street South from William Dickson and lived in a log cabin on site while they constructed their home. The storey and a half addition at the rear is believed to have been the first structure built by the Swans in 1835. In about 1845, the Swans began construction on the Italianate portion of the structure. This addition is considered to be the main portion of the house because of its massing. Both portions of the house show up on the 1861 map of Galt.

The Heritage Register lists the property as “Carol Bank – Tutton Farm”. It is not understood why the name Tutton is significant because James Tutton only owned the property from 1944 to 1945. It is also not clear where the name Carol Bank originates from.

The property is proposed for redevelopment to construct three towers up to a height of 15 storeys each. The property is zoned low/medium residential and the property owner submitted an application for a Zoning By-law Amendment (ZBA) and an Official Plan Amendment (OPA) to permit the higher residential zoning. As part of this application, the stone residence will be retained and used as an amenity space for the proposed development. The developer is not certain what that adaptive reuse will be at this time, but the heritage consultant has requested that, should Council pursue designation, the designation by-law not restrict usage of the stone residence. A designation by-law acts to protect identified heritage attributes. The by-law is not designed to restrict a property’s usage. A designated property, however, is expected to be adaptively reused and not sit vacant and underutilized. The use, however, will have to conform to the provisions set out in the Zoning By-law for that zone.

The proposal also includes removing the 1990s rear portico, addition and deck to turn this space into a courtyard for the stone residence (Figure 4). Heritage Planning staff do not have any concern with this proposal, as removing it will be returning the
residence back to the original stone portions of the house. Removing the 1990s additions will be returning the house to the way it looked in c.1860 when the Italianate portion was completed.

The Heritage Impact Assessment prepared by Bright Past Heritage Consulting Inc. is available from Planning staff upon request and was accepted by the Municipal Heritage Advisory Committee on March 21, 2024.

**Evaluation under Ontario Regulation 9/06 (amended by 569/22)**

Heritage Planning staff are of the opinion that the property warrants designation based on it satisfying five (5) of the nine (9) criteria contained in Ontario Regulation 9/06 (as amended by 569/22). According to a suite of changes introduced to the Ontario Heritage Act through the More Homes Built Faster Act, 2022, properties must meet at least two (2) of nine (9) criteria under Ontario Regulation 9/06 (amended by 569/22) to be considered for designation under Part IV of the Ontario Heritage Act.

- **The property has design value or physical value because it is a rare, unique, representative or early example of a style, type, expression, material or construction method.**

  **YES** – The c. 1835-1845 limestone and granite house and rubblestone foundation are representative of both earlier Ontario farmhouses (original portion) and Italianate (front façade addition) designs and materials. Although a very popular style of farmhouse for the day, it is neither a building style, nor reflects the modern materials that houses are built from today. These building styles, material examples and building age are becoming increasingly rare all across southern Ontario which, therefore, increases its design value.

- **The property has design value or physical value because it displays a high degree of craftsmanship or artistic merit.**

  **YES** – Although the stone residence is well designed, it does not display a high degree of craftsmanship or artistic merit in the construction methods that would be considered unusual or outstanding during this period. However, what sets it apart from other examples of this style is the age of the structures and the retention over the years of the original structure plus the addition of stained-glass elements on the front door surrounds. Many original portions get removed in favour of the new structure and many Italianate structures in Cambridge have had their stained glass removed decades ago, thus making 201 Water Street South a rare example.
The property has historical value or associative value because it has direct associations with a theme, event, belief, person, activity, organization or institution that is significant to a community.

**YES** – The property is associated with early Scottish settlers, Jared and Jean Swan who constructed the residence found on the property. The house is indicative of the agricultural roots of Cambridge which make it an important cultural heritage resource to the community.

The property has contextual value because it is important in defining, maintaining or supporting the character of an area.

**YES** – Even though the stone residence is not visible from Water Street South because of the high banks off the road, the stone residents is a vital link in maintaining and supporting the rural character of the area. This area of Cambridge has remained rural in context since before the post-contact era.

The property has contextual value because it is physically, functionally, visually, or historically linked to its surroundings.

**YES** – The stone residence on the property is historically linked to its surroundings by having remained an undeveloped, rural-setting property since the Swan family constructed the residence and farmed the land.

None of the outbuildings on the property, including the former poultry barn/storage garage hold any cultural value. The most prominent outbuilding on the property is the 50-metre-long former poultry barn *(Figure 3)*. This structure was built in the mid-1950s to raise chickens on the property. In the mid-1970s, when the property ceased to be a chicken farm, the owners made several alterations to the barn to convert it into a vehicle storage facility. The poultry coupes were removed and several garage doors were added to the structure. The building is also less than half the length it used to be when it was a chicken farm. The barn has also not been maintained since it became a vehicle storage facility and is showing severe signs of disrepair.

**Cultural Heritage Attributes**

The following is a summary of the key heritage attributes that embody the heritage value of the stone residence at 201 Water Street South:

- Both bay windows with copper roofs on the front façade of the Italianate portion of the residence;
- The front façade portico;
- The central gable on the front façade of the Italianate addition;
- The l’oeil de boeuf, or ox eye, window on the front façade central gable peak;
- All cornices and deep eves on the front façade;
- All return eves on all elevations;
- All roof pitches on each elevation of the stone portions;
- All symmetrical façades;
- The rubblestone foundations;
- The stone construction materials including quoins;
- The stained-glass side lights and a transom; around the front façade entrance including the name “Carol Bank” plus the depictions of birds;
- All window openings on the stone portions of the stone residence; and
- All voussoirs, lintels and sills of the stone residence.

EXISTING POLICY / BY-LAW(S):

Section 29. (1) of the Ontario Heritage Act provides municipalities in Ontario the ability to designate individual properties shown to have cultural heritage value to the community.

Section 4.6.1 of the Cambridge Official Plan (OP) also states that the City will pass bylaws to designate properties of cultural heritage value.

As the property is currently listed on the Heritage Register, alterations to a listed property are not regulated under the Ontario Heritage Act. Therefore, the only legislative ability for the MHAC to consider is to designate the property under Part IV.

FINANCIAL IMPACT:

There is no cost to property owners associated with designating a property in Cambridge. The City does provide and pay for the installation of a heritage landmark plaque at a cost of approximately $800. The City also pays to register the bylaw on title to the property, which costs approximately $82. The property owner of 201 Water St S Road will be able to apply for a Designated Heritage Property Grant to support the costs of maintaining the heritage attributes of the property.

PUBLIC VALUE:

Sustainability

The City of Cambridge supports sustainability by encouraging adaptive reuse of heritage properties wherever possible.
Transparency

The Council agenda is posted on the City’s website as part of the reporting process.

ADVISORY COMMITTEE INPUT:

Staff consulted with the Municipal Heritage Advisory Committee on March 21, 2024 through report 24-006(MHAC) and the Committee provided the following recommendations to Council:

THAT Report 24-006(MHAC) - Recommendation to Designate the Stone Residence at 201 Water Street South under Part IV of the Ontario Heritage Act – be received;

AND THAT the Municipal Heritage Advisory Committee (MHAC) receive the Heritage Impact Assessment (HIA) prepared by Bright Past Heritage Consulting Inc.;

AND FURTHER THAT the MHAC recommend to Council that the Clerk be authorized to publish a Notice of Intention to Designate (NOID) the stone residence, in its entirety, on the property located at 201 Water Street South in accordance with Section 29 of the Ontario Heritage Act for its cultural heritage value.

PUBLIC INPUT:

Municipal Heritage Advisory Committee meetings are open to the public. The heritage consultant who prepared the Heritage Impact Assessment (HIA), delegated to the MHAC stating that the property only meets one of nine criteria under O. Reg 9/06, and therefore, does not meet the threshold for designation under Part IV of the Ontario Heritage Act. The heritage consultant also said the property owner would be willing to consider designation of the stone residence provided that the Notice of Intent to Designate (NOID) and the designation by-law for the structure remains flexible to allow different adaptive reuses of the structure in the future. Heritage planning staff responded by saying the intent of designation was to identify only the stone residence as the cultural heritage attribute of the property, not the out-buildings nor the land.

INTERNAL / EXTERNAL CONSULTATION:

Heritage Planning staff have liaised with the property owner through their heritage consultant and planning agent on identifying the cultural heritage attributes of the stone residence for the Notice of Intention to Designate (NOID).
CONCLUSION:

Based on the findings noted above, the stone residence on the subject property meets more than two (2) criteria under Ontario Regulation 9/06 and staff are of the opinion that the property contains sufficient cultural heritage value to merit designation under Part IV of the Ontario Heritage Act. As such, staff recommend that Council direct the City Clerk to publish a Notice of Intention to Designate for the stone residence at 201 Water Street South in accordance with Section 29 of the Ontario Heritage Act.

REPORT IMPACTS:

Agreement: No
By-law: No
Budget Amendment: No
Policy: No

APPROVALS:

This report has gone through the appropriate workflow and has been reviewed and or approved by the following as required:

Director
Deputy City Manager
Chief Financial Officer
City Solicitor
City Manager

ATTACHMENTS:

1. 24-059-CD Appendix A Draft NOID for 201 Water Street South
Draft Notice of Intention to Designate (NOID)

201 Water Street South

Description of Historic Place

The subject property is located at 201 Water Street South, Cambridge, Ontario. The legal description is Part of Subdivision Lot 2, Concession 10 East of the Grand River, former Geographic Township of North Dumfries; Part 1 on Reference Plan 67R-2799; Part 5 on Plan 58-12020, Save and Except Part 6 On Reference Plan 58R-17858; Subject to Easement No. WR777964; City of Cambridge. The property is east of the Grand River and the City of Kitchener.

Summary of Cultural Heritage Value

The stone residence at 201 Water Street South was built by Scottish immigrants Jared Swan (1796-1877) and his wife Jean Grieve (1793-1882) who arrived in Galt in 1832 with their two grown daughters and one son in law. The Swans bought the land at 201 Water Street South from William Dickson and lived in a log cabin on site while they constructed their home. The stone cottage is believed to have been built in two stages over a span of about 10 years. The storey and a half addition at the rear is believed to have been the first structure built by the Swans in 1835. In about 1845, a two storey, Italianate four square design was added to the original portion. This Italianate structure became the main part of the house where the front entrance is.

The couple farmed the property until Jared’s death in 1877. Jean then sold the property to George Hay in 1879 and passed away in 1882. Jared and Jean are buried together at Mountview Cemetery beside lifelong friends who they grew up with in Scotland and whom they emigrated to Galt with.

Description of Heritage Attributes

Key exterior attributes that embody the architectural value as a representative example of both the Italianate and early pioneer cottage design characteristics include its:

- Both bay windows with copper roofs on the front façade of the Italianate portion of the residence;
- The front façade portico;
- The central gable on the front façade of the Italianate addition;
- The l’oeil de boeuf, or ox eye, window on the front façade central gable peak;
- All cornices and deep eves on the front façade;
- All return eves on all elevations;
- All roof pitches on each elevation of the stone portions;
• All symmetrical façades;
• The rubblestone foundations;
• The stone construction materials including quoins;
• The stained-glass side lights and a transom; around the front façade entrance including the name “Carol Bank” plus the depictions of birds;
• All window openings on the stone portions of the stone residence; and
• All voussoirs, lintels and sills of the stone residence.
To: COUNCIL
Meeting Date: 4/30/2024
Subject: 24-058-CD: 79 Old Mill Road, Heritage Permit Application, Request to Erect a Permanent Structure within the Blair Village Heritage Conservation District

Submitted By: Lisa Prime, Chief Planner
Prepared By: Jeremy Parsons, Senior Planner – Heritage
Report No.: 24-058-CD
File No.: R01.02.02
Wards Affected: Ward 1

RECOMMENDATION(S):

THAT Report 24-058-CD: 79 Old Mill Road, Heritage Permit Application, Request to Erect a Permanent Structure within the Blair Village Heritage Conservation District be received;

AND FURTHER THAT Council approve the Heritage Permit application for 79 Old Mill Road as outlined in Report 24-058-CD, subject to the following conditions:

1) Following Council approval, that any minor changes to the plans and elevations shall be submitted to the satisfaction of the Chief Planner, prior to the commencement of any alterations; and

2) That the implementation of alterations, in accordance with this approval, shall be completed no later than two (2) years following Council approval. If the alterations are not completed by two (2) years following Council approval, then this approval expires as of that date and no alterations shall be undertaken without a new approval issued by the City of Cambridge.

EXECUTIVE SUMMARY:

Purpose

The purpose of this report is to provide a recommendation to Council regarding a Heritage Permit application for 79 Old Mill Road to permit the construction of a new, detached additional residential unit (ARU).
Key Findings

- The property is designated under Part V of the Ontario Heritage Act and located within the Blair Village HCD.
- The proposal will not impact the dwelling located on the subject property, built in 1884 and known as the Jacob Hilborn House.
- A complete Heritage Permit application was received on February 25, 2024.
- Heritage Planning staff support the Heritage Permit application to construct a new detached structure within the Blair Village HCD given that the proposal will not adversely affect the heritage character of Old Mill Road or the broader HCD.
- The Municipal Heritage Advisory Committee (MHAC) was consulted on March 21, 2024, and supported the recommendations from Heritage Planning staff.

Financial Implications

The owner is responsible for the cost of any approved construction. There are no financial implications to the City as a result of this application.

STRATEGIC ALIGNMENT:

☐ Strategic Action; or
☒ Core Service

Objective(s): Not Applicable

Strategic Action: Not Applicable

Program: Community Development

Core Service: Heritage Conservation

BACKGROUND:

The subject property is located on the southern side of Old Mill Road between Meadowcreek Lane and Dickie Settlement Road within the Blair Village HCD (Figure 1). The property is approximately 1.2 acres (4929 square metres) in size. Old Mill Road has a rural, naturalized character and is defined by its mature trees and narrow width. The Blair Village Heritage Conservation District Plan (1999) describes Old Mill Road as "one of the most beautiful and scenic village roads in Waterloo Region" (7.4 Historic Streetscapes).

The subject property contains a two-storey single detached dwelling built in 1884, known as the Jacob Hilborn House. The property does not currently contain any
garages or outbuildings. The lot is heavily treed, which is in keeping with the character of adjacent properties. The property is currently zoned Residential (R1) with a small section at the rear of the property zoned Open Space (OS1) in the City’s Zoning By-law. The property is also defined as both Rural Residential and Natural Open Space within the City’s Official Plan. The property was designated under Part V of the Ontario Heritage Act, within the Blair Village HCD in 2001 (By-law 205-01).

The applicant is proposing to construct a new detached structure and ARU in the centre of the property, at the end of the driveway on the western side of the lot (Figure 2). The proposed ARU is a two-storey structure with a heritage-inspired design (Figure 3). Given that the proposed ARU is located within an HCD, a Heritage Permit is required. A Heritage Permit application was submitted to the City on February 25, 2024. A Notice of Receipt, a requirement under Section 42(3) of the Ontario Heritage Act, was sent to the applicant on March 4, 2024. MHAC consultation occurred on March 21, 2024. Given that the proposed ARU exceeds the height maximum of 4.5 metres or one storey in the Zoning By-law, the applicant is also required to seek a Minor Variance from the Committee of Adjustment for height provisions. The applicant intends to seek Committee of Adjustment approval after seeking a Heritage Permit.

Figure 1: Aerial image of the subject property outlined in red. The red star indicates the approximate location of the proposed detached ARU (City of Cambridge, 2024).
Figure 2: Site plan showing the location of the proposed ARU, with setbacks in feet, indicated on a survey of the property (Andrew Rowbotham, 2024).

Figure 3: The front and rear elevations of the proposed ARU (Vanderwoerd Drafting & Design, 2024).
ANALYSIS:

The applicant is proposing to construct a new, detached ARU on the property. The Blair Village Heritage Conservation District Plan outlines that “major work, or work necessitating heritage permitting, includes the introduction of new buildings within the HCD” (11). The Ontario Heritage Act also outlines that a permit would be required to “erect any building or structure on the property or permit the erection of such a building or structure” within an HCD.

The proposal includes a two-storey structure designed in a traditional style (Appendix A). The applicant is proposing to clad the building with a white composite material intended to mimic original clapboard or shiplap wood siding. The proposed design includes front gables inset with modern Gothic-styled lancet windows and traditional windowpane divisions. The ARU also features a prominent cornice and rear portico topped with pointed pediment.

Heritage Planning staff support the Heritage Permit application, as submitted. The design is appropriate for the HCD and sympathetic to the heritage character of the area. The proposal also conforms with the District Plan, including the policies noted in the Existing Policy section below. Further, the location of the ARU in the rear yard of the property is supported and it will not overwhelm the prominence of the original 1884 dwelling. Further, the building will be partially obscured from views from the road. Natural plantings are planned for the end of the driveway that will partially screen the building, as per landscape conservation guidelines within the District Plan.

Given that a complete application was received and notice of receipt was issued to the property owner on March 4, 2024, a decision must be made by Council by June 2, 2024 (90 days post-issuance of notice of receipt). MHAC was consulted on March 21, 2024, and indicated support for the proposal and the recommendations put forward by Heritage Planning staff.

EXISTING POLICY / BY-LAW(S):

Ontario Heritage Act (R.S.O. 1990, c. O.18)

Erection, demolition, etc.

42 (1) No owner of property situated in a heritage conservation district that has been designated by a municipality under this Part shall do any of the following, unless the owner obtains a permit from the municipality to do so:

1. Alter, or permit the alteration of, any part of the property, other than the interior of any structure or building on the property.
2. Erect any building or structure on the property or permit the erection of such a building or structure.

3. Demolish or remove, or permit the demolition or removal of, any attribute of the property if the demolition or removal would affect a heritage attribute described in the heritage conservation district plan that was adopted for the heritage conservation district in a by-law registered under subsection 41 (10.1).

4. Demolish or remove a building or structure on the property or permit the demolition or removal of a building or structure on the property. 2005, c. 6, s. 32 (1); 2019, c. 9, Sched. 11, s. 19 (1); 2022, c. 21, Sched. 6, s. 7 (1).

Application for permit

(2.1) The owner of property situated in a designated heritage conservation district may apply to the municipality for a permit to alter any part of the property other than the interior of a building or structure on the property or to do anything referred to in paragraph 2, 3 or 4 of subsection (1) in respect of the property. 2005, c. 6, s. 32 (1); 2019, c. 9, Sched. 11, s. 19 (2).

Content of application

(2.2) An application under this section shall include such information as the council of the municipality may require. 2005, c. 6, s. 32 (1).

Notice of receipt

(3) The council, upon receipt of an application under this section together with such information as it may require under subsection (2.2), shall cause a notice of receipt to be served on the applicant. 2002, c. 18, Sched. F, s. 2 (26); 2005, c. 6, s. 32 (2); 2022, c. 21, Sched. 6, s. 7 (2).

Decision of council

(4) Within 90 days after the notice of receipt is served on the applicant under subsection (3) or within such longer period as is agreed upon by the applicant and the council, the council may give the applicant,

(a) the permit applied for;

(b) notice that the council is refusing the application for the permit; or

(c) the permit applied for, with terms and conditions attached. 2005, c. 6, s. 32 (3).

Consultation
(4.1) If the council of a municipality has established a municipal heritage committee under section 28, the council shall, before taking any action under subsection (4) with respect to an application to do anything referred to in paragraph 2, 3 or 4 of subsection (1) in respect of the property in a heritage conservation district, consult with its municipal heritage committee. 2005, c. 6, s. 32 (3); 2019, c. 9, Sched. 11, s. 19 (3).

**Blair Village Heritage Conservation District Plan (1999)**

**7.4 Historic Streetscapes**

**Old Mill Road**

Beginning as a wagon track into Sam Betzner Jr.’s land holdings, it was continued further west when Rev. Joseph Bowman acquired this land, later splitting into two forks, one curving south as the road to West Dumfries and the other west as the Dickie Settlement Road to New Dundee. Old Mill became a public road in the 1830s and is recorded in land transfers after 1846 as the road from Blair to the Carlisle Mill. Today it is one of the most beautiful and scenic village roads in Waterloo Region.

**Goals:**

- To maintain the narrow-paved width (21 ') and shoulders (8').
- Not to undertake road widening or installation of sidewalks, curbs, gutters and streetlights. To finish in tar and chip.
- To conserve and extend the hedgerows and street trees through management and annual pruning.
- To identify the road with historic style street signs.
- To carefully manage street trees and hedgerows with annual pruning.

**8.0 New Development**

**Policies**

**Garage**

The garage shall be setback from the front (either recessed or detached), or if the garage is in the front of the principal dwelling, that the garage doors not face the street.

**Materials**

Building materials that blend in with the rural character of Blair, such as wood, stucco, brick, and stone should be used. Vinyl and aluminum siding are strongly discouraged.
Colour

Colours complimentary to the historic colours should be used.

79 Old Mill Road built 1884

Architectural Significance: Medium

This is an Ontario Gothic style 1 & 1/2 storey residence with the classic front gable and symmetrically placed windows and doors. A later but attractive and well-integrated porch with Doric columns was added on the street side. The window shutters are original. The house was built for miller Jacob Hilborn facing the Carlisle Mill. In 1905 it was taken over by his son Joseph, who carried on the business and lived in the house until 1921. Historic photographs show that the original finish was ashlar plaster, scored to imitate stone. The plaster is now painted over.

Architectural Integrity: Medium

This is a very attractive historic house in near original condition. It is encouraged that the appearance of the original ashlar plaster be restored and, in time, the roof cedar shingled.

FINANCIAL IMPACT:

The owner is responsible for the cost of any approved construction. There are no financial implications to the City as a result of this application.

PUBLIC VALUE:

Transparency:

To ensure transparency, Council meeting agendas are posted on the City’s website.

ADVISORY COMMITTEE INPUT:

The MHAC was consulted on March 21, 2024, through Report 24-008 (MHAC) and was provided with Heritage Planning staff’s recommendations as presented in this report. MHAC passed the following recommendations to Council:

THAT Report 24-008 (MHAC) 79 Old Mill Road: Heritage Permit Application, Request to Erect a Permanent Structure within the Blair Village Heritage Conservation District be received;

AND FURTHER THAT the Municipal Heritage Advisory Committee recommend that Council approve the Heritage Permit application for the proposed construction of a new detached structure at 79 Old Mill Road as outlined in Report 24-008 (MHAC), subject to the following conditions:
1) Following Council approval, that any minor changes to the plans and elevations shall be submitted to the satisfaction of the Chief Planner, prior to submission as part of any application for a building permit and/or the commencement of any alterations; and

2) That the implementation of alterations, in accordance with this approval, shall be completed no later than two (2) years following Council approval. If the alterations are not completed by two (2) years following Council approval, then this approval expires as of that date and no alterations shall be undertaken without a new approval issued by the City of Cambridge.

PUBLIC INPUT:
Meetings of Council are open to the public via the City’s YouTube channel.

INTERNAL / EXTERNAL CONSULTATION:
Heritage planning staff liaised with the property owner on the proposal and the process of applying for a Heritage Permit.

CONCLUSION:
For the reasons outlined in this report, Heritage Planning staff recommend that Council approve the Heritage Permit application requesting to erect a new detached additional residential unit within the Blair Village HCD, subject to the conditions outlined in this report.

REPORT IMPACTS:
Agreement: No
By-law: No
Budget Amendment: No
Policy: No

APPROVALS:
This report has gone through the appropriate workflow and has been reviewed and or approved by the following as required:

Director
Deputy City Manager
Chief Financial Officer
ATTACHMENTS:

1. 24-058-CD Appendix A: Building Plans and Elevations
LEFT ELEVATION

SCALE: 1/4" = 1'-0"
RECOMMENDATION(S):

THAT Council receive the 2023 Development Charge Background Study & By-law as outlined in report 24-025-CRS;

AND THAT whenever appropriate, Council 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;

AND THAT Council adopt the assumptions contained in the Development Charges Background Study dated December 22, 2023 as an ‘anticipation’ with respect to capital grants, subsidies and other contributions;

AND THAT the City of Cambridge continues the development charge approach to calculate the charges on a uniform city-wide basis for all services and on a uniform urban-area basis for water, wastewater, and stormwater services;

AND THAT Council approve the capital project listing set out in Chapter 5 of the Development Charges Background Study dated December 22, 2023, subject to further annual review during the capital budget process;

AND THAT Council approve the Development Charges Background Study dated December 22, 2023;

AND THAT it is determined that no further public meeting is required;

AND THAT Council approve the Development Charges By-laws with an effective date of June 1, 2024;
AND FURTHER THAT By-law 19-094 and amending By-laws 22-003 and 22-025 be repealed effective June 1, 2024.

EXECUTIVE SUMMARY:

Purpose

A comprehensive review of the anticipated development in the City and the capital infrastructure required to maintain service levels as a result of the development has been completed, and new by-laws are proposed for Council approval through this report. The current development charge By-law 19-094 and amending By-laws 22-003 and 22-025 expire June 30, 2024, and a new by-law must be passed prior to this date in order to continue to collect development charges.

By-law approval by Council is requested earlier than previously determined due to the anticipated passing of newly announced Bill 185: Cutting Red Tape to Build More Homes Act, 2024. Further details on this new Bill are outlined within the Analysis section of this report.

Key Findings

- The proposed D.C. Background Study was released on December 22, 2023. The required public meeting was held on April 16, 2024 (refer to Council report 24-018-CRS).

- Proposed by-laws supported by the Development Charge Background Study are contained within Appendix G to the background study (Appendix B – 2023 Development Charges Background Study - Appendix G Draft By-laws).

- By-law and policy updates include the required legislative changes relating to definitions, mandatory exemptions, discounts, reporting requirements, interest rates, by-law expiry, spending requirements, and mandatory reductions to the D.C.A. from Bill 109: More Homes for Everyone Act, 2022, Bill 23: More Homes Built Faster Act, 2022, and Bill 134: Affordable Homes and Good Jobs Act, 2023.

Financial Implications

- The proposed development charge background study calculates $440.39 million in growth-related capital spending over the next ten years, of which $307.74 million (70%) is recoverable from D.C.s over the next ten years. An additional $46.82 million is recoverable from future D.C.’s beyond ten years (known as the post period benefit). The balance of $85.83 million is required to be funded from other sources such as property taxes, debentures, or grants.
STRATEGIC ALIGNMENT:
☐ Strategic Action

**Objective(s):** Choose an Objective

**Strategic Action:** Choose a Strategic Action

OR

☒ Core Service

**Program: Governance**

**Core Service:** Development Charges

Focus on the responsible management of financial resources, ensuring transparency and accountability.

Preparing the development charge background study and utilizing development charges to fund growth related capital costs is prudent financial management.

BACKGROUND:

Development charges collected for new development and redevelopment in the City of Cambridge represent the fundamental funding source used to pay for and recover growth-related net capital costs associated with construction of new infrastructure to ensure service levels throughout the City are maintained as a result of increased population. These capital costs are in addition to costs which would normally be constructed as part of a subdivision (i.e. internal roads, sewers, watermains, sidewalks, streetlights, etc.).

The City engaged Watson & Associates Economists Ltd., the same firm who prepared the previous 2019 background study and updates, to undertake the City’s comprehensive D.C. background study and by-law in order to meet the requirements of the Development Charges Act (*D.C.A.*).

The last formal review of the City’s Development Charges By-law and Study was completed in 2019 and resulted in the current By-law 19-094 which was passed on June 18, 2019, and expires on June 30, 2024. In January 2022, By-Law 22-003 was enacted to amend By-law 19-094 to address new legislative updates. A further amendment was authorized via By-law 22-025 in April 2022 to address a deletion of the Core Area municipal D.C. exemptions.

The proposed D.C. Background Study was released on December 22, 2023. The required public meeting was held on April 16, 2024 (refer to Council report 24-018-CRS).
On April 10, 2024, the Province announced proposed changes to the D.C.A. under *Bill 185: Cutting Red Tape to Build More Homes Act, 2024*. As of April 17, 2024, the Bill has been referred to the Standing Committee on Finance and Economic Affairs and is anticipated to quickly receive Royal Assent. To take advantage of the favourable impacts expected through the passing of Bill 185, earlier by-law approval by Council is being requested over the previously estimated approval date of May 28, 2024.

The D.C. project process along with key dates are summarized below:

![D.C. project process diagram]

**ANALYSIS:**

Since the completion of the City’s previous D.C. Update Study in 2021, further legislative changes have been made to the D.C.A. through:

- **Bill 109: More Homes for Everyone Act, 2022** – provides additional reporting requirements as part of Treasurer’s Statement.

- **Bill 23: More Homes Built Faster Act, 2022** – These changes impact development charges (D.C.s), community benefits charges (C.B.C.s), and parkland dedication.

- **Bill 134: Affordable Homes and Good Jobs Act, 2023** – provides for changes to the definition for “affordable” residential units.

The respective amendments are included within the City’s 2023 Background Study (Appendix A) and proposed by-laws (Appendix B) to ensure compliance with the revised legislation. Further detailed information relating to these legislative changes were previously presented to Council at the public meeting held on April 16, 2024, and as contained in report 24-018-CRS Development Charges Background Study and By-law – Public Meeting.

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

The newly proposed Bill 185, currently under review by the Standing Committee on Finance and Economic Affairs as at the date of writing this report, seeks to implement changes to the D.C.A. in an effort to “make municipalities whole”. Therefore, many of
these changes to the D.C.A. appear positive for municipalities by assisting in ensuring that growth pays for growth to the extent possible.

These proposed changes are with respect to:

- 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 development charge (D.C.) by-laws;
- A reduction of time for the D.C. rate freeze related to site plan and zoning by-law amendment planning applications;
- Modernizing public notice requirements; and
- Implementation of the Affordable Residential Unit exemptions.

Staff with the assistance of Watson and Associates remain agile to the swift proposed changes to D.C.A. legislation. The proposed D.C. by-laws (Appendix B) have been amended to ensure the City remains financially favourable to the possible removal of mandatory phase-in requirements should Bill 185 receive Royal Assent. It continues to be proposed that a by-law be passed for each service in the event that the proposed Bill retains a phase-in requirement. This ensures that any subsequent change to a service would require an update to only one by-law, triggering a phase-in restart affecting only one service.

The proposed Bill 185 amendment permitting the ability for municipalities to undertake minor amendments to D.C. by-law(s) is both a cost and time effective improvement to the requirements of the D.C.A.. Minor amendments include the now proposed re-addition of studies. Such an amendment would be financially beneficial to the City as it would relieve financial pressure against the tax base of approximately $2.4 million in study-related costs. This type of minor amendment may be undertaken only if the D.C. by-law being amended was passed before Bill 185 takes effect. If the Bill is passed prior to the City’s by-law passage, a fulsome background study must again be undertaken to include studies which is an incremental cost to the City, complete with a public meeting requirement. This is the main driver of the request to approve the City’s D.C. by-laws on April 30, 2024 with an effective date of June 1, 2024.

**EXISTING POLICY / BY-LAW(S):**

The current Development Charges By-law 19-094 for the City of Cambridge was passed on June 18, 2019 and expires on June 30, 2024. The City undertook an amendment to its D.C. background study following changes to the D.C.A. as per provincial Bill 108 (More Homes, More Choice Act, 2019), Bill 138 (Plan to Build Ontario Act, 2019), Bill 197 (COVID-19 Economic Recovery Act, 2020), and Bill 213 (Better for People,
Smarter for Business Act, 2020). In January 2022, By-Law 22-003 was enacted to amend By-law 19-094. A further amendment was authorized via By-law 22-025 in April 2022 to address a deletion of the Core Area municipal D.C. exemptions.

In keeping with the requirements of the Development Charges Act, a comprehensive review of the background study has been completed and a new by-law is proposed to come into effect prior to the expiry of the current by-law.

FINANCIAL IMPACT:

A recalculation has been undertaken of the charges based on future identified growth-related capital needs. The proposed development charge background study calculates $440.39 million in growth-related capital spending over the next ten years, of which $307.74 million (70%) is recoverable from D.C.s. over the next ten years. An additional $46.82 million is recoverable from future D.C.s beyond ten years (post period benefit). This post-period benefit value will be included in subsequent D.C. study update(s) to reflect the portion of capital that benefits growth in the post period D.C. forecasts.

Of this net amount of $307.74 million recoverable from D.C.s over the next ten years, $244.87 million is recoverable from residential development and $62.88 million from non-residential development. This calculation proposes 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), $85.83 million (or an annual amount of $8.58 million) will need to be contributed from taxes and rates, or other sources.

As per current legislation, there is a mandatory five-year phase-in adjustment effective at the passing of the D.C. by-law(s). Should a subsequent change be made to an approved by-law(s), the five-year phase-in period restarts. This loss of D.C. revenue resulting from the required phase-in reductions leads to a necessity for funding from the tax levy or debentures in the amount of $3.7 million in year one, $2.8 million in year two, $1.7 million in year three and $0.5 million in the fourth and final year of the phase-in. Should Bill 185 receive Royal Assent in its current proposed form, this could therefore result in an amount of approximately $8.7 million instead recovered from developers over five years.

PUBLIC VALUE:

Sustainability:

This project supports sustainability by ensuring that financial resources are responsibly maximized to meet capital needs resulting from the expected growth of the City.
Transparency:
A public meeting was held as part of the process per the D.C.A. to solicit feedback on the study which ensures transparency and public engagement in the process. The background study and draft by-laws were made available online via the City’s website on December 22, 2023.

ADVISORY COMMITTEE INPUT:
Does not apply.

PUBLIC INPUT:
The City held a public meeting on April 16, 2024 to accept comments and feedback regarding the proposed new development charges. There were no delegations received either pre-registered or from the floor. All comments received as part of public consultation on this project have been reviewed by City staff, and where applicable, Watson and Associates.

INTERNAL / EXTERNAL CONSULTATION:
City staff from various divisions participated in the preparation of the development charges background study including: Finance; Planning; Building; Economic Development; Legal; Asset Management & PMO; Engineering; Public Works; Parks Recreation & Culture; and Fire. The Idea Exchange (Library) was also consulted.

In order that sufficient information is made available to the public, and in accordance with the D.C.A., the background study and by-laws were made available online via the City’s website on December 22, 2023, well in excess of 60 days prior to anticipated D.C. by-law passage. Copies of the proposed D.C. by-law and the background study were also made available via the municipal Clerk at City Hall.

The study was further distributed to the Chamber of Commerce, Business Improvement Areas (BIAs), Economic Development Advisory Committee (EDAC), and the Waterloo Region Home Builders Association for distribution to their members. In addition, all were circulated the notice for the earlier public meeting.

CONCLUSION:
The current development charge By-law 19-094 and amending By-laws 22-003 and 22-025 expire June 30, 2024 and a new by-law must be passed prior to this date in order to continue to collect development charges. By-law approval by Council is requested earlier than previously determined due to the anticipated passing of newly announced Bill 185: Cutting Red Tape to Build More Homes Act, 2024. A comprehensive review of the anticipated development in the City and the capital infrastructure required to
maintain service levels as a result of the development has been completed and new by-laws are proposed for Council approval.

REPORT IMPACTS:
Agreement: No
By-law: No
Budget Amendment: No
Policy: No

APPROVALS:
This report has gone through the appropriate workflow and has been reviewed and or approved by the following as required:
Director
Deputy City Manager
Chief Financial Officer
City Solicitor
City Manager

ATTACHMENTS:
1. 24-025-CRS Appendix A - 2023 Development Charges Background Study
2. 24-025-CRS Appendix B – 2023 Development Charges Background Study - Appendix G Draft By-laws
Development Charges Background Study
City of Cambridge
Refinements to Report

Subsequent to the release of the Background Study on December 22, 2023, it was identified that the asset management plan deadlines set out in the Infrastructure for Jobs and Prosperity Act, noted in Appendix F, were incorrect.

The report stated that:

"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 2021 for core municipal services and 2023 for all other services."

These timelines were extended by the Province by one year. This has been updated on Page F-2 of the report.

The above revisions do not impact the calculations throughout the report.
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<td>8.3.5</td>
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<td>Appendix E</td>
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<td>Appendix G</td>
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# List of Acronyms and Abbreviations

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<thead>
<tr>
<th>Acronym</th>
<th>Full Description of Acronym</th>
</tr>
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<tbody>
<tr>
<td>A.M.P.</td>
<td>Asset management plan</td>
</tr>
<tr>
<td>CANSIM</td>
<td>Canadian Socio-Economic Information Management System (Statistics Canada)</td>
</tr>
<tr>
<td>D.C.</td>
<td>Development charge</td>
</tr>
<tr>
<td>D.C.A.</td>
<td>Development Charges Act, 1997, as amended</td>
</tr>
<tr>
<td>F.I.R.</td>
<td>Financial Information Return</td>
</tr>
<tr>
<td>G.F.A.</td>
<td>Gross floor area</td>
</tr>
<tr>
<td>LPAT</td>
<td>Local Planning Appeal Tribunal</td>
</tr>
<tr>
<td>M.E.C.P.</td>
<td>Ministry of the Environment, Conservation and Parks</td>
</tr>
<tr>
<td>N.F.P.O.W.</td>
<td>No fixed place of work</td>
</tr>
<tr>
<td>O.L.T.</td>
<td>Ontario Land Tribunal</td>
</tr>
<tr>
<td>O.M.B.</td>
<td>Ontario Municipal Board</td>
</tr>
<tr>
<td>O.P.A.</td>
<td>Official Plan Amendment</td>
</tr>
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<td>O. Reg.</td>
<td>Ontario Regulation</td>
</tr>
<tr>
<td>P.O.A.</td>
<td>Provincial Offences Act</td>
</tr>
<tr>
<td>P.P.U.</td>
<td>Persons per unit</td>
</tr>
<tr>
<td>S.D.E.</td>
<td>Single detached equivalent</td>
</tr>
<tr>
<td>S.D.U.</td>
<td>Single detached unit</td>
</tr>
<tr>
<td>S.W.M.</td>
<td>Stormwater management</td>
</tr>
<tr>
<td>sq.ft.</td>
<td>square foot</td>
</tr>
<tr>
<td>sq.m</td>
<td>square metre</td>
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Executive Summary

1. The report provided herein represents the Development Charges (D.C.) Background Study for the City of Cambridge 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 City;
- Chapter 3 – Summary of the residential and non-residential growth forecasts for the City;
- 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 10-year historical service calculation;
   - D.C. reserve funds (where applicable);

5) Net costs are then allocated between residential and non-residential benefit.
6) Net costs divided by growth to provide the D.C.

3. A number of changes to the D.C.A. have occurred since the passage of the City's 2019 D.C. By-law. These changes were introduced through 7 bills passed in the Ontario legislature: Bill 108, Bill 138, Bill 197, Bill 213, Bill 109, Bill 23, and Bill 134. The following provides a brief summary of the proposed changes.


In May 2019, the Province introduced Bill 108, More Homes, More Choice Act, 2019 which would make changes to the current D.C. legislation. The Bill was passed and given Royal Assent on June 6, 2019. While the legislation has been passed, much of the detailed changes were to be implemented by Regulation, however, these changes were not implemented (subject to Bill 197 discussed later). The following items are currently in effect:

a. Effective January 1, 2020, rental housing and institutional developments shall pay D.C.s in six (6) equal annual payments commencing at first occupancy. Non-profit housing developments shall pay D.C.s in 21 equal annual payments. Interest may be charged on the installments, and any unpaid amounts inclusive of interest payable shall be added to the property tax roll and collected in the same manner as taxes.

b. Effective January 1, 2020, the D.C. amount for all developments occurring within two years of a Site Plan or Zoning By-law Amendment planning approval (for applications made after January 1, 2020), shall be determined based on the D.C. by-law in effect on the day of Site Plan or Zoning By-law Amendment application.

Other key elements of the changes that were not proclaimed and were dealt with subsequently through Bill 197 are provided below:

- The D.C. would be refined to only allow for the following services to remain within the D.C.: water, wastewater, storm water, roads, fire, policing, ambulance, waste diversion, parks development, recreation, public libraries, long-term care, and public health.
- The mandatory 10% deduction would be removed for all services that remain eligible in the D.C.
• A new community benefits charge (C.B.C.) would be introduced to include formerly eligible D.C. services that are not included in the above listing, parkland dedication, and bonus zoning contributions.

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. With respect to the D.C.A., this Bill removed installment payments for commercial and industrial developments that were originally identified in Bill 108.


In March 2020, Canada was impacted by the COVID-19 global pandemic. As a result, the economy was put into a state of emergency in an effort to slow the spread of the virus. In response, the Province tabled legislation on July 8, 2020 which amended a number of Acts, including the D.C.A. and the Planning Act. With Bill 197, many changes proposed in Bill 108 have now been revised. With respect to the above noted changes from Bill 108, the following changes are provided in Bill 197:

• Eligible Services: The list of eligible services for the D.C. has now been expanded to include most services eligible under the D.C.A. prior to Bill 108. For the City of Cambridge, this means that services currently provided in the D.C. by-law remain eligible.
• Mandatory 10% Deduction: The mandatory 10% deduction is removed (consistent with Bill 108). This applies to all D.C.-eligible services.
• Community Benefits Charges: Based on the wording in the legislation, it appears that Upper-tier governments will not be able to impose a C.B.C.

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.

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

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

These changes to the D.C.A. are further discussed in Section 1.3 of this report.

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

On November 28, 2022, Bill 23 received Royal Assent. The Bill provides the following changes (further details provided in Section 1.4 of this report). It is noted that, as of the time of writing, the Province has announced (on December 13, 2023) potential changes to the phased-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:

- Additional Residential Unit Exemption;
- Removal of Housing as an Eligible D.C. Service;
- New Statutory Exemptions for Affordable Units, Attainable Units, Inclusionary Zoning Units, and Non-Profit Housing developments;

Note: Bill 134: *Affordable Homes and Good Jobs Act, 2023* which was released on September 28, 2023 and received Royal Assent on December 4, 2023 provides 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.

- Historical Level of Service extended to 15-year period instead of the current 10-year period;
Capital Cost definition revised to remove studies and prescribe services for which land or an interest in land will be restricted;

Mandatory Phase-in of a D.C. passed after January 1, 2022, as follows:
  o Year 1 – 80% of the maximum charge;
  o Year 2 – 85% of the maximum charge;
  o Year 3 – 90% of the maximum charge;
  o Year 4 – 95% of the maximum charge; and
  o Year 5 to expiry – 100% of the maximum charge.

D.C. By-laws now have a maximum life of 10 years after the date the by-law comes into force;

D.C. for Rental Housing developments to receive a discount as follows:
  o Three or more bedrooms – 25% reduction;
  o Two bedrooms – 20% reduction; and
  o 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.

4. The growth forecast (Chapter 3) on which the City-wide D.C. is based, projects the following population, housing, and non-residential floor area for the City-wide 10-year (2023 to 2032) period and the Urban area 10-year period (2023 to 2032).

Table ES-1
Summary of Growth Forecast by Planning Period

<table>
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<tr>
<th>Measure</th>
<th>10-year 2023 to 2032</th>
<th>10-year Urban 2023 to 2032</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Net) Population Increase</td>
<td>23,500</td>
<td>23,418</td>
</tr>
<tr>
<td>Residential Unit Increase</td>
<td>9,624</td>
<td>9,602</td>
</tr>
<tr>
<td>Non-Residential Gross Floor Area Increase (sq. ft.)</td>
<td>8,168,500</td>
<td>8,168,500</td>
</tr>
</tbody>
</table>

Source Watson & Associates Economists Ltd. Forecast 2023
5. On June 18, 2019, the City of Cambridge passed By-law 19-094 under the D.C.A., which was amended by By-law 22-003 on January 18, 2022 and 22-025 on April 19, 2022. The by-law imposes D.C.s on residential and non-residential uses. This by-law will expire on June 30, 2024. The City is undertaking a D.C. public process and anticipates passing a new by-law in advance of the expiry date. The mandatory public meeting has been set for March 19, 2024 with adoption of the by-law anticipated for May 14, 2024.

6. The City’s D.C. currently in effect is $32,187 for single detached dwelling units for full services and $7.43 per square foot (sq.ft.) for non-residential. This report has undertaken a recalculation of the charges based on future identified needs (presented in Schedule ES-3 for residential and non-residential development). Charges have been provided on an urban area basis for water, wastewater, and stormwater, and a City-wide basis for all other services. The corresponding single detached unit charge is $38,872. The non-residential charge is $8.64 per sq.ft. of building area. These rates are submitted to Council for its consideration.

7. 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 6-4. A summary of these costs is provided below:

<table>
<thead>
<tr>
<th>Summary of Expenditures Anticipated Over the Life of the By-law</th>
<th>Expenditure Amount</th>
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<tr>
<td>Total gross expenditures planned over the next ten years</td>
<td>$440,399,784</td>
</tr>
<tr>
<td>Less: Benefit to existing development</td>
<td>69,753,100</td>
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<tr>
<td>Less: Post planning period benefit</td>
<td>46,820,400</td>
</tr>
<tr>
<td>Less: Ineligible re: Level of Service</td>
<td>0</td>
</tr>
<tr>
<td>Less: Grants, subsidies and other contributions</td>
<td>16,081,625</td>
</tr>
<tr>
<td><strong>Net costs to be recovered from development charges</strong></td>
<td><strong>$307,744,659</strong></td>
</tr>
</tbody>
</table>

This suggests that for the non-D.C. cost over the 10-year D.C. by-law (benefit to existing development, and grants, subsidies and other contributions), $85.83 million (or an annual amount of $8.58 million) will need to be contributed from taxes and rates, or other sources. With respect to the post period benefit amount
of $46.82 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 City plans to spend $440.40 million over the next 10 years, of which $307.74 million (70%) is recoverable from D.C.s. Of this net amount, $244.87 million is recoverable from residential development and $62.88 million from non-residential development. It is noted also that any exemptions or reductions in the charges would reduce this recovery further.

8. 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 area 10-year forecast:

- Stormwater Services;
- Wastewater Services;
- Water Services;

The following services are calculated based on a City-wide 10-year forecast:

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

In addition, a class of service has been established for Public Works (which is calculated based on a City-wide 10-year forecast).

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-laws which are appended in Appendix G (under separate cover). 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).
### Schedule of Development Charges

**Table ES-3**

<table>
<thead>
<tr>
<th>Service/Class of Service</th>
<th>RESIDENTIAL</th>
<th></th>
<th>NON-RESIDENTIAL</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Single and Semi-Detached Dwelling</td>
<td>Other Multiples</td>
<td>Apartments - 2 Bedrooms +</td>
<td>Apartments - Bachelor and 1 Bedroom</td>
</tr>
<tr>
<td><strong>City-wide Services/Class of Service:</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Services Related to a Highway</td>
<td>14,707</td>
<td>9,834</td>
<td>8,364</td>
<td>4,542</td>
</tr>
<tr>
<td>Public Works (Facilities and Fleet)</td>
<td>2,457</td>
<td>1,643</td>
<td>1,397</td>
<td>759</td>
</tr>
<tr>
<td>Fire Protection Services</td>
<td>1,365</td>
<td>913</td>
<td>776</td>
<td>422</td>
</tr>
<tr>
<td>Parks and Recreation Services</td>
<td>14,300</td>
<td>9,562</td>
<td>8,132</td>
<td>4,416</td>
</tr>
<tr>
<td>Library Services</td>
<td>1,604</td>
<td>1,073</td>
<td>912</td>
<td>495</td>
</tr>
<tr>
<td><strong>Total City-wide Services/Class of Services:</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>34,433</td>
<td>23,025</td>
<td>19,581</td>
<td>10,634</td>
</tr>
<tr>
<td><strong>Urban Services</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Stormwater Drainage and Control Services</td>
<td>258</td>
<td>173</td>
<td>147</td>
<td>80</td>
</tr>
<tr>
<td>Wastewater Services</td>
<td>3,188</td>
<td>2,132</td>
<td>1,813</td>
<td>985</td>
</tr>
<tr>
<td>Water Services</td>
<td>993</td>
<td>664</td>
<td>565</td>
<td>307</td>
</tr>
<tr>
<td><strong>Total City-wide Urban Services</strong></td>
<td>4,439</td>
<td>2,969</td>
<td>2,525</td>
<td>1,372</td>
</tr>
<tr>
<td><strong>Total City-wide</strong></td>
<td>34,433</td>
<td>23,025</td>
<td>19,581</td>
<td>10,634</td>
</tr>
<tr>
<td><strong>Total Urban Area</strong></td>
<td>38,872</td>
<td>25,994</td>
<td>22,106</td>
<td>12,006</td>
</tr>
</tbody>
</table>
Report
Chapter 1
Introduction
1. Introduction

1.1 Purpose of this Document

This background study has been prepared pursuant to the requirements of the Development Charges Act, 1997, as amended, (D.C.A.) (section 10) and, accordingly, recommends new development charges (D.C.s) and policies for the City of Cambridge.

The City retained Watson & Associates Economists Ltd. (Watson), to undertake the D.C. study process beginning late-2022 with anticipated completion early-2024. Watson worked with City 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 City’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(s) to be made available as part of the approval process (included as Appendix G, under separate cover).

In addition, the report is designed to set out sufficient background on the legislation (Chapter 4), Cambridge’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 March 19, 2023. 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 City’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 December 22, 2023.

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 City of Cambridge

<table>
<thead>
<tr>
<th>Schedule of Study Milestone</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.  Data collection, staff review, engineering work, D.C. calculations and policy work</td>
<td>February 2022 to December 2023</td>
</tr>
<tr>
<td>2.  Public release of final D.C. Background study and proposed by-law</td>
<td>December 22, 2023</td>
</tr>
<tr>
<td>3.  Public meeting advertisement placed in newspaper(s)</td>
<td>No later than February 27, 2024</td>
</tr>
<tr>
<td>4.  Public meeting of Council</td>
<td>March 19, 2024</td>
</tr>
<tr>
<td>5.  Council considers adoption of background study and passage of by-law</td>
<td>May 14, 2024</td>
</tr>
<tr>
<td>6.  Newspaper notice given of by-law passage</td>
<td>By 20 days after passage</td>
</tr>
<tr>
<td>7.  Last day for by-law appeal</td>
<td>40 days after passage</td>
</tr>
<tr>
<td>8.  City makes pamphlet available (where by-law not appealed)</td>
<td>By 60 days after in force date</td>
</tr>
</tbody>
</table>
1.3 Changes to the D.C.A.: Bills 108, 138, 197, 213, and 109

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 has been 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. Non-profit housing developments will pay D.C.s in 21 equal annual payments (note, Non-profit housing developments are now exempt as per Bill 23). Interest may be charged on the installments, and any unpaid amounts may be added to the property and collected as taxes.
- 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 the earlier 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 these changes 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. Further, 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 remove 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 is 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 release 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 installment 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**

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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.
- Stormwater 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 (4) 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**

As well, 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, whereas upper-tier municipalities will not be allowed to impose this charge.
• O. Reg. 509/20 was filed on September 18, 2020. This regulation provides for the following:
  o A maximum rate will be set as a percentage of the market value of the land the day before building permit issuance. The maximum rate is set at 4%. The C.B.C may only be imposed on developing or redeveloping buildings which have a minimum height of five stories and contain no less than 10 residential units.
  o Bill 197 states that before passing a C.B.C. by-law, the municipality shall prepare a C.B.C. strategy that (a) identifies the facilities, services, and matters that will be funded with C.B.C.s; and (b) complies with any prescribed requirements.
  o Only one C.B.C. by-law may be in effect in a local municipality at a time.
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 s. 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.”

Transition – D.C. and C.B.C.

- The specified date for municipalities to transition to the D.C. and C.B.C. is two years after Schedules 3 and 17 of the COVID-19 Economic Recovery Act comes into force (i.e. September 18, 2022).
- Generally, for existing reserve funds (related to D.C. services that will be ineligible):
  - If a C.B.C. is passed, the funds are transferred to the C.B.C. special account;
  - If no C.B.C. is passed, the funds are moved to a general reserve fund for the same purpose;
  - If a C.B.C. is passed subsequent to moving funds to a general reserve fund, those monies are then moved again to the C.B.C. special account.
- For reserve funds established under s. 37 of the Planning Act (e.g. bonus zoning)
  - If a C.B.C. is passed, the funds are transferred to the C.B.C. special account;
  - If no C.B.C. is passed, the funds are moved to a general reserve fund for the same purpose;
  - If a C.B.C. is passed subsequent to moving funds to a general reserve fund, those monies are then moved again to the C.B.C. special account.

If a municipality passes a C.B.C. by-law, any existing D.C. credits a landowner may retain may be used towards payment of that landowner’s C.B.C.

As mentioned above, a lower-tier municipality may impose a C.B.C.; however, this report does not address any C.B.C.s for the City.
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.

1.3.5 Bill 109: More Homes for Everyone Act, 2022

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

   a) whether, as of the end of the year, the municipality expects to incur the amount of capital costs that were estimated, in the relevant development charge background study, to be incurred during the term of the applicable development charge by-law;

   b) if the answer to a) is no, the amount the municipality now expects to incur and a statement as to why this amount is expected; and

   c) if no money was spent from the reserve fund during the year, a statement as to why there was no spending during the year.

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

1.4 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 D.C.A. The following provides a
summary of the changes to 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 phased-in requirements and the removal of studies as eligible 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.

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

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

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

1.4.3 New Statutory Exemption for Non-Profit Housing

Non-profit housing units are exempt from D.C.s and D.C. installment 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, 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 which was released on September 28, 2023 and received Royal Assent on December 4, 2023 provides 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; and
- 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 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.*
1.4.5 **Historical Level of Service extended to 15-year period instead of the historical 10-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. Further, the regulations to the Act will prescribe services for which land or an interest in land will be restricted. As at the time of writing, no services have been prescribed.

1.4.7 **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 (5) years, prior to Bill 23.

1.4.9 **Installment Payments**

Non-profit housing development has been removed from the installment payment section of the Act (section 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 Installments 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 installment 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.
Chapter 2
Current City of Cambridge Policy
2. Current City of Cambridge Policy

2.1 Schedule of Charges

On June 18, 2019, the City of Cambridge passed By-law 19-094 under the D.C.A., with an enforcement date of July 1, 2019, and was amended with By-law 22-003 on January 18, 2022, and 22-025 on April 19, 2022.

These by-laws impose D.C.s for residential and non-residential uses. Table 2-1 below provides the rates currently in effect, as at December 1, 2023.

Table 2-1
City of Cambridge
Current D.C. Rates
December 1, 2023

<table>
<thead>
<tr>
<th>Service</th>
<th>Single &amp; Semi Detached</th>
<th>Other Multiples</th>
<th>Apartments</th>
<th>Special Care/Special Dwelling Units</th>
<th>per sq.ft. of Gross Floor Area</th>
<th>per sq.m. of Gross Floor Area</th>
</tr>
</thead>
<tbody>
<tr>
<td>City-wide Services/Classes of Services Related to a Highway</td>
<td>10,617</td>
<td>7,466</td>
<td>5,315</td>
<td>3,337</td>
<td>3.84</td>
<td>41.26</td>
</tr>
<tr>
<td>Public Works</td>
<td>1,569</td>
<td>1,103</td>
<td>786</td>
<td>492</td>
<td>0.57</td>
<td>6.12</td>
</tr>
<tr>
<td>Fire Protection Services</td>
<td>460</td>
<td>323</td>
<td>231</td>
<td>144</td>
<td>0.16</td>
<td>1.71</td>
</tr>
<tr>
<td>Growth Studies - Engineering</td>
<td>59</td>
<td>42</td>
<td>31</td>
<td>19</td>
<td>0.01</td>
<td>0.16</td>
</tr>
<tr>
<td>Parks and Recreation Services</td>
<td>11,145</td>
<td>7,837</td>
<td>5,578</td>
<td>3,503</td>
<td>0.43</td>
<td>4.71</td>
</tr>
<tr>
<td>Library Services</td>
<td>1,705</td>
<td>1,199</td>
<td>853</td>
<td>537</td>
<td>0.07</td>
<td>0.79</td>
</tr>
<tr>
<td>Growth Studies - Other</td>
<td>222</td>
<td>155</td>
<td>111</td>
<td>70</td>
<td>0.07</td>
<td>0.79</td>
</tr>
<tr>
<td>Total City-wide Services/Classes of Services</td>
<td>25,777</td>
<td>18,125</td>
<td>12,905</td>
<td>8,102</td>
<td>5.16</td>
<td>55.54</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Service</th>
<th>Residential</th>
<th>Non-Residential</th>
</tr>
</thead>
<tbody>
<tr>
<td>Stormwater Drainage and Control Services</td>
<td>1,354</td>
<td>951</td>
</tr>
<tr>
<td>Wastewater Services</td>
<td>4,295</td>
<td>3,019</td>
</tr>
<tr>
<td>Water Services</td>
<td>761</td>
<td>535</td>
</tr>
<tr>
<td>Total Urban Services</td>
<td>6,410</td>
<td>4,505</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Service</th>
<th>City-wide Services</th>
<th>Urban Area Services</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grand Total City-wide Services/Classes of Services</td>
<td>25,777</td>
<td>22,630</td>
</tr>
<tr>
<td>Grand Total Urban Area Services</td>
<td>32,187</td>
<td>26,130</td>
</tr>
</tbody>
</table>

2.2 Services Covered

The following services are covered under By-laws 19-094 (as amended by By-laws 22-003 and 22-025):

- Services Related to a Highway;
- Public Works;
- Fire Protection Services;
- Parks and Recreation Services;
- Library Services;
- Growth Studies;
- Water Services;
- Wastewater Services; and
- Stormwater Services.

2.3 Timing of D.C. Calculation and Payment

For public works, fire, parks and recreation, library, and growth studies, D.C.s are payable at the time of first building permit issuance in relation to a building or structure on land to which a D.C. applies and until the D.C. has been paid in full, and are collected by the City of Cambridge.

For services related to a highway, water, wastewater, and stormwater services, D.C.s are collected at the time of subdivision agreement.

2.4 Indexing

Rates shall be indexed annually on December 1st each year, without amendment to the by-law, in accordance with the Statistics Canada Quarterly Construction Price Statistics, catalogue number 62-007.

2.5 Redevelopment Allowance

Where a D.C. is payable for a development which replaces a pre-existing development including a change of use in an existing building, a redevelopment allowance shall be credited against the D.C. otherwise payable.

In order to be eligible for a re-development allowance:

(a) The pre-existing development must be one in respect to which a valid demolition permit or demolition control permit was issued by the City within the five (5) years, related to a residential use or ten (10) years, for a non-residential use, preceding the due date of payment of the D.C. and such demolition permit, demolition control permit or a certified copy thereof; and
(b) Proof must be provided to the Chief Building Official’s satisfaction that the development meets the requirements set out in the by-law.

(c) In situations where buildings are destroyed by fire or other unplanned events, sections items a) and b) apply upon proof satisfactory to the City’s Chief Building Official if there was not an issued demolition permit.

If the land is engaged in a brownfield redevelopment, a redevelopment period longer than the time set out in item a) above may be provided based upon the approval by the City’s Deputy City Manager of Community Development or designate in consultation with the Chief Building Official, and applicable Regional Commissioner after consideration of specific development circumstances.

In determining eligibility for a re-development allowance:

(a) Demolition shall be deemed to have occurred on the date of the issuance of the demolition permit or demolition control permit;

(b) “demolition permit” or “demolition control permit” shall mean the first of any demolition permits or demolition control permits issued for the pre-existing development, if the demolition has taken place in more that one phase. Subsequent demolition permits or demolition control permits for that pre-existing development are not to be used in a calculation of the periods set out above; and

(c) The date calculated above shall apply regardless of whether the first demolition permit or demolition control permit was revoked or canceled.

**Calculation of Re-development Allowance**

In determining the amount of any re-development allowance to be applied in calculating a D.C. payable, the following shall apply:

(a) The re-development allowance quantified in accordance with the by-law shall apply to the whole parcel of land on which the pre-existing development exists or existed;

(b) Any remaining re-development allowance applicable to a parcel of land from time to time, in the event of a division of the parcel of land into two or more parcels,
shall be apportioned equally between or amongst the resultant parcels of land on a per unit area basis;

(c) The amount of the re-development allowance applicable to a parcel of land on which the pre-existing development existed or to any part of thereof after any land division shall be reduced for each subsequent development in respect of which the D.C. otherwise payable is or has been reduced by a re-development allowance, as building permits for such subsequent developments are issued or D.C. Paid, whichever first occurs.

**Amount of Re-development Allowance**

(a) The amount of the re-development allowance shall be computed based upon the previous land use equal to:

i. For residential uses, the number and type or types of units in the preexisting development multiplied by the D.C. rate or rates applicable to such units; and,

ii. For non-residential uses, the number of square meters of building area of the pre-existing development multiplied by the D.C. rate applicable to such building area.

**Maximum Re-development Allowance and Carry Forward**

The maximum re-development allowance shall be the D.C. otherwise payable. Any unused re-development allowance may be carried forward and applied to any subsequent D.C. payable in respect of the same land to which it relates within five (5) years from the date of demolition of the pre-existing development to which it relates.

**2.6 Exemptions**

The following non-statutory exemptions are provided under By-law 19-094, as amended:

- Grand River Conservation Authority;
- Hospitals;
- Contaminated sites;
• Temporary uses (not exceeding 6 consecutive months);
• Designated sites;
• Farm buildings; and
• Home based businesses.
Chapter 3
Anticipated Development in the City of Cambridge
3. Anticipated Development in the City of Cambridge

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 City will be required to provide services over a 10-year (Late-2023 to Late-2033) time horizon. Note, this forecast represents growth over a 10-year period. The capital needs discussed in Chapter 5 are presented on a calendar-year basis. As there is a lag between construction and occupancy of development (discussed later in this chapter), the capital needs are presented over the period 2023 to 2032.

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

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

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

- Region of Waterloo Official Plan, including Amendment No. 6 to Regional Official Plan; and the technical background work to establish the planning framework for accommodating the Region of Waterloo’s forecasted population and employment growth to 2051;
- 2011, 2016 and 2021 population, household and employment Census data;
- Historical residential building permit data over the 2013 to June 2023 year-to-date period;
- Residential and non-residential supply opportunities as identified by City of Cambridge staff; and
- Discussions from City staff regarding anticipated residential and non-residential development in the City of Cambridge.

### 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 City 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 City of Cambridge (excluding census undercount) is anticipated to reach approximately 168,910 by late-2033, resulting in an increase of approximately 23,500 persons. [1]

---

[1] The population figures used in the calculation of the 2023 D.C. exclude the net Census undercount, which is estimated at approximately 3.4%. Population figures presented herein have been rounded.
Figure 3-1
Population and Household Forecast Model

DEMAND

- Historical Housing Construction
- Employment Market by Local Municipality, Economic Outlook Local, Region and Provincial

SUPPLY

- Residential Units in the Development Process
- Intensification
- Designated Lands
- Servicing Capacity

Forecast of Residential Units

Occupancy Assumptions

Gross Population Increase

Decline in Existing Population

Net Population Increase
### Table 3-1
#### City of Cambridge
#### Residential Growth Forecast Summary

<table>
<thead>
<tr>
<th>Year</th>
<th>Historical</th>
<th>Forecast</th>
<th>Incremental</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Population (Including Census Undercount)¹</td>
<td>Excluding Census Undercount</td>
<td>Housing Units</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mid 2011</td>
<td>131,070</td>
<td>126,748</td>
<td>1,693</td>
</tr>
<tr>
<td>Mid 2016</td>
<td>134,350</td>
<td>129,920</td>
<td>2,080</td>
</tr>
<tr>
<td>Mid 2021</td>
<td>143,200</td>
<td>138,479</td>
<td>1,359</td>
</tr>
<tr>
<td>Late 2023</td>
<td>150,370</td>
<td>145,412</td>
<td>1,428</td>
</tr>
<tr>
<td>Late 2033</td>
<td>174,670</td>
<td>168,912</td>
<td>1,646</td>
</tr>
<tr>
<td>Mid 2011 - Mid 2016</td>
<td>3,280</td>
<td>3,172</td>
<td>387</td>
</tr>
<tr>
<td>Mid 2016 - Mid 2021</td>
<td>8,850</td>
<td>8,559</td>
<td>-721</td>
</tr>
<tr>
<td>Mid 2021 - Late 2023</td>
<td>7,170</td>
<td>6,933</td>
<td>69</td>
</tr>
<tr>
<td>Late 2023 - Late 2033</td>
<td>24,300</td>
<td>23,500</td>
<td>218</td>
</tr>
</tbody>
</table>

¹ Population includes the Census undercount estimated at approximately 3.4% 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.
Figure 3-2
City of Cambridge
Annual Housing Forecast [1]

Historical Low Density Medium Density High Density Historical Average


Source: Historical housing activity derived from City of Cambridge building permit data, 2013 to 2022, and 2023 estimated based on Statistics Canada June year-to-date building permit data for the City of Cambridge, by Watson & Associates Economists Ltd.
Provided below is a summary of the key assumptions and findings regarding the City of Cambridge D.C. growth forecast:

1. Unit Mix (Appendix A – Schedules 1 and 5)
   - The housing unit mix for the City was derived from a detailed review of historical development activity (as per Schedule 5), as well as active residential development applications and discussions with City staff regarding anticipated development trends for the City of Cambridge.
   - Based on the above indicators, the 10-year household growth forecast for the City is comprised of a unit mix of 22% low density units (single detached and semi-detached), 34% medium density (multiples except apartments) and 44% 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 City of Cambridge
   - In accordance with forecast demand and available land supply, the amount and percentage of forecast housing growth for the 10-year period by development location is summarized below.

<table>
<thead>
<tr>
<th>Development Location</th>
<th>Amount of Housing Growth</th>
<th>Percentage of Housing Growth</th>
</tr>
</thead>
<tbody>
<tr>
<td>Within Urban Boundary</td>
<td>9,405</td>
<td>100%</td>
</tr>
<tr>
<td>Outside Urban Boundary</td>
<td>22</td>
<td>&lt;1%</td>
</tr>
<tr>
<td><strong>City of Cambridge</strong></td>
<td><strong>9,427</strong></td>
<td><strong>100%</strong></td>
</tr>
</tbody>
</table>

Note: Figures may not sum precisely due to rounding.
3. Planning Period

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

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

- The number of housing units to be constructed by 2033 in the City of Cambridge over the forecast period is presented in Table 3-1. Over the 10-year forecast period, the City is anticipated to average approximately 945 new housing units per year.
- Institutional population [1] is anticipated to increase by approximately 220 people over the forecast.
- Population in new units is derived from Schedules 3 and 4, which incorporate historical development activity, anticipated units (see unit mix discussion) and average persons per unit (P.P.U.) by dwelling type for new units.
- Schedule 6 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 City of Cambridge. The total calculated P.P.U. for all density types has been adjusted accordingly to account for the P.P.U. trends which has been recently experienced in both new and older units. Forecasted 15-year average P.P.U.s by dwelling type are as follows:
  - Low density: 3.821
  - Medium density: 2.555
  - High density: 1.800

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

[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.
Existing households for late-2023 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 and 4. The forecast population change in existing households over the 10-year forecast period is anticipated to decline by approximately 200.

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

The employment projections provided herein are largely based on the activity rate method, which is defined as the number of jobs in the City 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 (place of work) for the City of Cambridge is outlined in Schedule 8a. The 2016 employment base is comprised of the following sectors:
  o 200 primary (0%);
  o 3,135 work at home employment (5%);
  o 29,118 industrial (45%);
  o 22,088 commercial/population-related (34%); and
  o 10,750 institutional (16%).

[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.


[3] Statistics Canada 2021 Census place of work employment data has been reviewed. The 2021 Census employment results have not been utilized due to a significant increase in work at home employment captured due to Census enumeration occurring during the provincial COVID-19 lockdown from April 1, 2021 to June 14, 2021.
• The 2016 employment by usual place of work, including work at home, is 65,290. An additional 7,175 employees have been identified for the City of Cambridge 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 City of Cambridge is anticipated to reach approximately 97,850 by the end of the forecast period. This represents an employment increase of approximately 13,750 for the 10-year forecast period.

• Schedule 8b, Appendix A, summarizes the employment forecast, excluding work at home employment and N.F.P.O.W. employment, which is the basis for the D.C. employment forecast. The impact on municipal services from work at home employees has already been included in the population forecast. The need for municipal services related to N.F.P.O.W. employees has largely been included in the employment forecast by usual place of work (i.e., employment and gross floor area generated from N.F.P.O.W. construction employment). Furthermore, since these employees have no fixed work address, they cannot be captured in the non-residential G.F.A. calculation. Accordingly, work at home and N.F.P.O.W. employees have been removed from the D.C.A. employment forecast and calculation.

• Total employment for the City of Cambridge (excluding work at home and N.F.P.O.W. employment) is anticipated to reach approximately 82,400 by the end of the forecast period. This represents an employment increase of approximately 10,880 for the 10-year forecast period. [2]


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

[2] G.F.A. and employment associated within special care institutional dwellings treated as residential, resulting in an institutional employment difference between Schedules 8a and 8b. Total employment growth in Schedule 8b (excluding work at home and N.F.P.O.W. employment) has been downwardly adjusted to account for institutional employment associated with special care facilities. Total employment in Schedule 8b is anticipated to reach approximately 82,290 by the end of the forecast period.
• Square footage estimates were calculated in Schedule 10b based on the following employee density assumptions:
  o 1,100 sq.ft. per employee for industrial;
  o 370 sq.ft. per employee for commercial/population-related; and
  o 686 sq.ft. per employee for institutional employment.
• The City-wide incremental G.F.A. is anticipated to increase by 8.2 million sq.ft. over the 10-year forecast period.
• In terms of percentage growth, the 10-year incremental G.F.A. forecast by sector is broken down as follows:
  o industrial – 66%;
  o commercial/population-related – 18%; and
  o institutional – 16%.

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

• Schedule 8c summarizes the anticipated amount, type and location of non-residential development by servicing area for the City of Cambridge by area.
• The amount and percentage of forecast total non-residential growth between 2023 and 2033 by development location is summarized below.

<table>
<thead>
<tr>
<th>Development Location</th>
<th>Amount of Non-Residential G.F.A. (sq.ft.)</th>
<th>Percentage of Non-Residential G.F.A.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Within Urban Boundary</td>
<td>8.2 million</td>
<td>100%</td>
</tr>
<tr>
<td>Outside Urban Boundary</td>
<td>0.0 million</td>
<td>0%</td>
</tr>
<tr>
<td>City of Cambridge</td>
<td>8.2 million</td>
<td>100%</td>
</tr>
</tbody>
</table>

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 City.

A number of these services are not included in the list of eligible services provided in subsection 2 (4) of the D.C.A. 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 City’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 City 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.
The Process of Calculating a Development Charge under the Act that must be followed

1. Anticipated Development
2. Municipal Services
3. Estimated Increase in Need for Service
4. Ceiling Re: Increased Need
5. Needs That Will Be Met
6. Examination of the Long-term Capital and Operating Costs for Capital Infrastructure
7. Asset Management Plan for All Capital Projects to be Funded by D.C.s
8. Specified Local Services
9. D.C. Needs By Service
10. Less: Uncommitted Excess Capacity
11. Less: Benefit To Existing Development
12. Less: Grants, Subsidies and Other Contributions
13. D.C. Net Capital Costs
14. Financing, Inflation and Investment Considerations
15. D.C. By-law(s) Spatial Applicability
16. Amount of the Charge By Type of Development (including apportionment of costs - residential and non-residential)

Tax Base, User Rates, etc. 
Subdivision Agreements and Consent Provisions

Non-Transit Services
Historical Service Standard
Non-Transit Services 
"Financially Sustainable"
Non-Transit Services 
"Detailed Requirements"
Transit Services Forward-looking Service Standard
Transit Services Detailed Requirements

Municipal Services
Eligible Services 
Ineligible Services

Election of Eligible Services 
Subdivision Agreements and Consent Provisions

8. Specified Local Services
9. D.C. Needs By Service
10. Less: Uncommitted Excess Capacity
11. Less: Benefit To Existing Development
12. Less: Grants, Subsidies and Other Contributions
13. D.C. Net Capital Costs
14. Financing, Inflation and Investment Considerations
15. D.C. By-law(s) Spatial Applicability
16. Amount of the Charge By Type of Development (including apportionment of costs - residential and non-residential)
### Table 4-1
Categories of Municipal Services to be Addressed as Part of the Calculation

<table>
<thead>
<tr>
<th>Eligibility for Inclusion in the D.C. Calculation</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes</td>
<td>Municipality provides the service – service has been included in the D.C. calculation.</td>
</tr>
<tr>
<td>No</td>
<td>Municipality provides the service – service has not been included in the D.C. calculation.</td>
</tr>
<tr>
<td>n/a</td>
<td>Municipality does not provide the service.</td>
</tr>
<tr>
<td>Ineligible</td>
<td>Service is ineligible for inclusion in the D.C. calculation.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Categories of Municipal Services</th>
<th>Eligibility for Inclusion in the D.C. Calculation</th>
<th>Service Components</th>
<th>Maximum Potential D.C. Recovery %</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Services Related to a Highway</td>
<td>Yes</td>
<td>1.1 Arterial roads</td>
<td>100</td>
</tr>
<tr>
<td></td>
<td>Yes</td>
<td>1.2 Collector roads</td>
<td>100</td>
</tr>
<tr>
<td></td>
<td>Yes</td>
<td>1.3 Bridges, culverts and roundabouts</td>
<td>100</td>
</tr>
<tr>
<td></td>
<td>No</td>
<td>1.4 Local municipal roads</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>Yes</td>
<td>1.5 Traffic signals</td>
<td>100</td>
</tr>
<tr>
<td></td>
<td>Yes</td>
<td>1.6 Sidewalks and streetlights</td>
<td>100</td>
</tr>
<tr>
<td></td>
<td>Yes</td>
<td>1.7 Active transportation</td>
<td>100</td>
</tr>
<tr>
<td></td>
<td>n/a</td>
<td>2.1 Transit vehicles¹ &amp; facilities</td>
<td>100</td>
</tr>
<tr>
<td></td>
<td>n/a</td>
<td>2.2 Other transit infrastructure</td>
<td>100</td>
</tr>
<tr>
<td></td>
<td>Ineligible</td>
<td>2.3 Municipal parking spaces - indoor</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>Ineligible</td>
<td>2.4 Municipal parking spaces - outdoor</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>Yes</td>
<td>2.5 Works yards</td>
<td>100</td>
</tr>
<tr>
<td></td>
<td>Yes</td>
<td>2.6 Rolling stock¹</td>
<td>100</td>
</tr>
<tr>
<td></td>
<td>n/a</td>
<td>2.7 Ferries</td>
<td>100</td>
</tr>
<tr>
<td></td>
<td>n/a</td>
<td>2.8 Airport (Waterloo Region only)</td>
<td>100</td>
</tr>
</tbody>
</table>

¹with 7+ year life-time
*same percentage as service component to which it pertains

computer equipment excluded throughout
<table>
<thead>
<tr>
<th>Categories of Municipal Services</th>
<th>Eligibility for Inclusion in the D.C. Calculation</th>
<th>Service Components</th>
<th>Maximum Potential D.C. Recovery %</th>
</tr>
</thead>
<tbody>
<tr>
<td>3. Stormwater Drainage and Control Services</td>
<td>Yes</td>
<td>3.1 Main channels and drainage trunks</td>
<td>100</td>
</tr>
<tr>
<td></td>
<td>Yes</td>
<td>3.2 Channel connections</td>
<td>100</td>
</tr>
<tr>
<td></td>
<td>Yes</td>
<td>3.3 Retention/detention ponds</td>
<td>100</td>
</tr>
<tr>
<td>4. Fire Protection Services</td>
<td>Yes</td>
<td>4.1 Fire stations</td>
<td>100</td>
</tr>
<tr>
<td></td>
<td>Yes</td>
<td>4.2 Fire pumpers, aerials and rescue vehicles¹</td>
<td>100</td>
</tr>
<tr>
<td></td>
<td>Yes</td>
<td>4.3 Small equipment and gear</td>
<td>100</td>
</tr>
<tr>
<td>5. Parks Services (i.e. Parks and Open Space)</td>
<td>Ineligible</td>
<td>5.1 Acquisition of land for parks, woodlots and E.S.A.s</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>Yes</td>
<td>5.2 Development of area municipal parks</td>
<td>100</td>
</tr>
<tr>
<td></td>
<td>Yes</td>
<td>5.3 Development of district parks</td>
<td>100</td>
</tr>
<tr>
<td></td>
<td>Yes</td>
<td>5.4 Development of municipal-wide parks</td>
<td>100</td>
</tr>
<tr>
<td></td>
<td>Yes</td>
<td>5.5 Development of special purpose parks</td>
<td>100</td>
</tr>
<tr>
<td></td>
<td>Yes</td>
<td>5.6 Parks rolling stock¹ and yards</td>
<td>100</td>
</tr>
<tr>
<td>6. Recreation Services</td>
<td>Yes</td>
<td>6.1 Arenas, indoor pools, fitness facilities, community centres, etc. (including land)</td>
<td>100</td>
</tr>
<tr>
<td></td>
<td>Yes</td>
<td>6.2 Recreation vehicles and equipment¹</td>
<td>100</td>
</tr>
<tr>
<td>7. Library Services</td>
<td>Yes</td>
<td>7.1 Public library space (incl. furniture and equipment)</td>
<td>100</td>
</tr>
<tr>
<td></td>
<td>n/a</td>
<td>7.2 Library vehicles¹</td>
<td>100</td>
</tr>
<tr>
<td></td>
<td>Yes</td>
<td>7.3 Library materials</td>
<td>100</td>
</tr>
<tr>
<td>8. Emergency Preparedness Services</td>
<td>No</td>
<td>8.1 Facility space (incl. furniture and equipment)</td>
<td>100</td>
</tr>
<tr>
<td></td>
<td>No</td>
<td>8.2 Vehicles¹</td>
<td>100</td>
</tr>
<tr>
<td></td>
<td>No</td>
<td>8.3 Equipment</td>
<td>100</td>
</tr>
<tr>
<td>9. Electrical Power Services</td>
<td>Ineligible</td>
<td>9.1 Electrical substations</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>Ineligible</td>
<td>9.2 Electrical distribution system</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>Ineligible</td>
<td>9.3 Electrical system rolling stock</td>
<td>0</td>
</tr>
</tbody>
</table>

¹with 7+ year life-time
<table>
<thead>
<tr>
<th>Categories of Municipal Services</th>
<th>Eligibility for Inclusion in the D.C. Calculation</th>
<th>Service Components</th>
<th>Maximum Potential D.C. Recovery</th>
</tr>
</thead>
<tbody>
<tr>
<td>10. Provision of Cultural, Entertainment and Tourism Facilities and Convention Centres</td>
<td>Ineligible</td>
<td>10.1 Cultural space (e.g. art galleries, museums and theatres) 10.2 Tourism facilities and convention centres</td>
<td>0</td>
</tr>
<tr>
<td>11. Wastewater Services</td>
<td>n/a Yes n/a</td>
<td>11.1 Treatment plants 11.2 Sewage trunks 11.3 Local systems 11.4 Vehicles and equipment¹</td>
<td>100</td>
</tr>
<tr>
<td>12. Water Supply Services</td>
<td>n/a Yes n/a</td>
<td>12.1 Treatment plants 12.2 Distribution systems 12.3 Local systems 12.4 Vehicles and equipment¹</td>
<td>100</td>
</tr>
<tr>
<td>13. Waste Management Services</td>
<td>Ineligible</td>
<td>13.1 Landfill collection, transfer vehicles and equipment 13.2 Landfills and other disposal facilities 13.3 Waste diversion facilities 13.4 Waste diversion vehicles and equipment¹</td>
<td>0 100</td>
</tr>
<tr>
<td>14. Policing Services</td>
<td>n/a Yes n/a</td>
<td>14.1 Policing detachments 14.2 Policing rolling stock¹ 14.3 Small equipment and gear</td>
<td>100</td>
</tr>
<tr>
<td>15. Homes for the Aged</td>
<td>No No</td>
<td>15.1 Homes for the aged space 15.2 Vehicles¹</td>
<td>100</td>
</tr>
<tr>
<td>16. Child Care</td>
<td>n/a Yes n/a</td>
<td>16.1 Child care space 16.2 Vehicles¹</td>
<td>100</td>
</tr>
<tr>
<td>17. Health</td>
<td>n/a Yes n/a</td>
<td>17.1 Health department space 17.2 Health department vehicles¹</td>
<td>100</td>
</tr>
<tr>
<td>18. Social Housing</td>
<td>Ineligible</td>
<td>18.1 Social housing space</td>
<td>0</td>
</tr>
<tr>
<td>19. Provincial Offences Act (P.O.A.)</td>
<td>n/a</td>
<td>19.1 P.O.A. space</td>
<td>100</td>
</tr>
<tr>
<td>20. Social Services</td>
<td>Ineligible</td>
<td>20.1 Social service space</td>
<td>0</td>
</tr>
</tbody>
</table>

¹with 7+ year life-time
### Categories of Municipal Services

<table>
<thead>
<tr>
<th>Categories of Municipal Services</th>
<th>Eligibility for Inclusion in the D.C. Calculation</th>
<th>Service Components</th>
<th>Maximum Potential D.C. Recovery %</th>
</tr>
</thead>
<tbody>
<tr>
<td>21. Ambulance</td>
<td>n/a</td>
<td>21.1 Ambulance station space</td>
<td>100</td>
</tr>
<tr>
<td></td>
<td>n/a</td>
<td>21.2 Vehicles&lt;sup&gt;1&lt;/sup&gt;</td>
<td>100</td>
</tr>
<tr>
<td>22. Hospital Provision</td>
<td>Ineligible</td>
<td>22.1 Hospital capital contributions</td>
<td>0</td>
</tr>
<tr>
<td>23. Provision of Headquarters for the General Administration of Municipalities and Area Municipal Boards</td>
<td>Ineligible Ineligible Ineligible</td>
<td>23.1 Office space</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td></td>
<td>23.2 Office furniture</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td></td>
<td>23.3 Computer equipment</td>
<td>0</td>
</tr>
<tr>
<td>24. Other Services</td>
<td>Ineligible</td>
<td>24.1 Studies in connection with acquiring buildings, rolling stock, materials and equipment, and improving land&lt;sup&gt;2&lt;/sup&gt; and facilities, including the D.C. background study cost</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>Yes</td>
<td>24.2 Interest on money borrowed to pay for growth-related capital</td>
<td>0-100</td>
</tr>
</tbody>
</table>

<sup>1</sup>with a 7+ year life-time  
<sup>2</sup>same percentage as service component to which it pertains

### 4.4 Local Service Policy

Some of the need for services generated by additional development consists of local services related to a plan of subdivision. As such, they will be required as a condition of subdivision agreements or consent conditions. The City has a local service policy in 2019. This policy has been utilized for development occurring through 2023. The City’s detailed Local Service Policy, as revised is provided in Appendix E. This revised policy, once adopted, will be utilized for future developments.
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 (2) 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, City 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 City’s approved and proposed capital budgets and master servicing/needs studies.

4.6 Treatment of Credits

Section 8, paragraph 5, of O. Reg. 82/98 indicates that a D.C. background study must set out “the estimated value of credits that are being carried forward relating to the service.” Subsection 17, paragraph 4, of the same regulation indicates that “the value of the credit cannot be recovered from future D.C.s,” if the credit pertains to an ineligible service. This implies that a credit for eligible services can be recovered from future D.C.s. As a result, this provision should be made in the calculation, in order to avoid a
funding shortfall with respect to future service needs. There are no current outstanding credits for inclusion in the D.C. calculations as all outstanding credits have been captured as commitments against the D.C. reserve funds (detailed in section 4.8).

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. Further, 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 Public Works (Facilities and Fleet) as a class of service.

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 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 City spending all reserve fund monies prior to renewing each by-law, which would not be a sound basis for capital budgeting. Thus, the City will use these reserve funds for the City’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 City’s D.C. Reserve Fund balances by service of December 31, 2022 are shown below:

Table 4-2
City of Cambridge
Reserve Fund Balances, as at December 31, 2022

<table>
<thead>
<tr>
<th>Service</th>
<th>Balance December 31, 2022</th>
</tr>
</thead>
<tbody>
<tr>
<td>Services Related to a Highway</td>
<td>$21,053,814</td>
</tr>
<tr>
<td>Fire Protection Services</td>
<td>$482,309</td>
</tr>
<tr>
<td>Parks and Recreation Services</td>
<td>$26,097,605</td>
</tr>
<tr>
<td>Library Services</td>
<td>$4,043,286</td>
</tr>
<tr>
<td>Public Works</td>
<td>$3,142,581</td>
</tr>
<tr>
<td>Stormwater Drainage and Control Services</td>
<td>$4,248,121</td>
</tr>
<tr>
<td>Wastewater Services</td>
<td>($1,891,448)</td>
</tr>
<tr>
<td>Water Services</td>
<td>$3,770,413</td>
</tr>
<tr>
<td>Total</td>
<td>$60,946,680</td>
</tr>
</tbody>
</table>

Note: Amounts in brackets are deficit balances.

Through discussions with City staff, a number of D.C. capital projects that were identified in the 2019 D.C. study now have approved funding and/or have begun construction. As such, these projects will be shown as commitments against the D.C. reserve funds. The following table provides a detailed listing of the commitments by reserve fund:
### Reserve Fund Adjustment Schedule

<table>
<thead>
<tr>
<th>City of Cambridge</th>
<th>Reserve Fund Commitments – 2023 Onwards</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Project Commitments</strong></td>
<td><strong>Total Balance as at Dec 31 2022</strong></td>
</tr>
<tr>
<td>A/00091-30 Black Bridge Road, Design of Bridge and (17C043)</td>
<td>$21,053,814</td>
</tr>
<tr>
<td>A/00221-40 SE Gall 2102 Infra Upsize Wesley Blvd, E (15S006)</td>
<td>$482,309</td>
</tr>
<tr>
<td>A/00225-30 SE Gall 0266 Dundas St Water Gravity Sew (17S005)</td>
<td>$26,097,605</td>
</tr>
<tr>
<td>A/00431-30 East-West and North-South Collector Roads Design</td>
<td>$4,043,286</td>
</tr>
<tr>
<td>A/00433-40 EAST SIDE LANDS 3401 STAGE 1 LANDS INTERIM PUMPING STATION - CONSTRUCTION (19S010)</td>
<td>$3,142,581</td>
</tr>
<tr>
<td>A/00434-40 SE Gall Upper Greengate/LVH Moffat Creek Infrastructure Oversizing</td>
<td>$4,248,121</td>
</tr>
<tr>
<td>A/00435-40 SE Gall Dundas St PS, Forecemain, Trunk sewer &amp; Watermain</td>
<td>($1,891,448)</td>
</tr>
<tr>
<td>A/00436-40 SE Gall Varner Dr WM Upsizing (Wesley Blvd - Dundas St)</td>
<td>$3,770,413</td>
</tr>
<tr>
<td>A/00449-40 East Side Allendale Rd (Fountain ST-NS)</td>
<td>$200,784</td>
</tr>
<tr>
<td>A/00471-40 Fountain St Soccer Facility Construction</td>
<td>$495,074</td>
</tr>
<tr>
<td>A/00481-30 East Side NS Collector Rd Design (Allendale to Middle Block Rd)</td>
<td>$125,273</td>
</tr>
<tr>
<td>A/00482-40 Cam West Bismark Dr Sanitary Trunk Sewer</td>
<td>$137,797</td>
</tr>
<tr>
<td>A/00483-40 Cam West Central SWM Facility Oversizing</td>
<td>$192,900</td>
</tr>
<tr>
<td>A/00484-40 Cam West Princess St Storm Sewer Outlet</td>
<td>$4,099,227</td>
</tr>
<tr>
<td>A/00485-40 Cam West Watermain Extension (Blenheim Rd to Freure Dr)</td>
<td>$1,109,437</td>
</tr>
<tr>
<td>A/00486-40 Cam West Infrastructure Upsize</td>
<td>$4,191,000</td>
</tr>
<tr>
<td>A/00487-40 Cam West Bismark Park South</td>
<td>$294,061</td>
</tr>
<tr>
<td>A/00508-40 Neighbourhood Park Dev - Highland Ridge</td>
<td>$241,833</td>
</tr>
<tr>
<td>A/00527-40 Cam West Bismark Park South</td>
<td>$241,833</td>
</tr>
<tr>
<td>A/00679-30 Blenheim Road Design</td>
<td>$210,631</td>
</tr>
<tr>
<td>A/00679-40 Blenheim Road Reconstruction</td>
<td>$119,907</td>
</tr>
<tr>
<td>A/01043-41 Beverly Street - Dundas Street to Samuelson Street</td>
<td>$12,493</td>
</tr>
<tr>
<td>A/00712-40 Cam West Storm Sewer Outlet</td>
<td>$98,000</td>
</tr>
<tr>
<td>A/00713-40 Cam West Dev's Creek SWM Facility</td>
<td>$303,181</td>
</tr>
<tr>
<td>A/01112-40 Trail Development - BOS Phase 1 (South Point)</td>
<td>$3,030,181</td>
</tr>
<tr>
<td>A/00714-40 Cam West Central SWM Facility Oversizing</td>
<td>$653,344</td>
</tr>
<tr>
<td>A/00715-40 Cam West Princess St Storm Sewer Outlet</td>
<td>$3,476,352</td>
</tr>
<tr>
<td>A/01106-40 Trail Dev - Pinehurst/Branthaven</td>
<td>$252,000</td>
</tr>
<tr>
<td>A/00463-30 - Rec. Complex Design</td>
<td>$252,000</td>
</tr>
<tr>
<td>A/00463-40 - Rec. Complex Site Prep</td>
<td>$252,000</td>
</tr>
<tr>
<td>A/00488-40 Cam West Princess St Storm Sewer Outlet</td>
<td>$252,000</td>
</tr>
<tr>
<td>A/00489-40 Cam West Watermain Extension (Blenheim Rd to Freure Dr)</td>
<td>$252,000</td>
</tr>
<tr>
<td>A/00508-40 Cam West Infrastructure Upsize</td>
<td>$252,000</td>
</tr>
<tr>
<td>A/00527-40 Cam West Bismark Park South</td>
<td>$252,000</td>
</tr>
<tr>
<td>A/00679-30 Blenheim Road Design</td>
<td>$252,000</td>
</tr>
<tr>
<td>A/00679-40 Blenheim Road Reconstruction</td>
<td>$252,000</td>
</tr>
<tr>
<td>A/01043-41 Beverly Street - Dundas Street to Samuelson Street</td>
<td>$252,000</td>
</tr>
<tr>
<td>A/00712-40 Cam West Storm Sewer Outlet</td>
<td>$252,000</td>
</tr>
<tr>
<td>A/00713-40 Cam West Dev's Creek SWM Facility</td>
<td>$252,000</td>
</tr>
<tr>
<td>A/01112-40 Trail Development - BOS Phase 1 (South Point)</td>
<td>$252,000</td>
</tr>
</tbody>
</table>

**Other Adjustments**

| Total Commitments | $13,932,635 |
| Total Balance as at Dec 31 2022 - Adjusted | $7,121,179 |
As a result of the commitments noted in Table 4-3, the following adjusted reserve fund balances will be utilized in the D.C. calculations:

Table 4-4
City of Cambridge
Reserve Fund Commitments – 2023 Onwards

<table>
<thead>
<tr>
<th>Service</th>
<th>Balance December 31, 2022</th>
<th>Commitments/ Adjustments</th>
<th>Adjusted Balance December 31, 2022</th>
</tr>
</thead>
<tbody>
<tr>
<td>Services Related to a Highway</td>
<td>$21,053,814</td>
<td>($13,932,635)</td>
<td>$7,121,179</td>
</tr>
<tr>
<td>Fire Protection Services</td>
<td>$482,309</td>
<td>($8,576)</td>
<td>$473,733</td>
</tr>
<tr>
<td>Parks and Recreation Services</td>
<td>$26,097,605</td>
<td>($6,516,938)</td>
<td>$19,580,668</td>
</tr>
<tr>
<td>Library Services</td>
<td>$4,043,286</td>
<td>($819,762)</td>
<td>$3,223,524</td>
</tr>
<tr>
<td>Public Works</td>
<td>$3,142,581</td>
<td>($28,800)</td>
<td>$3,113,781</td>
</tr>
<tr>
<td>Stormwater Drainage and Control Services</td>
<td>$4,248,121</td>
<td>($6,787,609)</td>
<td>($2,539,488)</td>
</tr>
<tr>
<td>Wastewater Services</td>
<td>($1,891,448)</td>
<td>($3,030,181)</td>
<td>($4,921,630)</td>
</tr>
<tr>
<td>Water Services</td>
<td>$3,770,413</td>
<td>($3,476,352)</td>
<td>$294,061</td>
</tr>
<tr>
<td>Total</td>
<td>$60,946,680</td>
<td>($34,600,853)</td>
<td>$26,345,827</td>
</tr>
</tbody>
</table>

4.9 Deductions

The D.C.A. potentially requires that four (4) 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 City’s “excess capacity,” other than excess capacity which is “committed.”

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

4.9.3 Reduction for Benefit to Existing Development

Section 5 (1) 6 of the D.C.A. provides that, “The increase in the need for service must be reduced by the extent to which an increase in service to meet the increased need would benefit existing development.” The general guidelines used to consider benefit to existing development included:
• the repair or unexpanded replacement of existing assets that are in need of repair;
• an increase in average service level of quantity or quality;
• the elimination of a chronic servicing problem not created by growth; and
• providing services where none previously existed (generally considered for water or wastewater services).

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

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

In the case of services such as recreation facilities, community parks, libraries, etc., the service is typically provided on a City-wide system basis. For example, facilities of the same type may provide different services (i.e. leisure pool vs. competitive pool), different programs (i.e. hockey vs. figure skating), and different time availability for the same service (i.e. leisure skating available on Wednesdays in one arena and Thursdays in another). As a result, residents will travel to different facilities to access the services they want at the times they wish to use them, and facility location generally does not correlate directly with residence location. Even where it does, displacing users from an existing facility to a new facility frees up capacity for use by others and generally results in only a very limited benefit to existing development. Further, where an increase in demand is not met for a number of years, a negative service impact to existing development is involved for a portion of the planning period.
4.9.4 **Reduction for Anticipated Grants, Subsidies and Other Contributions**

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

4.10 **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 section 7.4.4.

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 new 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 most significant changes to the Act relate to the transit service. These changes relate to four (4) areas of the calculations, as follows:

A. Transit no longer requires the statutory 10% mandatory deduction from the net capital cost (subsection 5.2 (i) of the D.C.A.).

B. The background study requires the following in regard to transit costs (as per subsection 8 (2) of the regulations):

1. The calculations that were used to prepare the estimate for the planned level of service for transit services, as mentioned in subsection 5.2 (3) of the Act.

2. An identification of the portion of the total estimated capital cost relating to the transit services that would benefit,
   i. the anticipated development over the 10-year period immediately following the preparation of the background study, or  
   ii. the anticipated development after the 10-year period immediately following the preparation of the background study.

3. 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.

4. An assessment of ridership forecasts for all modes of transit services proposed to be funded by the D.C. 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.

5. 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.
C. A new forward-looking service standard (as per subsection 6.1 (2) of the regulations) requires the following:

1. The service is a discrete service.

2. 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.

3. 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.

D. A very detailed asset management strategy and reporting requirements (subsection 6.1 (3) of the regulation) that includes lifecycle costs, action plans that will enable the assets to be sustainable, a summary of how to achieve the proposed level of service, discussion on procurement measures and risk are required.

Currently, transit services are provided at the Regional level. Therefore, the above calculation and reporting requirements are not required for the purposes of this D.C. study.

4.14 Mandatory Phase-in of a D.C.

For all 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, is 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 1.4, as of the time of writing, the Province has announced (on December 13, 2023) potential changes to the phased-in requirements. The details of
these changes will be forthcoming in early 2024 and Watson will monitor and advise as to the nature of these changes.
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 nature of the capital projects and timing identified in the Chapter reflects Council’s current intention. Over time, however, City 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 D.C. Calculation

This section evaluates the development-related capital requirements for services related to a highway, public works, fire protection services, parks and recreation services, and library services over a 10-year planning period. Each service component is evaluated on two format sheets: the average historical 15-year level of service calculation (see Appendix B), which “caps” the D.C. amounts; and, the infrastructure cost calculation, which determines the potential D.C. recoverable cost.

5.2.1 Services Related to a Highway

The City of Cambridge currently owns and maintains:

- 0.56 km of arterial roads;
- 14.60 km of major rural collector roads;
- 12.70 km of minor rural collector roads;
- 60.90 km of major urban collector roads;
- 70.40 km of minor urban collector roads;
- 6 bridges;
- 23 culverts;
• 66 retaining walls; and
• 84.93 lane km of active transportation.

The level of service provided over the historical 15-year period translates to an average investment of $9,081 per capita and a maximum D.C. eligible amount of approximately $213.40 million for recovery over the forecast period.

The City has identified future capital needs totaling approximately $149.31 million, of which approximately $25.37 million is attributable to existing development. These capital projects include road and bridge construction, road widenings, etc. A deduction of approximately $27.62 million has been made for the share of the projects that benefit growth outside of the forecast period. Further, approximately $50.02 million has been included to account for existing debt (growth-related principal and discounted growth-related interest), approved but not yet issued debt (growth-related principal and discounted growth-related interest), and future debt amounts (discounted growth-related interest). Additionally, the existing reserve fund balance of $7.12 million has been deducted from the calculations. In total, the net D.C. recoverable amount included in the D.C. calculation is approximately $132.22 million.

The residential/non-residential capital cost allocation for services related to a highway, is based on the ratio of the anticipated population and employment growth over the forecast period. This results in 69% being allocated to residential development and 31% to non-residential development.
<table>
<thead>
<tr>
<th></th>
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<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>A/00431-40 East Side Lands - EW Collector Road</td>
<td>2024</td>
<td>790,000</td>
<td></td>
<td>790,000</td>
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5.2.2 Public Works Facilities, Fleet and Equipment

The City operates its Public Works service out of a number of facilities totaling 68,295 sq.m of building area. The average level of service provided over the historical 15-year period is approximately 0.50 sq.m per capita, which equates to an investment of $1,072 per capita. This level of service provides the City with a maximum D.C.-eligible amount for recovery over the forecast period of $25.19 million.

The Public Works Department has a variety of vehicles and major equipment, such as single and tandem axle trucks, loader, pick up trucks, etc. These vehicles and equipment total approximately $25.92 million. The inventory provided over the historical 15-year period equates to a per capita standard of $202. Over the forecast period, the D.C.-eligible amount for vehicles and equipment is $4.75 million.

In total, the D.C.-eligible amount for recovery for Public Works services is approximately $29.95 million.

The Bishop St. Works building has been identified for expansion and three (3) additionally facilities (South East Parks, North Cambridge, and the Snow Storage facility) have been identified for construction over the forecast period. Additionally, the City has identified the need to add vehicles and equipment. These additions include a mower, trailer, tractors, sidewalk grinder, etc. The total estimated capital cost of the projects identified is approximately $49.49 million, of which $24.29 million is attributable to existing development arising from the replacement of existing facility space. The adjusted reserve fund balance of $3.11 million has been deducted from the calculations. In total, the net D.C. recoverable amount included in the D.C. calculation is approximately $22.08 million.

The residential/non-residential capital cost allocation for public works is based on the ratio of the anticipated population and employment growth over the forecast period. This results in 69% being allocated to residential development and 31% to non-residential development.
# Table 5-2
Infrastructure Cost Included in the Development Charges Calculation
Public Works Facilities, Fleet and Equipment

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<td>14,076</td>
<td>6,324</td>
<td></td>
<td></td>
<td>2024</td>
<td>20,400</td>
<td>-</td>
<td>20,400</td>
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<td>20,400</td>
<td>14,076</td>
<td>6,324</td>
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Table 5-2 (Cont’d)
Infrastructure Cost Included in the Development Charges Calculation
Public Works Facilities, Fleet and Equipment

<table>
<thead>
<tr>
<th>Prj No</th>
<th>Increased Service Needs Attributable to Anticipated Development</th>
<th>Service to Which Project Relates</th>
<th>Timing (year)</th>
<th>Gross Capital Cost Estimate (2023$)</th>
<th>Post Period Benefit</th>
<th>Other Deductions</th>
<th>Net Capital Cost</th>
<th>Less:</th>
<th>Benefit to Existing Development</th>
<th>Grants, Subsidies and Other Contributions Attributable to New Development</th>
<th>Potential D.C. Recoverable Cost</th>
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<tbody>
<tr>
<td>18</td>
<td>A/01026-10 - Trailer</td>
<td>Parks</td>
<td>2025</td>
<td>7,600</td>
<td>-</td>
<td>-</td>
<td>7,600</td>
<td>-</td>
<td>7,600</td>
<td>5,244</td>
<td>2,356</td>
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<td>19</td>
<td>A/01290-10 - Articulating Tractor - Trails</td>
<td>Parks</td>
<td>2025</td>
<td>305,000</td>
<td>-</td>
<td>-</td>
<td>305,000</td>
<td>-</td>
<td>305,000</td>
<td>210,450</td>
<td>94,550</td>
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<td>20</td>
<td>A/01026-10 - Sidewalk Grinder</td>
<td>Roads</td>
<td>2025</td>
<td>6,100</td>
<td>-</td>
<td>-</td>
<td>6,100</td>
<td>-</td>
<td>6,100</td>
<td>4,209</td>
<td>1,891</td>
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<tr>
<td>21</td>
<td>A/01026-10 - 1 of 2 Mid-Size Tractors (w/plow, blower &amp; spreader)</td>
<td>Roads</td>
<td>2025</td>
<td>102,000</td>
<td>-</td>
<td>-</td>
<td>102,000</td>
<td>-</td>
<td>102,000</td>
<td>70,380</td>
<td>31,620</td>
</tr>
<tr>
<td>22</td>
<td>A/01026-10 - 2 of 2 Mid-Size Tractors (w/plow, blower &amp; spreader)</td>
<td>Roads</td>
<td>2025</td>
<td>102,000</td>
<td>-</td>
<td>-</td>
<td>102,000</td>
<td>-</td>
<td>102,000</td>
<td>70,380</td>
<td>31,620</td>
</tr>
<tr>
<td>23</td>
<td>Rec Complex Vehicle</td>
<td>Recreation</td>
<td>2028</td>
<td>51,000</td>
<td>-</td>
<td>-</td>
<td>51,000</td>
<td>-</td>
<td>51,000</td>
<td>35,190</td>
<td>15,810</td>
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<td>24</td>
<td>Sweeper for MUT</td>
<td>Roads</td>
<td>2028</td>
<td>363,000</td>
<td>-</td>
<td>-</td>
<td>363,000</td>
<td>-</td>
<td>363,000</td>
<td>250,470</td>
<td>112,530</td>
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<td>25</td>
<td>Provision for Additional Growth Related Vehicles</td>
<td>2026-2032</td>
<td>3,000,000</td>
<td>-</td>
<td>3,000,000</td>
<td>-</td>
<td>3,000,000</td>
<td>-</td>
<td>3,000,000</td>
<td>2,070,000</td>
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<tr>
<td>Total</td>
<td></td>
<td>49,489,400</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>49,489,400</td>
<td>27,404,981</td>
<td>-</td>
<td>22,084,419</td>
<td>15,238,249</td>
<td>6,846,170</td>
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5.2.3 Fire Protection Services

Cambridge currently operates its fire services from six (6) facilities totaling 5,779 sq.m of building space, providing for a 15-year historical average level of service of approximately 0.04 sq.m per capita, or a level of investment of $374 per capita. This level of service provides the City with a maximum D.C.-eligible amount of approximately $8.79 million for recovery over the forecast period.

The fire department has a current inventory of 29 vehicles and equipment. The inventory provided over the previous 15-year period results in a calculated average level of service of 0.20 vehicle per 1,000 population, and an average level of investment of $160 per capita. This level of service provides for a D.C.-eligible amount of approximately $3.75 million over the forecast period.

In addition to the vehicles, the City also provides 1,571 items of small equipment and gear for use in fire services, with a total value of $4.50 million. This results in a calculated average level of service for the historical 15-year period of $33 per capita, providing for a D.C.-eligible amount over the forecast period of approximately $0.77 million for equipment and gear.

Based on the above, the maximum D.C.-eligible amount for recovery over the forecast period for fire services is approximately $13.31 million.

The City has identified future capital needs totaling approximately $12.75 million, including the need to expand station IV, four (4) additional vehicles, bunker gear, uniforms, and other equipment. In addition, a provision for additional facility space has been identified. The City is currently completing a fire master plan which is undertaking a review of the facility needs to accommodate development over the 10-year forecast period. This may include expansion of existing facilities or construction of a new facility. Once the master plan is completed, City staff and Council may identify the specific capital project to meet the servicing needs required to accommodate new development. The reserve fund balance of 473,733 has been deducted from the anticipated growth-related capital costs. In total, the net D.C. recoverable amount included in the D.C. calculations is approximately $12.27 million.

These costs are shared between residential and non-residential development based on the population to employment ratio over the forecast period, resulting in 69% being
allocated to residential development and 31% being allocated to non-residential development.
Table 5-3  
Infrastructure Cost Included in the Development Charges Calculation 
Fire Protection Services

<table>
<thead>
<tr>
<th></th>
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<tr>
<td>Facilities:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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<td></td>
<td></td>
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<td>69%</td>
<td>31%</td>
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<tr>
<td>1</td>
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<td>230,000</td>
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<td>230,000</td>
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<td>A/00621-40 Station IV - Expansion (Construction)</td>
<td>2025-2026</td>
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<td></td>
<td>3,000,000</td>
<td>-</td>
<td>3,000,000</td>
<td>2,070,000</td>
<td>930,000</td>
<td></td>
<td></td>
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<tr>
<td>Vehicles:</td>
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<td></td>
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<td></td>
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<tr>
<td>3</td>
<td>A/01426-10 Pumper Truck</td>
<td>2025</td>
<td>1,500,000</td>
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<td>1,500,000</td>
<td>1,035,000</td>
<td>465,000</td>
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<tr>
<td>4</td>
<td>A/01429-10 Assistant Deputy Vehicle &amp; Two Fire Prevention Vehicles</td>
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<td>-</td>
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<td>155,000</td>
<td>-</td>
<td>155,000</td>
<td>106,950</td>
<td>48,050</td>
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<td>Equipment:</td>
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<td></td>
<td></td>
<td>69%</td>
<td>31%</td>
</tr>
<tr>
<td>5</td>
<td>A/00622-10 Station IV - Expansion Bunker Gear (24)</td>
<td>2027-2032</td>
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<td>Station IV - SCBA (20) and masks (24)</td>
<td>2027-2032</td>
<td>280,000</td>
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<td>280,000</td>
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<td>280,000</td>
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<td>86,800</td>
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<td>Station IV - Duty uniforms (24)</td>
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<td>140,000</td>
<td>-</td>
<td>140,000</td>
<td>96,600</td>
<td>43,400</td>
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<tr>
<td>8</td>
<td>Provision for Additional Facility Space</td>
<td>2029-2031</td>
<td>7,300,000</td>
<td>-</td>
<td></td>
<td>7,300,000</td>
<td>-</td>
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<td>5,037,000</td>
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<td></td>
<td>(473,733)</td>
<td>(326,875)</td>
<td>(146,857)</td>
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<td>Total</td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>69%</td>
<td>31%</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>12,745,000</td>
<td>-</td>
<td></td>
<td>12,745,000</td>
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<td>-</td>
<td>12,271,267</td>
<td>8,467,175</td>
<td>3,804,093</td>
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</tbody>
</table>
5.2.4 Parks and Recreation Services

The City currently has 180.40 hectares of parkland within its jurisdiction. This parkland consists of recreation lands and developed parkland. The inventory provided over the previous 15-year period results in a calculated average level of service of 1.40 hectares per 1,000 population and an average level of investment of $158 per capita. This level of service provides for a D.C. eligible amount of approximately $3.72 million over the forecast period. The City also currently provides 1,830 parkland amenities including various types of sports courts and fields, splash and spray pads, camp sites, playgrounds, outdoor pools, pergolas, pavilions, skateboard parks, etc. Over the historical 15-year period the City provided an average of 11 amenities per 1,000 population. As well, the City has 108,161 sq.m of parkland parking areas which has provided an average of 829.60 sq.m per 1,000 population. In addition to parkland development, amenities, and parking areas, the City has 91,385 linear metres of paths and trails which has provided an average of 625 linear metres per 1,000 population, over the 15-year period. Including parkland development, amenities, parking areas, and trails, the average level of service provided equates to $1,549 per capita. When applied over the forecast period, this average level of service translates into a D.C.-eligible amount of approximately $36.41 million.

With respect to recreation facilities, there are a number of facilities that provide the City with 54,861 sq.m of recreation facility space. Based on the inventory of space over the historical 15-year period (2008 to 2022), the City has provided an average of 0.38 sq.m of space per capita or an investment of $3,734 per capita. Based on this service standard, the City would be eligible to collect approximately $87.74 million from D.C.s for facility space.

The City utilizes approximately 309 vehicles and equipment to service the above-mentioned parks and recreation facilities. Over the historical 15-year period, the City has provided an average level of service of 2.50 vehicles per 1,000 population. This level of service translates to an average investment of $60 per capita. Over the forecast period, the City would be eligible to collect approximately $1.42 million from D.C.s for vehicles and equipment.

In total the City is eligible to collect approximately $125.57 million for parks and recreation services.
Based on the projected growth over the 10-year forecast period, the City has identified future capital needs totaling approximately $112.43 million. These capital needs include development of additional parks, a new cricket field, new baseball diamonds and soccer fields, new trails, and a new recreation complex. Of the total estimated capital cost, a deduction of approximately $16.72 million has been made for the share of costs anticipated to benefit growth outside the forecast period. A deduction of approximately $18.99 million has been applied for the share of the costs that benefit existing development. Further, approximately $36.24 million has been included to account for existing debt (growth-related principal and discounted growth-related interest), approved but not yet issued debt (growth-related principal and discounted growth-related interest), and future debt amounts (discounted growth-related interest). Additionally, approximately $19.58 million has been deducted from the calculations to reflect the balance in the D.C. reserve fund. This results in a net growth-related amount of approximately $93.37 million being included in the D.C. calculations.

As the predominant users of parks and recreation tend to be residents of the City, the forecast growth-related costs have been allocated 95% to residential and 5% to non-residential.
### Table 5-4
Infrastructure Cost Included in the Development Charges Calculation

Parks and Recreation Services

<table>
<thead>
<tr>
<th>Prj.No</th>
<th>Increased Service Needs Attributable to Anticipated Development</th>
<th>Timing (year)</th>
<th>Gross Capital Cost Estimate (2023$)</th>
<th>Post Period Benefit</th>
<th>Other Deductions</th>
<th>Net Capital Cost</th>
<th>Benefit to Existing Development</th>
<th>Grants, Subsidies and Other Contributions Attributable to New Development</th>
<th>Less:</th>
<th>Total</th>
<th>95%</th>
<th>5%</th>
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<td>Provision for Additional Amenities Resulting from Intensification</td>
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<td>1,000,000</td>
<td>-</td>
<td>2,000,000</td>
<td>4,000,000</td>
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<td>A/00369-40 Lions Cana Amera Splashpad Design and Build</td>
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<td>870,000</td>
<td>-</td>
<td>870,000</td>
<td>-</td>
<td>950,000</td>
<td>50,000</td>
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<td></td>
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<tr>
<td>3</td>
<td>A/00771-30 Churchill Park Picnic Pavilion/Pond Repairs - Design</td>
<td>2025</td>
<td>60,000</td>
<td>-</td>
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<td>-</td>
<td>210,000</td>
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<td>4</td>
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<td>70,000</td>
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<td>A/01207-30 Park Design - Churchill &amp; Birkinshaw Parks Path Lighting</td>
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<td>690,000</td>
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<td>1,100,000</td>
<td>-</td>
<td>1,100,000</td>
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<td>A/00643-40 Park Dev - South Point (Bosdale)</td>
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<td>990,000</td>
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<tr>
<td>12</td>
<td>A/00771-40 Churchill Park Picnic Pavilion/Pond Repairs</td>
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<td>8,600</td>
<td>608,600</td>
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<tr>
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<td>A/01059-40 Cambridge Dog Park Implementation</td>
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<td>14</td>
<td>A/01207-40 Churchill Park and Birkinshaw Parks Path Lighting</td>
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<td>1,600,000</td>
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<td>18</td>
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<td>910,000</td>
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<td>570,000</td>
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<td>New Cricket Field</td>
<td>2026</td>
<td>250,000</td>
<td>-</td>
<td>250,000</td>
<td>-</td>
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<td>500,000</td>
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<tr>
<td>22</td>
<td>New Baseball Diamonds</td>
<td>2027-2032</td>
<td>2,100,000</td>
<td>-</td>
<td>2,100,000</td>
<td>-</td>
<td>4,200,000</td>
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<td>23</td>
<td>New Soccer Fields</td>
<td>2027-2032</td>
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<td>-</td>
<td>1,520,000</td>
<td>-</td>
<td>3,040,000</td>
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<td>24</td>
<td>New Tennis/Pickleball Courts</td>
<td>2027-2032</td>
<td>300,000</td>
<td>-</td>
<td>300,000</td>
<td>-</td>
<td>600,000</td>
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<td>25</td>
<td>New Splashpads</td>
<td>2027-2032</td>
<td>1,110,000</td>
<td>-</td>
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Table 5-4 (Cont’d)  
Infrastructure Cost Included in the Development Charges Calculation  
Parks and Recreation Services

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<tr>
<th>Prj.No</th>
<th>Increased Service Needs Attributable to Anticipated Development</th>
<th>Timing (year)</th>
<th>Gross Capital Cost Estimate (2023$)</th>
<th>Post Period Benefit</th>
<th>Other Deductions</th>
<th>Net Capital Cost</th>
<th>Benefit to Existing Development</th>
<th>Grants, Subsidies and Other Contributions Attributable to New Development</th>
<th>Total</th>
<th>Residential Share</th>
<th>Non-Residential Share</th>
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<tr>
<td>Trails:</td>
<td></td>
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<tr>
<td>26</td>
<td>Multi-Use Trail Development Avenue Rd M/JT A/00644-40</td>
<td>2026</td>
<td>380,000</td>
<td>-</td>
<td>380,000</td>
<td>-</td>
<td>380,000</td>
<td>380,000</td>
<td>361,000</td>
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<td>19,000</td>
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<td>27</td>
<td>Trail Dev – South Point Ph 2 A/01107-40</td>
<td>2024</td>
<td>340,000</td>
<td>-</td>
<td>340,000</td>
<td>-</td>
<td>340,000</td>
<td>332,000</td>
<td>323,000</td>
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<td>28</td>
<td>Trail Dev - Cambridge West A/01106-40</td>
<td>2024</td>
<td>690,000</td>
<td>-</td>
<td>690,000</td>
<td>-</td>
<td>690,000</td>
<td>655,500</td>
<td>665,500</td>
<td>55%</td>
<td>34,500</td>
</tr>
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<td>29</td>
<td>Trail Dev - Lakeview-Morrison Estates A/01108-40</td>
<td>2025</td>
<td>580,000</td>
<td>-</td>
<td>580,000</td>
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<td>580,000</td>
<td>551,000</td>
<td>551,000</td>
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</tr>
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<td>30</td>
<td>Trail Dev River Road Secondary Plan Area A/01201-40</td>
<td>2029</td>
<td>140,000</td>
<td>-</td>
<td>140,000</td>
<td>-</td>
<td>140,000</td>
<td>133,000</td>
<td>133,000</td>
<td>56%</td>
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<td>31</td>
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<td>-</td>
<td>520,000</td>
<td>-</td>
<td>520,000</td>
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<td>-</td>
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<td>860,000</td>
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<td>-</td>
<td>370,000</td>
<td>-</td>
<td>370,000</td>
<td>175,750</td>
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<td>Trail Renewal Dan Spring Way A/00956-40</td>
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<td>-</td>
<td>290,000</td>
<td>-</td>
<td>290,000</td>
<td>275,500</td>
<td>290,000</td>
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<td>Recreation</td>
<td></td>
<td></td>
<td>2024-2027</td>
<td>90,200,000</td>
<td>16,724,300</td>
<td>73,475,700</td>
<td>18,040,000</td>
<td>55,435,700</td>
<td>52,663,915</td>
<td>56%</td>
<td>2,771,785</td>
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<td>35</td>
<td>Recreation Complex</td>
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<td></td>
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<td></td>
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<td></td>
<td></td>
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</tr>
<tr>
<td>36</td>
<td>Growth-related Principal</td>
<td></td>
<td>9,500,000</td>
<td>-</td>
<td>9,500,000</td>
<td>-</td>
<td>9,500,000</td>
<td>9,025,000</td>
<td>9,060,000</td>
<td>51%</td>
<td>475,000</td>
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<tr>
<td>37</td>
<td>Growth-related Discounted Interest</td>
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<td>1,550,000</td>
<td>-</td>
<td>1,550,000</td>
<td>-</td>
<td>1,550,000</td>
<td>1,472,500</td>
<td>1,472,500</td>
<td>95%</td>
<td>77,500</td>
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<td>Approved but not yet issued</td>
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<td></td>
<td>9,070,000</td>
<td>-</td>
<td>9,070,000</td>
<td>-</td>
<td>9,070,000</td>
<td>8,616,500</td>
<td>8,616,500</td>
<td>95%</td>
<td>435,500</td>
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<tr>
<td>38</td>
<td>Growth-related Principal</td>
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<td>-</td>
<td>2,780,000</td>
<td>-</td>
<td>2,780,000</td>
<td>2,641,000</td>
<td>2,641,000</td>
<td>95%</td>
<td>139,000</td>
</tr>
<tr>
<td>39</td>
<td>Growth-related Discounted Interest</td>
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<td>13,340,000</td>
<td>-</td>
<td>13,340,000</td>
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<td>13,340,000</td>
<td>12,673,000</td>
<td>12,673,000</td>
<td>95%</td>
<td>667,000</td>
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<td>Future Debt</td>
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<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>40</td>
<td>Growth-related Discounted Interest</td>
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<td>19,580,668</td>
<td>Reserve</td>
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<td>-</td>
<td>19,580,668</td>
<td>(18,601,634)</td>
<td>(18,601,634)</td>
<td>95%</td>
<td>(979,033)</td>
</tr>
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<td>Reserve Fund Adjustment</td>
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<td>(19,580,668)</td>
<td></td>
<td>(19,580,668)</td>
<td>-</td>
<td>(19,580,668)</td>
<td>(18,601,634)</td>
<td>(18,601,634)</td>
<td>95%</td>
<td>(979,033)</td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td></td>
<td>148,670,000</td>
<td>16,724,300</td>
<td>131,945,700</td>
<td>38,572,268</td>
<td>-</td>
<td>93,373,432</td>
<td>88,704,761</td>
<td>51%</td>
<td>4,668,672</td>
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</table>
5.2.5 Library Services

The City provides library services out of five (5) branches; Hespeler, Preston, Clemens Mill, the Main Library branch, and the Old Post Office-Idea Exchange. The total floor area of library facility space provided in the City is 8,639 sq.m. Over the previous 15 years, the average level of service was approximately 0.06 sq.m of space per capita, or an investment of $670 per capita. Over the forecast period, the D.C. eligible amount for recovery is approximately $15.75 million.

The City has a current inventory of 259,760 library collection items. These collection items include various materials including books, subscriptions, and e-resources, all of which have a total value of approximately $9.42 million. Over the past 15 years, the average level of service was 2.22 collection items per capita, or an investment of $64 per capita. Based on this service standard, the City would be eligible to collect approximately $1.51 million from D.C.s for library collection items.

In total, the City would be eligible to collect approximately $17.26 million from D.C.s for library services.

With respect to capital needs to accommodate growth over the forecast period, the City has identified additional facility space and collection materials. In total, the gross capital cost estimate is $13.70 million. A deduction of $3.22 million has been provided to account for the balance in the D.C. reserve fund. As a result of the above, the total amount included in the D.C. calculations is approximately $10.47 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% to residential development and 5% to non-residential development.
Table 5-5
Infrastructure Cost Included in the Development Charges Calculation
Library Services

<table>
<thead>
<tr>
<th></th>
<th></th>
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<th></th>
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</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Benefit to</td>
<td>Grants, Subsidies and Other</td>
</tr>
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<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Existing Development</td>
<td>Other Contributions Attributable to New Development</td>
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<td>1</td>
<td>Collection Materials</td>
<td>2023</td>
<td>108,000</td>
<td>-</td>
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<td>-</td>
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<td>-</td>
<td>109,000</td>
</tr>
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<td>3</td>
<td>Collection Materials</td>
<td>2025</td>
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<td>-</td>
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<td>109,000</td>
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</tr>
<tr>
<td>4</td>
<td>Collection Materials</td>
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<td>-</td>
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<td>-</td>
<td>109,000</td>
</tr>
<tr>
<td>5</td>
<td>Collection Materials</td>
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<td>-</td>
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<td>-</td>
<td>109,000</td>
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<td>Collection Materials</td>
<td>2028</td>
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<td>109,000</td>
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<tr>
<td>7</td>
<td>Collection Materials</td>
<td>2029</td>
<td>109,000</td>
<td>-</td>
<td></td>
<td>109,000</td>
<td>-</td>
<td>109,000</td>
</tr>
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<td>8</td>
<td>Collection Materials</td>
<td>2030</td>
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<td>109,000</td>
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<td>Collection Materials</td>
<td>2031</td>
<td>109,000</td>
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<td>10</td>
<td>Collection Materials</td>
<td>2032</td>
<td>109,000</td>
<td>-</td>
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<td>109,000</td>
<td>-</td>
<td>109,000</td>
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<tr>
<td>11</td>
<td>Recreation Complex (Library Portion)</td>
<td>2024</td>
<td>12,609,000</td>
<td>-</td>
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<td>12,609,000</td>
<td>-</td>
<td>12,609,000</td>
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<td></td>
<td>Reserve Fund Adjustment</td>
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<td></td>
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<td>3,223,524</td>
<td>(3,223,524)</td>
</tr>
<tr>
<td>Total</td>
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<td>13,698,000</td>
<td>3,223,524</td>
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</table>
5.3 Service Levels and City-wide Urban 10-Year Capital Costs for Cambridge’s D.C. Calculation

This section evaluates the development-related capital requirements for water, wastewater, and stormwater services with capital costs identified over the urban area 10-year forecast period.

5.3.1 Water Services

The City has identified several projects to expand its water distribution network, which totals $9.31 million. These projects include various works related to adding and expanding watermains, infrastructure upsizing, and other growth-related works. In addition to these costs, an estimated debt amount (growth related principal and discounted growth-related interest) of approximately $1.86 million has been included, for a gross cost of approximately $11.17 million. Of this amount, approximately $1.16 million has been deducted to recognize works that will benefit growth outside the forecast period. Further, a deduction of $684,400 has been applied for the share of the costs that benefit existing development. Additionally, $294,061 has been deducted from the calculations to reflect the adjusted balance in the D.C. reserve fund. In total, the net D.C. recoverable amount included in the D.C. calculations is approximately $9.03 million.

These costs are shared at 68% residential benefit and 32% non-residential benefit, based on the population to employment ratio over the forecast period.
Table 5-6
Infrastructure Cost Included in the Development Charges Calculation
Water Services

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<th></th>
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<td>1</td>
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<td>-</td>
<td>650,000</td>
<td>-</td>
<td>650,000</td>
<td>442,000</td>
<td>208,000</td>
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<tr>
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<td>Provision for Upsizing Watermains in New Subdivisions</td>
<td>2027</td>
<td>650,000</td>
<td>-</td>
<td>650,000</td>
<td>-</td>
<td>650,000</td>
<td>442,000</td>
<td>208,000</td>
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<tr>
<td>3</td>
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<td>-</td>
<td>610,000</td>
<td>-</td>
<td>610,000</td>
<td>414,800</td>
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<td>870,000</td>
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<td>870,000</td>
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<td>278,400</td>
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<td>70,400</td>
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<td>388,900</td>
<td>1,851,100</td>
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<td>-</td>
<td>10,000</td>
<td>-</td>
<td>10,000</td>
<td>6,800</td>
<td>3,200</td>
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<td>-</td>
<td>990,000</td>
<td>-</td>
<td>990,000</td>
<td>673,200</td>
<td>316,800</td>
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<td>70,000</td>
<td>17,500</td>
<td>52,500</td>
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<td>52,500</td>
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<td>670,000</td>
<td>167,500</td>
<td>502,500</td>
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<td>341,700</td>
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<td>360,000</td>
<td>-</td>
<td>360,000</td>
<td>244,800</td>
<td>115,200</td>
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<td>180,000</td>
<td>45,000</td>
<td>135,000</td>
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<td>135,000</td>
<td>91,800</td>
<td>43,200</td>
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<tr>
<td>14</td>
<td>A/01196-40 Speedsville Rd (Maple Grove to Middle Block)</td>
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<td>1,620,000</td>
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<td>1,215,000</td>
<td>-</td>
<td>1,215,000</td>
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<tr>
<td></td>
<td><strong>Existing Growth-related Debt</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>16</td>
<td>Growth-related Discounted Interest</td>
<td>2023-2036</td>
<td>40,118</td>
<td>-</td>
<td>40,118</td>
<td>-</td>
<td>40,118</td>
<td>27,280</td>
<td>12,838</td>
<td></td>
<td></td>
</tr>
<tr>
<td>17</td>
<td><strong>Approved but not yet issued</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>18</td>
<td>Growth-related Principal</td>
<td>2024-2043</td>
<td>1,038,800</td>
<td>-</td>
<td>1,038,800</td>
<td>-</td>
<td>1,038,800</td>
<td>706,384</td>
<td>332,416</td>
<td></td>
<td></td>
</tr>
<tr>
<td>19</td>
<td>Growth-related Discounted Interest</td>
<td>2024-2043</td>
<td>324,190</td>
<td>-</td>
<td>324,190</td>
<td>-</td>
<td>324,190</td>
<td>220,449</td>
<td>103,741</td>
<td></td>
<td></td>
</tr>
<tr>
<td>20</td>
<td>Reserve Fund Adjustment</td>
<td>Reserve</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>294,061</td>
<td>(294,061)</td>
<td>(94,099)</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Total</strong></td>
<td></td>
<td>11,165,393</td>
<td>1,156,400</td>
<td>10,008,993</td>
<td>978,461</td>
<td>-</td>
<td>9,030,533</td>
<td>6,140,762</td>
<td>2,889,770</td>
<td></td>
</tr>
</tbody>
</table>

Reserve Fund Adjustment

Reserve

10-year (2023 to 2032): 68% Residential Share 32% Non-Residential Share
5.3.2 Wastewater Services

The City has identified 14 projects to expand its wastewater infrastructure, which totals $16.83 million. The capital projects include various works related to adding and expanding trunk sewers, infrastructure upsizing, and other growth-related works. In addition to these costs, an estimated debt (existing, approved but not yet issued, and future) amounts of approximately $22.14 million has been included, along with the reserve fund deficit of $4.92 million, for a gross total cost of approximately $43.89 million. Deductions for the share of the costs that benefit existing development have been made, totalling $418,500. Further deductions for the share of the costs that benefit growth beyond the forecast period totalling approximately $1.32 million have been made. Also, deductions to recognize other contributions in the amount of approximately $2.11 million have been included in the calculations, resulting in a D.C. eligible amount of approximately $28.97 million to be recovered over the current forecast period.

The costs for all wastewater services are shared at 68% residential benefit and 32% non-residential benefit, based on the population to employment ratio over the forecast period.
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>A/00507-40 SE Galt Sanitary New Trunk Upsize East Boundary Main to Dundas</td>
<td>2026</td>
<td>68%</td>
<td>4,070,000</td>
<td>508,800</td>
<td>-</td>
<td>3,561,200</td>
<td>-</td>
<td>-</td>
<td>3,561,200</td>
</tr>
<tr>
<td>2</td>
<td>A/00507-40 SE Galt 2104 Wesley Blvd San &amp; WM Upsizing (to Varier Dr)</td>
<td>2026</td>
<td>68%</td>
<td>900,000</td>
<td>-</td>
<td>-</td>
<td>900,000</td>
<td>-</td>
<td>-</td>
<td>900,000</td>
</tr>
<tr>
<td>3</td>
<td>A/00264-41 River Bluff Sanitary Sewer Upsize</td>
<td>2026</td>
<td>68%</td>
<td>200,000</td>
<td>-</td>
<td>-</td>
<td>200,000</td>
<td>114,100</td>
<td>5,323,349</td>
<td>5,323,349</td>
</tr>
<tr>
<td>4</td>
<td>A/00379-41 Lisbon Pines Sanitary Sewer Upsize</td>
<td>2026</td>
<td>68%</td>
<td>520,000</td>
<td>-</td>
<td>-</td>
<td>520,000</td>
<td>304,400</td>
<td>-</td>
<td>304,400</td>
</tr>
<tr>
<td>5</td>
<td>A/00481-41 Fountain Street North - Extension</td>
<td>2022</td>
<td>68%</td>
<td>1,420,000</td>
<td>355,000</td>
<td>-</td>
<td>1,065,000</td>
<td>-</td>
<td>-</td>
<td>1,065,000</td>
</tr>
<tr>
<td>6</td>
<td>A/00481-40 East Side Lands NS Collector (Allendale Rd to Middle Block Rd)</td>
<td>2023</td>
<td>68%</td>
<td>1,810,000</td>
<td>452,500</td>
<td>-</td>
<td>1,357,500</td>
<td>-</td>
<td>-</td>
<td>1,357,500</td>
</tr>
<tr>
<td>7</td>
<td>A/00544-40 East Side Middle Block Road (Fountain to Speedville)</td>
<td>2023</td>
<td>68%</td>
<td>930,000</td>
<td>-</td>
<td>-</td>
<td>930,000</td>
<td>-</td>
<td>-</td>
<td>930,000</td>
</tr>
<tr>
<td>8</td>
<td>A/00544-40 East Side Middle Block Road (Fountain to Speedville) Design</td>
<td>2023</td>
<td>68%</td>
<td>110,000</td>
<td>-</td>
<td>-</td>
<td>110,000</td>
<td>-</td>
<td>-</td>
<td>110,000</td>
</tr>
<tr>
<td>9</td>
<td>A/00571-41 East Side Lands Middle Block Rd Trunk Sanitary Sewer</td>
<td>2024</td>
<td>68%</td>
<td>2,010,000</td>
<td>-</td>
<td>-</td>
<td>2,010,000</td>
<td>-</td>
<td>-</td>
<td>2,010,000</td>
</tr>
<tr>
<td>10</td>
<td>A/01095-30 Speedsville Infrastructure Design</td>
<td>2025</td>
<td>68%</td>
<td>400,000</td>
<td>-</td>
<td>-</td>
<td>400,000</td>
<td>-</td>
<td>-</td>
<td>400,000</td>
</tr>
<tr>
<td>11</td>
<td>A/001095-40 PS and Forcemain Upgrades</td>
<td>2026</td>
<td>68%</td>
<td>1,810,000</td>
<td>-</td>
<td>-</td>
<td>1,810,000</td>
<td>-</td>
<td>-</td>
<td>1,810,000</td>
</tr>
<tr>
<td>12</td>
<td>A/001093-40 Speedsville Rd Sanitary Sewer</td>
<td>2027</td>
<td>68%</td>
<td>2,010,000</td>
<td>-</td>
<td>-</td>
<td>2,010,000</td>
<td>-</td>
<td>-</td>
<td>2,010,000</td>
</tr>
<tr>
<td>13</td>
<td>A/01093-30 Speedsville Infrastructure Design</td>
<td>2027</td>
<td>68%</td>
<td>2,010,000</td>
<td>-</td>
<td>-</td>
<td>2,010,000</td>
<td>-</td>
<td>-</td>
<td>2,010,000</td>
</tr>
<tr>
<td>14</td>
<td>Existing Growth-related Debt</td>
<td>2023-2038</td>
<td>68%</td>
<td>15,683,378</td>
<td>-</td>
<td>-</td>
<td>15,683,378</td>
<td>-</td>
<td>7,841,689</td>
<td>7,841,689</td>
</tr>
<tr>
<td></td>
<td>Approved but not yet issued</td>
<td>2023-2038</td>
<td>68%</td>
<td>3,345,999</td>
<td>-</td>
<td>-</td>
<td>3,345,999</td>
<td>-</td>
<td>1,673,000</td>
<td>1,673,000</td>
</tr>
<tr>
<td>15</td>
<td>Future Debt</td>
<td>2023-2038</td>
<td>68%</td>
<td>1,642,400</td>
<td>-</td>
<td>-</td>
<td>1,642,400</td>
<td>-</td>
<td>-</td>
<td>1,642,400</td>
</tr>
<tr>
<td>16</td>
<td>Reserve Fund Adjustment</td>
<td>2023-2038</td>
<td>68%</td>
<td>1,642,400</td>
<td>-</td>
<td>-</td>
<td>1,642,400</td>
<td>-</td>
<td>-</td>
<td>1,642,400</td>
</tr>
<tr>
<td>17</td>
<td>Total</td>
<td>2023-2038</td>
<td>68%</td>
<td>43,886,855</td>
<td>1,136,300</td>
<td>-</td>
<td>42,570,555</td>
<td>418,500</td>
<td>13,177,613</td>
<td>28,974,442</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>19,702,621</td>
<td>9,271,821</td>
</tr>
</tbody>
</table>
5.3.3 Stormwater Drainage and Control Services

As noted in Section 4.8 of this report, a number of growth-related projects identified in the 2019 D.C. background study have been started and/or have approved funding. As a result, one (1) project remains on the capital list. This project reflects anticipated oversizing of infrastructure in future developments. The total gross capital cost estimate included in the D.C. calculations is $650,000. Further, approximately $2.54 million has been added to the calculations to reflect the adjusted reserve fund deficit identified in Section 4.8, resulting in a D.C. eligible amount of approximately $3.19 million to be recovered over the forecast period.

The costs for all stormwater services are shared at 50% residential benefit and 50% non-residential benefit, based on the servicing area ratio over the forecast period.
Table 5-8
Infrastructure Cost Included in the Development Charges Calculation
Stormwater Services

<table>
<thead>
<tr>
<th></th>
<th></th>
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<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Total</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Residential Share 50%</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Non-Residential Share 50%</td>
</tr>
<tr>
<td>1</td>
<td>A/00509-40 Southeast Galt Infrastructure Upsize - Provisional Oversizing</td>
<td>2027-2032</td>
<td>650,000</td>
<td>-</td>
<td></td>
<td>650,000</td>
<td></td>
<td>650,000 325,000 325,000</td>
</tr>
<tr>
<td></td>
<td>Reserve Fund Adjustment</td>
<td>Reserve</td>
<td>2,539,488</td>
<td>-</td>
<td></td>
<td>2,539,488</td>
<td></td>
<td>2,539,488 1,269,744 1,269,744</td>
</tr>
<tr>
<td></td>
<td>Total</td>
<td></td>
<td>3,189,488</td>
<td>-</td>
<td></td>
<td>3,189,488</td>
<td></td>
<td>3,189,488 1,594,744 1,594,744</td>
</tr>
</tbody>
</table>
Chapter 6
D.C. Calculation
6. D.C. Calculation

Table 6-1 calculates the proposed uniform D.C.s to be imposed for infrastructure services based upon an urban area 10-year forecast period (stormwater, wastewater, and water). Table 6-2 calculates the proposed uniform D.C. to be imposed on anticipated development in the City for all other City-wide services over a 10-year 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, apartments 2+ bedrooms, apartments bachelor and 1 bedroom, all other multiples, and special care/special 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 City 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 5) to calculate the charge in Tables 6-1 and 6-2.

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.

Table 6-3 summarizes the total D.C. that is applicable for City-wide services and Table 6-4 summarizes the gross capital expenditures and sources of revenue for works to be undertaken during the life of the by-law.
Table 6-1  
City of Cambridge  
Development Charge Calculation  
Urban Services and Classes of Services  
2023 to 2032

<table>
<thead>
<tr>
<th>SERVICE/CLASS</th>
<th>2023$ D.C.-Eligible Cost</th>
<th>2023$ D.C.-Eligible Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Stormwater Drainage and Control Services</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1.1 Channels, drainage and ponds</td>
<td>$1,594,744</td>
<td>1,594,744</td>
</tr>
<tr>
<td>2. Wastewater Services</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.1 Treatment plants &amp; Sewers</td>
<td>19,702,621</td>
<td>9,271,821</td>
</tr>
<tr>
<td>3. Water Services</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.1 Treatment, storage and distribution systems</td>
<td>6,140,762</td>
<td>2,889,770</td>
</tr>
</tbody>
</table>

TOTAL  
$27,438,127  
$13,756,336  
$4,439  
$1.68

D.C.-Eligible Capital Cost  
$27,438,127  
$13,756,336

10-year Urban Gross Population/GFA Growth (sq.ft.)  
23,618  
8,168,500

Cost Per Capita/Non-Residential GFA (sq.ft.)  
$1,161.75  
$1.68

By Residential Unit Type  
P.P.U.  
Single and Semi-Detached Dwelling  
3.821  
$4,439

Other Multiples  
2.555  
$2,968

Apartments - 2 Bedrooms +  
2.173  
$2,524

Apartments - Bachelor and 1 Bedroom  
1.180  
$1,371

Special Care/Special Dwelling Units  
1.100  
$1,278
## Table 6-2
City of Cambridge
Development Charge Calculation
City-wide Services and Classes of Services
2023 to 2032

<table>
<thead>
<tr>
<th>SERVICE/CLASS</th>
<th>2023 $ D.C.-Eligible Cost</th>
<th>2023 $ D.C.-Eligible Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Residential</td>
<td>Non-Residential</td>
</tr>
<tr>
<td>4. Services Related to a Highway</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4.1 Roads and Related</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5. Public Works (Facilities and Fleet)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5.1 All Services</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6. Fire Protection Services</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6.1 Fire facilities, vehicles &amp; equipment</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7. Parks and Recreation Services</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7.1 Park development, amenities, trails, park and recreation vehicles, and recreation facilities</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8. Library Services</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8.1 Library facilities, materials and vehicles</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>2023 $ D.C.-Eligible Cost</th>
<th>2023 $ D.C.-Eligible Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Residential</td>
<td>Non-Residential</td>
</tr>
<tr>
<td>TOTAL</td>
<td>$213,590,153</td>
<td>$56,829,698</td>
</tr>
</tbody>
</table>

| D.C.-Eligible Capital Cost | $213,590,153 | $56,829,698 |
| 10-year Gross Population/GFA Growth (sq.ft.) | 23,702 | 8,168,500 |
| Cost Per Capita/Non-Residential GFA (sq.ft.) | $9,011.48 | $6.96 |

<table>
<thead>
<tr>
<th>By Residential Unit Type</th>
<th>P.P.U.</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Single and Semi-Detached Dwelling</td>
<td>3.821</td>
<td>$34,433</td>
</tr>
<tr>
<td>Other Multiples</td>
<td>2.555</td>
<td>$23,024</td>
</tr>
<tr>
<td>Apartments - 2 Bedrooms +</td>
<td>2.173</td>
<td>$19,582</td>
</tr>
<tr>
<td>Apartments - Bachelor and 1 Bedroom</td>
<td>1.180</td>
<td>$10,634</td>
</tr>
<tr>
<td>Special Care/Special Dwelling Units</td>
<td>1.100</td>
<td>$9,913</td>
</tr>
</tbody>
</table>
## Table 6-3
City of Cambridge
Development Charge Calculation
Total All Services and Classes of Services

<table>
<thead>
<tr>
<th></th>
<th>2023$ D.C.-Eligible Cost</th>
<th>2023$ D.C.-Eligible Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Residential</td>
<td>Non-Residential</td>
</tr>
<tr>
<td>Urban Area Services 10-Year</td>
<td>$27,438,127</td>
<td>$13,756,336</td>
</tr>
<tr>
<td>All Other City-wide Services/Classes</td>
<td>$213,590,153</td>
<td>$56,829,698</td>
</tr>
<tr>
<td>TOTAL</td>
<td>$241,028,280</td>
<td>$70,586,034</td>
</tr>
</tbody>
</table>
Table 6-4
City of Cambridge
Gross Expenditure and Sources of Revenue Summary
Total All Services and Classes of Services

<table>
<thead>
<tr>
<th>Service/Class</th>
<th>Total Gross Cost</th>
<th>Sources of Financing</th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Expenditures &amp; Revenues</td>
<td>$440,399,784</td>
<td>$0</td>
<td>$69,753,100</td>
<td>$16,081,625</td>
<td>$46,820,400</td>
<td>$244,865,960</td>
</tr>
<tr>
<td>1. Stormwater Drainage and Control Services</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1.1 Channels, drainage and ponds</td>
<td>650,000</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>325,000</td>
</tr>
<tr>
<td>2. Wastewater Services</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.1 Treatment plants &amp; Sewers</td>
<td>30,771,250</td>
<td>0</td>
<td>418,500</td>
<td>9,080,625</td>
<td>1,316,300</td>
<td>13,569,961</td>
</tr>
<tr>
<td>3. Water Services</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.1 Treatment, storage and distribution systems</td>
<td>10,275,062</td>
<td>0</td>
<td>684,400</td>
<td>0</td>
<td>1,156,400</td>
<td>5,735,298</td>
</tr>
<tr>
<td>4. Services Related to a Highway</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4.1 Roads and Related</td>
<td>174,101,072</td>
<td>0</td>
<td>25,367,400</td>
<td>7,001,000</td>
<td>27,623,400</td>
<td>78,735,398</td>
</tr>
<tr>
<td>5. Public Works (Facilities and Fleet)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5.1 All Services</td>
<td>49,489,400</td>
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<td>6.1 Fire facilities, vehicles &amp; equipment</td>
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<td>7. Parks and Recreation Services</td>
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<td>7.1 Park development, amenities, trails, park and recreation vehicles, and recreation facilities</td>
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<td>16,724,300</td>
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<td>8. Library Services</td>
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<tr>
<td>8.1 Library facilities, materials and vehicles</td>
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Post D.C. Period Benefit

Total Gross Cost | Residential | Non-Residential

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<th>Service/Class</th>
<th>Total Gross Cost</th>
<th>Sources of Financing</th>
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<td>Total Expenditures &amp; Revenues</td>
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<td>$46,820,400</td>
<td>$244,865,960</td>
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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 to 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 City’s existing policies; with some modifications and consideration for the changes to the D.C.A. resulting from Bills 108, 197, 213, 23, and 134.
7.2 D.C. By-law Structure

It is recommended that:

- the City uses an urban area D.C. calculation for water, wastewater, and stormwater services;
- the City uses a City-wide D.C. calculation for all other services; and
- separate D.C. by-laws be used for each service.

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 amount 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 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, public works, and fire protection services, a 69% residential/31% non-residential attribution has been made based on a population vs. employment growth ratio over the 2023 to 2032 forecast period;
- for water and wastewater services, a 68% residential/32% non-residential attribution has been made based on a population vs. employment growth ratio over the urban area 2023 to 2032 forecast period; and
- for stormwater services a 50% residential/50% non-residential allocation has been made based on the ratio of land area anticipated for development over the 10-year forecast period.

7.3.3 Application to Redevelopment of Land (Demolition and Conversion)

Where a D.C. is payable for a development which replaces a pre-existing development including a change of use in an existing building, a redevelopment allowance shall be credited against the D.C. otherwise payable.

In order to be eligible for a re-development allowance:

(d) The pre-existing development must be one in respect to which a valid demolition permit or demolition control permit was issued by the City within the five (5) years, related to a residential use or ten (10) years, for a non-residential use,
preceding the due date of payment of the D.C. and such demolition permit, demolition control permit or a certified copy thereof; and

(e) Proof must be provided to the Chief Building Official’s satisfaction that the development meets the requirements set out in the by-laws.

(f) In situations where buildings are destroyed by fire or other unplanned events, sections items a) and b) apply upon proof satisfactory to the City’s Chief Building Official if there was not an issued demolition permit.

If the land is engaged in a brownfield redevelopment, a redevelopment period longer than the time set out in item a) above may be provided based upon the approval by the City’s Deputy City Manager of Community Development or designate in consultation with the Chief Building Official, and applicable Regional Commissioner after consideration of specific development circumstances.

In determining eligibility for a re-development allowance:

(d) Demolition shall be deemed to have occurred on the date of the issuance of the demolition permit or demolition control permit;

(e) “demolition permit” or “demolition control permit” shall mean the first of any demolition permits or demolition control permits issued for the pre-existing development, if the demolition has taken place in more that one phase. Subsequent demolition permits or demolition control permits for that pre-existing development are not to be used in a calculation of the periods set out above; and

(f) The date calculated above shall apply regardless of whether the first demolition permit or demolition control permit was revoked or canceled.

**Calculation of Re-development Allowance**

In determining the amount of any re-development allowance to be applied in calculating a D.C. payable, the following shall apply:

(d) The re-development allowance quantified in accordance with the by-laws shall apply to the whole parcel of land on which the pre-existing development exists or existed;
(e) Any remaining re-development allowance applicable to a parcel of land from time to time, in the event of a division of the parcel of land into two or more parcels, shall be apportioned equally between or amongst the resultant parcels of land on a per unit area basis;

(f) The amount of the re-development allowance applicable to a parcel of land on which the pre-existing development existed or to any part of thereof after any land division shall be reduced for each subsequent development in respect of which the D.C. otherwise payable is or has been reduced by a re-development allowance, as building permits for such subsequent developments are issued or D.C. Paid, whichever first occurs.

Amount of Re-development Allowance

(b) The amount of the re-development allowance shall be computed based upon the previous land use equal to:

i. For residential uses, the number and type or types of units in the preexisting development multiplied by the D.C. rate or rates applicable to such units; and,

ii. For non-residential uses, the number of square meters of building area of the pre-existing development multiplied by the D.C. rate applicable to such building area.

Maximum Re-development Allowance and Carry Forward

The maximum re-development allowance shall be the D.C. otherwise payable. Any unused re-development allowance may be carried forward and applied to any subsequent D.C. payable in respect of the same land to which it relates within five (5) years from the date of demolition of the pre-existing development to which it relates.

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, attainable units, and affordable inclusionary zoning units (to be in force at a later date);

- 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:

- Hospitals within the meaning of the Public Hospitals Act, R.S.O. 1990, c.P.40, as amended;

- Grand River Conservation Area;

- Contaminated Sites;

- Temporary uses - any residential or non-residential building or structure constructed in accordance with a temporary use by-law pursuant to section 39 of the Planning Act, R.S.O. 1990 or any temporary erection of a building without foundation for a period not exceeding six consecutive months and not more than six months in any calendar year (includes tents, seasonal garden centres, and temporary sales trailers);

- Farm buildings;

- Buildings that have been designated under the Ontario Heritage Act; and

- Home based businesses.
7.3.5 Phasing in

As required by Bill 23, 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.

It is noted that, as of the time of writing, the Province has announced (on December 13, 2023) potential changes to the phased-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.

7.3.6 Timing of Collection

The D.C.s for water, wastewater, stormwater, and services related to a highway are payable at the time of agreement for developments proceeding under Section 51 of the Planning Act (subdivisions) or 53 of the Planning Act (consents).

The D.C.s for all other services and classes are payable upon issuance of the first building permit for each dwelling unit, building, or structure, subject to early or late payment agreements entered into by the City 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 two (2) years of a Site Plan or Zoning By-law Amendment planning approval (for applications submitted after January 1, 2020), shall be determined based on the D.C. in effect on the day of the applicable Site Plan or Zoning By-law Amendment application.

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

Indexing of the D.C.s shall be implemented on a mandatory basis annually commencing on December 1, 2024, and each December 1 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.

7.3.8 **The Applicable Areas**

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

- all City-wide services – the full residential and non-residential charge will be imposed on all lands within the City; and
- water, wastewater and stormwater – the full residential and non-residential charge will be imposed in the urban area of the City.

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 City’s D.C. collections are reserved in 9 separate reserve funds: services related to a highway, public works, fire protection services, parks and recreation services, library services, water services, stormwater services, wastewater services, and growth studies.

As growth studies are no longer eligible under the D.C.A., it is recommended that the funds in the D.C. reserve fund for growth studies are transferred to a capital account for the same purpose and that the D.C. reserve fund for growth studies be closed.

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

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\(^1\) 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-laws provided herein refers to O. Reg. 82/98 to ensure traceability should this index continue to be modified over time.
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.

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

The minimum interest rate is the Bank of Canada rate on the day on which the by-law comes into force (as per 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. Section 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. Section 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 City’s by-law provides for water, wastewater and stormwater services on an urban area basis. All other services are recovered based on a uniform, City-wide basis. There have been several reasons why area-rating has not been imposed on these services, including:

1. All City services, with the exception of water, wastewater, and stormwater, require that the average 10-year service standard be calculated. This average service standard, multiplied by growth in the City, establishes an upper ceiling on the amount of funds that can be collected from all developing landowners. Section 4 (4) of O. Reg. 82/98 provides that “if a development charge by-law
applies to a part of the municipality, the level of service and average level of service cannot exceed that which would be determined if the by-law applied to the whole municipality.” Put in layman terms, the average service standard multiplied by the growth within the specific area would establish an area-specific ceiling which would significantly reduce the total revenue recoverable for the City, hence potentially resulting in D.C. revenue shortfalls and impacts on property taxes.

2. Extending on item 1, attempting to impose an area charge potentially causes equity issues in transitioning from a City-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, recreation facilities, library) are not restricted to one specific area and are often used by all residents. For example, arenas located in different parts of the City 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 a uniform City-wide basis for all services/classes of services other than water, wastewater and stormwater, which are recommended to be imposed on an urban area 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;”

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“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 City-wide basis for all services except water, wastewater, and stormwater and 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 December 22, 2023 subject to further annual review during the capital budget process;”

“Approve the D.C.s Background Study dated December 22, 2023 as amended (if applicable);”

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

“Approve the D.C. By-laws for each D.C. service 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 City 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 City 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 City 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 higher housing prices and can impact project feasibility in some cases (e.g. rental apartments).

On the other hand, D.C.s or other City 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 City 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 overview 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 City 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 City 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 LPAT, the pamphlet must be readied within 60 days after the by-law comes into force. Later dates apply to appealed by-laws.

The City 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 LPAT hearing in response to an appeal. Any person or organization may appeal a D.C. by-law to the LPAT by filing a notice of appeal with the City 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 City is carrying out a public consultation process, in order to address the issues that come forward as part of that process, thereby avoiding or reducing the need for an appeal to be made.

8.3.5 Complaints
A person required to pay a D.C., or his agent, may complain to the City 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 City 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 City 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 City agrees to expand the credit to other services for which a D.C. is payable.

8.3.7 Front-Ending Agreements

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

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

If the City 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
City of Cambridge
Residential Growth Forecast Summary

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<th>Person Per Unit (P.P.U.): Total Population/Total Households</th>
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</tr>
<tr>
<td>Incremental</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mid 2011 - Mid 2016</td>
<td>3,280</td>
<td>3,172</td>
<td>387</td>
<td>2,785</td>
</tr>
<tr>
<td>Mid 2016 - Mid 2021</td>
<td>8,850</td>
<td>8,559</td>
<td>-721</td>
<td>9,280</td>
</tr>
<tr>
<td>Mid 2021 - Late 2023</td>
<td>7,170</td>
<td>6,933</td>
<td>69</td>
<td>6,864</td>
</tr>
<tr>
<td>Late 2023 - Late 2033</td>
<td>24,300</td>
<td>23,500</td>
<td>218</td>
<td>23,282</td>
</tr>
</tbody>
</table>

Notes:
- Population includes the Census undercount estimated at approximately 3.4% and has been rounded.
- Includes townhouses and apartments in duplexes.
- Includes bachelor, 1-bedroom, and 2-bedroom+ apartment units.

Figure 1
City of Cambridge
Annual Housing Forecast [1]

Growth forecast represents calendar year.
Source: Historical housing activity derived from City of Cambridge building permit data, 2013 to 2022, and 2023 estimated based on Statistics Canada June year-to-date building permit data for the City of Cambridge, by Watson & Associates Economists Ltd.
Schedule 2
City of Cambridge
Estimate of the Anticipated Amount, Type and Location of Residential Development for Which Development Charges can be Imposed

<table>
<thead>
<tr>
<th>Development Location</th>
<th>Timing</th>
<th>Single &amp; Semi-Detached</th>
<th>Multiples(^{(1)})</th>
<th>Apartments(^{(2)})</th>
<th>Total Residential Units</th>
<th>Gross Population In New Units</th>
<th>Existing Unit Population Change</th>
<th>Net Population Increase, Excluding Institutional</th>
<th>Institutional Population</th>
<th>Net Population Including Institutional</th>
</tr>
</thead>
<tbody>
<tr>
<td>Within Urban Boundary</td>
<td>2023 - 2033</td>
<td>2,001</td>
<td>3,214</td>
<td>4,189</td>
<td>9,405</td>
<td>23,400</td>
<td>(200)</td>
<td>23,200</td>
<td>218</td>
<td>23,418</td>
</tr>
<tr>
<td>Outside Urban Boundary</td>
<td>2023 - 2033</td>
<td>22</td>
<td>0</td>
<td>0</td>
<td>22</td>
<td>84</td>
<td>(2)</td>
<td>82</td>
<td>0</td>
<td>82</td>
</tr>
<tr>
<td>City of Cambridge</td>
<td>2023 - 2033</td>
<td>2,023</td>
<td>3,214</td>
<td>4,189</td>
<td>9,427</td>
<td>23,484</td>
<td>(202)</td>
<td>23,282</td>
<td>218</td>
<td>23,500</td>
</tr>
</tbody>
</table>

\(^{(1)}\) Includes townhouses and apartments in duplexes.
\(^{(2)}\) Includes bachelor, 1-bedroom, and 2-bedroom+ apartment units.
### Schedule 3
City of Cambridge
Current Year Growth Forecast
Mid-2021 to Late-2023

<table>
<thead>
<tr>
<th>Population Estimate to Late 2023</th>
<th>145,412</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Population Estimate to Late 2023</th>
<th>145,412</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Mid 2021 Population</th>
<th>138,479</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Occupants of New Housing Units, Mid 2021 to Late 2023</th>
<th>Units (2)</th>
<th>multiplied by P.P.U. (3)</th>
<th>gross population increase</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>2,590</td>
<td>2.786</td>
<td>7,216</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Occupants of New Equivalent Institutional Units, Mid 2021 to Late 2023</th>
<th>Units</th>
<th>multiplied by P.P.U. (3)</th>
<th>gross population increase</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>63</td>
<td>1.100</td>
<td>69</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Decline in Housing Unit Occupancy, Mid 2021 to Late 2023</th>
<th>Units (4)</th>
<th>multiplied by P.P.U. decline rate (5)</th>
<th>total decline in population</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>51,275</td>
<td>-0.007</td>
<td>-352</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Net Population Increase, Mid 2021 to Late 2023</th>
<th>6,933</th>
</tr>
</thead>
</table>

---

(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:

<table>
<thead>
<tr>
<th>Structural Type</th>
<th>Persons Per Unit¹ (P.P.U.)</th>
<th>% Distribution of Estimated Units²</th>
<th>Weighted Persons Per Unit Average</th>
</tr>
</thead>
<tbody>
<tr>
<td>Singles &amp; Semi Detached</td>
<td>4.021</td>
<td>20%</td>
<td>0.817</td>
</tr>
<tr>
<td>Multiples (6)</td>
<td>2.801</td>
<td>38%</td>
<td>1.074</td>
</tr>
<tr>
<td>Apartments (7)</td>
<td>2.166</td>
<td>41%</td>
<td>0.896</td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td>100%</td>
<td>2.786</td>
</tr>
</tbody>
</table>

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
City of Cambridge
10-Year Growth Forecast
Late-2023 to Late-2033

<table>
<thead>
<tr>
<th>Late 2023 Population</th>
<th>Population</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>145,412</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Occupants of New Housing Units, Late 2023 to Late 2033</th>
<th>Units (2) multiplied by P.P.U. (3)</th>
<th>gross population increase</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>9,427</td>
<td>23,484</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Occupants of New Equivalent Institutional Units, Late 2023 to Late 2033</th>
<th>Units multiplied by P.P.U. (3)</th>
<th>gross population increase</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>198</td>
<td>218</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Decline in Housing Unit Occupancy, Late 2023 to Late 2033</th>
<th>Units (4) multiplied by P.P.U. decline rate (5)</th>
<th>total decline in population</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>53,865</td>
<td>-202</td>
</tr>
</tbody>
</table>

| Population Estimate to Late 2033 | 168,912 |

| Net Population Increase, Late 2023 to Late 2033 | 23,500 |

---

1 Late 2023 Population based on:
2021 Population (138,479) + Mid 2021 to Late 2023 estimated housing units to beginning of forecast period (2,590 x 2.786 = 7,216) + (63 x 1.1 = 69) + (51,275 x -0.007 = -352) = 145,412

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:

<table>
<thead>
<tr>
<th>Structural Type</th>
<th>Persons Per Unit¹ (P.P.U.)</th>
<th>% Distribution of Estimated Units²</th>
<th>Weighted Persons Per Unit Average</th>
</tr>
</thead>
<tbody>
<tr>
<td>Singles &amp; Semi Detached</td>
<td>3.821</td>
<td>21%</td>
<td>0.820</td>
</tr>
<tr>
<td>Multiples (6)</td>
<td>2.555</td>
<td>34%</td>
<td>0.871</td>
</tr>
<tr>
<td>Apartments (7)</td>
<td>1.800</td>
<td>44%</td>
<td>0.800</td>
</tr>
<tr>
<td>one bedroom or less</td>
<td>1.180</td>
<td>21%</td>
<td>0.820</td>
</tr>
<tr>
<td>two bedrooms or more</td>
<td>2.173</td>
<td>44%</td>
<td>0.800</td>
</tr>
</tbody>
</table>

4 Late 2023 households based upon 2021 Census (51,275 units) + Mid 2021 to Late 2023 unit estimate (2,590 units) = 53,865 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
City of Cambridge
Historical Residential Building Permits
Years 2013 to 2022

<table>
<thead>
<tr>
<th>Year</th>
<th>Residential Building Permits</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Singles &amp; Semi Detached</td>
</tr>
<tr>
<td>2013</td>
<td>142</td>
</tr>
<tr>
<td>2014</td>
<td>104</td>
</tr>
<tr>
<td>2015</td>
<td>137</td>
</tr>
<tr>
<td>2016</td>
<td>295</td>
</tr>
<tr>
<td>2017</td>
<td>232</td>
</tr>
<tr>
<td>Sub-total</td>
<td>910</td>
</tr>
<tr>
<td>Average (2013 - 2017)</td>
<td>(182)</td>
</tr>
<tr>
<td>% Breakdown</td>
<td>35.7%</td>
</tr>
<tr>
<td>2018</td>
<td>327</td>
</tr>
<tr>
<td>2019</td>
<td>96</td>
</tr>
<tr>
<td>2020</td>
<td>118</td>
</tr>
<tr>
<td>2021</td>
<td>81</td>
</tr>
<tr>
<td>2022</td>
<td>309</td>
</tr>
<tr>
<td>Sub-total</td>
<td>931</td>
</tr>
<tr>
<td>Average (2018 - 2022)</td>
<td>(186)</td>
</tr>
<tr>
<td>% Breakdown</td>
<td>22.0%</td>
</tr>
<tr>
<td>2013 - 2022</td>
<td>Total</td>
</tr>
<tr>
<td>Average</td>
<td>(184)</td>
</tr>
<tr>
<td>% Breakdown</td>
<td>27.1%</td>
</tr>
</tbody>
</table>

\(^{(1)}\) Includes townhouses and apartments in duplexes.
\(^{(2)}\) Includes bachelor, 1-bedroom, and 2-bedroom+ apartment units.

Source: Historical housing activity derived from City of Cambridge building permit data, 2013 to 2022, by Watson & Associates Economists Ltd.
### Schedule 6

City of Cambridge
Person Per Unit by Age and Type of Dwelling
(2021 Census)

<table>
<thead>
<tr>
<th>Age of Dwelling</th>
<th>Singles and Semi-Detached</th>
<th>Multiples</th>
<th>Apartments</th>
<th>All Density Types</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>&lt; 1 BR</td>
<td>1 BR</td>
<td>2 BR</td>
<td>3/4 BR</td>
</tr>
<tr>
<td>1-5</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>3.976</td>
</tr>
<tr>
<td>6-10</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>3.705</td>
</tr>
<tr>
<td>25-35</td>
<td>-</td>
<td>-</td>
<td>2.000</td>
<td>3.031</td>
</tr>
<tr>
<td>35+</td>
<td>-</td>
<td>1.507</td>
<td>1.961</td>
<td>2.737</td>
</tr>
<tr>
<td>Total</td>
<td>1.857</td>
<td>1.819</td>
<td>2.003</td>
<td>3.004</td>
</tr>
</tbody>
</table>

[^1]: Includes townhomes and apartments in duplexes.

[^2]: Adjusted based on historical trends.

[^3]: Note: Does not include Statistics Canada data classified as “Other.”

P.P.U. Not calculated for samples less than or equal to 50 dwelling units and does not include institutional population.
### Schedule 7

**City of Cambridge**

Person Per Unit Structural Type and Age of Dwelling  
(2021 Census)

<table>
<thead>
<tr>
<th>Age of Dwelling</th>
<th>Singles and Semi-Detached</th>
<th>Multiples</th>
<th>Apartments</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-5</td>
<td>4.02</td>
<td>2.80</td>
<td>2.17</td>
</tr>
<tr>
<td>6-10</td>
<td>3.78</td>
<td>2.64</td>
<td>1.72</td>
</tr>
<tr>
<td>11-15</td>
<td>3.66</td>
<td>2.51</td>
<td>1.66</td>
</tr>
<tr>
<td>16-20</td>
<td>3.55</td>
<td>2.50</td>
<td>1.78</td>
</tr>
<tr>
<td>20-25</td>
<td>3.23</td>
<td>2.64</td>
<td>1.96</td>
</tr>
<tr>
<td>25-35</td>
<td>3.08</td>
<td>2.60</td>
<td>1.78</td>
</tr>
<tr>
<td>35+</td>
<td>2.69</td>
<td>2.58</td>
<td>1.68</td>
</tr>
</tbody>
</table>

Persons Per Dwelling

<table>
<thead>
<tr>
<th>Persons Per Dwelling</th>
<th>0.00</th>
<th>0.50</th>
<th>1.00</th>
<th>1.50</th>
<th>2.00</th>
<th>2.50</th>
<th>3.00</th>
<th>3.50</th>
<th>4.00</th>
<th>4.50</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-5</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6-10</td>
<td></td>
<td></td>
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<td></td>
<td></td>
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<tr>
<td>11-15</td>
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<td></td>
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<td></td>
<td></td>
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<tr>
<td>16-20</td>
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<tr>
<td>20-25</td>
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<tr>
<td>25-35</td>
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<td></td>
<td></td>
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</tr>
<tr>
<td>35+</td>
<td></td>
<td></td>
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<td></td>
<td></td>
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</tr>
</tbody>
</table>
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.

# Schedule 8b
City of Cambridge
Employment and Gross Floor Area (G.F.A.) Forecast, 2023 to 2033

<table>
<thead>
<tr>
<th>Period</th>
<th>Population</th>
<th>Employment</th>
<th>Gross Floor Area in Square Feet (Estimated)[1]</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mid 2011</td>
<td>126,748</td>
<td>210</td>
<td>26,900</td>
</tr>
<tr>
<td>Mid 2016</td>
<td>129,920</td>
<td>200</td>
<td>29,118</td>
</tr>
<tr>
<td>Late 2023</td>
<td>145,412</td>
<td>200</td>
<td>32,458</td>
</tr>
<tr>
<td>Late 2033</td>
<td>168,912</td>
<td>200</td>
<td>37,380</td>
</tr>
</tbody>
</table>

Incremental Change

<table>
<thead>
<tr>
<th></th>
<th></th>
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<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Mid 2011 - Mid 2016</td>
<td>3,172</td>
<td>-10</td>
<td>2,218</td>
<td>1,668</td>
<td>625</td>
<td>4,500</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mid 2016 - Late 2023</td>
<td>15,492</td>
<td>0</td>
<td>3,340</td>
<td>3,568</td>
<td>2,455</td>
<td>9,363</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Late 2023 - Late 2033</td>
<td>23,500</td>
<td>0</td>
<td>4,922</td>
<td>3,989</td>
<td>1,864</td>
<td>10,775</td>
<td></td>
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<td></td>
<td></td>
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</tr>
</tbody>
</table>

Annual Average

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
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<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Mid 2011 - Mid 2016</td>
<td>634</td>
<td>-2</td>
<td>444</td>
<td>334</td>
<td>125</td>
<td>900</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mid 2016 - Late 2023</td>
<td>2,213</td>
<td>0</td>
<td>477</td>
<td>510</td>
<td>351</td>
<td>1,338</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Late 2023 - Late 2033</td>
<td>2,350</td>
<td>0</td>
<td>492</td>
<td>399</td>
<td>186</td>
<td>1,078</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

[¹] Square Foot Per Employee Assumptions
Industrial | 1,100
Commercial/Population-Related | 370
Institutional | 686

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

*Reflects Late-2023 to Late-2033 forecast period.
Note: Numbers may not add up precisely due to rounding.
Schedule 8c  
City of Cambridge  
Estimate of the Anticipated Amount, Type and Location of Non-Residential Development for Which Development Charges Can Be Imposed

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Within Urban Boundary</td>
<td>2023 - 2033</td>
<td>5,414,200</td>
<td>1,476,000</td>
<td>1,278,300</td>
<td>8,168,500</td>
<td>10,775</td>
</tr>
<tr>
<td>Outside Urban Boundary</td>
<td>2023 - 2033</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>City of Cambridge</td>
<td>2023 - 2033</td>
<td>5,414,200</td>
<td>1,476,000</td>
<td>1,278,300</td>
<td>8,168,500</td>
<td>10,775</td>
</tr>
</tbody>
</table>

[1] Square Foot Per Employee Assumptions  
- Industrial: 1,100  
- Commercial/Population-Related: 370  
- Institutional: 686

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

[3] Employment Increase does not include No Fixed Place of Work.  
*Reflects Late-2023 to Late-2033 forecast period.  
Note: Numbers may not add up precisely due to rounding.  
Appendix B
Level of Service
## Appendix B: Level of Service

### SUMMARY OF SERVICE STANDARDS AS PER DEVELOPMENT CHARGES ACT, 1997, AS AMENDED

<table>
<thead>
<tr>
<th>Service Category</th>
<th>Sub-Component</th>
<th>Cost (per capita)</th>
<th>15 Year Average Service Standard</th>
<th>Quality (per capita)</th>
<th>Maximum Ceiling LOS</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Service Related to a Highway</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Services Related to a Highway - Roads</td>
<td>$7,991.73</td>
<td>0.0012 km of roadways</td>
<td>6,659,775 per km</td>
<td>187,805,655</td>
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<tr>
<td></td>
<td>Services Related to a Highway - Bridges, Culverts &amp; Structures</td>
<td>$949.50</td>
<td>0.0006 Number of Bridges, Culverts &amp; Structures</td>
<td>1,582,500 per item</td>
<td>22,313,250</td>
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<tr>
<td></td>
<td>Services Related to a Highway - Active Transportation</td>
<td>$139.80</td>
<td>0.0020 lane km of active transportation</td>
<td>69,900 per km</td>
<td>3,285,300</td>
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<tr>
<td><strong>Public Works</strong></td>
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</tr>
<tr>
<td></td>
<td>Public Works - Facilities</td>
<td>$1,072.09</td>
<td>0.4992 sq.m of building area</td>
<td>2,148 per sq.m</td>
<td>25,194,115</td>
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<tr>
<td></td>
<td>Public Works - Vehicles &amp; Equipment</td>
<td>$202.26</td>
<td>0.0019 No. of vehicles and equipment</td>
<td>106,453 per vehicle</td>
<td>4,753,110</td>
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<tr>
<td><strong>Fire Protection</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Fire Protection Services - Facilities</td>
<td>$373.87</td>
<td>0.0382 sq.m. of building area</td>
<td>9,787 per sq.m</td>
<td>8,785,945</td>
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<tr>
<td></td>
<td>Fire Protection Services - Vehicles &amp; Equipment</td>
<td>$159.68</td>
<td>0.0002 No. of vehicles</td>
<td>798,400 per vehicle</td>
<td>3,752,480</td>
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<tr>
<td></td>
<td>Fire Protection Services - Small Equipment and Gear</td>
<td>$32.63</td>
<td>0.0115 No. of equipment and gear</td>
<td>2,837 per item</td>
<td>766,805</td>
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<tr>
<td><strong>Parks &amp; Recreation</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Parkland Development</td>
<td>$158.12</td>
<td>0.0014 Hectares of Parkland</td>
<td>112,943 per acre</td>
<td>3,715,820</td>
</tr>
<tr>
<td></td>
<td>Parkland Amenities</td>
<td>$937.90</td>
<td>0.0110 No. of parkland amenities</td>
<td>85,264 per amenity</td>
<td>22,040,650</td>
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<tr>
<td></td>
<td>Parkland Trails</td>
<td>$373.93</td>
<td>0.6250 Linear Metres of Paths and Trails</td>
<td>598 per linear m</td>
<td>8,787,355</td>
</tr>
<tr>
<td></td>
<td>Parkland Amenities - Parking Areas &amp; Other Features</td>
<td>$79.46</td>
<td>0.8296 sq.m. of Parking Areas and Other Features</td>
<td>96 per sq.m</td>
<td>1,867,310</td>
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<tr>
<td></td>
<td>Recreation Facilities</td>
<td>$3,733.52</td>
<td>0.3822 sq.m of building area</td>
<td>9,768 per sq.m</td>
<td>87,737,720</td>
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<tr>
<td></td>
<td>Parks &amp; Recreation Vehicles and Equipment</td>
<td>$60.27</td>
<td>0.0025 No. of vehicles and equipment</td>
<td>24,108 per vehicle</td>
<td>1,416,345</td>
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<tr>
<td><strong>Library</strong></td>
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<tr>
<td></td>
<td>Library Services - Facilities</td>
<td>$670.26</td>
<td>0.0563 sq.m of building area</td>
<td>11,905 per sq.m</td>
<td>15,751,110</td>
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<tr>
<td></td>
<td>Library Services - Collection Materials</td>
<td>$64.35</td>
<td>2.2204 No. of library collection items</td>
<td>20 per collection item</td>
<td>1,512,225</td>
</tr>
</tbody>
</table>
### City of Cambridge  
**Service Standard Calculation Sheet**

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

<table>
<thead>
<tr>
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</thead>
<tbody>
<tr>
<td>Kilometres of Roads:</td>
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</tr>
<tr>
<td>Arterial Roads</td>
<td>0.56</td>
<td>0.56</td>
<td>0.56</td>
<td>0.56</td>
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<td>0.56</td>
<td>0.56</td>
<td>0.56</td>
<td>$7,513,400</td>
</tr>
<tr>
<td>Major Rural Collector</td>
<td>14.64</td>
<td>14.64</td>
<td>14.64</td>
<td>14.64</td>
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<td>$5,482,000</td>
</tr>
<tr>
<td>Minor Rural Collector</td>
<td>12.73</td>
<td>12.73</td>
<td>12.73</td>
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<td>12.73</td>
<td>$5,003,000</td>
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<tr>
<td>Major Urban Collector</td>
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<td>56.19</td>
<td>56.19</td>
<td>57.00</td>
<td>57.08</td>
<td>57.08</td>
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<td>57.30</td>
<td>59.9</td>
<td>$7,513,000</td>
</tr>
<tr>
<td>Minor Urban Collector</td>
<td>64.62</td>
<td>64.62</td>
<td>64.99</td>
<td>64.99</td>
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<td>65.36</td>
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<td>66.79</td>
<td>66.79</td>
<td>67.58</td>
<td>68.67</td>
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<td>70.4</td>
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<td>$6,936,000</td>
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<td>Total</td>
<td>148.7</td>
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<td>153.9</td>
<td>157.9</td>
<td>159.2</td>
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<td>Per Capita Standard</td>
<td>0.0012</td>
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<td>0.0011</td>
<td></td>
</tr>
</tbody>
</table>

**15 Year Average 2008-2022**

- **Quantity Standard:**  0.0012  
- **Quality Standard:**  $6,659,775  
- **Service Standard:**  $7,992

**D.C. Amount (before deductions) 10 Year**

- **Forecast Population:**  23,500  
- **$ per Capita:**  $7,992  
- **Eligible Amount:**  $187,805,655
City of Cambridge
Service Standard Calculation Sheet

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

<table>
<thead>
<tr>
<th></th>
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<tbody>
<tr>
<td>Bridges</td>
<td>6</td>
<td>6</td>
<td>6</td>
<td>6</td>
<td>6</td>
<td>6</td>
<td>6</td>
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<td>6</td>
<td>6</td>
<td>6</td>
<td>6</td>
<td>6</td>
<td>6</td>
<td>$8,214,300</td>
</tr>
<tr>
<td>Culverts</td>
<td>14</td>
<td>15</td>
<td>15</td>
<td>15</td>
<td>15</td>
<td>15</td>
<td>16</td>
<td>16</td>
<td>17</td>
<td>19</td>
<td>19</td>
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<td>23</td>
<td>23</td>
<td>$3,157,400</td>
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<tr>
<td>Retaining Walls</td>
<td>56</td>
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<td>61</td>
<td>61</td>
<td>63</td>
<td>66</td>
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<td>$330,300</td>
</tr>
<tr>
<td>Total</td>
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<td>78</td>
<td>78</td>
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<td>84</td>
<td>86</td>
<td>88</td>
<td>95</td>
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</tbody>
</table>

Per Capita Standard: 0.0006, 0.0006, 0.0006, 0.0006, 0.0006, 0.0006, 0.0006, 0.0006, 0.0006, 0.0006, 0.0006, 0.0006, 0.0006, 0.0007

15 Year Average 2008-2022:
- Quantity Standard: 0.0006
- Quality Standard: $1,582,500
- Service Standard: $950

D.C. Amount (before deductions) 10 Year:
- Forecast Population: 23,500
- $ per Capita: $950
- Eligible Amount: $22,313,250
## City of Cambridge

### Service Standard Calculation Sheet

**Service:** Services Related to a Highway - Active Transportation

**Unit Measure:** km of active transportation

<table>
<thead>
<tr>
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</thead>
<tbody>
<tr>
<td>Lane kilometres of Active Transportation Network:</td>
<td></td>
<td></td>
<td></td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$36,900</td>
</tr>
<tr>
<td>Reserved Lane (Painted Bike Lane)</td>
<td>15.86</td>
<td>31.05</td>
<td>36.77</td>
<td>36.77</td>
<td>43.42</td>
<td>45.45</td>
<td>48.97</td>
<td>49.49</td>
<td>55.82</td>
<td>55.82</td>
<td>56.47</td>
<td>56.78</td>
<td>56.78</td>
<td>56.78</td>
<td>56.78</td>
<td></td>
</tr>
<tr>
<td>Wide Shared Use Lane</td>
<td>8.49</td>
<td>18.20</td>
<td>20.18</td>
<td>22.10</td>
<td>22.90</td>
<td>23.12</td>
<td>23.91</td>
<td>23.91</td>
<td>27.35</td>
<td>27.35</td>
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<td>27.35</td>
<td>27.35</td>
<td>28.15</td>
<td></td>
</tr>
<tr>
<td>Paved Shoulder (Construction)</td>
<td>0.91</td>
<td>1.56</td>
<td>2.73</td>
<td>7.61</td>
<td>8.82</td>
<td>8.82</td>
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<td>8.72</td>
<td>8.72</td>
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<td>8.72</td>
<td>8.72</td>
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<tr>
<td>Multi Use Trail</td>
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<td>11.88</td>
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<td>14.25</td>
<td>14.25</td>
<td>15.45</td>
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<td>23.87</td>
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<td>34.63</td>
<td>36.01</td>
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### Active Transportation Amenities:

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</tr>
</thead>
<tbody>
<tr>
<td>Bike Shelter</td>
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<td>-</td>
<td>-</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>4</td>
<td>4</td>
<td>4</td>
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<tr>
<td>Bike Rack</td>
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<td>51</td>
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<td>63</td>
<td>63</td>
<td>63</td>
<td>63</td>
<td>$600</td>
</tr>
</tbody>
</table>

### Active Transportation Pedestrian Bridges (lane km):

- Grand River (Craig’s Crossing) Pedestrian Bridge | - | - | - | - | - | - | - | - | - | 104.00 | 104.00 | 104.00 | 104.00 | 104.00 | $27,800 |

**Total** | 127.37 | 155.14 | 165.00 | 171.86 | 177.21 | 201.38 | 205.39 | 241.47 | 259.80 | 272.64 | 383.63 | 385.35 | 402.04 | 410.81 | 413.01  |

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</tr>
</thead>
<tbody>
<tr>
<td>Per Capita Standard</td>
<td>0.0010</td>
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<td>0.0013</td>
<td>0.0014</td>
<td>0.0014</td>
<td>0.0016</td>
<td>0.0016</td>
<td>0.0019</td>
<td>0.0020</td>
<td>0.0021</td>
<td>0.0029</td>
<td>0.0029</td>
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### 15 Year Average

<table>
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<tr>
<th>Description</th>
<th>2008-2022</th>
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<tbody>
<tr>
<td>Quantity Standard</td>
<td>0.0020</td>
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<tr>
<td>Quality Standard</td>
<td>$69,900</td>
</tr>
<tr>
<td>Service Standard</td>
<td>$140</td>
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### D.C. Amount (before deductions)

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<th>2008-2022</th>
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<td>Forecast Population</td>
<td>23,500</td>
</tr>
<tr>
<td>$ per Capita</td>
<td>$140</td>
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<tr>
<td>Eligible Amount</td>
<td>$3,285,300</td>
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</table>
### Service Standard Calculation Sheet

**City of Cambridge**

**Class of Service:** Public Works - Facilities  
**Unit Measure:** sq.m of building area

<table>
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<tr>
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</tr>
</thead>
<tbody>
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<td>1310 Bishop Street Yard</td>
<td>Roads, Water, Parks, Waste Water, Stormwater</td>
<td>6,924</td>
<td>6,924</td>
<td>6,924</td>
<td>7,193</td>
<td>7,193</td>
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**Population**

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<th>Service Standard</th>
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**Forecast Population**

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**D.C. Amount (before deductions)**

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**10 Year**

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## City of Cambridge
### Service Standard Calculation Sheet

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City of Cambridge
Service Standard Calculation Sheet

Class of Service: Public Works - Vehicles & Equipment
Unit Measure: No. of vehicles and equipment

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City of Cambridge  
Service Standard Calculation Sheet

Class of Service: Public Works - Vehicles & Equipment  
Unit Measure: No. of vehicles and equipment

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Population  
Per Capita Standard  
15 Year Average  
Quality Standard  
Service Standard  
D.C. Amount (before deductions)  
Forecast Population  
8 per Capita  
Eligible Amount  

Per Capita Standard: 0.0020, 0.0019, 0.0019, 0.0019, 0.0019, 0.0019, 0.0019, 0.0019, 0.0019, 0.0019, 0.0019, 0.0019, 0.0019, 0.0019, 0.0018  
15 Year Average: 0.0020-2012  
Quality Standard: $106,453  
Service Standard: $202  
D.C. Amount (before deductions): 10 Year  
Forecast Population: 23,500  
8 per Capita: $202  
Eligible Amount: $4,753,110
## City of Cambridge
### Service Standard Calculation Sheet

#### Service:
Fire Protection Services - Facilities

#### Unit Measure:
sq.m. of building area

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| **Total**                    | 4,617| 4,617| 4,617| 4,617| 4,617| 4,617| 4,617| 4,617| 4,617| 4,617| 4,617| 4,617| 5,779| 5,779| 5,779|

| **Population**               | 122,184| 123,794| 125,466| 126,748| 127,511| 127,961| 128,649| 129,341| 129,920| 131,699| 133,330| 135,111| 137,327| 138,479| 141,418|
| **Per Capita Standard**      | 0.0378 | 0.0373 | 0.0368 | 0.0364 | 0.0362 | 0.0361 | 0.0359 | 0.0357 | 0.0355 | 0.0351 | 0.0343 | 0.0428 | 0.0421 | 0.0417 | 0.0409 |

#### 15 Year Average 2008-2022
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<td>5,779</td>
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</tbody>
</table>

| **Population**               | 122,184| 123,794| 125,466| 126,748| 127,511| 127,961| 128,649| 129,341| 129,920| 131,699| 133,330| 135,111| 137,327| 138,479| 141,418|
| **Per Capita Standard**      | 0.0378 | 0.0373 | 0.0368 | 0.0364 | 0.0362 | 0.0361 | 0.0359 | 0.0357 | 0.0355 | 0.0351 | 0.0343 | 0.0428 | 0.0421 | 0.0417 | 0.0409 |

#### 10 Year Forecast Population
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<td>5,779</td>
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</table>

| **Population**               | 122,184| 123,794| 125,466| 126,748| 127,511| 127,961| 128,649| 129,341| 129,920| 131,699| 133,330| 135,111| 137,327| 138,479| 141,418|
| **Per Capita Standard**      | 0.0378 | 0.0373 | 0.0368 | 0.0364 | 0.0362 | 0.0361 | 0.0359 | 0.0357 | 0.0355 | 0.0351 | 0.0343 | 0.0428 | 0.0421 | 0.0417 | 0.0409 |

### D.C. Amount (before deductions)

#### 10 Year Forecast Population
23,500

#### $ per Capita
$374

#### Eligible Amount
$8,785,945

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Watson & Associates Economists Ltd.
H/Cambridge 2023 DC and CBC Report/Cambridge DC Report - Final.docx

Page 419 of 734
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City of Cambridge
Service Standard Calculation Sheet

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## City of Cambridge
### Service Standard Calculation Sheet

#### Service: Fire Protection Services - Small Equipment and Gear

**Unit Measure:** No. of equipment and gear

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#### Population

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<td>2009</td>
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<td>2013</td>
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<td>2014</td>
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<td>2015</td>
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<tr>
<td>2016</td>
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<td>2020</td>
<td>138,479</td>
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<td>2021</td>
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#### Per Capita Standard

- **Average:** 0.0119
- **Forecast Population:** 123,794
- **Per Capita:** $33

#### 15 Year Average

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#### D.C. Amount (before deductions) 10 Year

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<th>Eligible Amount</th>
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<tr>
<td>2009</td>
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<tr>
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<td>129,341</td>
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<td>766,805</td>
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<td>2020</td>
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<td>766,805</td>
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Watson & Associates Economists Ltd.
H: Cambridge/2023 DC and CBC Report/Cambridge DC Report - Final.docx
City of Cambridge
Service Standard Calculation Sheet

Service: Parkland Development
Unit Measure: Hectares of Parkland

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Population

| Per Capita Standard | 0.0014 | 0.0014 | 0.0014 | 0.0014 | 0.0014 | 0.0014 | 0.0014 | 0.0014 | 0.0014 | 0.0014 | 0.0014 | 0.0014 | 0.0014 | 0.0014 | 0.0013 | 0.0013 |                |

15 Year Average 2008-2022

| Quantity Standard  | 0.0014 |
| Quality Standard   | $112,943 |
| Service Standard   | $158   |

D.C. Amount (before deductions) 10 Year
Forecast Population

| $ per Capita | $158 |

Eligible Amount

| $3,715,820 |
## City of Cambridge

### Service Standard Calculation Sheet

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

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## City of Cambridge

### Service Standard Calculation Sheet

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**Unit Measure:** No. of parkland amenities

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## City of Cambridge
### Service Standard Calculation Sheet

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**Unit Measure:** No. of parkland amenities

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| Per Capita Standard          | 0.0095  | 0.0096  | 0.0096  | 0.0098  | 0.0099  | 0.0101  | 0.0111  | 0.0112  | 0.0113  | 0.0114  | 0.0117  | 0.0120  | 0.0123  | 0.0126  | 0.0129  |

### 15 Year Average 2008-2022
- **Quantity Standard:** 0.0110
- **Quality Standard:** $85,264
- **Service Standard:** $938

### D.C. Amount (before deductions) 10 Year
- **Forecast Population:** 23,500
- **$ per Capita:** $938
- **Eligible Amount:** $22,040,650
## City of Cambridge
### Service Standard Calculation Sheet

**Service:** Parkland Amenities - Parking Areas & Other Features  
**Unit Measure:** sq.m. of Parking Areas and Other Features

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**Population**  
122,184  
123,794  
125,466  
126,748  
127,511  
127,961  
128,649  
129,341  
129,920  
131,699  
133,330  
135,111  
137,327  
138,479  
141,418

**Per Capita Standard**  
0.8852  
0.8737  
0.8621  
0.8534  
0.8482  
0.8453  
0.8407  
0.8362  
0.8325  
0.8213  
0.8112  
0.8005  
0.7876  
0.7811  
0.7648

**15 Year Average 2008-2022**  
Quantity Standard 0.8296  
Quality Standard $96  
Service Standard $79

**D.C. Amount (before deductions) 10 Year**  
Forecast Population 23,500  
$ per Capita $79  
Eligible Amount $1,867,310
## City of Cambridge

### Service Standard Calculation Sheet

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

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<td>Pedestrian Bridges - Bridge</td>
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| Per Capita Standard                      | 0.5570  | 0.5928  | 0.5856  | 0.6006  | 0.6199  | 0.6251  | 0.6426  | 0.6466  | 0.6464  | 0.6413  | 0.6368  | 0.6328  | 0.6529  | 0.6478  | 0.6462  |

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<th>D.C. Amount (before deductions)</th>
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<td>$ per Capita</td>
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<td>Eligible Amount</td>
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## City of Cambridge

### Service Standard Calculation Sheet

**Service:** Recreation Facilities  
**Unit Measure:** sq.m of building area

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<td><strong>Community Centres and Halls:</strong></td>
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City of Cambridge
Service Standard Calculation Sheet

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

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Population: 122,184

Per Capita Standard: 0.3971

Eligible Amount: $87,737,720

15 Year Average: 2008-2022

| Quantity Standard | 0.3822 |
| Quality Standard  | $9,768 |
| Service Standard  | $3,734 |

D/C Amount (before deductions): 10 Year

| Forecast Population | 23,500 |
| $ per Capita        | $3,734 |
| Eligible Amount     | $87,737,720 |
## Parks & Recreation Vehicles and Equipment

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</tbody>
</table>

### Description

- **Truck, Service Body**: 2.0
- **Truck, Pickup**: 23.6
- **Van**: 1.0
- **Backhoe**: 2.0
- **Attachment**: 42.0
- **Trailer, General**: 8.0
- **Trailer, Special Purpose**: 3.0
- **Trailer, Enclosed**: 3.0
- **Chopper/Blower**: 5.0
- **Tractor, Compact**: 9.2
- **Tractor, Articulating**: 6.0
- **Tractor, Groomer**: 1.0
- **Tractor, Tracked**: 1.0
- **Tractor, Utility**: 5.0
- **Mower, Zero-Turn**: 5.0
- **Mower, Slope**: 5.0
- **Mower, Wide Area**: 3.0
- **Mower, Front Mount**: 2.0
- **Utility RV**: 9.2
- **Forlift**: 0.2
- **Ice Conditioning - Electric**: 6.0
- **Ice Conditioning - Conventional**: 8.0
- **Ice Edger**: 8.0
- **Small Misc. Equipment**: 158.0
- **Artillery**: 13.0
- **Generator, Compact**: 2.2
- **Total**: 323.4

### Per Year

- **Population**: 122,184
- **Per Capita Standard**
  - 2008-2022: 0.0026
  - Quantity: 0.0026
  - Quality: $24,108
- **D.C. Amount (before deductions)**
  - Forecast Population: 23,500
  - $ per Capita: $60
  - Eligible Amount: $1,416,345

## City of Cambridge

### Service Standard Calculation Sheet

- **Service**: Parks & Recreation Vehicles and Equipment
- **Unit Measure**: No. of vehicles and equipment
- **Forecast Population**: 23,500
- **Eligible Amount**: $1,416,345

### Description

- **Truck, Service Body**: 2.0
- **Truck, Pickup**: 23.6
- **Van**: 1.0
- **Backhoe**: 2.0
- **Attachment**: 42.0
- **Trailer, General**: 8.0
- **Trailer, Special Purpose**: 3.0
- **Trailer, Enclosed**: 3.0
- **Chopper/Blower**: 5.0
- **Tractor, Compact**: 9.2
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- **Tractor, Groomer**: 1.0
- **Tractor, Tracked**: 1.0
- **Tractor, Utility**: 5.0
- **Mower, Zero-Turn**: 5.0
- **Mower, Slope**: 5.0
- **Mower, Wide Area**: 3.0
- **Mower, Front Mount**: 2.0
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- **Forlift**: 0.2
- **Ice Conditioning - Electric**: 6.0
- **Ice Conditioning - Conventional**: 8.0
- **Ice Edger**: 8.0
- **Small Misc. Equipment**: 158.0
- **Artillery**: 13.0
- **Generator, Compact**: 2.2
- **Total**: 323.4

### Population

- **2008-2022**: 122,184
- **Per Capita Standard**: 0.0026
- **D.C. Amount (before deductions)**
  - 10 Year Forecast Population: 23,500
  - $ per Capita: $60
  - Eligible Amount: $1,416,345

Watson & Associates Economists Ltd.
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Page 433 of 734
### City of Cambridge

#### Service Standard Calculation Sheet

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

<table>
<thead>
<tr>
<th>Description</th>
<th>2008</th>
<th>2009</th>
<th>2010</th>
<th>2011</th>
<th>2012</th>
<th>2013</th>
<th>2014</th>
<th>2015</th>
<th>2016</th>
<th>2017</th>
<th>2018</th>
<th>2019</th>
<th>2020</th>
<th>2021</th>
<th>2022</th>
<th>2023 Bid/g Value ($/sq.m.) Value/sq.m with land, site works, etc.</th>
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<tr>
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<td>Clemens Mill Branch (43% of total space)</td>
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<td>8,639</td>
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| Per Capita Standard                              | 0.0553   | 0.0546   | 0.0539   | 0.0533   | 0.0536   | 0.0528   | 0.0523   | 0.0520   | 0.0513   | 0.0643   | 0.0635   | 0.0629   | 0.0624   | 0.0611   |

#### 15 Year Average (2008-2022)

| Quantity Standard | 0.0563   |
| Quality Standard  | $11,900  |
| Service Standard  | $670     |

#### D.C. amount (before deductions) 10 Year

| Forecast Population | 23,500   |
| $ per Capita        | $670     |
| Eligible Amount     | $15,751,110 |
|--------------------------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|----------------|
| Print Volumes            | 262,354 | 275,469 | 294,062 | 272,217 | 258,736 | 247,695 | 245,561 | 250,126 | 222,434 | 186,203 | 167,762 | 162,983 | 146,710 | 141,751 | 135,542 | $22            |
| CDs, DVDs, Audio Books   | 24,123  | 25,000  | 27,000  | 27,325  | 28,341  | 26,868  | 28,758  | 27,869  | 26,781  | 23,925  | 22,097  | 20,995  | 19,859  | $34      |         |                |
| Cassettes                | 614     | 518     | 422     | 325     | 229     | -       | -       | -       | -       | -       | -       | -       | -       | -       | -       | $28            |
| Talking Books            | 940     | 940     | -       | -       | -       | -       | -       | -       | -       | -       | -       | -       | -       | -       | -       | $90            |
| CD Roms                  | 328     | 154     | 59      | -       | -       | -       | -       | -       | -       | -       | -       | -       | -       | $190      |         |                |
| Video Games              | -       | -       | -       | -       | -       | -       | -       | -       | -       | -       | -       | -       | -       | -       | -       | $71            |
| Microforms/Fiches        | 1,600   | 1,600   | 1,600   | 1,600   | 1,600   | 1,600   | 1,600   | 811     | 811     | 811     | 811     | 811     | 811     | 811     | 811     | $35            |
| Public Access Computers  | 58      | 58      | 58      | 58      | 57      | 59      | 59      | 57      | 59      | 62      | 60      | 52      | 52      | 52      | 52      | $1,400         |
| Programming Resources    | -       | -       | -       | -       | -       | -       | -       | -       | -       | -       | -       | -       | -       | -       | -       | $1,300         |
| Public Printing/Reservation Stations | 4 | 4 | 4 | 4 | 4 | 4 | 4 | 4 | 4 | 4 | 5 | 5 | 5 | 5 | 5 | $1,300         |
| Other circulating items  | -       | -       | -       | 4       | 13      | 14      | 38      | 64      | 91      | 199     | 232     | 361     | 542     | 681     | 698     | $150           |
| Board Games and Puzzles  | -       | -       | -       | -       | -       | -       | 32      | 47      | 138     | 295     | 401     | 436     | 421     | 545     | 545     | $20            |
| Electronic Resources     | -       | -       | -       | -       | -       | -       | 5       | 6       | 21      | 36      | 86      | 95      | 101     | 105     | 111     | $2,200         |
| Makerspace Resources     | -       | -       | -       | -       | -       | -       | 6       | 6       | 6       | 43      | 50      | 53      | 58      | 64      | 64      | $1,400         |
| Other Specialty Items    | -       | -       | -       | -       | -       | -       | -       | -       | -       | 5       | 6       | 8       | 8       | 8       | 8       | $2,450         |
| Electronic               | -       | -       | -       | -       | -       | 1       | 1       | 1       | 1       | 1       | 1       | 1       | 1       | 1       | 1       | $20,800        |
| E Music Streaming        | -       | -       | -       | -       | -       | 1       | 1       | 1       | 1       | 1       | 1       | 1       | 1       | 1       | 1       | $20,800        |
| Download Resource        | -       | -       | -       | -       | -       | -       | -       | -       | -       | 1,080   | 8,125   | 15,822  | 26,902  | 17,194  | 17,194  | $2             |
| E Books                  | -       | 7,817   | 13,252  | 18,580  | 24,264  | 28,845  | 32,063  | 47,669  | 48,300  | 52,612  | 58,211  | 69,845  | 77,293  | 83,140  | 83,140  | $57            |
| E Magazine               | -       | -       | -       | -       | -       | 50      | 50      | 50      | 50      | 50      | 45      | 50      | -       | -       | -       | $384           |
| E Magazine Consortium Fee| -       | -       | -       | -       | -       | -       | -       | -       | -       | -       | -       | -       | 1       | 1       | 1       | $5,684         |
City of Cambridge
Service Standard Calculation Sheet

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

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<td>12</td>
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<td>$570</td>
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<td>ILS Discovery Layer</td>
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<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
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<td>1</td>
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<td>Other</td>
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<td>1</td>
<td>1</td>
<td>1</td>
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<td>Total</td>
<td>290,824</td>
<td>304,496</td>
<td>330,727</td>
<td>315,118</td>
<td>307,150</td>
<td>302,718</td>
<td>306,229</td>
<td>311,397</td>
<td>300,609</td>
<td>266,412</td>
<td>250,738</td>
<td>256,103</td>
<td>257,796</td>
<td>270,618</td>
<td>259,760</td>
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<tr>
<td>Population</td>
<td>122,184</td>
<td>123,794</td>
<td>125,466</td>
<td>126,748</td>
<td>127,511</td>
<td>127,961</td>
<td>128,649</td>
<td>129,341</td>
<td>129,925</td>
<td>131,699</td>
<td>133,330</td>
<td>135,111</td>
<td>137,327</td>
<td>138,479</td>
<td>141,418</td>
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<td>Per Capita Standard</td>
<td>2.3802</td>
<td>2.4597</td>
<td>2.6360</td>
<td>2.4862</td>
<td>2.4086</td>
<td>2.3657</td>
<td>2.3803</td>
<td>2.4076</td>
<td>2.3138</td>
<td>2.0229</td>
<td>1.9808</td>
<td>1.8955</td>
<td>1.8772</td>
<td>1.9542</td>
<td>1.8368</td>
<td></td>
</tr>
<tr>
<td>15 Year Average</td>
<td>2.3802</td>
<td>2.4597</td>
<td>2.6360</td>
<td>2.4862</td>
<td>2.4086</td>
<td>2.3657</td>
<td>2.3803</td>
<td>2.4076</td>
<td>2.3138</td>
<td>2.0229</td>
<td>1.9808</td>
<td>1.8955</td>
<td>1.8772</td>
<td>1.9542</td>
<td>1.8368</td>
<td></td>
</tr>
<tr>
<td>Service Standard</td>
<td>$64</td>
<td>$64</td>
<td>$64</td>
<td>$64</td>
<td>$64</td>
<td>$64</td>
<td>$64</td>
<td>$64</td>
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<td>$64</td>
<td>$64</td>
<td>$64</td>
<td>$64</td>
<td>$64</td>
<td>$64</td>
<td></td>
</tr>
</tbody>
</table>

D.C. Amount (before deductions) 10 Year
Forecast Population 23,500
$ per Capita $64
Eligible Amount $1,512,225
Appendix C
Long-Term Capital and Operating Cost Examination
Appendix C: Long-Term Capital and Operating Cost Examination

City of Cambridge
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 City’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
City of Cambridge
Lifecycle Cost Factors and Average Useful Lives

<table>
<thead>
<tr>
<th>Asset</th>
<th>Lifecycle Cost Factors</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Average Useful Life</td>
<td>Factor</td>
</tr>
<tr>
<td>Water and Wastewater Infrastructure</td>
<td>80</td>
<td>0.00516</td>
</tr>
<tr>
<td>Facilities</td>
<td>50</td>
<td>0.01182</td>
</tr>
<tr>
<td>Services Related to a Highway</td>
<td>50</td>
<td>0.01182</td>
</tr>
<tr>
<td>Parkland Development</td>
<td>40</td>
<td>0.01656</td>
</tr>
<tr>
<td>Vehicles</td>
<td>15</td>
<td>0.05783</td>
</tr>
<tr>
<td>Small Equipment &amp; Gear</td>
<td>10</td>
<td>0.09133</td>
</tr>
<tr>
<td>Library Materials</td>
<td>10</td>
<td>0.09133</td>
</tr>
</tbody>
</table>

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 City 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

City of Cambridge

Operating and Capital Expenditure Impacts for Future Capital Expenditures

<table>
<thead>
<tr>
<th>SERVICE/CLASS OF SERVICE</th>
<th>GROSS COST LESS BENEFIT TO EXISTING</th>
<th>ANNUAL LIFECYCLE EXPENDITURES</th>
<th>ANNUAL OPERATING EXPENDITURES</th>
<th>TOTAL ANNUAL EXPENDITURES</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Stormwater Drainage and Control Services</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1.1 Channels, drainage and ponds</td>
<td>3,189,488</td>
<td>20,688</td>
<td>703,815</td>
<td>724,503</td>
</tr>
<tr>
<td>2. Wastewater Services</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.1 Treatment plants &amp; Sewers</td>
<td>43,468,355</td>
<td>414,093</td>
<td>5,842,274</td>
<td>6,256,367</td>
</tr>
<tr>
<td>3. Water Services</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.1 Treatment, storage and distribution systems</td>
<td>10,186,933</td>
<td>284,289</td>
<td>5,664,051</td>
<td>5,948,340</td>
</tr>
<tr>
<td>4. Services Related to a Highway</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4.1 Roads and Related</td>
<td>166,840,656</td>
<td>6,618,308</td>
<td>3,159,867</td>
<td>9,778,175</td>
</tr>
<tr>
<td>5. Public Works (Facilities and Fleet)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5.1 All Services</td>
<td>22,084,419</td>
<td>1,238,935</td>
<td>556,892</td>
<td>1,795,827</td>
</tr>
<tr>
<td>6. Fire Protection Services</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6.1 Fire facilities, vehicles &amp; equipment</td>
<td>12,271,267</td>
<td>1,102,436</td>
<td>5,327,569</td>
<td>6,430,005</td>
</tr>
<tr>
<td>7. Parks and Recreation Services</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7.1 Park development, amenities, trails, park and recreation vehicles, and recreation facilities</td>
<td>110,097,732</td>
<td>3,579,098</td>
<td>3,900,198</td>
<td>7,479,296</td>
</tr>
<tr>
<td>8. Library Services</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8.1 Library facilities, materials and vehicles</td>
<td>10,474,476</td>
<td>569,524</td>
<td>1,737,101</td>
<td>2,306,625</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>378,613,326</td>
<td>13,827,371</td>
<td>26,891,766</td>
<td>40,719,137</td>
</tr>
</tbody>
</table>
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) 2-7).
- 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(s) come 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-laws (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 the previous year;
• Amount and source of money used by the municipality to repay municipal obligations to the D.C. reserve fund;
• A 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 a 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 D.C. is collected during the year:
  i. whether, as of the end of the year, the municipality expects to incur the amount of capital costs that were estimated, in the relevant D.C. background study, to be incurred during the term of the applicable D.C. by-laws, and
  ii. 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 D.C. 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 and wastewater, and services related to a highway. Therefore, as of 2023, a municipality shall spend or allocate at least 60 percent of the monies in the reserve fund at the beginning of the year. There are generally two ways in which a municipality may approach this requirement.

1. Include a schedule as part of the annual Treasurer’s statement; or

2. Incorporate the information into the annual budgeting process.

Based upon the above, Figure D-1 and Attachments 1 and 2, set out the format for which annual reporting to Council should be provided. Figure D-4 provides 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
City of Cambridge
Annual Treasurer’s Statement of Development Charge Reserve Funds

<table>
<thead>
<tr>
<th>Description</th>
<th>Services Related to a Highway</th>
<th>Public Works (Facilities and Fleet)</th>
<th>Water Services</th>
<th>Wastewater Services</th>
<th>Stormwater Drainage and Control Services</th>
<th>Fire Protection Services</th>
<th>Parks and Recreation Services</th>
<th>Library Services</th>
<th>Total</th>
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</thead>
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<tr>
<td>Opening Balance, January 1, ________</td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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<td>Plus:</td>
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<td></td>
<td></td>
<td></td>
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<td></td>
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<td></td>
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<td>Development Charge Collections</td>
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<td>Accrued Interest</td>
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</tr>
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<td>Repayment of Monies Borrowed from Fund and Associated Interest¹</td>
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</tr>
<tr>
<td>Sub-Total</td>
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<td>0</td>
<td></td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
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<tr>
<td>Less:</td>
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<td></td>
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<td></td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Amount Transferred to Capital (or Other) Funds²</td>
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<tr>
<td>Amounts Refunded</td>
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<td>Amounts Loaned to Other D.C. Service Category for Interim Financing</td>
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</tr>
<tr>
<td>Sub-Total</td>
<td>0</td>
<td>0</td>
<td></td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
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<tr>
<td>Closing Balance, December 31, ________</td>
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<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

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  
City of Cambridge  
Attachment 1  
Annual Treasurer’s Statement of Development Charge Reserve Funds  
Amount Transferred to Capital (or Other) Funds – Capital Fund Transactions

<table>
<thead>
<tr>
<th>Capital Fund Transactions</th>
<th>D.C. Recoverable Cost Share</th>
<th>Non-D.C. Recoverable Cost Share</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>D.C. Forecast Period</td>
<td>Post D.C. Forecast Period</td>
</tr>
<tr>
<td></td>
<td>Grants, Subsidies</td>
<td>Other Contributions</td>
</tr>
<tr>
<td>Services Related to a Highway</td>
<td>Gross Capital Cost</td>
<td>D.C. Reserve Fund Draw</td>
</tr>
<tr>
<td>Capital Cost A</td>
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<td></td>
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<tr>
<td>Capital Cost B</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Capital Cost C</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sub-Total - Services Related to Highways</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>Water Services</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Capital Cost D</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Capital Cost E</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Capital Cost F</td>
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<td></td>
</tr>
<tr>
<td>Sub-Total - Water</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>Wastewater Services</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Capital Cost G</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Capital Cost H</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Capital Cost I</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sub-Total - Wastewater</td>
<td>$0</td>
<td>$0</td>
</tr>
</tbody>
</table>
### Figure D-2b
City of Cambridge
Attachment 1

Annual Treasurer’s Statement of Development Charge Reserve Funds
Amount Transferred to Capital (or Other) Funds – Operating Fund Transactions

<table>
<thead>
<tr>
<th>Operating Fund Transactions</th>
<th>Annual Debt Repayment Amount</th>
<th>D.C. Reserve Fund Draw</th>
<th>Post D.C. Forecast Period</th>
<th>Non-D.C. Recoverable Cost Share</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Principal</td>
<td>Interest</td>
<td>Principal</td>
<td>Interest</td>
</tr>
<tr>
<td>Services Related to a Highway</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Capital Cost J</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Capital Cost K</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Capital Cost L</td>
<td></td>
<td></td>
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</tr>
<tr>
<td><strong>Sub-Total - Services Related to a Highway</strong></td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>Water Services</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Capital Cost M</td>
<td></td>
<td></td>
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<tr>
<td>Capital Cost N</td>
<td></td>
<td></td>
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<tr>
<td>Capital Cost O</td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td><strong>Sub-Total - Water</strong></td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>Wastewater Services</td>
<td></td>
<td></td>
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<td></td>
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<tr>
<td>Capital Cost P</td>
<td></td>
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<tr>
<td>Capital Cost Q</td>
<td></td>
<td></td>
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<tr>
<td>Capital Cost R</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Sub-Total - Wastewater</strong></td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
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</tbody>
</table>
### Figure D-3
City of Cambridge
Attachment 2
Annual Treasurer’s Statement of Development Charge Reserve Funds
Statement of Credit Holder Transactions

<table>
<thead>
<tr>
<th>Credit Holder</th>
<th>Applicable D.C. Reserve Fund</th>
<th>Credit Balance Outstanding Beginning of Year</th>
<th>Additional Credits Granted During Year</th>
<th>Credits Used by Holder During Year</th>
<th>Credit Balance Outstanding End of Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Credit Holder A</td>
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<tr>
<td>Credit Holder B</td>
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<tr>
<td>Credit Holder C</td>
<td></td>
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<tr>
<td>Credit Holder D</td>
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<tr>
<td>Credit Holder E</td>
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<tr>
<td>Credit Holder F</td>
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</tbody>
</table>
### City of Cambridge

**Annual Treasurer’s Statement of Development Charge Reserve Funds**

**Statement of Reserve Fund Balance Allocations**

<table>
<thead>
<tr>
<th>Service:</th>
<th>Water</th>
</tr>
</thead>
<tbody>
<tr>
<td>Balance in Reserve Fund at Beginning of Year:</td>
<td></td>
</tr>
<tr>
<td>60% of Balance to be Allocated (at a minimum):</td>
<td></td>
</tr>
</tbody>
</table>

#### Projects to Which Funds Will be Allocated

<table>
<thead>
<tr>
<th>Project Description</th>
<th>Project Number</th>
<th>Total Growth-related Capital Cost Remaining to be Funded</th>
<th>Share of Growth-related Cost Allocated to Date</th>
<th>Share of Growth-related Cost Allocated - Current Year</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

Total $0 $0 $0

<table>
<thead>
<tr>
<th>Service:</th>
<th>Wastewater</th>
</tr>
</thead>
<tbody>
<tr>
<td>Balance in Reserve Fund at Beginning of Year:</td>
<td></td>
</tr>
<tr>
<td>60% of Balance to be Allocated (at a minimum):</td>
<td></td>
</tr>
</tbody>
</table>

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<td></td>
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</tbody>
</table>

Total $0 $0 $0

<table>
<thead>
<tr>
<th>Service:</th>
<th>Services Related to a Highway</th>
</tr>
</thead>
<tbody>
<tr>
<td>Balance in Reserve Fund at Beginning of Year:</td>
<td></td>
</tr>
<tr>
<td>60% of Balance to be Allocated (at a minimum):</td>
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<td></td>
</tr>
</tbody>
</table>

Total $0 $0 $0
Appendix E
Local Service Policy
Appendix E: Local Service Policy

Policy Statement

This document sets the City’s policy on Development Charges and funding for local services related to highways, stormwater management, parkland development, pumping stations and underground services (including water, sanitary and storm services).

Purpose

This document sets the City’s policy on Development Charges and funding for local services related to highways, stormwater management, parkland development, pumping stations and underground services (including water, sanitary and storm services).

Acronyms

D.C. Development Charges

D.C.A. Development Charges Act, 1997, as amended

M.N.R.F. Ministry of Natural Resources and Forestry

M. E.C.P. Ministry of the Environment, Conservation and Parks

R.O.W. Right of Way

T.M.P. Transportation Master Plan

O.P.S. Ontario Provincial Standards

Definitions

“Complete street” is the concept whereby a highway is planned, designed, operated and maintained to enable pedestrians, cyclists, public transit users and motorists to move safely and efficiently.

“Road” includes a common of public highway and any facilities within a municipally owned road allowance including but 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; stormwater drainage systems; utilities (gas, telephone, hydro, cable, etc.); 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 and lay-bys; road way illumination systems; boulevard and median surfaces (e.g. sod and topsoil, paving, etc.); street trees and landscaping; wildlife crossings; parking lanes and lay-bys; driveway entrances; noise attenuation systems; railings and safety barriers.

“Arterial Road,” “Rural Road” and “Local Road” have a corresponding meaning with reference to the road hierarchy defined in the Official Plan.

“Major Collector Road” as defined in the Transportation Master Plan, will balance the provision of mobility with land access by collecting and distributing people and goods between neighbourhoods and communities from Local Streets and Minor Collector Roadways with connections to Arterials. Direct access to property may be permitted.

“Minor Collector Road” as defined in the Transportation Master Plan, will connect Local Streets within individual neighbourhoods to Major Collector roadways, and are intended to move people and goods primarily within neighbourhoods. They usually do not connect directly with Arterials.

“Basic Parkland Development” means the work required to ensure lands are suitable for development for park and other public recreational purposes, to the satisfaction of the City in accordance with applicable Engineering Standards and Design Manual, as may be amended from time to time, and includes but is not limited to the following:

- Servicing – water, hydro, stormwater, sanitary, electrical, fibre/phone, meter and meter boxes connected to a point just inside the property line;
- Catch basins, culverts, manholes and other drainage structures;
- Clearing and grubbing, including stump removal;
- Only where impediments that would inhibit the suitability of parkland exist, any other associated infrastructure (minor bridges and abutments, guard and hand rails, retaining walls, etc.) as required to bring the land to a suitable level for development as a parkland;
- Topsoil stripping, rough grading, supply and placement of topsoil and engineered fill to required depths;
- Fine grading;
• Sodding;
• Only where parkland is divided between more than one separate development application or is part of more than one phased application within the same development parcel, temporary perimeter fencing where there is no permanent fence;
• Temporary park sign(s) advising future residents that the site is a future park; and
• Permanent perimeter fencing to City Standards to all adjacent lands uses (residential and non-residential) as required by the city or other approval authority.

“Multi-use Trail”, as referenced in the Cycling Master Plan, is an all ages and abilities facility, consisting of a hard surface that is a minimum width of 3.0 metres, located as a separate facility within a municipal right-of-way, or other off-street locations (i.e. parkland, stormwater block, utility corridor or railway corridor).

“Separated Bicycle Lanes”, as referenced in the Cycling Master Plan, are physically separated from motor vehicle travel lanes but are located on-street within the roadway surface, or within the boulevard elevated to sidewalk level. These can run two-way on one side of the road, or one-way on both sides of the road.

“Supporting Cycling Facilities” includes, but is not limited to, local street bikeways, painted bicycle lanes, paved shoulders or shared streets.

“Stormwater Management” includes any lot level, conveyance or end-of-pipe treatment facility that is designed and constructed to provide water quality or quantity control of runoff or to satisfy water balance requirements. Facilities may include, but are not limited to, infiltration galleries, bioswales, underground storage, oil/grit separators and stormwater management ponds.

“Traffic Improvements” includes, but is not limited to, intersection upgrades, additional turning lanes, railway crossing upgrades, new and/or upgraded roundabouts, area traffic studies, traffic calming and other traffic control devices such as, but not limited to, pedestrian crossovers, crossrides, bicycle traffic lights and pedestrian refuge islands.

“Underground Services” are the pipes and appurtenances associated with storm, water and wastewater municipal servicing. Underground services within a municipal road allowance are not included in the cost of road infrastructure and are treated separately.
“Natural Heritage System”, as referenced in the Official Plan, are natural features and associated ecological functions that have been identified at the federal, provincial, regional and local levels. They are categorized in policy as Landscape Level Systems, Core Environmental Features, Locally Significant Natural Areas, Fish Habitat, the natural features linkages between them and lands that may be suitable for restoration.

**Authority**

This policy is developed in connection with Sections 59 and 59.1 of the D.C.A., and Sections 51 and 53 of the Planning Act.

**Scope**

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

**Policy**

All infrastructure described below to be constructed by developers must be designed and constructed in accordance with the City of Cambridge Engineering Standards and Development Manual, and any other applicable specifications and standards, including but not limited to Grand River Conservation Authority, Region of Waterloo, O.P.S., M.E.C.P. and M.N.R.F.

1.0 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, micro mobility vehicles 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.
1.1 Local, Minor Collector and Rural Roads

The costs of the following items shall be direct developer responsibilities as a local service:

- Local, Minor Collector and Rural Roads internal to the development, inclusive of all land and associated infrastructure; and
- Minor Collector and Rural Roads external to development, inclusive of all land and associated infrastructure, required to support the development or required to link with the area to which the plan relates.
- The costs of the following shall be payable through development charges:
  - Minor Collector Roads external to a development that are not required for direct access (included in D.C. to extent permitted).

1.2 Major Collector and Arterial Roads

The costs of the following items shall be direct developer responsibilities as a local service:

- The equivalent cost of local, minor collector or rural roads where new, widened, extended or upgraded major collector and arterial roads have been identified within a development, if the major collector and arterial roads have been identified through a Master Environmental Servicing Plan or Transportation Master Plan;
- Land acquisition for major collector and arterial roads on existing right-of-way to achieve a complete street, dedication under the Planning Act through development lands; and
- Land acquisition for major collector and arterial roads on new right-of-way to achieve a complete street, dedication, where possible, under the Planning Act through development lands up to R.O.W. specified in the Official Plan.

The costs of the following shall be payable through development charges:

- New, widened, extended or upgraded major collector and arterial roads external to the development, inclusive of all associated infrastructure;
- The widening, extension or upgrading of local, minor collector or rural roads within a development, as needed to meet major collector and arterial road criteria, if identified through a Master Environmental Servicing Plan or
Transportation Master Plan and provided that the contribution to oversizing through development charges shall be the total cost less the cost to construct the local, minor collector or rural road;

- Land acquisition for major collector and arterial road on existing right-of-way to achieve a complete street in areas with limited development; and
- Land acquisition beyond normal dedication requirements to achieve transportation corridors as services related to highways including grade separation infrastructure for the movement of pedestrians, cyclists, public transit and/or railway vehicles.

1.3 Traffic Improvements

The costs of the following items shall be direct developer responsibilities as a local service:

- On any roads or entrances related to or impacted by a specific development.

The costs of the following shall be payable through development charges:

- On any roads attributed to growth and unrelated to a specific development; and
- On any road intersections with Regional roads these systems may be included in regional D.C.s or in certain circumstances, may be a direct developer responsibility.

1.4 Traffic Signals

The costs of the following items shall be direct developer responsibilities as a local service:

- Not applicable – service currently provided by Region of Waterloo.

The costs of the following shall be payable through development charges:

- Not applicable – service currently provided by Region of Waterloo.

1.5 Streetlights

The costs of the following items shall be direct developer responsibilities as a local service:
• Streetlights on any roads internal to the development; and
• Streetlights on any roads external to the development and required to support the
development or required to link with the area to which the plan relates.

The costs of the following shall be payable through development charges:

• Streetlights on any roads external to the development and not required to support
the development or required to link with the area to which the plan relates.

1.6 Active Transportation

The costs of the following items shall be direct developer responsibilities as a local
service:

• Sidewalks, multi-use trails, separated bicycle lanes and supporting cycling
facilities, inclusive of all required infrastructure, located within or linking to road
corridors internal to development; and
• Sidewalks, multi-use trails, separated bicycle lanes and supporting cycling
facilities, inclusive of all required infrastructure, located within road corridors
external to development and needed to support a specific development or
required to link with the area to which the plan relates.

The costs of the following shall be payable through development charges:

• Sidewalks, multi-use trails, separated bicycle lanes and supporting cycling
facilities, inclusive of all required infrastructure, located within roads external to
the development, not needed to support a specific development or required to
link with the area to which the plan relates, including regional roads and
provincial highway corridors; and
• Multi-use trails and separated bicycle lanes (not associated with a road) inclusive
of all land and required infrastructure, that go beyond the function of a
recreational trail and form part of the municipality’s active transportation network
for cycling and/or walking.

1.7 Noise abatement measures

The costs of the following items shall be direct developer responsibilities as a local
service:
• Measures external and internal to development where it is related to, or a requirement of a specific development.

The costs of the following shall be payable through development charges:

• Measures on new roads and road improvements abutting an existing community attributed to growth and unrelated to a specific development.

1.8 Transit Lay-bys

The costs of the following items shall be direct developer responsibilities as a local service:

• Transit lay-bys internal to the development; and
• Transit lay-bys external to the development and required to support the development.

The costs of the following shall be payable through development charges:

• Transit lay-bys attributed to growth and unrelated to specific development.

1.9 Transit lanes, bus stops and amenities

The costs of the following items shall be direct developer responsibilities as a local service:

• Not applicable – service currently provided by Region of Waterloo.

The costs of the following shall be payable through development charges:

• Not applicable – service currently provided by Region of Waterloo.

2.0 Parkland Development

2.1 Recreational Trails

The costs of the following items shall be direct developer responsibilities as a local service:
- Recreational trails and associated infrastructure (landscaping, bridges, trail surfaces, etc.) internal to the development and where applicable, connecting to external trails and transportation infrastructure including, but not limited to, cycling facilities, sidewalks, multi-use trails, and walkways.

The costs of the following shall be payable through development charges:

- Recreational trails and associated infrastructure (landscaping, bridges, trail surfaces, boardwalks, etc.) external to a specific development.

2.2 Parkland

The costs of the following items shall be direct developer responsibilities as a local service:

- Land for parks is generally acquired through dedications required under a by-law passed pursuant to sections 41 and 42 of the Planning Act, as a condition of approval of a draft plan of subdivision under section 51.1 of the Planning Act, as a condition of a consent under section 53 of the Planning Act, or from the expenditure of funds collected in lieu of a required dedication under one of those sections;
- Basic Parkland Development of lands conveyed, or to be conveyed, to the City for park or other public recreational purposes in connection with Development; and
- Optional over-dedication of parklands comprised of land still meeting the City’s specification for parkland use internal or external to the development.

The costs of the following shall be payable through development charges:

- Design and implementation of facilities and all other associated site works exceeding Basic Parkland Development. Upon receiving written approval from the City, developers may request to undertake such work on behalf of the City and will receive a credit for the work undertaken based on actual costs incurred by the developer up to an upset limit of the value of the work agreed upon prior to undertaking the work which shall not in any case exceed the actual cost of the works. In some instances, the City may choose to do these works where lands are available to the City and the works can be undertaken as part of other City projects.
2.3 Landscape buffer blocks, features, cul-de-sac island, berms, grade transition areas, gateway features, walkway connections, open space

The costs of the following items shall be direct developer responsibilities as a local service:

- Development of all landscape buffer blocks, landscape features, gateway features, cul-de-sac islands, berms, grade transition areas, retaining walls, walkway connections, open space and other remnant pieces of land conveyed to the municipality, including, but not limited to, clearing and grubbing, pre-grading, sodding or seeding, supply and installation of amended topsoil, landscape features, perimeter fencing, amenities and all planting, and related municipal or hydro services;
- Perimeter fencing on public lands as directed by the City; and
- Special landscape or built features not required by the City, or which exceed City standards or average service levels, subject to receiving written approval from the City. The City will generally not accept any responsibility for the costs of constructing or maintaining such features and may require a perpetual maintenance agreement to be entered into.

The costs of the following shall be payable through development charges:

- Not applicable.

2.4 Natural Heritage System

The costs of the following items shall be direct developer responsibilities as a local service:

- Riparian planting and landscaping requirements (as required by the City, the Grand River Conservation Authority or other authorities having jurisdiction) as a result of creation of, or construction near the natural heritage system and associated buffers; and
- Perimeter fencing of the natural heritage system located on public property side of any adjacent land uses.

The costs of the following shall be payable through development charges:
• Not applicable.

3.0 Stormwater Management

The costs of the following items shall be direct developer responsibilities as a local service:

• Provide stormwater management facilities, including quality and quantity management and downstream erosion works, related to an individual development, inclusive of land and all infrastructure such as landscaping and fencing;
• Erosion works, inclusive of all restoration requirements, related to a development application;
• Dedication of all lands required for stormwater management facilities including any lands for oversizing capacity to service external drainage areas in accordance with a City approved Master Environmental Servicing Plan or the South-East Galt Community Plan; and
• Monitoring required by the City or Grand River Conservation Authority, where applicable.

The costs of the following shall be payable through development charges:

• Oversizing of pond capacity, outlet structures and winter bypass systems based on contributing impervious area, to accommodate runoff from new, widened, extended or upgraded roads that are funded as a development charge project, but excluding land; and
• Oversizing of pond capacity, outlet structures and winter bypass systems to service external drainage areas in accordance with a City approved Master Environmental Servicing Plan, Master Drainage Plan, Subwatershed Study or the South-East Galt Community Plan, but excluding land.

4.0 Underground Services

The costs of the following items shall be direct developer responsibilities as a local service:

• All underground services internal to the development, including storm, water and sanitary;
• Service connections from existing services to the development;
• Providing new underground services or upgrading existing services external to the development if the services are required to service the development; and
• If underground services are required by two or more developments but they do not meet the criteria for development charge funding, the developer of the first development will be responsible for the cost of these services and may enter into cost-sharing agreements with other developers independent of the City.

The costs of the following shall be payable through development charges:

• Trunk infrastructure exceeding 300 mm for water and sanitary and 900 mm for storm, provided that the oversizing is required to service existing external upstream lands and provided that the contribution towards oversizing through development charges shall be the total cost less the cost to construct a 300 mm pipe for water and sanitary or a 900 mm pipe for storm;
• Oversizing of storm sewers within a development to accommodate runoff from new, widened, extended or upgraded roads that are funded as a development charge project; and
• Additional sewer pipe depth to service external lands in accordance with a City approved Master Environmental Servicing Plan or the South-East Galt Community Plan.

4.1 Pumping Stations and Forcemains

The costs of the following will be direct developer responsibilities as a local service:

• Construction of temporary or permanent water booster station or reservoir pumping stations servicing individual new developments or redevelopments;
• Construction of sanitary pumping stations and forcemains serving individual new developments and redevelopments;
• Dedication of all lands required for pumping stations, including any lands deemed necessary by the City to provide adequate buffering; and
• Upgrades or expansions to existing pumping stations and forcemains to provide capacity for individual new developments or redevelopments.

The costs of the following shall be payable through development charges:
• Oversizing of pumping stations and forcemains to service external lands, in accordance with a City approved Master Environmental Servicing Plan or the South-East Galt Community Plan; and
• Oversizing of upgrades or expansions to existing pumping stations and forcemains to service external lands.
Appendix F
Asset Management Plan
Appendix F: Asset Management Plan

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

“The asset management plan shall,

(a) deal with all assets whose capital costs are proposed to be funded under the development charge by-law;

(b) demonstrate that all the assets mentioned in clause (a) are financially sustainable over their full life cycle;

(c) contain any other information that is prescribed; and

(d) be prepared in the prescribed manner.”

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

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

It should be noted that with the recent passing of the Infrastructure for Jobs and Prosperity Act (I.J.P.A.) municipalities are now required to complete A.M.P.s, based on certain criteria, which are to be completed by 2022 for core municipal services and 2024 for all other services. The amendments to the D.C.A. do not require municipalities to complete these A.M.P.s (required under I.J.P.A.) for the D.C. background study, rather the D.C.A. requires that the D.C. background study include information to show the assets to be funded by the D.C. are sustainable over their full lifecycle.
In 2012, the Province developed Building Together: Guide for municipal asset management plans which outlines the key elements for an A.M.P., as follows:

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

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

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

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

Commensurate with the above, the City prepared an A.M.P. in 2019 for its existing assets; however, it did not take into account future growth-related assets. 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 2023 $) 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 City’s A.M.P., the present infrastructure gap and associated funding plan have not been considered at this time. Hence the following does not represent a fiscal impact assessment (including future tax/ rate increases) but provides insight into the potential affordability of the new assets:

1. The non-D.C. recoverable portion of the projects that will require financing from municipal financial resources (i.e. 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 2023 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 $49.88 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 $19.38 million. This amount, totalled with the existing operating revenues of $293.77 million, provide annual revenues of $313.15 million by the end of the period.
6. In consideration of the above, the capital plan is deemed to be financially sustainable.

City of Cambridge  
Asset Management – Future Expenditures and Associated Revenues  
2023$

<table>
<thead>
<tr>
<th>Asset Management - Future Expenditures and Associated Revenues</th>
<th>2032 (Total)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Expenditures (Annualized)</strong></td>
<td></td>
</tr>
<tr>
<td>Annual Debt Payment on Non-Growth Related Capital(^1)</td>
<td>$5,225,047</td>
</tr>
<tr>
<td>Annual Debt Payment on Post Period Capital(^2)</td>
<td>$3,419,005</td>
</tr>
<tr>
<td><strong>Lifecycle:</strong></td>
<td></td>
</tr>
<tr>
<td>Annual Lifecycle</td>
<td>$13,827,371</td>
</tr>
<tr>
<td>Incremental Operating Costs (for D.C. Services)</td>
<td>$26,891,766</td>
</tr>
<tr>
<td><strong>Total Expenditures</strong></td>
<td>$49,363,190</td>
</tr>
<tr>
<td><strong>Revenue (Annualized)</strong></td>
<td></td>
</tr>
<tr>
<td>Total Existing Revenue(^3)</td>
<td>$293,767,709</td>
</tr>
<tr>
<td>Incremental Tax and Non-Tax Revenue (User Fees, Fines, Licences, etc)</td>
<td>$19,380,664</td>
</tr>
<tr>
<td><strong>Total Revenues</strong></td>
<td>$313,148,373</td>
</tr>
</tbody>
</table>

\(^1\) Non-Growth Related component of Projects  
\(^2\) Interim Debt Financing for Post Period Benefit  
\(^3\) As per Sch. 10 of FIR
Appendix G
Proposed D.C. By-laws
Appendix G: Proposed D.C. By-laws (Provided under separate cover)
BY-LAW 24-040

Being a by-law to impose certain Development Charges in the Corporation of the City of Cambridge pursuant to the Development Charges Act, S.O., 1997, c. 27, as amended (Fire Protection Services).

WHEREAS the Development Charges Act, S.O. 1997, c. 27, as amended, (the "Act"), authorizes municipalities to pass by-laws to impose development charges against land to pay for increased capital costs required because of increased needs for services arising from development or redevelopment of land (s. 2 (1) of the Act);

AND WHEREAS the City of Cambridge has completed a development charges background study dated December 22, 2023, to investigate the increased needs for services arising from such development or redevelopment of land (s. 10 (1) of the Act);

AND WHEREAS the City of Cambridge has given at least 20 days' notice of a public meeting in the manner and to the persons and organizations prescribed by s 9 Ontario Regulation 82/98 (s. 12 (1) (b) of the Act);

AND WHEREAS such public meeting was held on April 16, 2024 at the City Hall (s.12 (1) (a) of the Act);

AND WHEREAS the City ensured that the proposed by-law and the background study were made available to the public at least two weeks prior to the meeting (s .12 (1) (c) of the Act);

AND WHEREAS any person who attended the meeting was allowed to make representations relating to the proposed by-law (s. 12 (2) of the Act);

AND WHEREAS this by-law is being passed within the one-year period following completion of the development charges background study (s. 11 of the Act);

NOW THEREFORE BE IT RESOLVED THAT the Corporation of the City of Cambridge enacts as follows:
1. Definitions

In this by-law:

1.1. “accessory use” means where used to describe a use, building, or structure that the use, building, or structure is naturally and normally incidental, subordinate in purpose or floor area or both, and exclusively devoted to a principal use, building, or structure, but is not an ancillary dwelling;

1.2. "Act" means the Development Charges Act S.O. 1997, c. 27, as may be amended or restated;

1.3. “Affordable Residential unit” means a residential unit that meets the criteria set out in subsection 4.1(2) or 4.1(3) of the Act;

1.4. “Ancillary dwelling” means a residential building that would be accessory to a detached dwelling, semi-detached dwelling, or row dwelling and includes an accessory dwelling;

1.5. "apartment" means a dwelling unit in a building containing a non-residential use or two or more dwelling units in a residential building, including a stacked townhouse and a stand-alone additional residential unit, but does not include a lodging house, row dwelling, back to back townhouse, special care/special need dwelling, semi-detached dwelling or single detached dwelling;

1.6. “attainable residential unit” means a residential unit that meets the criteria set out in subsection 4.1(4) of the Act;

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

1.8. “brownfield" means: a property that requires a risk assessment and/or site remediation under the Environmental Protection Act, R.S.O. 1990, Chapter E.19, or any successor legislation, or any regulations thereunder; or a property that requires site remediation under a City policy concerning contaminated sites;

1.9. “Cannabis” means
1.9.1. a cannabis plant;

1.9.2. any part of a cannabis plant, including the phytocannabinoids produced by, or found in, such a plant regardless of whether that part has been processed or not;

1.9.3. any substance or mixture of substances that contains or has on it any part of such a plant; and

1.9.4. any substance that is identical to any phytocannabinoid produced by, or found in, such a plant, regardless of how the substance was obtained.

1.10. “Cannabis production facilities” means a building, or part thereof, designed, used, or intended to be used for one or more of the following: growing, production, processing, harvesting, testing, alteration, destruction, storage, packaging, shipment, or distribution of cannabis where a licensed, permit or authorization has been issued under applicable federal law and does not include, but is not limited to such buildings as a greenhouse and agricultural building associated with the use. It does not include a building or part thereof solely designed, used, or intended to be used for retail sales of cannabis;

1.11. "canopy" includes, but is not limited to, a roof-like structure projecting more than three hundred millimetres (300 mm) from the exterior face of a building and a separate roof-like structure such as a roof-like structure for an automotive fuel station or a drivethrough facility, used or designed or intended for use for a purpose other than anaesthetic purpose or the protection of pedestrians;

1.12. "capital costs" means costs incurred or proposed to be incurred by the City or a local board thereof directly or by others on behalf of, and as authorized by, the City or a local board thereof as defined by subsection 5(3) of the Act.

1.13. "Charitable dwelling" means a residential building, a part of a residential building or the residential portion of a mixed-use building maintained and operated by a corporation approved under the Charitable Institutions Act, R.S.O. 1990, c. C.9, for persons requiring residential, specialized or group care and charitable dwelling includes a children’s residence under the Child and Family Services Act, R.S.O. 1990, c. C.11, a home or a joint home under
the Homes for the Aged and Rest Homes Act, R.S.O. 1990, c. H.13, an institution under the Mental Hospitals Act, R.S.O. 1990, c. M.8, a nursing home under the Nursing Homes Act, R.S.O. 1990, c. N.7, and a home for special care under the Homes for Special Care Act, R.S.O. 1990, c. H.12;

1.14. "City" means the Corporation of the City of Cambridge;

1.15. “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, 1997.

1.16. "colleges" mean buildings or structures owned by a college of applied arts and technology established pursuant to the Ministry of Training, Colleges and Universities Act, RSO 1990, c.M.19 and used for teaching of programs of study leading to a postsecondary certificate or diploma, a graduate certificate or a bachelor degree;

1.17. "Correctional group home" means a residential building or the residential portion of a mixed-use building containing a single housekeeping unit supervised on a 24-hour basis on site by agency staff on a shift rotation basis, and funded wholly or in part by any government or its agency, or by public subscription or donation, or by any combination thereof, and licensed, approved or supervised by the Province of Ontario as a detention or correctional facility under any general or special act and amendments or replacement thereto. A correction group home may contain an office provided that the office is used only for the operation of the correctional group home in which it is located. A correctional group home shall not include any detention facility operated or supervised by the Federal Government nor any correctional institution or secure custody and detention facility operated by the Province of Ontario;

1.18. "Council" means the Council of the Corporation of the City of Cambridge;

1.19. "demolition permit" is a permit required prior to demolition of a structure that is issued under the Ontario Building Code (Ontario Regulation 332/12, or any successor legislation);
1.20. "demolition control permit" is a permit required prior to demolition of a whole or any part of a residential property that is issued under the Planning Act, R.S.O. 1990, c.P.13, or any successor legislation;

1.21. “detached dwelling unit” has the same meaning as a “single detached dwelling” for the purposes of this by-law;

1.22. "development" includes re-development;

1.23. "development charge" means a charge imposed against land under this by-law;

1.24. "dwelling unit" means a room or rooms located within a building or structure which are occupied or designed or intended to be occupied by one or more persons as a single housekeeping unit and for which a separate private entrance (from outdoors or a common hallway), sanitary and culinary facilities are provided but does not include a lodging unit;

1.25. "existing industrial building" means an industrial building or buildings existing on a site on January 1, 2000, or the first industrial building or buildings constructed on a vacant site pursuant to site plan approval under section 41 of the Planning Act subsequent to the passage of this by-law for which full development charges were paid.

1.26. "farm" means a parcel of land on which the predominant activity is farming;

1.27. "farming" means the production of crops or the breeding, raising or maintaining of livestock or both; including fur farming, fruit and vegetable growing, the keeping of bees, fish farming and sod farming and includes such buildings and structures located on a farm designed and intended to be used solely for or in connection with such production of crops or livestock including barns, silos, structures used for farm equipment storage and repair, storing or processing materials used in the production or maintenance of crops or livestock or the products derived from the farm 's production of crops or livestock, or both. Farming shall not include a dwelling unit located on a farm;

1.28. "grade" means the average level of finished ground adjoining a building at all its exterior walls;
1.29. "gross floor area" means the total floor area measured between the outside of exterior walls or between the outside of exterior walls and the centre line of party walls dividing the building from another building, of all floors above the average grade adjoining the building at its exterior walls;

1.30. "group home" means a residential building or the residential portion of a mixed-use building containing a single housekeeping unit which may or may not be supervised on a 24-hour basis on site by agency staff on a shift rotation basis, and funded wholly or in part by any government or its agency, or by public subscription or donation, or by any combination thereof and licensed, approved or supervised by the Province of Ontario for the accommodation of persons under any general or special act and amendments or replacements thereto. A group home may contain an office provided that the office is used only for the operation of the group home in which it is located;

1.31. "Home based business" means an occupation conducted within a dwelling unit by the resident or residents of the dwelling unit and which is accessory to the dwelling unit;

1.32. "Hospice" means a building or portion of a mixed-use building designed and intended to provide palliative care and emotional support to the terminally ill in a home or homelike setting so that quality of life is maintained and family members may be active participants in care;

1.33. “industrial building” means lands, buildings or structures, or portions thereof, used, designed or intended for use for production, compounding, processing, packaging, crating, bottling, or assembly ("manufacturing") of raw goods or semi-processed goods or materials, research and development relating thereto, warehousing or bulk storage of goods, and includes office uses and the sale of commodities to the general public (if the retail sales are at the site where the manufacturing takes place) where such uses are accessory to an industrial use, and includes cannabis production facilities, but does not include the sale of commodities to the general public through a warehouse club or retail warehouse and does not include self-storage or mini-storage facilities.

1.34. “institutional use” means development of a building or structure intended for use:
1.34.1. as a long-term care home within the meaning of subsection 2 (1) of the Long-Term Care Homes Act, 2007;

1.34.2. as a retirement home within the meaning of subsection 2 (1) of the Retirement Homes Act, 2010;

1.34.3. by any of the following post-secondary institutions for the objects of the institution:

   1.34.3.1. a university in Ontario that receives direct, regular, and ongoing operating funding from the Government of Ontario,

   1.34.3.2. a college or university federated or affiliated with a university described in subclause (1), or

   1.34.3.3. an Indigenous Institute prescribed for the purposes of section 6 of the Indigenous Institutes Act, 2017;

1.34.4. as a memorial home, clubhouse, or athletic grounds by an Ontario branch of the Royal Canadian Legion; or

1.34.5. as a hospice to provide end of life care.

1.35. "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;

1.36. "local board" means a local board as defined in section 1 of the Municipal Affairs Act, R.S.O. 1990, c. 307, other than a board as defined in section 1 (1) of the Education Act, S.O. 1990, c. 13, as amended (s. 1 of the Act);

1.37. "local services" means 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 s. 51 of the Planning Act or under s. 53 of the Planning Act;
1.38. "lodging house" means a building designed or intended to contain, or containing lodging units where the residents share access to common areas of the building, other than the lodging units;

1.39. "lodging unit" means one or more rooms located within a lodging house which:

1.39.1. is designed to be occupied for human habitation by one resident;

1.39.2. is not normally accessible to persons other than the resident without the permission of the resident; and,

1.39.3. may contain either cooking or sanitary facilities, but not both, for the exclusive use of the resident of the unit.

1.39.4. A room or suite in a hotel or motel shall not constitute a lodging unit.

1.40. "lot" means a parcel of land capable of being conveyed lawfully without any approval under the Planning Act or successor thereto which meets the minimum lot area requirements under the City's zoning by-law;

1.41. “Non-profit housing development” means development of a building or structure intended for use as residential premises by:

1.41.1. a corporation without share capital to which the Corporations Act applies, that is in good standing under that Act and whose primary object is to provide housing;

1.41.2. a corporation without share capital to which the Canada Not-for-profit Corporations Act applies, that is in good standing under that Act and whose primary object is to provide housing; or

1.41.3. a non-profit housing co-operative that is in good standing under the Co-operative Corporations Act, or any successor legislation.

1.42. "non-residential uses" means all commercial, industrial, institutional and other uses not included in the definition of residential uses including lodging houses exceeding 10 or more rooms, hotels and motels;
1.43. "owner" means the owner of land or a person authorized by the owner who has made application for an approval for the development of land upon which a development charge is imposed;

1.44. "pre-existing development" means a use of land or buildings existing on the land at the time a development charge is payable or existing at any time in the five years prior thereto;

1.45. “Primary dwelling unit” means the largest dwelling unit in which the residential use of the lot is conducted.

1.46. “rental housing” means development of a building or structure with four or more dwelling units all of which are intended for use as rented residential premises.

1.47. "residential building" means a building containing one or more dwelling units with or without any non-residential use and in the case of a single detached dwelling or semidetached dwelling or row dwelling means the individual dwelling unit;

1.48. "residential use" means the use of land, buildings or structures for one or more dwelling units, including a farm dwelling unit;

1.49. "row dwelling" means a residential building consisting of three or more dwelling units attached by a vertical wall or walls and not abutting any dwelling units along a horizontal plane, and includes a back to back townhouse;

1.50. "semi-detached dwelling" means a residential building divided vertically to provide two dwelling units separated by a common wall or walls;

1.51. "services" means services designated in section 4 of this by-law;

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

1.53. "site" means a parcel of land situated in the City which can be legally conveyed pursuant to section 50 of the Planning Act and includes a development having two or more lots consolidated under identical ownership.
1.54. "special care/special dwelling" means a building containing two or more dwelling units, which units have a common entrance from street level:

1.54.1. Where the occupants have the right to use in common, halls, stairs, yards, common rooms, and accessory buildings;

1.54.2. Which may or may not have exclusive sanitary and/or culinary facilities;

1.54.3. That is designed to accommodate persons with specific needs, including, but not limited to, independent permanent living arrangements;

1.54.4. Where support services such as meal preparation, grocery shopping, laundry, housekeeping, nursing, respite care and attendant services are provided at various levels; and

1.54.5. Includes, but is not limited to, retirement houses or lodges, nursing homes, charitable dwellings, group homes (including correctional group homes) and hospices.

1.55. "stacked townhouse" 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.

1.56. "Stand-alone additional residential dwelling unit" means one single stand-alone dwelling unit that is subordinate to the primary dwelling unit on a lot and does not exceed 40% of the gross floor area of the primary dwelling unit but in no case may be larger than 80 square metres.

1.57. "total floor area"

1.57.1. includes the sum total of the total areas of the floors in a building whether at, above or below grade, measured:

1.57.1.1. between the exterior faces of the exterior walls of the building;

1.57.1.2. from the centre line of a common wall separating two uses; or
1.57.1.3. from the outside edge of a floor where the outside edge of the floor does not meet an exterior or common wall; and

1.57.2. includes the area of a mezzanine as defined in the Building Code Act;

1.57.3. excludes those areas used exclusively for parking garages or structures;

1.57.4. where a building or a portion thereof has only one wall or does not have any walls, shall be the sum of the total area of all floors in the building (1) directly beneath the roof or canopy of the building; or (2) between and/or beneath a structural system serving the function of walls, roof or canopy or any one or more of them;

1.57.5. where the building is an above-grade storage tank, the calculation of the total floor area is determined by taking the cross-sectional area of the tank, which is the base area;

1.57.6. and for the purposes of definition, the non-residential portion of a mixed-use building is deemed to include half of any area common to the residential and non-residential portions of such mixed-use buildings

1.58. “urban area” means the area within the urban area boundary as identified in Schedule B

2. Application of Development Charges – Rules

2.1. General Application (s.2(7) of the Act)

Subject to the exemptions and discounts set out in this by-law, development charges shall apply and shall be calculated and collected in accordance with this by-law against land to pay for increased capital costs required because of increased needs for services arising from development that requires:

2.1.1. the passing of a zoning by-law or an amendment to a zoning by-law under section 34 of the Planning Act;

2.1.2. the approval of a minor variance under section 45 of the Planning Act;
2.1.3. a conveyance of land to which a by-law passed under subsection 50 (7) of the Planning Act applies;

2.1.4. the approval of a plan of subdivision under section 51 of the Planning Act;

2.1.5. a consent under section 53 of the Planning Act;

2.1.6. the approval of a description under section 50 of the Condominium Act; or

2.1.7. the issuing of a permit under the Building Code Act, 1992, in relation to a building or structure.

3. Imposition of Development Charges

3.1. All Lands (s. 2(7) and s. 3 of the Act)

Subject to subsection 3.2 hereof, the development charges herein are imposed on all land in the City and no land is exempt from a development charge by reason only that it is exempt from taxation under s. 3 of the Assessment Act.

3.2. Non-imposition – Municipality and Boards (s. 2(7) of the Act)

This by-law does not apply to land owned and used for the purposes of:

a) The City of Cambridge or any local board thereof;

b) The Region of Waterloo or any local board thereof;

c) Any municipality within the Region of Waterloo or any local board thereof;

d) A board of education as defined in the Education Act, S.O. 1990, c. 13, as amended, or any successor legislation;

e) Land vested in or leased to a university that receives regular and ongoing operating funds from the government for the purposes of post-secondary education 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;
f) The Grand River Conservation Authority to the extent that the lands are being used for conservation purposes; or

g) The Crown in right of Ontario or the Crown in right of Canada.

3.3. Municipal Exemption – Hospitals

This by-law shall not apply to land upon which there is to be developed a Public Hospital within the meaning of the Public Hospitals Act, R.S.O. 1990, c.P.40, as amended.

3.4. Not Applicable by Statute - Enlargement of an Existing Dwelling Unit and Creation of Up to Two Additional Dwelling Units (s. 2 (3) of the Act)

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

3.4.1.1. an enlargement to an existing dwelling unit;

3.4.1.2. the creation of additional dwelling units equal to the greater of one or 1% of the existing dwelling units in an existing residential rental building containing four or more dwelling units or prescribed ancillary structure to the existing residential building;

3.4.2. Notwithstanding the provisions of this By-law, development charges shall not be imposed with respect to the creation of any of the following in existing or new houses:

3.4.2.1. A second residential unit in an existing or new detached house, semi-detached house or rowhouse on a parcel of land on which residential use, other than ancillary residential use, is permitted, if all buildings and structures ancillary to the existing or new detached house, semi-detached house or rowhouse cumulatively contain no more than one residential unit.

3.4.2.2. A third residential unit in an existing or new detached house, semi-detached house or rowhouse on a parcel of land on which residential use, other than ancillary residential use, is permitted, if no building or structure ancillary to the existing or new detached
house, semi-detached house or rowhouse contains any residential units.

3.4.2.3. One residential unit in a building or structure ancillary to an existing or new detached house, semi-detached house or rowhouse on a parcel of urban residential land, if the existing or new detached house, semi-detached house or rowhouse contains no more than two residential units and no other building or structure ancillary to the existing or new detached house, semi-detached house or rowhouse contains any residential units.

3.5. Not Applicable by Statute – Local Services and Connections (s. 2(5) of the Act)

Subsection 2.1 of this by-law does not apply to:

3.5.1. Local services related to a plan of subdivision or within the area to which the plan relates to is installed or paid for by the owner as a condition of approval under section 51 of the Planning Act;

3.5.2. local services to be installed or paid for by the owner as a condition of approval under section 53 of the Planning Act, or

3.5.3. local connections to water mains, sanitary sewers or storm drainage facilities to be installed or paid for by the owner.

3.6. Not Applicable by Statute – Enlargement of Existing Industrial Building (s. 4 of the Act)

3.6.1. If a development includes the enlargement of the gross floor area by an addition onto the existing industrial building, the amount of the development charge that is payable in respect of the enlargement is determined in accordance with this section.

3.6.2. If the gross floor area is enlarged by 50 percent or less as an addition onto the existing industrial building, the amount of the development charge in respect of the enlargement is zero.

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

3.6.3.1. Determine the amount by which the enlargement exceeds 50 percent of the gross floor area before the enlargement.

3.6.3.2. Divide the amount determined under paragraph 3.6.3.1 by the amount of the enlargement.

3.7. Not Applicable - Two or More Actions

Where two or more of the actions described in section 2.1 of this by-law are required before land to which a development charge applies can be developed, only one development charge shall be applicable and such charge shall be calculated and collected in accordance with the provisions of this by-law; provided, however, that if two or more of the actions described in section 2.1 occur at different times, and if the subsequent action has the effect of increasing the need for services as designated in section 4 hereof, additional development charges shall be applicable and such charge shall be calculated and collected in accordance with the provisions of this by-law.

3.8. Municipal Exemption – Contaminated Sites (s. 2(7) of the Act and s. 5(1) (10) of the Act)

Where a development charge is payable for a development or re-development of land which requires site remediation under the current "Record of Site Condition Regulation, Ontario Regulation 153-04" or the City Council's policy for dealing with contaminated sites, an amount will be credited against the development charge otherwise payable equal to the amount of the costs of assessment and clean-up of the property, provided the owner submits to the City a written estimate of the amount of the cost of such works, which amount is approved by the City, but the credited amount shall not exceed the total development charge payable hereunder.

3.9. Municipal Exemption – Temporary Uses (s. 2 (7) of the Act and s. 5 (1) (10) of the Act)
This by-law shall not apply to land upon which there is to be constructed or erected:

3.9.1. any residential or non-residential building or structure constructed in accordance with a temporary use by-law pursuant to section 39 of the Planning Act, R.S.O. 1990, where such by-law provides for the removal of the building or structure; or,

3.9.2. any temporary erection of a building without foundation as defined in the Ontario Building Code for a period not exceeding six consecutive months and not more than six months in any calendar year, including tents, seasonal garden centres, and temporary sales trailers.

3.10. Municipal Exemption - Designated Sites (s. 2 (7) of the Act and s. 5 (1) (10) of the Act

Where a development charge is payable for a development or re-development of land which contains an existing building that has been Designated under the Ontario Heritage Act, no development charges shall be applicable to any redevelopment of the existing Designated building, and an additional development allowance equal to the floor area for non-residential uses or number of units for residential uses within the existing building, shall be credited to any additional development or re-development on the property provided the existing Designated building is retained and is an integral part of the development or redevelopment of the property.

3.11. Municipal Exemption - Farm Buildings

This by-law shall not apply to land upon which there is to be constructed or erected, buildings used for the purposes of farming.

3.12. Municipal Exemption - Home based businesses

Home based business will not be treated as a non-residential category.

3.13. Not Applicable by Statue – Non-profit Housing Development

Non-profit housing is exempt from development charges.
3.14. Not Applicable by Statue – Affordable and Attainable

3.14.1. Affordable residential units are exempt from development charges

3.14.2. Attainable residential units are exempt from development charges

3.15. Not Applicable by Statue – Rental Housing Discount (for profit)

The D.C. payable for rental housing developments, where the residential units are intended to be used as a rented residential premises will be subject to reductions, if any, in accordance with the Act.

4. Services/Classes of Service for Which Development Charge is Imposed (s. 2(4) of the Act)

The services for which the development charge is imposed are as follows:

4.1. Fire

5. Uses Upon Which Development Charges are Imposed

The categories of uses of land, buildings and structures upon which a development charge is imposed are:

5.1. Residential uses; and

5.2. Non-residential uses.

6. Lands Upon Which Development Charges are Imposed

6.1. D.C.s shall be calculated and collected for all land within the City of Cambridge identified on Schedule B of this by-law.

7. Mixed Uses

Where land is to be developed for mixed residential uses and non-residential uses, the development charge shall be calculated and collected as the total of:

7.1. that portion to be developed for residential uses plus

7.2. that portion to be developed for non-residential uses.
8. Lodging Houses

8.1. The applicable development charge for a lodging house having less than 10 lodging units will be based on residential development charges applicable to a residential dwelling.

8.2. A lodging house with 10 or more units will be based on non-residential development charges.

9. Amount of Development Charge

9.1. Subject to the provisions of this by-law, development charges shall be calculated and collected at the rates set out in Schedule "A".

9.2. Mandatory Phase-in

The amount of the development charges described in Schedule A to this by-law shall be reduced in accordance with the mandatory phase-in requirements of the Act, if any, as at the time of the determination of the charge set out in this by-law.

10. Indexing of Development Charges (s. 5 (1) (10) of the Act)

The amount of the development charges herein shall be adjusted annually on December 1st in each year, commencing on December 1, 2024, in accordance with the index prescribed in the Act.

11. Applicable Amount of Development Charge

The applicable rate of the development charge shall be the amount calculated in accordance with this by-law on the date the development charge is payable.

12. Time of Payment of Development Charges

12.1. Building Permit (s. 26 (1) and s. 28 of the Act)

Subject to subsections 12.2 through 12.4, all development charges for a development are payable upon the first building permit being issued in relation to a building or structure on land to which a development charge applies and until the development charge has been paid in full, no building permit shall be issued.
12.2. Rental Housing and Institutional Development (s.26.1 of the Act)

Notwithstanding subsection 12.1, development charges for rental housing and institutional developments are due and payable in six equal annual payments commencing with the first installment payable on the date of occupancy, and each subsequent installment, including interest.

12.3. Site Plan and Zoning Amendment Application (s. 26.2 of the Act)

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 building permit issuance occurs after the approval of the application and within the timeframe set out in section 26.2(5) of the Act, the development charges under subsections 5.1 and 5.2 shall be calculated on the rates set out in Schedule “A” on the date of the planning application, including interest. Where both planning applications apply, development charges under subsections 5.1 and 5.2 shall be calculated on the rates in effect on the day of the later planning application, including interest.

12.4. Agreement for Earlier or Later Payment (s. 27 of the Act)

Notwithstanding subsections 12.1 through 12.4 hereof, the City may enter into an agreement with a person/owner of land who is required to pay a development charge for:

12.4.1. All or any part of a development charge to be paid before or after it would otherwise be payable;

12.4.2. The total amount of the development charge payable under an agreement under this section is the amount of the development charge that would be determined under this by-law on the day specified in the agreement or, if no such day is specified, at the earlier of,

12.4.2.1. The time the development charge or any part of it is payable under the agreement;

12.4.2.2. the time the development charge would have been payable in the absence of the agreement
12.4.3. In an agreement under this section, the City may charge interest, at a rate stipulated in the agreement, on that part of the development charge payable after it would otherwise be payable.

13. Re-development Allowances to Reduce the Development Charge

13.1. Where a development charge is payable for a development which replaces a preexisting development including a change of use in an existing building, a redevelopment allowance shall be credited against the development charge otherwise payable.

13.2. Demolition Permit or Demolition Control Permit In order to be eligible for a re-development allowance:

13.2.1. The pre-existing development must be one in respect to which a valid demolition permit or demolition control permit was issued by the City within the five (5) years, related to a residential use or ten (10) years, for a non-residential use, preceding the due date of payment of the development charge hereunder and such demolition permit, demolition control permit or a certified copy thereof shall be given to the City Treasurer; and

13.2.2. Proof must be provided to the Chief Building Official's satisfaction that the development meets the requirements set out in section 13.2.1.

13.2.3. In situations where buildings are destroyed by fire or other unplanned events, sections 13.2.1 or 13.3 apply upon proof satisfactory to the City’s Chief Building Official if there was not an issued demolition permit.

13.3. Notwithstanding section 13.2.1, if the land is engaged in brownfield redevelopment, a redevelopment period longer than the time set out in section 13.2.1, may be provided based upon the approval by the City’s Deputy City Manager of Community Development or designate in consultation with the Chief Building Official, and applicable Regional Commissioner after consideration of specific development circumstances.

13.4. Date of Demolition
In determining eligibility for a re-development allowance under sections 13.2 and 13.3:

a) Demolition shall be deemed to have occurred on the date of the issuance of the demolition permit or demolition control permit;

b) For the purposes of sections 13.2 and 13.3, "demolition permit" or "demolition control permit" shall mean the first of any demolition permits or demolition control permits issued for the pre-existing development, if the demolition has taken place in more than one phase. Subsequent demolition permits or demolition control permits for that pre-existing development are not to be used in a calculation of the periods set out in sections 13.2 or 13.3; and

c) The date calculated under sections 13.2 and 13.3 shall apply regardless of whether the first demolition permit or demolition control permit was revoked or canceled.

13.5. Calculation of Re-development Allowance

In determining the amount of any re-development allowance to be applied in calculating a development charge payable, the following shall apply:

13.5.1. the re-development allowance quantified in accordance with section 13.6 hereof shall apply to the whole parcel of land on which the pre-existing development exists or existed;

13.5.2. any remaining re-development allowance applicable to a parcel of land from time to time, in the event of a division of the parcel of land into two or more parcels, shall be apportioned equally between or amongst the resultant parcels of land on a per unit area basis;

13.5.3. the amount of the re-development allowance applicable to a parcel of land on which the pre-existing development existed or to any part thereof after any land division shall be reduced for each subsequent development in respect of which the development charge otherwise payable is or has been reduced by a re-development allowance, as
building permits for such subsequent developments are issued or development charges paid, whichever first occurs.

13.6. Amount of Re-development Allowance

13.6.1. The amount of the re-development allowance shall be computed based upon the previous land use equal to:

13.6.2. for residential uses, the number and type or types of units in the preexisting development multiplied by the development charge rate or rates applicable to such units; and,

13.6.3. for non-residential uses, the number of square meters of building area of the pre-existing development multiplied by the development charge rate applicable to such building area.

13.7. Maximum Re-development Allowance and Carry Forward

The maximum re-development allowance shall be the development charge otherwise payable. Any unused re-development allowance may be carried forward and applied to any subsequent development charge payable in respect of the same land to which it relates within five years from the date of demolition of the pre-existing development to which it relates.

14. Credits (s. 38 of the Act)

14.1. Provisions of Services by Agreement

The City may agree, in writing, to allow a person/owner to perform work that relates to a service referred to herein and the City shall give the person/owner a credit towards the development charge in accordance with the Agreement.

14.2. The amount of the credit is the reasonable cost, without interest, of doing the work as agreed by the City and the person/owner who is to be given the credit (s. 38 (2) of the Act).

14.3. City Owned Industrial Land
Development charges shall be imposed on land sold by the City where such land is no longer owned by and used for the purposes of the City. The portion of the development charge with respect to infrastructure services may be satisfied by the provision of such services or as specified in a purchase and sale agreement and the City shall give a credit, for costs over and above the City's local service policy, for the amount equal to the reasonable cost to the owner of providing such services, but such credit shall not exceed the infrastructure services portion of the development charge payable.

15. Transitional Provisions – Prior Agreements

Notwithstanding anything in this by-law, if a conflict exists between the provisions of this by-law and:

15.1. an agreement under section 50 or 52 of the Planning Act that was in existence prior to the enactment of this by-law; or

15.2. any other prior agreement between the City and an owner or former owner; the provisions of the agreement shall prevail.

16. Administration

16.1. Reserve Funds

16.1.1. There is hereby established a separate reserve fund for each service to which the development charge herein relates (s. 33 of the Act).

16.1.2. Each development charge shall be paid into the reserve fund or funds to which the charge relates (s. 34 of the Act).

16.1.3. Subject to s. 16.1.4, the money in each reserve fund established for a service may be spent only for capital costs set out herein (s. 35 of the Act).

16.1.4. The City may borrow money from a reserve fund and shall repay the amount used plus interest at the prescribed minimum interest rate (s. 36 of the Act).

Application of Investment Income
Income received from the investment of a development charge reserve fund or funds shall be credited to the development charge reserve fund or funds in relation to which the investment income relates.

16.2. Complaints about Development Charges (s. 20 of the Act)

16.2.1. A person required to pay a development charge, or the person's agent, may complain to the council of the municipality imposing the development charge that:

16.2.1.1. the amount of the development charge was incorrectly determined;

16.2.1.2. whether a credit is available to be used against the development charge, or the amount of the credit or the service with respect to which the credit was given was incorrectly determined; or

16.2.1.3. there was an error in the application of the development charges bylaw.

16.2.2. A complaint may not be made later than 90 days after the day the development charge, or any part of it, is payable.

16.2.3. The complaint must be in writing, must state the complainant's name, the address where notice can be given to the complainant and the reasons for the complaint.

16.2.4. The City Council shall hold a hearing into the complaint and shall give the complainant an opportunity to make representations at the hearing.

16.2.5. The City Clerk shall mail a notice of the hearing to the complainant at least 14 days before the hearing.

16.2.6. After hearing the evidence and submissions of the complainant, City Council may dismiss the complaint or rectify any incorrect determination or error that was the subject of the complaint.

16.2.7. A complainant may appeal the decision of City Council to the Ontario Land Tribunal in accordance with section 22 of the Act.
17. Unpaid Charges Collected as Taxes (s. 32 of the Act)
   If a development charge or any part of it remains unpaid after it is payable, the amount unpaid shall be added to the tax roll and shall be collected in the same manner as taxes.

18. Commencement (s. 8 of the Act)
   This by-law shall come into force on June 1, 2024.

19. Repeal of Existing Development Charges By-law
   By-law Number 19-094, as amended, of the Corporation of the City of Cambridge are hereby repealed effective June 1, 2024.

20. Title
   This by-law may be referred to as the Development Charges By-law, 2024.

   PASSED AND ENACTED this 30th day of April, 2024.

   ________________________________
   MAYOR

   ________________________________
   CLERK
Schedule A to By-law 24-040
Development Charges

<table>
<thead>
<tr>
<th>Service/Class of Service</th>
<th>RESIDENTIAL</th>
<th>NON-RESIDENTIAL</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Single and Semi-Detached Dwelling</td>
<td>Other Multiples</td>
</tr>
<tr>
<td>Fire Protection Services</td>
<td>1,365</td>
<td>913</td>
</tr>
</tbody>
</table>
Schedule B to By-law 24-040
Map of Urban Service Area
THE CORPORATION OF THE CITY OF CAMBRIDGE

BY-LAW 24-041

Being a by-law to impose certain Development Charges in the Corporation of the City of Cambridge pursuant to the Development Charges Act, S.O., 1997, c. 27, as amended (Library Services).

WHEREAS the Development Charges Act, S.O. 1997, c. 27, as amended, (the "Act"), authorizes municipalities to pass by-laws to impose development charges against land to pay for increased capital costs required because of increased needs for services arising from development or redevelopment of land (s. 2 (1) of the Act);

AND WHEREAS the City of Cambridge has completed a development charges background study dated December 22, 2023, to investigate the increased needs for services arising from such development or redevelopment of land (s. 10 (1) of the Act);

AND WHEREAS the City of Cambridge has given at least 20 days' notice of a public meeting in the manner and to the persons and organizations prescribed by s 9 Ontario Regulation 82/98 (s. 12 (1) (b) of the Act);

AND WHEREAS such public meeting was held on April 16, 2024 at the City Hall (s.12 (1) (a) of the Act);

AND WHEREAS the City ensured that the proposed by-law and the background study were made available to the public at least two weeks prior to the meeting (s .12 (1) (c) of the Act);

AND WHEREAS any person who attended the meeting was allowed to make representations relating to the proposed by-law (s. 12 (2) of the Act);

AND WHEREAS this by-law is being passed within the one-year period following completion of the development charges background study (s. 11 of the Act);

NOW THEREFORE BE IT RESOLVED THAT the Corporation of the City of Cambridge enacts as follows:
1. Definitions

In this by-law:

1.1. “accessory use” means where used to describe a use, building, or structure that the use, building, or structure is naturally and normally incidental, subordinate in purpose or floor area or both, and exclusively devoted to a principal use, building, or structure, but is not an ancillary dwelling;

1.2. "Act" means the Development Charges Act S.O. 1997, c. 27, as may be amended or restated;

1.3. “Affordable Residential unit” means a residential unit that meets the criteria set out in subsection 4.1(2) or 4.1(3) of the Act;

1.4. “Ancillary dwelling” means a residential building that would be accessory to a detached dwelling, semi-detached dwelling, or row dwelling and includes an accessory dwelling;

1.5. "apartment" means a dwelling unit in a building containing a non-residential use or two or more dwelling units in a residential building, including a stacked townhouse and a stand-alone additional residential unit, but does not include a lodging house, row dwelling, back to back townhouse, special care/special need dwelling, semi-detached dwelling or single detached dwelling;

1.6. “attainable residential unit” means a residential unit that meets the criteria set out in subsection 4.1(4) of the Act;

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

1.8. “brownfield" means: a property that requires a risk assessment and/or site remediation under the Environmental Protection Act, R.S.O. 1990, Chapter E.19, or any successor legislation, or any regulations thereunder; or a property that requires site remediation under a City policy concerning contaminated sites;

1.9. “Cannabis” means
1.9.1. a cannabis plant;

1.9.2. any part of a cannabis plant, including the phytocannabinoids produced by, or found in, such a plant regardless of whether that part has been processed or not;

1.9.3. any substance or mixture of substances that contains or has on it any part of such a plant; and

1.9.4. any substance that is identical to any phytocannabinoid produced by, or found in, such a plant, regardless of how the substance was obtained.

1.10. “Cannabis production facilities” means a building, or part thereof, designed, used, or intended to be used for one or more of the following: growing, production, processing, harvesting, testing, alteration, destruction, storage, packaging, shipment, or distribution of cannabis where a licensed, permit or authorization has been issued under applicable federal law and does not include, but is not limited to such buildings as a greenhouse and agricultural building associated with the use. It does not include a building or part thereof solely designed, used, or intended to be used for retail sales of cannabis;

1.11. "canopy" includes, but is not limited to, a roof-like structure projecting more than three hundred millimetres (300 mm) from the exterior face of a building and a separate roof-like structure such as a roof-like structure for an automotive fuel station or a drivethrough facility, used or designed or intended for use for a purpose other than anaesthetic purpose or the protection of pedestrians;

1.12. "capital costs" means costs incurred or proposed to be incurred by the City or a local board thereof directly or by others on behalf of, and as authorized by, the City or a local board thereof as defined by subsection 5(3) of the Act.

1.13. "Charitable dwelling" means a residential building, a part of a residential building or the residential portion of a mixed-use building maintained and operated by a corporation approved under the Charitable Institutions Act, R.S.O. 1990, c. C.9, for persons requiring residential, specialized or group care and charitable dwelling includes a children's residence under the Child and Family Services Act, R.S.O. 1990, c. C.11 , a home or a joint home under
the Homes for the Aged and Rest Homes Act, R.S.O. 1990, c. H.13, an institution under the Mental Hospitals Act, R.S.O. 1990, c. M.8, a nursing home under the Nursing Homes Act, R.S.O., 1990, c. N.7, and a home for special care under the Homes for Special Care Act, R.S.O. 1990, c, H.12;

1.14. "City" means the Corporation of the City of Cambridge;

1.15. “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, 1997.

1.16. "colleges" mean buildings or structures owned by a college of applied arts and technology established pursuant to the Ministry of Training, Colleges and Universities Act, RSO 1990, c.M.19 and used for teaching of programs of study leading to a postsecondary certificate or diploma, a graduate certificate or a bachelor degree;

1.17. "Correctional group home" means a residential building or the residential portion of a mixed-use building containing a single housekeeping unit supervised on a 24-hour basis on site by agency staff on a shift rotation basis, and funded wholly or in part by any government or its agency, or by public subscription or donation, or by any combination thereof, and licensed, approved or supervised by the Province of Ontario as a detention or correctional facility under any general or special act and amendments or replacement thereto. A correction group home may contain an office provided that the office is used only for the operation of the correctional group home in which it is located. A correctional group home shall not include any detention facility operated or supervised by the Federal Government nor any correctional institution or secure custody and detention facility operated by the Province of Ontario;

1.18. "Council" means the Council of the Corporation of the City of Cambridge;

1.19. "demolition permit" is a permit required prior to demolition of a structure that is issued under the Ontario Building Code (Ontario Regulation 332/12, or any successor legislation);
1.20. "demolition control permit" is a permit required prior to demolition of a whole or any part of a residential property that is issued under the Planning Act, R.S.O. 1990, c.P.13, or any successor legislation;

1.21. “detached dwelling unit” has the same meaning as a "single detached dwelling" for the purposes of this by-law;

1.22. "development" includes re-development;

1.23. "development charge" means a charge imposed against land under this by-law;

1.24. "dwelling unit" means a room or rooms located within a building or structure which are occupied or designed or intended to be occupied by one or more persons as a single housekeeping unit and for which a separate private entrance (from outdoors or a common hallway), sanitary and culinary facilities are provided but does not include a lodging unit;

1.25. "existing industrial building" means an industrial building or buildings existing on a site on January 1, 2000, or the first industrial building or buildings constructed on a vacant site pursuant to site plan approval under section 41 of the Planning Act subsequent to the passage of this by-law for which full development charges were paid.

1.26. "farm" means a parcel of land on which the predominant activity is farming;

1.27. “farming" means the production of crops or the breeding, raising or maintaining of livestock or both; including fur farming, fruit and vegetable growing, the keeping of bees, fish farming and sod farming and includes such buildings and structures located on a farm designed and intended to be used solely for or in connection with such production of crops or livestock including barns, silos, structures used for farm equipment storage and repair, storing or processing materials used in the production or maintenance of crops or livestock or the products derived from the farm 's production of crops or livestock, or both. Farming shall not include a dwelling unit located on a farm;

1.28. "grade" means the average level of finished ground adjoining a building at all its exterior walls;
1.29. "gross floor area" means the total floor area measured between the outside of exterior walls or between the outside of exterior walls and the centre line of party walls dividing the building from another building, of all floors above the average grade adjoining the building at its exterior walls;

1.30. "group home" means a residential building or the residential portion of a mixed-use building containing a single housekeeping unit which may or may not be supervised on a 24-hour basis on site by agency staff on a shift rotation basis, and funded wholly or in part by any government or its agency, or by public subscription or donation, or by any combination thereof and licensed, approved or supervised by the Province of Ontario for the accommodation of persons under any general or special act and amendments or replacements thereto. A group home may contain an office provided that the office is used only for the operation of the group home in which it is located;

1.31. "Home based business" means an occupation conducted within a dwelling unit by the resident or residents of the dwelling unit and which is accessory to the dwelling unit;

1.32. "Hospice" means a building or portion of a mixed-use building designed and intended to provide palliative care and emotional support to the terminally ill in a home or homelike setting so that quality of life is maintained and family members may be active participants in care;

1.33. “industrial building” means lands, buildings or structures, or portions thereof, used, designed or intended for use for production, compounding, processing, packaging, crating, bottling, or assembly ("manufacturing") of raw goods or semi-processed goods or materials, research and development relating thereto, warehousing or bulk storage of goods, and includes office uses and the sale of commodities to the general public (if the retail sales are at the site where the manufacturing takes place) where such uses are accessory to an industrial use, and includes cannabis production facilities, but does not include the sale of commodities to the general public through a warehouse club or retail warehouse and does not include self-storage or mini-storage facilities.

1.34. “institutional use” means development of a building or structure intended for use:
1.34.1. as a long-term care home within the meaning of subsection 2 (1) of the Long-Term Care Homes Act, 2007;

1.34.2. as a retirement home within the meaning of subsection 2 (1) of the Retirement Homes Act, 2010;

1.34.3. by any of the following post-secondary institutions for the objects of the institution:

   1.34.3.1. a university in Ontario that receives direct, regular, and ongoing operating funding from the Government of Ontario,
   
   1.34.3.2. a college or university federated or affiliated with a university described in subclause (1), or
   
   1.34.3.3. an Indigenous Institute prescribed for the purposes of section 6 of the Indigenous Institutes Act, 2017;

1.34.4. as a memorial home, clubhouse, or athletic grounds by an Ontario branch of the Royal Canadian Legion; or

1.34.5. as a hospice to provide end of life care.

1.35. "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;

1.36. "local board" means a local board as defined in section 1 of the Municipal Affairs Act, R.S.O. 1990, c. 307, other than a board as defined in section 1 (1) of the Education Act, S.O. 1990, c. 13, as amended (s. 1 of the Act);

1.37. "local services" means 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 s. 51 of the Planning Act or under s. 53 of the Planning Act;
1.38. "lodging house" means a building designed or intended to contain, or containing lodging units where the residents share access to common areas of the building, other than the lodging units;

1.39. "lodging unit" means one or more rooms located within a lodging house which:

1.39.1. is designed to be occupied for human habitation by one resident;

1.39.2. is not normally accessible to persons other than the resident without the permission of the resident; and,

1.39.3. may contain either cooking or sanitary facilities, but not both, for the exclusive use of the resident of the unit.

1.39.4. A room or suite in a hotel or motel shall not constitute a lodging unit.

1.40. "lot" means a parcel of land capable of being conveyed lawfully without any approval under the Planning Act or successor thereto which meets the minimum lot area requirements under the City's zoning by-law;

1.41. "Non-profit housing development" means development of a building or structure intended for use as residential premises by:

1.41.1. a corporation without share capital to which the Corporations Act applies, that is in good standing under that Act and whose primary object is to provide housing;

1.41.2. a corporation without share capital to which the Canada Not-for-profit Corporations Act applies, that is in good standing under that Act and whose primary object is to provide housing; or

1.41.3. a non-profit housing co-operative that is in good standing under the Co-operative Corporations Act, or any successor legislation.

1.42. "non-residential uses" means all commercial, industrial, institutional and other uses not included in the definition of residential uses including lodging houses exceeding 10 or more rooms, hotels and motels;
1.43. "owner" means the owner of land or a person authorized by the owner who has made application for an approval for the development of land upon which a development charge is imposed;

1.44. "pre-existing development" means a use of land or buildings existing on the land at the time a development charge is payable or existing at any time in the five years prior thereto;

1.45. “Primary dwelling unit” means the largest dwelling unit in which the residential use of the lot is conducted.

1.46. “rental housing” means development of a building or structure with four or more dwelling units all of which are intended for use as rented residential premises.

1.47. "residential building" means a building containing one or more dwelling units with or without any non-residential use and in the case of a single detached dwelling or semidetached dwelling or row dwelling means the individual dwelling unit;

1.48. "residential use" means the use of land, buildings or structures for one or more dwelling units, including a farm dwelling unit;

1.49. "row dwelling" means a residential building consisting of three or more dwelling units attached by a vertical wall or walls and not abutting any dwelling units along a horizontal plane, and includes a back to back townhouse;

1.50. "semi-detached dwelling" means a residential building divided vertically to provide two dwelling units separated by a common wall or walls;

1.51. "services" means services designated in section 4 of this by-law;

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

1.53. "site" means a parcel of land situated in the City which can be legally conveyed pursuant to section 50 of the Planning Act and includes a development having two or more lots consolidated under identical ownership.
1.54. "special care/special dwelling" means a building containing two or more dwelling units, which units have a common entrance from street level:

1.54.1. Where the occupants have the right to use in common, halls, stairs, yards, common rooms, and accessory buildings;

1.54.2. Which may or may not have exclusive sanitary and/or culinary facilities;

1.54.3. That is designed to accommodate persons with specific needs, including, but not limited to, independent permanent living arrangements;

1.54.4. Where support services such as meal preparation, grocery shopping, laundry, housekeeping, nursing, respite care and attendant services are provided at various levels; and

1.54.5. Includes, but is not limited to, retirement houses or lodges, nursing homes, charitable dwellings, group homes (including correctional group homes) and hospices.

1.55. "stacked townhouse" 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.

1.56. “Stand-alone additional residential dwelling unit” means one single stand-alone dwelling unit that is subordinate to the primary dwelling unit on a lot and does not exceed 40% of the gross floor area of the primary dwelling unit but in no case may be larger than 80 square metres.

1.57. "total floor area"

1.57.1. includes the sum total of the total areas of the floors in a building whether at, above or below grade, measured:

1.57.1.1. between the exterior faces of the exterior walls of the building;

1.57.1.2. from the centre line of a common wall separating two uses; or
1.57.1.3. from the outside edge of a floor where the outside edge of the floor does not meet an exterior or common wall; and

1.57.2. includes the area of a mezzanine as defined in the Building Code Act;

1.57.3. excludes those areas used exclusively for parking garages or structures;

1.57.4. where a building or a portion thereof has only one wall or does not have any walls, shall be the sum of the total area of all floors in the building (1) directly beneath the roof or canopy of the building; or (2) between and/or beneath a structural system serving the function of walls, roof or canopy or any one or more of them;

1.57.5. where the building is an above-grade storage tank, the calculation of the total floor area is determined by taking the cross-sectional area of the tank, which is the base area;

1.57.6. and for the purposes of definition, the non-residential portion of a mixed-use building is deemed to include half of any area common to the residential and non-residential portions of such mixed-use buildings

1.58. “urban area” means the area within the urban area boundary as identified in Schedule B

2. **Application of Development Charges – Rules**

2.1. General Application (s.2(7) of the Act)

Subject to the exemptions and discounts set out in this by-law, development charges shall apply and shall be calculated and collected in accordance with this by-law against land to pay for increased capital costs required because of increased needs for services arising from development that requires:

2.1.1. the passing of a zoning by-law or an amendment to a zoning by-law under section 34 of the Planning Act;

2.1.2. the approval of a minor variance under section 45 of the Planning Act;
2.1.3. a conveyance of land to which a by-law passed under subsection 50 (7) of the Planning Act applies;

2.1.4. the approval of a plan of subdivision under section 51 of the Planning Act;

2.1.5. a consent under section 53 of the Planning Act;

2.1.6. the approval of a description under section 50 of the Condominium Act; or

2.1.7. the issuing of a permit under the Building Code Act, 1992, in relation to a building or structure.

3. **Imposition of Development Charges**

3.1. **All Lands (s. 2(7) and s. 3 of the Act)**

Subject to subsection 3.2 hereof, the development charges herein are imposed on all land in the City and no land is exempt from a development charge by reason only that it is exempt from taxation under s. 3 of the Assessment Act.

3.2. **Non-imposition – Municipality and Boards (s. 2(7) of the Act)**

This by-law does not apply to land owned and used for the purposes of:

a) The City of Cambridge or any local board thereof;

b) The Region of Waterloo or any local board thereof;

c) Any municipality within the Region of Waterloo or any local board thereof;

d) A board of education as defined in the Education Act, S.O. 1990, c. 13, as amended, or any successor legislation;

e) Land vested in or leased to a university that receives regular and ongoing operating funds from the government for the purposes of post-secondary education 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;
f) The Grand River Conservation Authority to the extent that the lands are being used for conservation purposes; or

g) The Crown in right of Ontario or the Crown in right of Canada.

3.3. Municipal Exemption – Hospitals

This by-law shall not apply to land upon which there is to be developed a Public Hospital within the meaning of the Public Hospitals Act, R.S.O. 1990, c.P.40, as amended.

3.4. Not Applicable by Statute - Enlargement of an Existing Dwelling Unit and Creation of Up to Two Additional Dwelling Units (s. 2 (3) of the Act)

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

3.4.1.1. an enlargement to an existing dwelling unit;

3.4.1.2. the creation of additional dwelling units equal to the greater of one or 1% of the existing dwelling units in an existing residential rental building containing four or more dwelling units or prescribed ancillary structure to the existing residential building;

3.4.2. Notwithstanding the provisions of this By-law, development charges shall not be imposed with respect to the creation of any of the following in existing or new houses:

3.4.2.1. A second residential unit in an existing or new detached house, semi-detached house or rowhouse on a parcel of land on which residential use, other than ancillary residential use, is permitted, if all buildings and structures ancillary to the existing or new detached house, semi-detached house or rowhouse cumulatively contain no more than one residential unit.

3.4.2.2. A third residential unit in an existing or new detached house, semi-detached house or rowhouse on a parcel of land on which residential use, other than ancillary residential use, is permitted, if no building or structure ancillary to the existing or new detached
house, semi-detached house or rowhouse contains any residential units.

3.4.2.3. One residential unit in a building or structure ancillary to an existing or new detached house, semi-detached house or rowhouse on a parcel of urban residential land, if the existing or new detached house, semi-detached house or rowhouse contains no more than two residential units and no other building or structure ancillary to the existing or new detached house, semi-detached house or rowhouse contains any residential units.

3.5. Not Applicable by Statute – Local Services and Connections (s. 2(5) of the Act)

Subsection 2.1 of this by-law does not apply to:

3.5.1. Local services related to a plan of subdivision or within the area to which the plan relates to is installed or paid for by the owner as a condition of approval under section 51 of the Planning Act;

3.5.2. local services to be installed or paid for by the owner as a condition of approval under section 53 of the Planning Act, or

3.5.3. local connections to water mains, sanitary sewers or storm drainage facilities to be installed or paid for by the owner.

3.6. Not Applicable by Statute – Enlargement of Existing Industrial Building (s. 4 of the Act)

3.6.1. If a development includes the enlargement of the gross floor area by an addition onto the existing industrial building, the amount of the development charge that is payable in respect of the enlargement is determined in accordance with this section.

3.6.2. If the gross floor area is enlarged by 50 percent or less as an addition onto the existing industrial building, the amount of the development charge in respect of the enlargement is zero.

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

3.6.3.1. Determine the amount by which the enlargement exceeds 50 percent of the gross floor area before the enlargement.

3.6.3.2. Divide the amount determined under paragraph 3.6.3.1 by the amount of the enlargement.

3.7. Not Applicable - Two or More Actions

Where two or more of the actions described in section 2.1 of this by-law are required before land to which a development charge applies can be developed, only one development charge shall be applicable and such charge shall be calculated and collected in accordance with the provisions of this by-law; provided, however, that if two or more of the actions described in section 2.1 occur at different times, and if the subsequent action has the effect of increasing the need for services as designated in section 4 hereof, additional development charges shall be applicable and such charge shall be calculated and collected in accordance with the provisions of this by-law.

3.8. Municipal Exemption – Contaminated Sites (s. 2(7) of the Act and s. 5(1) (10) of the Act)

Where a development charge is payable for a development or re-development of land which requires site remediation under the current "Record of Site Condition Regulation, Ontario Regulation 153-04" or the City Council's policy for dealing with contaminated sites, an amount will be credited against the development charge otherwise payable equal to the amount of the costs of assessment and clean-up of the property, provided the owner submits to the City a written estimate of the amount of the cost of such works, which amount is approved by the City, but the credited amount shall not exceed the total development charge payable hereunder.

3.9. Municipal Exemption – Temporary Uses (s. 2 (7) of the Act ands. 5 (1) (10) of the Act)
This by-law shall not apply to land upon which there is to be constructed or erected:

3.9.1. any residential or non-residential building or structure constructed in accordance with a temporary use by-law pursuant to section 39 of the Planning Act, R.S.O. 1990, where such by-law provides for the removal of the building or structure; or,

3.9.2. any temporary erection of a building without foundation as defined in the Ontario Building Code for a period not exceeding six consecutive months and not more than six months in any calendar year, including tents, seasonal garden centres, and temporary sales trailers.

3.10. Municipal Exemption - Designated Sites (s. 2 (7) of the Act and s. 5 (1) (10) of the Act

Where a development charge is payable for a development or re-development of land which contains an existing building that has been Designated under the Ontario Heritage Act, no development charges shall be applicable to any redevelopment of the existing Designated building, and an additional development allowance equal to the floor area for non-residential uses or number of units for residential uses within the existing building, shall be credited to any additional development or re-development on the property provided the existing Designated building is retained and is an integral part of the development or redevelopment of the property.

3.11. Municipal Exemption - Farm Buildings

This by-law shall not apply to land upon which there is to be constructed or erected, buildings used for the purposes of farming.

3.12. Municipal Exemption - Home based businesses

Home based business will not be treated as a non-residential category.

3.13. Not Applicable by Statue – Non-profit Housing Development

Non-profit housing is exempt from development charges.
3.14. Not Applicable by Statue – Affordable and Attainable

3.14.1. Affordable residential units are exempt from development charges

3.14.2. Attainable residential units are exempt from development charges

3.15. Not Applicable by Statue – Rental Housing Discount (for profit)

The D.C. payable for rental housing developments, where the residential units are intended to be used as a rented residential premises will be subject to reductions, if any, in accordance with the Act.

4. Services/Classes of Service for Which Development Charge is Imposed (s. 2(4) of the Act)

The services for which the development charge is imposed are as follows:

4.1. Library

5. Uses Upon Which Development Charges are Imposed

The categories of uses of land, buildings and structures upon which a development charge is imposed are:

5.1. Residential uses; and

5.2. Non-residential uses.

6. Lands Upon Which Development Charges are Imposed

6.1. D.C.s shall be calculated and collected for all land within the City of Cambridge identified on Schedule B of this by-law.

7. Mixed Uses

Where land is to be developed for mixed residential uses and non-residential uses, the development charge shall be calculated and collected as the total of:

7.1. that portion to be developed for residential uses plus

7.2. that portion to be developed for non-residential uses.
8. Lodging Houses

8.1. The applicable development charge for a lodging house having less than 10 lodging units will be based on residential development charges applicable to a residential dwelling.

8.2. A lodging house with 10 or more units will be based on non-residential development charges.

9. Amount of Development Charge

9.1. Subject to the provisions of this by-law, development charges shall be calculated and collected at the rates set out in Schedule "A".

9.2. Mandatory Phase-in

The amount of the development charges described in Schedule A to this by-law shall be reduced in accordance with the mandatory phase-in requirements of the Act, if any, as at the time of the determination of the charge set out in this by-law.

10. Indexing of Development Charges (s. 5 (1) (10) of the Act)

The amount of the development charges herein shall be adjusted annually on December 1st in each year, commencing on December 1, 2024, in accordance with the index prescribed in the Act.

11. Applicable Amount of Development Charge

The applicable rate of the development charge shall be the amount calculated in accordance with this by-law on the date the development charge is payable.

12. Time of Payment of Development Charges

12.1. Building Permit (s. 26 (1) and s. 28 of the Act)

Subject to subsections 12.2 through 12.4, all development charges for a development are payable upon the first building permit being issued in relation to a building or structure on land to which a development charge applies and until the development charge has been paid in full, no building permit shall be issued.
12.2. Rental Housing and Institutional Development (s.26.1 of the Act)

Notwithstanding subsection 12.1, development charges for rental housing and institutional developments are due and payable in six equal annual payments commencing with the first installment payable on the date of occupancy, and each subsequent installment, including interest.

12.3. Site Plan and Zoning Amendment Application (s. 26.2 of the Act)

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 building permit issuance occurs after the approval of the application and within the timeframe set out in section 26.2(5) of the Act, the development charges under subsections 5.1 and 5.2 shall be calculated on the rates set out in Schedule “A” on the date of the planning application, including interest. Where both planning applications apply, development charges under subsections 5.1 and 5.2 shall be calculated on the rates in effect on the day of the later planning application, including interest.

12.4. Agreement for Earlier or Later Payment (s. 27 of the Act)

Notwithstanding subsections 12.1 through 12.4 hereof, the City may enter into an agreement with a person/owner of land who is required to pay a development charge for:

12.4.1. All or any part of a development charge to be paid before or after it would otherwise be payable;

12.4.2. The total amount of the development charge payable under an agreement under this section is the amount of the development charge that would be determined under this by-law on the day specified in the agreement or, if no such day is specified, at the earlier of,

12.4.2.1. The time the development charge or any part of it is payable under the agreement;

12.4.2.2. the time the development charge would have been payable in the absence of the agreement
12.4.3. In an agreement under this section, the City may charge interest, at a rate stipulated in the agreement, on that part of the development charge payable after it would otherwise be payable.

13. Re-development Allowances to Reduce the Development Charge

13.1. Where a development charge is payable for a development which replaces a preexisting development including a change of use in an existing building, a redevelopment allowance shall be credited against the development charge otherwise payable.

13.2. Demolition Permit or Demolition Control Permit In order to be eligible for a re-development allowance:

13.2.1. The pre-existing development must be one in respect to which a valid demolition permit or demolition control permit was issued by the City within the five (5) years, related to a residential use or ten (10) years, for a non-residential use, preceding the due date of payment of the development charge hereunder and such demolition permit, demolition control permit or a certified copy thereof shall be given to the City Treasurer; and

13.2.2. Proof must be provided to the Chief Building Official's satisfaction that the development meets the requirements set out in section 13.2.1.

13.2.3. In situations where buildings are destroyed by fire or other unplanned events, sections 13.2.1 or 13.3 apply upon proof satisfactory to the City's Chief Building Official if there was not an issued demolition permit.

13.3. Notwithstanding section 13.2.1, if the land is engaged in brownfield redevelopment, a redevelopment period longer than the time set out in section 13.2.1, may be provided based upon the approval by the City's Deputy City Manager of Community Development or designate in consultation with the Chief Building Official, and applicable Regional Commissioner after consideration of specific development circumstances.

13.4. Date of Demolition
In determining eligibility for a re-development allowance under sections 13.2 and 13.3:

a) Demolition shall be deemed to have occurred on the date of the issuance of the demolition permit or demolition control permit;

b) For the purposes of sections 13.2 and 13.3, "demolition permit" or "demolition control permit" shall mean the first of any demolition permits or demolition control permits issued for the pre-existing development, if the demolition has taken place in more than one phase. Subsequent demolition permits or demolition control permits for that pre-existing development are not to be used in a calculation of the periods set out in sections 13.2 or 13.3; and

c) The date calculated under sections 13.2 and 13.3 shall apply regardless of whether the first demolition permit or demolition control permit was revoked or canceled.

13.5. Calculation of Re-development Allowance

In determining the amount of any re-development allowance to be applied in calculating a development charge payable, the following shall apply:

13.5.1. the re-development allowance quantified in accordance with section 13.6 hereof shall apply to the whole parcel of land on which the pre-existing development exists or existed;

13.5.2. any remaining re-development allowance applicable to a parcel of land from time to time, in the event of a division of the parcel of land into two or more parcels, shall be apportioned equally between or amongst the resultant parcels of land on a per unit area basis;

13.5.3. the amount of the re-development allowance applicable to a parcel of land on which the pre-existing development existed or to any part thereof after any land division shall be reduced for each subsequent development in respect of which the development charge otherwise payable is or has been reduced by a re-development allowance, as
building permits for such subsequent developments are issued or
development charges paid, whichever first occurs.

13.6. Amount of Re-development Allowance

13.6.1. The amount of the re-development allowance shall be computed
based upon the previous land use equal to:

13.6.2. for residential uses, the number and type or types of units in the
preexisting development multiplied by the development charge rate or rates
applicable to such units; and,

13.6.3. for non-residential uses, the number of square meters of building
area of the pre-existing development multiplied by the development charge
rate applicable to such building area.

13.7. Maximum Re-development Allowance and Carry Forward

The maximum re-development allowance shall be the development charge
otherwise payable. Any unused re-development allowance may be carried
forward and applied to any subsequent development charge payable in
respect of the same land to which it relates within five years from the date of
demolition of the pre-existing development to which it relates

14. Credits (s. 38 of the Act)

14.1. Provisions of Services by Agreement

The City may agree, in writing, to allow a person/owner to perform work
that relates to a service referred to herein and the City shall give the
person/ owner a credit towards the development charge in accordance
with the Agreement.

14.2. The amount of the credit is the reasonable cost, without interest, of doing
the work as agreed by the City and the person/owner who is to be given
the credit (s. 38 (2) of the Act).

14.3. City Owned Industrial Land
Development charges shall be imposed on land sold by the City where such land is no longer owned by and used for the purposes of the City. The portion of the development charge with respect to infrastructure services may be satisfied by the provision of such services or as specified in a purchase and sale agreement and the City shall give a credit, for costs over and above the City's local service policy, for the amount equal to the reasonable cost to the owner of providing such services, but such credit shall not exceed the infrastructure services portion of the development charge payable.

15. Transitional Provisions – Prior Agreements

Notwithstanding anything in this by-law, if a conflict exists between the provisions of this by-law and:

15.1. an agreement under section 50 or 52 of the Planning Act that was in existence prior to the enactment of this by-law; or

15.2. any other prior agreement between the City and an owner or former owner; the provisions of the agreement shall prevail.

16. Administration

16.1. Reserve Funds

16.1.1. There is hereby established a separate reserve fund for each service to which the development charge herein relates (s. 33 of the Act).

16.1.2. Each development charge shall be paid into the reserve fund or funds to which the charge relates (s. 34 of the Act).

16.1.3. Subject to s. 16.1.4, the money in each reserve fund established for a service may be spent only for capital costs set out herein (s. 35 of the Act).

16.1.4. The City may borrow money from a reserve fund and shall repay the amount used plus interest at the prescribed minimum interest rate (s. 36 of the Act).

Application of Investment Income
Income received from the investment of a development charge reserve fund or funds shall be credited to the development charge reserve fund or funds in relation to which the investment income relates.

16.2. Complaints about Development Charges (s. 20 of the Act)

16.2.1. A person required to pay a development charge, or the person's agent, may complain to the council of the municipality imposing the development charge that:

16.2.1.1. the amount of the development charge was incorrectly determined;

16.2.1.2. whether a credit is available to be used against the development charge, or the amount of the credit or the service with respect to which the credit was given was incorrectly determined; or

16.2.1.3. there was an error in the application of the development charges bylaw.

16.2.2. A complaint may not be made later than 90 days after the day the development charge, or any part of it, is payable.

16.2.3. The complaint must be in writing, must state the complainant's name, the address where notice can be given to the complainant and the reasons for the complaint.

16.2.4. The City Council shall hold a hearing into the complaint and shall give the complainant an opportunity to make representations at the hearing.

16.2.5. The City Clerk shall mail a notice of the hearing to the complainant at least 14 days before the hearing.

16.2.6. After hearing the evidence and submissions of the complainant, City Council may dismiss the complaint or rectify any incorrect determination or error that was the subject of the complaint.

16.2.7. A complainant may appeal the decision of City Council to the Ontario Land Tribunal in accordance with section 22 of the Act.
17. Unpaid Charges Collected as Taxes (s. 32 of the Act)
   If a development charge or any part of it remains unpaid after it is payable, the amount unpaid shall be added to the tax roll and shall be collected in the same manner as taxes.

18. Commencement (s. 8 of the Act)
   This by-law shall come into force on June 1, 2024.

19. Repeal of Existing Development Charges By-law
   By-law Number 19-094, as amended, of the Corporation of the City of Cambridge are hereby repealed effective June 1, 2024.

20. Title
   This by-law may be referred to as the Development Charges By-law, 2024.

PASSED AND ENACTED this 30th day of April, 2024.

___________________________
MAYOR

___________________________
CLERK
### Schedule A to By-law 24-041

#### Development Charges

<table>
<thead>
<tr>
<th>Service/Class of Service</th>
<th>RESIDENTIAL</th>
<th>NON-RESIDENTIAL</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Single and Semi-Detached Dwelling</td>
<td>Other Multiples</td>
</tr>
<tr>
<td>Library Services</td>
<td>1,604</td>
<td>1,073</td>
</tr>
</tbody>
</table>
Schedule B to By-law 24-041
Map of Urban Service Area

City of Cambridge Official Plan

MAP 1A
Urban Structure

Legend
- City Limits
- Municipal Boundaries
- Existing Route - Separated Interchange
- Roads - Ownership
- Province of Ontario or Region of Waterloo
- City of Cambridge

Regional Scale Role (see figs. 2, 3 and 4)
- Community Nodes

Regeneration Areas (see map 5)
- Urban Area Boundary (RMW)
- Built-up Area (Province of Ontario)
- Designated Greenfield Area (RMW)
- Countryside (RMW)
- Rivers and Lakes

Note: Municipalities with no major transport areas are not mapped.

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THE CORPORATION OF THE CITY OF CAMBRIDGE

BY-LAW 24-042

Being a by-law to impose certain Development Charges in the Corporation of the City of Cambridge pursuant to the Development Charges Act, S.O., 1997, c. 27, as amended (Parks and Recreation Services).

WHEREAS the Development Charges Act, S.O. 1997, c. 27, as amended, (the "Act"), authorizes municipalities to pass by-laws to impose development charges against land to pay for increased capital costs required because of increased needs for services arising from development or redevelopment of land (s. 2 (1) of the Act);

AND WHEREAS the City of Cambridge has completed a development charges background study dated December 22, 2023, to investigate the increased needs for services arising from such development or redevelopment of land (s. 10 (1) of the Act);

AND WHEREAS the City of Cambridge has given at least 20 days' notice of a public meeting in the manner and to the persons and organizations prescribed by s 9 Ontario Regulation 82/98 (s. 12 (1) (b) of the Act);

AND WHEREAS such public meeting was held on April 16, 2024 at the City Hall (s.12 (1) (a) of the Act);

AND WHEREAS the City ensured that the proposed by-law and the background study were made available to the public at least two weeks prior to the meeting (s .12 (1) (c) of the Act);

AND WHEREAS any person who attended the meeting was allowed to make representations relating to the proposed by-law (s. 12 (2) of the Act);

AND WHEREAS this by-law is being passed within the one-year period following completion of the development charges background study (s. 11 of the Act);

NOW THEREFORE BE IT RESOLVED THAT the Corporation of the City of Cambridge enacts as follows:
1. Definitions

In this by-law:

1.1. “accessory use” means where used to describe a use, building, or structure that the use, building, or structure is naturally and normally incidental, subordinate in purpose or floor area or both, and exclusively devoted to a principal use, building, or structure, but is not an ancillary dwelling;

1.2. "Act" means the Development Charges Act S.O. 1997, c. 27, as may be amended or restated;

1.3. “Affordable Residential unit” means a residential unit that meets the criteria set out in subsection 4.1(2) or 4.1(3) of the Act;

1.4. “Ancillary dwelling” means a residential building that would be accessory to a detached dwelling, semi-detached dwelling, or row dwelling and includes an accessory dwelling;

1.5. "apartment" means a dwelling unit in a building containing a non-residential use or two or more dwelling units in a residential building, including a stacked townhouse and a stand-alone additional residential unit, but does not include a lodging house, row dwelling, back to back townhouse, special care/special need dwelling, semi-detached dwelling or single detached dwelling;

1.6. “attainable residential unit” means a residential unit that meets the criteria set out in subsection 4.1(4) of the Act;

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

1.8. “brownfield” means: a property that requires a risk assessment and/or site remediation under the Environmental Protection Act, R.S.O. 1990, Chapter E.19, or any successor legislation, or any regulations thereunder; or a property that requires site remediation under a City policy concerning contaminated sites;

1.9. “Cannabis” means
1.9.1. a cannabis plant;

1.9.2. any part of a cannabis plant, including the phytocannabinoids produced by, or found in, such a plant regardless of whether that part has been processed or not;

1.9.3. any substance or mixture of substances that contains or has on it any part of such a plant; and

1.9.4. any substance that is identical to any phytocannabinoid produced by, or found in, such a plant, regardless of how the substance was obtained.

1.10. “Cannabis production facilities” means a building, or part thereof, designed, used, or intended to be used for one or more of the following: growing, production, processing, harvesting, testing, alteration, destruction, storage, packaging, shipment, or distribution of cannabis where a licensed, permit or authorization has been issued under applicable federal law and does not include, but is not limited to such buildings as a greenhouse and agricultural building associated with the use. It does not include a building or part thereof solely designed, used, or intended to be used for retail sales of cannabis;

1.11. "canopy" includes, but is not limited to, a roof-like structure projecting more than three hundred millimetres (300 mm) from the exterior face of a building and a separate roof-like structure such as a roof-like structure for an automotive fuel station or a drivethrough facility, used or designed or intended for use for a purpose other than anaesthetic purpose or the protection of pedestrians;

1.12. "capital costs" means costs incurred or proposed to be incurred by the City or a local board thereof directly or by others on behalf of, and as authorized by, the City or a local board thereof as defined by subsection 5(3) of the Act.

1.13. "Charitable dwelling" means a residential building, a part of a residential building or the residential portion of a mixed-use building maintained and operated by a corporation approved under the Charitable Institutions Act, R.S.O. 1990, c. C.9, for persons requiring residential, specialized or group care and charitable dwelling includes a children's residence under the Child and Family Services Act, R.S.O. 1990, c. C.11 , a home or a joint home under
the Homes for the Aged and Rest Homes Act, R.S.O. 1990, c. H.13, an
institution under the Mental Hospitals Act, R.S.O. 1990, c. M.8, a nursing
home under the Nursing Homes Act, R.S.O., 1990, c. N.7, and a home for
special care under the Homes for Special Care Act, R.S.O. 1990, c, H.12;

1.14. "City" means the Corporation of the City of Cambridge;

1.15. “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

1.16. "colleges" mean buildings or structures owned by a college of applied arts and
technology established pursuant to the Ministry of Training, Colleges and
Universities Act, RSO 1990, c.M.19 and used for teaching of programs of
study leading to a postsecondary certificate or diploma, a graduate certificate
or a bachelor degree;

1.17. "Correctional group home" means a residential building or the residential
portion of a mixed-use building containing a single housekeeping unit
supervised on a 24-hour basis on site by agency staff on a shift rotation basis,
and funded wholly or in part by any government or its agency, or by public
subscription or donation, or by any combination thereof, and licensed,
approved or supervised by the Province of Ontario as a detention or
correctional facility under any general or special act and amendments or
replacement thereto. A correction group home may contain an office provided
that the office is used only for the operation of the correctional group home in
which it is located. A correctional group home shall not include any detention
facility operated or supervised by the Federal Government nor any correctional
institution or secure custody and detention facility operated by the Province of
Ontario;

1.18. "Council" means the Council of the Corporation of the City of Cambridge;

1.19. "demolition permit" is a permit required prior to demolition of a structure that is
issued under the Ontario Building Code (Ontario Regulation 332/12, or any
successor legislation);
1.20. "demolition control permit" is a permit required prior to demolition of a whole or any part of a residential property that is issued under the Planning Act, R.S.O. 1990, c.P.13, or any successor legislation;

1.21. “detached dwelling unit” has the same meaning as a “single detached dwelling” for the purposes of this by-law;

1.22. "development" includes re-development;

1.23. "development charge" means a charge imposed against land under this by-law;

1.24. "dwelling unit" means a room or rooms located within a building or structure which are occupied or designed or intended to be occupied by one or more persons as a single housekeeping unit and for which a separate private entrance (from outdoors or a common hallway), sanitary and culinary facilities are provided but does not include a lodging unit;

1.25. "existing industrial building" means an industrial building or buildings existing on a site on January 1, 2000, or the first industrial building or buildings constructed on a vacant site pursuant to site plan approval under section 41 of the Planning Act subsequent to the passage of this by-law for which full development charges were paid.

1.26. "farm" means a parcel of land on which the predominant activity is farming;

1.27. “farming" means the production of crops or the breeding, raising or maintaining of livestock or both; including fur farming, fruit and vegetable growing, the keeping of bees, fish farming and sod farming and includes such buildings and structures located on a farm designed and intended to be used solely for or in connection with such production of crops or livestock including barns, silos, structures used for farm equipment storage and repair, storing or processing materials used in the production or maintenance of crops or livestock or the products derived from the farm ‘s production of crops or livestock, or both. Farming shall not include a dwelling unit located on a farm;

1.28. "grade" means the average level of finished ground adjoining a building at all its exterior walls;
1.29. "gross floor area" means the total floor area measured between the outside of exterior walls or between the outside of exterior walls and the centre line of party walls dividing the building from another building, of all floors above the average grade adjoining the building at its exterior walls;

1.30. "group home" means a residential building or the residential portion of a mixed-use building containing a single housekeeping unit which may or may not be supervised on a 24-hour basis on site by agency staff on a shift rotation basis, and funded wholly or in part by any government or its agency, or by public subscription or donation, or by any combination thereof and licensed, approved or supervised by the Province of Ontario for the accommodation of persons under any general or special act and amendments or replacements thereto. A group home may contain an office provided that the office is used only for the operation of the group home in which it is located;

1.31. "Home based business" means an occupation conducted within a dwelling unit by the resident or residents of the dwelling unit and which is accessory to the dwelling unit;

1.32. "Hospice" means a building or portion of a mixed-use building designed and intended to provide palliative care and emotional support to the terminally ill in a home or homelike setting so that quality of life is maintained and family members may be active participants in care;

1.33. "industrial building" means lands, buildings or structures, or portions thereof, used, designed or intended for use for production, compounding, processing, packaging, crating, bottling, or assembly ("manufacturing") of raw goods or semi-processed goods or materials, research and development relating thereto, warehousing or bulk storage of goods, and includes office uses and the sale of commodities to the general public (if the retail sales are at the site where the manufacturing takes place) where such uses are accessory to an industrial use, and includes cannabis production facilities, but does not include the sale of commodities to the general public through a warehouse club or retail warehouse and does not include self-storage or mini-storage facilities.

1.34. “institutional use” means development of a building or structure intended for use:
1.34.1. as a long-term care home within the meaning of subsection 2 (1) of the Long-Term Care Homes Act, 2007;

1.34.2. as a retirement home within the meaning of subsection 2 (1) of the Retirement Homes Act, 2010;

1.34.3. by any of the following post-secondary institutions for the objects of the institution:
   1.34.3.1. a university in Ontario that receives direct, regular, and ongoing operating funding from the Government of Ontario,
   1.34.3.2. a college or university federated or affiliated with a university described in subclause (1), or
   1.34.3.3. an Indigenous Institute prescribed for the purposes of section 6 of the Indigenous Institutes Act, 2017;

1.34.4. as a memorial home, clubhouse, or athletic grounds by an Ontario branch of the Royal Canadian Legion; or

1.34.5. as a hospice to provide end of life care.

1.35. "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;

1.36. "local board" means a local board as defined in section 1 of the Municipal Affairs Act, R.S.O. 1990, c. 307, other than a board as defined in section 1 (1) of the Education Act, S.O. 1990, c. 13, as amended (s. 1 of the Act);

1.37. "local services" means 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 s. 51 of the Planning Act or under s. 53 of the Planning Act;
1.38. "lodging house" means a building designed or intended to contain, or 
containing lodging units where the residents share access to common areas of 
the building, other than the lodging units;

1.39. "lodging unit" means one or more rooms located within a lodging house which:
   1.39.1. is designed to be occupied for human habitation by one resident;
   1.39.2. is not normally accessible to persons other than the resident 
           without the permission of the resident; and ,
   1.39.3. may contain either cooking or sanitary facilities, but not both, for 
           the exclusive use of the resident of the unit.
   1.39.4. A room or suite in a hotel or motel shall not constitute a lodging 
           unit.

1.40. "lot" means a parcel of land capable of being conveyed lawfully without any 
approval under the Planning Act or successor thereto which meets the 
minimum lot area requirements under the City's zoning by-law;

1.41. "Non-profit housing development" means development of a building or 
structure intended for use as residential premises by:
   1.41.1. a corporation without share capital to which the Corporations Act 
           applies, that is in good standing under that Act and whose 
           primary object is to provide housing;
   1.41.2. a corporation without share capital to which the Canada Not-for-
           profit Corporations Act applies, that is in good standing under 
           that Act and whose primary object is to provide housing; or
   1.41.3. a non-profit housing co-operative that is in good standing under 
           the Co-operative Corporations Act, or any successor legislation.

1.42. "non-residential uses" means all commercial, industrial, institutional and other 
uses not included in the definition of residential uses including lodging houses 
exceeding 10 or more rooms, hotels and motels;
1.43. "owner" means the owner of land or a person authorized by the owner who 
has made application for an approval for the development of land upon which 
a development charge is imposed;

1.44. "pre-existing development" means a use of land or buildings existing on the 
land at the time a development charge is payable or existing at any time in the 
five years prior thereto;

1.45. “Primary dwelling unit” means the largest dwelling unit in which the residential 
use of the lot is conducted.

1.46. “rental housing” means development of a building or structure with four or 
more dwelling units all of which are intended for use as rented residential 
premises.

1.47. "residential building" means a building containing one or more dwelling units 
with or without any non-residential use and in the case of a single detached 
dwelling or semidetached dwelling or row dwelling means the individual 
dwelling unit;

1.48. "residential use" means the use of land, buildings or structures for one or more 
dwelling units, including a farm dwelling unit;

1.49. "row dwelling" means a residential building consisting of three or more 
dwelling units attached by a vertical wall or walls and not abutting any dwelling 
units along a horizontal plane, and includes a back to back townhouse;

1.50. "semi-detached dwelling" means a residential building divided vertically to 
provide two dwelling units separated by a common wall or walls;

1.51. "services" means services designated in section 4 of this by-law;

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

1.53. "site" means a parcel of land situated in the City which can be legally 
conveyed pursuant to section 50 of the Planning Act and includes a 
development having two or more lots consolidated under identical ownership.
1.54. "special care/special dwelling" means a building containing two or more dwelling units, which units have a common entrance from street level:

1.54.1. Where the occupants have the right to use in common, halls, stairs, yards, common rooms, and accessory buildings;

1.54.2. Which may or may not have exclusive sanitary and/or culinary facilities;

1.54.3. That is designed to accommodate persons with specific needs, including, but not limited to, independent permanent living arrangements;

1.54.4. Where support services such as meal preparation, grocery shopping, laundry, housekeeping, nursing, respite care and attendant services are provided at various levels; and

1.54.5. Includes, but is not limited to, retirement houses or lodges, nursing homes, charitable dwellings, group homes (including correctional group homes) and hospices.

1.55. "stacked townhouse" 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.

1.56. “Stand-alone additional residential dwelling unit” means one single stand-alone dwelling unit that is subordinate to the primary dwelling unit on a lot and does not exceed 40% of the gross floor area of the primary dwelling unit but in no case may be larger than 80 square metres.

1.57. "total floor area"

1.57.1. includes the sum total of the total areas of the floors in a building whether at, above or below grade, measured:

1.57.1.1. between the exterior faces of the exterior walls of the building;

1.57.1.2. from the centre line of a common wall separating two uses; or
1.57.1.3. from the outside edge of a floor where the outside edge of the floor does not meet an exterior or common wall; and

1.57.2. includes the area of a mezzanine as defined in the Building Code Act;

1.57.3. excludes those areas used exclusively for parking garages or structures;

1.57.4. where a building or a portion thereof has only one wall or does not have any walls, shall be the sum of the total area of all floors in the building (1) directly beneath the roof or canopy of the building; or (2) between and/or beneath a structural system serving the function of walls, roof or canopy or any one or more of them;

1.57.5. where the building is an above-grade storage tank, the calculation of the total floor area is determined by taking the cross-sectional area of the tank, which is the base area;

1.57.6. and for the purposes of definition, the non-residential portion of a mixed-use building is deemed to include half of any area common to the residential and non-residential portions of such mixed-use buildings

1.58. “urban area” means the area within the urban area boundary as identified in Schedule B

2. Application of Development Charges – Rules

2.1. General Application (s.2(7) of the Act)

Subject to the exemptions and discounts set out in this by-law, development charges shall apply and shall be calculated and collected in accordance with this by-law against land to pay for increased capital costs required because of increased needs for services arising from development that requires:

2.1.1. the passing of a zoning by-law or an amendment to a zoning by-law under section 34 of the Planning Act;

2.1.2. the approval of a minor variance under section 45 of the Planning Act;
2.1.3. a conveyance of land to which a by-law passed under subsection 50 (7) of the Planning Act applies;

2.1.4. the approval of a plan of subdivision under section 51 of the Planning Act;

2.1.5. a consent under section 53 of the Planning Act;

2.1.6. the approval of a description under section 50 of the Condominium Act; or

2.1.7. the issuing of a permit under the Building Code Act, 1992, in relation to a building or structure.

3. **Imposition of Development Charges**

3.1. All Lands (s. 2(7) and s. 3 of the Act)

Subject to subsection 3.2 hereof, the development charges herein are imposed on all land in the City and no land is exempt from a development charge by reason only that it is exempt from taxation under s. 3 of the Assessment Act.

3.2. Non-imposition – Municipality and Boards (s. 2(7) of the Act)

This by-law does not apply to land owned and used for the purposes of:

a) The City of Cambridge or any local board thereof;

b) The Region of Waterloo or any local board thereof;

c) Any municipality within the Region of Waterloo or any local board thereof;

d) A board of education as defined in the Education Act, S.O. 1990, c. 13, as amended, or any successor legislation;

e) Land vested in or leased to a university that receives regular and ongoing operating funds from the government for the purposes of post-secondary education 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;
f) The Grand River Conservation Authority to the extent that the lands are being used for conservation purposes; or

g) The Crown in right of Ontario or the Crown in right of Canada.

3.3. Municipal Exemption – Hospitals

This by-law shall not apply to land upon which there is to be developed a Public Hospital within the meaning of the Public Hospitals Act, R.S.O. 1990, c.P.40, as amended.

3.4. Not Applicable by Statute - Enlargement of an Existing Dwelling Unit and Creation of Up to Two Additional Dwelling Units (s. 2 (3) of the Act)

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

3.4.1.1. an enlargement to an existing dwelling unit;

3.4.1.2. the creation of additional dwelling units equal to the greater of one or 1% of the existing dwelling units in an existing residential rental building containing four or more dwelling units or prescribed ancillary structure to the existing residential building;

3.4.2. Notwithstanding the provisions of this By-law, development charges shall not be imposed with respect to the creation of any of the following in existing or new houses:

3.4.2.1. A second residential unit in an existing or new detached house, semi-detached house or rowhouse on a parcel of land on which residential use, other than ancillary residential use, is permitted, if all buildings and structures ancillary to the existing or new detached house, semi-detached house or rowhouse cumulatively contain no more than one residential unit.

3.4.2.2. A third residential unit in an existing or new detached house, semi-detached house or rowhouse on a parcel of land on which residential use, other than ancillary residential use, is permitted, if no building or structure ancillary to the existing or new detached
3.4.2.3. One residential unit in a building or structure ancillary to an existing or new detached house, semi-detached house or rowhouse on a parcel of urban residential land, if the existing or new detached house, semi-detached house or rowhouse contains no more than two residential units and no other building or structure ancillary to the existing or new detached house, semi-detached house or rowhouse contains any residential units.

3.5. Not Applicable by Statute – Local Services and Connections (s. 2(5) of the Act)

Subsection 2.1 of this by-law does not apply to:

3.5.1. Local services related to a plan of subdivision or within the area to which the plan relates to is installed or paid for by the owner as a condition of approval under section 51 of the Planning Act;

3.5.2. Local services to be installed or paid for by the owner as a condition of approval under section 53 of the Planning Act, or

3.5.3. Local connections to water mains, sanitary sewers or storm drainage facilities to be installed or paid for by the owner.

3.6. Not Applicable by Statute – Enlargement of Existing Industrial Building (s. 4 of the Act)

3.6.1. If a development includes the enlargement of the gross floor area by an addition onto the existing industrial building, the amount of the development charge that is payable in respect of the enlargement is determined in accordance with this section.

3.6.2. If the gross floor area is enlarged by 50 percent or less as an addition onto the existing industrial building, the amount of the development charge in respect of the enlargement is zero.

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

3.6.3.1. Determine the amount by which the enlargement exceeds 50 percent of the gross floor area before the enlargement.

3.6.3.2. Divide the amount determined under paragraph 3.6.3.1 by the amount of the enlargement.

3.7. Not Applicable - Two or More Actions

Where two or more of the actions described in section 2.1 of this by-law are required before land to which a development charge applies can be developed, only one development charge shall be applicable and such charge shall be calculated and collected in accordance with the provisions of this by-law; provided, however, that if two or more of the actions described in section 2.1 occur at different times, and if the subsequent action has the effect of increasing the need for services as designated in section 4 hereof, additional development charges shall be applicable and such charge shall be calculated and collected in accordance with the provisions of this by-law.

3.8. Municipal Exemption – Contaminated Sites (s. 2(7) of the Act and s. 5(1) (10) of the Act)

Where a development charge is payable for a development or re-development of land which requires site remediation under the current "Record of Site Condition Regulation, Ontario Regulation 153-04" or the City Council's policy for dealing with contaminated sites, an amount will be credited against the development charge otherwise payable equal to the amount of the costs of assessment and clean-up of the property, provided the owner submits to the City a written estimate of the amount of the cost of such works, which amount is approved by the City, but the credited amount shall not exceed the total development charge payable hereunder.

3.9. Municipal Exemption – Temporary Uses (s. 2 (7) of the Act ands. 5 (1) (10) of the Act)
This by-law shall not apply to land upon which there is to be constructed or erected:

3.9.1. any residential or non-residential building or structure constructed in accordance with a temporary use by-law pursuant to section 39 of the Planning Act, R.S.O. 1990, where such by-law provides for the removal of the building or structure; or,

3.9.2. any temporary erection of a building without foundation as defined in the Ontario Building Code for a period not exceeding six consecutive months and not more than six months in any calendar year, including tents, seasonal garden centres, and temporary sales trailers.

3.10. Municipal Exemption - Designated Sites (s. 2 (7) of the Act and s. 5 (10) of the Act

Where a development charge is payable for a development or re-development of land which contains an existing building that has been Designated under the Ontario Heritage Act, no development charges shall be applicable to any redevelopment of the existing Designated building, and an additional development allowance equal to the floor area for non-residential uses or number of units for residential uses within the existing building, shall be credited to any additional development or re-development on the property provided the existing Designated building is retained and is an integral part of the development or redevelopment of the property.

3.11. Municipal Exemption - Farm Buildings

This by-law shall not apply to land upon which there is to be constructed or erected, buildings used for the purposes of farming.

3.12. Municipal Exemption - Home based businesses

Home based business will not be treated as a non-residential category.

3.13. Not Applicable by Statute – Non-profit Housing Development

Non-profit housing is exempt from development charges.
3.14. Not Applicable by Statue – Affordable and Attainable

3.14.1. Affordable residential units are exempt from development charges

3.14.2. Attainable residential units are exempt from development charges

3.15. Not Applicable by Statue – Rental Housing Discount (for profit)

The D.C. payable for rental housing developments, where the residential units are intended to be used as a rented residential premises will be subject to reductions, if any, in accordance with the Act.

4. Services/Classes of Service for Which Development Charge is Imposed (s. 2(4) of the Act)

The services for which the development charge is imposed are as follows:

4.1. Parks & Recreation

5. Uses Upon Which Development Charges are Imposed

The categories of uses of land, buildings and structures upon which a development charge is imposed are:

5.1. Residential uses; and

5.2. Non-residential uses.

6. Lands Upon Which Development Charges are Imposed

6.1. D.C.s shall be calculated and collected for all land within the City of Cambridge identified on Schedule B of this by-law.

7. Mixed Uses

Where land is to be developed for mixed residential uses and non-residential uses, the development charge shall be calculated and collected as the total of:

7.1. that portion to be developed for residential uses plus

7.2. that portion to be developed for non-residential uses.
8. Lodging Houses

8.1. The applicable development charge for a lodging house having less than 10 lodging units will be based on residential development charges applicable to a residential dwelling.

8.2. A lodging house with 10 or more units will be based on non-residential development charges.

9. Amount of Development Charge

9.1. Subject to the provisions of this by-law, development charges shall be calculated and collected at the rates set out in Schedule "A".

9.2. Mandatory Phase-in

The amount of the development charges described in Schedule A to this by-law shall be reduced in accordance with the mandatory phase-in requirements of the Act, if any, as at the time of the determination of the charge set out in this by-law.

10. Indexing of Development Charges (s. 5 (1) (10) of the Act)

The amount of the development charges herein shall be adjusted annually on December 1st in each year, commencing on December 1, 2024, in accordance with the index prescribed in the Act.

11. Applicable Amount of Development Charge

The applicable rate of the development charge shall be the amount calculated in accordance with this by-law on the date the development charge is payable.

12. Time of Payment of Development Charges

12.1. Building Permit (s. 26 (1) and s. 28 of the Act)

Subject to subsections 12.2 through 12.4, all development charges for a development are payable upon the first building permit being issued in relation to a building or structure on land to which a development charge applies and until the development charge has been paid in full, no building permit shall be issued.
12.2. Rental Housing and Institutional Development (s.26.1 of the Act)

Notwithstanding subsection 12.1, development charges for rental housing and institutional developments are due and payable in six equal annual payments commencing with the first installment payable on the date of occupancy, and each subsequent installment, including interest.

12.3. Site Plan and Zoning Amendment Application (s. 26.2 of the Act)

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 building permit issuance occurs after the approval of the application and within the timeframe set out in section 26.2(5) of the Act, the development charges under subsections 5.1 and 5.2 shall be calculated on the rates set out in Schedule “A” on the date of the planning application, including interest. Where both planning applications apply, development charges under subsections 5.1 and 5.2 shall be calculated on the rates in effect on the day of the later planning application, including interest.

12.4. Agreement for Earlier or Later Payment (s. 27 of the Act)

Notwithstanding subsections 12.1 through 12.4 hereof, the City may enter into an agreement with a person/owner of land who is required to pay a development charge for:

12.4.1. All or any part of a development charge to be paid before or after it would otherwise be payable;

12.4.2. The total amount of the development charge payable under an agreement under this section is the amount of the development charge that would be determined under this by-law on the day specified in the agreement or, if no such day is specified, at the earlier of,

12.4.2.1. The time the development charge or any part of it is payable under the agreement;

12.4.2.2. the time the development charge would have been payable in the absence of the agreement
12.4.3. In an agreement under this section, the City may charge interest, at a rate stipulated in the agreement, on that part of the development charge payable after it would otherwise be payable.

13. Re-development Allowances to Reduce the Development Charge

13.1. Where a development charge is payable for a development which replaces a preexisting development including a change of use in an existing building, a redevelopment allowance shall be credited against the development charge otherwise payable.

13.2. Demolition Permit or Demolition Control Permit In order to be eligible for a re-development allowance:

13.2.1. The pre-existing development must be one in respect to which a valid demolition permit or demolition control permit was issued by the City within the five (5) years, related to a residential use or ten (10) years, for a non-residential use, preceding the due date of payment of the development charge hereunder and such demolition permit, demolition control permit or a certified copy thereof shall be given to the City Treasurer; and

13.2.2. Proof must be provided to the Chief Building Official's satisfaction that the development meets the requirements set out in section 13.2.1.

13.2.3. In situations where buildings are destroyed by fire or other unplanned events, sections 13.2.1 or 13.3 apply upon proof satisfactory to the City's Chief Building Official if there was not an issued demolition permit.

13.3. Notwithstanding section 13.2.1, if the land is engaged in brownfield redevelopment, a redevelopment period longer than the time set out in section 13.2.1, may be provided based upon the approval by the City's Deputy City Manager of Community Development or designate in consultation with the Chief Building Official, and applicable Regional Commissioner after consideration of specific development circumstances.

13.4. Date of Demolition
In determining eligibility for a re-development allowance under sections 13.2 and 13.3:

a) Demolition shall be deemed to have occurred on the date of the issuance of the demolition permit or demolition control permit;

b) For the purposes of sections 13.2 and 13.3, "demolition permit" or "demolition control permit" shall mean the first of any demolition permits or demolition control permits issued for the pre-existing development, if the demolition has taken place in more than one phase. Subsequent demolition permits or demolition control permits for that pre-existing development are not to be used in a calculation of the periods set out in sections 13.2 or 13.3; and

c) The date calculated under sections 13.2 and 13.3 shall apply regardless of whether the first demolition permit or demolition control permit was revoked or canceled.

13.5. Calculation of Re-development Allowance

In determining the amount of any re-development allowance to be applied in calculating a development charge payable, the following shall apply:

13.5.1. the re-development allowance quantified in accordance with section 13.6 hereof shall apply to the whole parcel of land on which the pre-existing development exists or existed;

13.5.2. any remaining re-development allowance applicable to a parcel of land from time to time, in the event of a division of the parcel of land into two or more parcels, shall be apportioned equally between or amongst the resultant parcels of land on a per unit area basis;

13.5.3. the amount of the re-development allowance applicable to a parcel of land on which the pre-existing development existed or to any part thereof after any land division shall be reduced for each subsequent development in respect of which the development charge otherwise payable is or has been reduced by a re-development allowance, as
building permits for such subsequent developments are issued or
development charges paid, whichever first occurs.

13.6. Amount of Re-development Allowance

13.6.1. The amount of the re-development allowance shall be computed
based upon the previous land use equal to:

13.6.2. for residential uses, the number and type or types of units in the
preexisting development multiplied by the development charge rate or rates
applicable to such units; and,

13.6.3. for non-residential uses, the number of square meters of building
area of the pre-existing development multiplied by the development charge
rate applicable to such building area.

13.7. Maximum Re-development Allowance and Carry Forward

The maximum re-development allowance shall be the development charge
otherwise payable. Any unused re-development allowance may be carried
forward and applied to any subsequent development charge payable in
respect of the same land to which it relates within five years from the date of
demolition of the pre-existing development to which it relates

14. Credits (s. 38 of the Act)

14.1. Provisions of Services by Agreement

The City may agree, in writing, to allow a person/owner to perform work
that relates to a service referred to herein and the City shall give the
person/ owner a credit towards the development charge in accordance
with the Agreement.

14.2. The amount of the credit is the reasonable cost, without interest, of doing
the work as agreed by the City and the person/owner who is to be given
the credit (s. 38 (2) of the Act).

14.3. City Owned Industrial Land
Development charges shall be imposed on land sold by the City where such land is no longer owned by and used for the purposes of the City. The portion of the development charge with respect to infrastructure services may be satisfied by the provision of such services or as specified in a purchase and sale agreement and the City shall give a credit, for costs over and above the City's local service policy, for the amount equal to the reasonable cost to the owner of providing such services, but such credit shall not exceed the infrastructure services portion of the development charge payable.

15. Transitional Provisions – Prior Agreements

Notwithstanding anything in this by-law, if a conflict exists between the provisions of this by-law and:

15.1. an agreement under section 50 or 52 of the Planning Act that was in existence prior to the enactment of this by-law; or

15.2. any other prior agreement between the City and an owner or former owner; the provisions of the agreement shall prevail.

16. Administration

16.1. Reserve Funds

16.1.1. There is hereby established a separate reserve fund for each service to which the development charge herein relates (s. 33 of the Act).

16.1.2. Each development charge shall be paid into the reserve fund or funds to which the charge relates (s. 34 of the Act).

16.1.3. Subject to s. 16.1.4, the money in each reserve fund established for a service may be spent only for capital costs set out herein (s. 35 of the Act).

16.1.4. The City may borrow money from a reserve fund and shall repay the amount used plus interest at the prescribed minimum interest rate (s. 36 of the Act).

Application of Investment Income
Income received from the investment of a development charge reserve fund
or funds shall be credited to the development charge reserve fund or funds
in relation to which the investment income relates.

16.2. Complaints about Development Charges (s. 20 of the Act)

16.2.1. A person required to pay a development charge, or the person's agent,
may complain to the council of the municipality imposing the
development charge that:

16.2.1.1. the amount of the development charge was incorrectly
determined;

16.2.1.2. whether a credit is available to be used against the development
charge, or the amount of the credit or the service with respect to
which the credit was given was incorrectly determined; or

16.2.1.3. there was an error in the application of the development charges
bylaw.

16.2.2. A complaint may not be made later than 90 days after the day the
development charge, or any part of it, is payable.

16.2.3. The complaint must be in writing, must state the complainant's name,
the address where notice can be given to the complainant and the
reasons for the complaint.

16.2.4. The City Council shall hold a hearing into the complaint and shall give
the complainant an opportunity to make representations at the hearing.

16.2.5. The City Clerk shall mail a notice of the hearing to the complainant at
least 14 days before the hearing.

16.2.6. After hearing the evidence and submissions of the complainant, City
Council may dismiss the complaint or rectify any incorrect determination
or error that was the subject of the complaint.

16.2.7. A complainant may appeal the decision of City Council to the Ontario
Land Tribunal in accordance with section 22 of the Act.
17. Unpaid Charges Collected as Taxes (s. 32 of the Act)
If a development charge or any part of it remains unpaid after it is payable, the amount unpaid shall be added to the tax roll and shall be collected in the same manner as taxes.

18. Commencement (s. 8 of the Act)
This by-law shall come into force on June 1, 2024.

19. Repeal of Existing Development Charges By-law
By-law Number 19-094, as amended, of the Corporation of the City of Cambridge are hereby repealed effective June 1, 2024.

20. Title
This by-law may be referred to as the Development Charges By-law, 2024.

PASSED AND ENACTED this 30th day of April, 2024.

__________________________________
MAYOR

__________________________________
CLERK
## Schedule A to By-law 24-042
Development Charges

<table>
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<th>Service/Class of Service</th>
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<th>NON-RESIDENTIAL</th>
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<td></td>
<td>Single and Semi-Detached Dwelling</td>
<td>Other Multiples</td>
</tr>
<tr>
<td>Parks and Recreation Services</td>
<td>14,300</td>
<td>9,562</td>
</tr>
</tbody>
</table>
Schedule B to By-law 24-042
Map of Urban Service Area
THE CORPORATION OF THE CITY OF CAMBRIDGE

BY-LAW 24-043

CORPORATION OF THE CITY OF CAMBRIDGE

Being a by-law to impose certain Development Charges in the Corporation of the City of Cambridge pursuant to the Development Charges Act, S.O., 1997, c. 27, as amended (Public Works (Facilities and Fleet)).

WHEREAS the Development Charges Act, S.O. 1997, c. 27, as amended, (the "Act"), authorizes municipalities to pass by-laws to impose development charges against land to pay for increased capital costs required because of increased needs for services arising from development or redevelopment of land (s. 2 (1) of the Act);

AND WHEREAS the City of Cambridge has completed a development charges background study dated December 22, 2023, to investigate the increased needs for services arising from such development or redevelopment of land (s. 10 (1) of the Act);

AND WHEREAS the City of Cambridge has given at least 20 days' notice of a public meeting in the manner and to the persons and organizations prescribed by s 9 Ontario Regulation 82/98 (s. 12 (1) (b) of the Act);

AND WHEREAS such public meeting was held on April 16, 2024 at the City Hall (s.12 (1) (a) of the Act);

AND WHEREAS the City ensured that the proposed by-law and the background study were made available to the public at least two weeks prior to the meeting (s .12 (1) (c) of the Act);

AND WHEREAS any person who attended the meeting was allowed to make representations relating to the proposed by-law (s. 12 (2) of the Act);

AND WHEREAS this by-law is being passed within the one-year period following completion of the development charges background study (s. 11 of the Act);

NOW THEREFORE BE IT RESOLVED THAT the Corporation of the City of Cambridge enacts as follows:
1. Definitions

In this by-law:

1.1. “accessory use” means where used to describe a use, building, or structure that the use, building, or structure is naturally and normally incidental, subordinate in purpose or floor area or both, and exclusively devoted to a principal use, building, or structure, but is not an ancillary dwelling;

1.2. "Act" means the Development Charges Act S.O. 1997, c. 27, as may be amended or restated;

1.3. “Affordable Residential unit” means a residential unit that meets the criteria set out in subsection 4.1(2) or 4.1(3) of the Act;

1.4. “Ancillary dwelling” means a residential building that would be accessory to a detached dwelling, semi-detached dwelling, or row dwelling and includes an accessory dwelling;

1.5. "apartment" means a dwelling unit in a building containing a non-residential use or two or more dwelling units in a residential building, including a stacked townhouse and a stand-alone additional residential unit, but does not include a lodging house, row dwelling, back to back townhouse, special care/special need dwelling, semi-detached dwelling or single detached dwelling;

1.6. “attainable residential unit” means a residential unit that meets the criteria set out in subsection 4.1(4) of the Act;

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

1.8. “brownfield” means: a property that requires a risk assessment and/or site remediation under the Environmental Protection Act, R.S.O. 1990, Chapter E.19, or any successor legislation, or any regulations thereunder; or a property that requires site remediation under a City policy concerning contaminated sites;

1.9. “Cannabis” means
1.9.1. a cannabis plant;

1.9.2. any part of a cannabis plant, including the phytocannabinoids produced by, or found in, such a plant regardless of whether that part has been processed or not;

1.9.3. any substance or mixture of substances that contains or has on it any part of such a plant; and

1.9.4. any substance that is identical to any phytocannabinoid produced by, or found in, such a plant, regardless of how the substance was obtained.

1.10. “Cannabis production facilities” means a building, or part thereof, designed, used, or intended to be used for one or more of the following: growing, production, processing, harvesting, testing, alteration, destruction, storage, packaging, shipment, or distribution of cannabis where a licensed, permit or authorization has been issued under applicable federal law and does not include, but is not limited to such buildings as a greenhouse and agricultural building associated with the use. It does not include a building or part thereof solely designed, used, or intended to be used for retail sales of cannabis;

1.11. "canopy" includes, but is not limited to, a roof-like structure projecting more than three hundred millimetres (300 mm) from the exterior face of a building and a separate roof-like structure such as a roof-like structure for an automotive fuel station or a drivethrough facility, used or designed or intended for use for a purpose other than anaesthetic purpose or the protection of pedestrians;

1.12. "capital costs" means costs incurred or proposed to be incurred by the City or a local board thereof directly or by others on behalf of, and as authorized by, the City or a local board thereof as defined by subsection 5(3) of the Act.

1.13. "Charitable dwelling" means a residential building, a part of a residential building or the residential portion of a mixed-use building maintained and operated by a corporation approved under the Charitable Institutions Act, R.S.O. 1990, c. C.9, for persons requiring residential, specialized or group care and charitable dwelling includes a children's residence under the Child and Family Services Act, R.S.O. 1990, c. C.11, a home or a joint home under
the Homes for the Aged and Rest Homes Act, R.S.O. 1990, c. H.13, an
institution under the Mental Hospitals Act, R.S.O. 1990, c. M.8, a nursing
home under the Nursing Homes Act, R.S.O., 1990, c. N.7, and a home for
special care under the Homes for Special Care Act, R.S.O. 1990, c, H.12;

1.14. "City" means the Corporation of the City of Cambridge;

1.15. “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

1.16. "colleges" mean buildings or structures owned by a college of applied arts and
technology established pursuant to the Ministry of Training, Colleges and
Universities Act, RSO 1990, c.M.19 and used for teaching of programs of
study leading to a postsecondary certificate or diploma, a graduate certificate
or a bachelor degree;

1.17. "Correctional group home" means a residential building or the residential
portion of a mixed-use building containing a single housekeeping unit
supervised on a 24-hour basis on site by agency staff on a shift rotation basis,
and funded wholly or in part by any government or its agency, or by public
subscription or donation, or by any combination thereof, and licensed,
approved or supervised by the Province of Ontario as a detention or
correctional facility under any general or special act and amendments or
replacement thereto. A correction group home may contain an office provided
that the office is used only for the operation of the correctional group home in
which it is located. A correctional group home shall not include any detention
facility operated or supervised by the Federal Government nor any correctional
institution or secure custody and detention facility operated by the Province of
Ontario;

1.18. "Council" means the Council of the Corporation of the City of Cambridge;

1.19. "demolition permit" is a permit required prior to demolition of a structure that is
issued under the Ontario Building Code (Ontario Regulation 332/12, or any
successor legislation);
1.20. "demolition control permit" is a permit required prior to demolition of a whole or any part of a residential property that is issued under the Planning Act, R.S.O. 1990, c.P.13, or any successor legislation;

1.21. "detached dwelling unit" has the same meaning as a "single detached dwelling" for the purposes of this by-law;

1.22. "development" includes re-development;

1.23. "development charge" means a charge imposed against land under this by-law;

1.24. "dwelling unit" means a room or rooms located within a building or structure which are occupied or designed or intended to be occupied by one or more persons as a single housekeeping unit and for which a separate private entrance (from outdoors or a common hallway), sanitary and culinary facilities are provided but does not include a lodging unit;

1.25. "existing industrial building" means an industrial building or buildings existing on a site on January 1, 2000, or the first industrial building or buildings constructed on a vacant site pursuant to site plan approval under section 41 of the Planning Act subsequent to the passage of this by-law for which full development charges were paid.

1.26. "farm" means a parcel of land on which the predominant activity is farming;

1.27. “farming" means the production of crops or the breeding, raising or maintaining of livestock or both; including fur farming, fruit and vegetable growing, the keeping of bees, fish farming and sod farming and includes such buildings and structures located on a farm designed and intended to be used solely for or in connection with such production of crops or livestock including barns, silos, structures used for farm equipment storage and repair, storing or processing materials used in the production or maintenance of crops or livestock or the products derived from the farm 's production of crops or livestock, or both. Farming shall not include a dwelling unit located on a farm;

1.28. "grade" means the average level of finished ground adjoining a building at all its exterior walls;
1.29. "gross floor area" means the total floor area measured between the outside of exterior walls or between the outside of exterior walls and the centre line of party walls dividing the building from another building, of all floors above the average grade adjoining the building at its exterior walls;

1.30. "group home" means a residential building or the residential portion of a mixed-use building containing a single housekeeping unit which may or may not be supervised on a 24-hour basis on site by agency staff on a shift rotation basis, and funded wholly or in part by any government or its agency, or by public subscription or donation, or by any combination thereof and licensed, approved or supervised by the Province of Ontario for the accommodation of persons under any general or special act and amendments or replacements thereto. A group home may contain an office provided that the office is used only for the operation of the group home in which it is located;

1.31. "Home based business" means an occupation conducted within a dwelling unit by the resident or residents of the dwelling unit and which is accessory to the dwelling unit;

1.32. "Hospice" means a building or portion of a mixed-use building designed and intended to provide palliative care and emotional support to the terminally ill in a home or homelike setting so that quality of life is maintained and family members may be active participants in care;

1.33. “industrial building” means lands, buildings or structures, or portions thereof, used, designed or intended for use for production, compounding, processing, packaging, crating, bottling, or assembly ("manufacturing") of raw goods or semi-processed goods or materials, research and development relating thereto, warehousing or bulk storage of goods, and includes office uses and the sale of commodities to the general public (if the retail sales are at the site where the manufacturing takes place) where such uses are accessory to an industrial use, and includes cannabis production facilities, but does not include the sale of commodities to the general public through a warehouse club or retail warehouse and does not include self-storage or mini-storage facilities.

1.34. “institutional use” means development of a building or structure intended for use:
1.34.1. as a long-term care home within the meaning of subsection 2 (1) of the Long-Term Care Homes Act, 2007;

1.34.2. as a retirement home within the meaning of subsection 2 (1) of the Retirement Homes Act, 2010;

1.34.3. by any of the following post-secondary institutions for the objects of the institution:

1.34.3.1. a university in Ontario that receives direct, regular, and ongoing operating funding from the Government of Ontario,

1.34.3.2. a college or university federated or affiliated with a university described in subclause (1), or

1.34.3.3. an Indigenous Institute prescribed for the purposes of section 6 of the Indigenous Institutes Act, 2017;

1.34.4. as a memorial home, clubhouse, or athletic grounds by an Ontario branch of the Royal Canadian Legion; or

1.34.5. as a hospice to provide end of life care.

1.35. "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;

1.36. "local board" means a local board as defined in section 1 of the Municipal Affairs Act, R.S.O. 1990, c. 307, other than a board as defined in section 1 (1) of the Education Act, S.O. 1990, c. 13, as amended (s. 1 of the Act);

1.37. "local services" means 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 s. 51 of the Planning Act or under s. 53 of the Planning Act;
1.38. "lodging house" means a building designed or intended to contain, or containing lodging units where the residents share access to common areas of the building, other than the lodging units;

1.39. "lodging unit" means one or more rooms located within a lodging house which:

1.39.1. is designed to be occupied for human habitation by one resident;

1.39.2. is not normally accessible to persons other than the resident without the permission of the resident; and ,

1.39.3. may contain either cooking or sanitary facilities, but not both, for the exclusive use of the resident of the unit.

1.39.4. A room or suite in a hotel or motel shall not constitute a lodging unit.

1.40. "lot" means a parcel of land capable of being conveyed lawfully without any approval under the Planning Act or successor thereto which meets the minimum lot area requirements under the City’s zoning by-law;

1.41. “Non-profit housing development” means development of a building or structure intended for use as residential premises by:

1.41.1. a corporation without share capital to which the Corporations Act applies, that is in good standing under that Act and whose primary object is to provide housing;

1.41.2. a corporation without share capital to which the Canada Not-for-profit Corporations Act applies, that is in good standing under that Act and whose primary object is to provide housing; or

1.41.3. a non-profit housing co-operative that is in good standing under the Co-operative Corporations Act, or any successor legislation.

1.42. "non-residential uses" means all commercial, industrial, institutional and other uses not included in the definition of residential uses including lodging houses exceeding 10 or more rooms, hotels and motels;
1.43. "owner" means the owner of land or a person authorized by the owner who has made application for an approval for the development of land upon which a development charge is imposed;

1.44. "pre-existing development" means a use of land or buildings existing on the land at the time a development charge is payable or existing at any time in the five years prior thereto;

1.45. “Primary dwelling unit” means the largest dwelling unit in which the residential use of the lot is conducted.

1.46. “rental housing” means development of a building or structure with four or more dwelling units all of which are intended for use as rented residential premises.

1.47. "residential building" means a building containing one or more dwelling units with or without any non-residential use and in the case of a single detached dwelling or semidetached dwelling or row dwelling means the individual dwelling unit;

1.48. "residential use" means the use of land, buildings or structures for one or more dwelling units, including a farm dwelling unit;

1.49. "row dwelling" means a residential building consisting of three or more dwelling units attached by a vertical wall or walls and not abutting any dwelling units along a horizontal plane, and includes a back to back townhouse;

1.50. "semi-detached dwelling" means a residential building divided vertically to provide two dwelling units separated by a common wall or walls;

1.51. "services" means services designated in section 4 of this by-law;

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

1.53. "site" means a parcel of land situated in the City which can be legally conveyed pursuant to section 50 of the Planning Act and includes a development having two or more lots consolidated under identical ownership.
1.54. "special care/special dwelling" means a building containing two or more dwelling units, which units have a common entrance from street level:

1.54.1. Where the occupants have the right to use in common, halls, stairs, yards, common rooms, and accessory buildings;

1.54.2. Which may or may not have exclusive sanitary and/or culinary facilities;

1.54.3. That is designed to accommodate persons with specific needs, including, but not limited to, independent permanent living arrangements;

1.54.4. Where support services such as meal preparation, grocery shopping, laundry, housekeeping, nursing, respite care and attendant services are provided at various levels; and

1.54.5. Includes, but is not limited to, retirement houses or lodges, nursing homes, charitable dwellings, group homes (including correctional group homes) and hospices.

1.55. "stacked townhouse" 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.

1.56. “Stand-alone additional residential dwelling unit" means one single stand-alone dwelling unit that is subordinate to the primary dwelling unit on a lot and does not exceed 40% of the gross floor area of the primary dwelling unit but in no case may be larger than 80 square metres.

1.57. "total floor area"

1.57.1. includes the sum total of the total areas of the floors in a building whether at, above or below grade, measured:

1.57.1.1. between the exterior faces of the exterior walls of the building;

1.57.1.2. from the centre line of a common wall separating two uses; or
1.57.1.3. from the outside edge of a floor where the outside edge of the floor does not meet an exterior or common wall; and

1.57.2. includes the area of a mezzanine as defined in the Building Code Act;

1.57.3. excludes those areas used exclusively for parking garages or structures;

1.57.4. where a building or a portion thereof has only one wall or does not have any walls, shall be the sum of the total area of all floors in the building (1) directly beneath the roof or canopy of the building; or (2) between and/or beneath a structural system serving the function of walls, roof or canopy or any one or more of them;

1.57.5. where the building is an above-grade storage tank, the calculation of the total floor area is determined by taking the cross-sectional area of the tank, which is the base area;

1.57.6. and for the purposes of definition, the non-residential portion of a mixed-use building is deemed to include half of any area common to the residential and non-residential portions of such mixed-use buildings.

1.58. “urban area" means the area within the urban area boundary as identified in Schedule B

2. Application of Development Charges – Rules

2.1. General Application (s.2(7) of the Act)

Subject to the exemptions and discounts set out in this by-law, development charges shall apply and shall be calculated and collected in accordance with this by-law against land to pay for increased capital costs required because of increased needs for services arising from development that requires:

2.1.1. the passing of a zoning by-law or an amendment to a zoning by-law under section 34 of the Planning Act;

2.1.2. the approval of a minor variance under section 45 of the Planning Act;
2.1.3. a conveyance of land to which a by-law passed under subsection 50 (7) of the Planning Act applies;

2.1.4. the approval of a plan of subdivision under section 51 of the Planning Act;

2.1.5. a consent under section 53 of the Planning Act;

2.1.6. the approval of a description under section 50 of the Condominium Act; or

2.1.7. the issuing of a permit under the Building Code Act, 1992, in relation to a building or structure.

3. Imposition of Development Charges

3.1. All Lands (s. 2(7) and s. 3 of the Act)

Subject to subsection 3.2 hereof, the development charges herein are imposed on all land in the City and no land is exempt from a development charge by reason only that it is exempt from taxation under s. 3 of the Assessment Act.

3.2. Non-imposition – Municipality and Boards (s. 2(7) of the Act)

This by-law does not apply to land owned and used for the purposes of:

a) The City of Cambridge or any local board thereof;

b) The Region of Waterloo or any local board thereof;

c) Any municipality within the Region of Waterloo or any local board thereof;

d) A board of education as defined in the Education Act, S.O. 1990, c. 13, as amended, or any successor legislation;

e) Land vested in or leased to a university that receives regular and ongoing operating funds from the government for the purposes of post-secondary education 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;
f) The Grand River Conservation Authority to the extent that the lands are being used for conservation purposes; or

g) The Crown in right of Ontario or the Crown in right of Canada.

3.3. Municipal Exemption – Hospitals

This by-law shall not apply to land upon which there is to be developed a Public Hospital within the meaning of the Public Hospitals Act, R.S.O. 1990, c.P.40, as amended.

3.4. Not Applicable by Statute - Enlargement of an Existing Dwelling Unit and Creation of Up to Two Additional Dwelling Units (s. 2 (3) of the Act)

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

3.4.1.1. an enlargement to an existing dwelling unit;

3.4.1.2. the creation of additional dwelling units equal to the greater of one or 1% of the existing dwelling units in an existing residential rental building containing four or more dwelling units or prescribed ancillary structure to the existing residential building;

3.4.2. Notwithstanding the provisions of this By-law, development charges shall not be imposed with respect to the creation of any of the following in existing or new houses:

3.4.2.1. A second residential unit in an existing or new detached house, semi-detached house or rowhouse on a parcel of land on which residential use, other than ancillary residential use, is permitted, if all buildings and structures ancillary to the existing or new detached house, semi-detached house or rowhouse cumulatively contain no more than one residential unit.

3.4.2.2. A third residential unit in an existing or new detached house, semi-detached house or rowhouse on a parcel of land on which residential use, other than ancillary residential use, is permitted, if no building or structure ancillary to the existing or new detached
house, semi-detached house or rowhouse contains any residential units.

3.4.2.3. One residential unit in a building or structure ancillary to an existing or new detached house, semi-detached house or rowhouse on a parcel of urban residential land, if the existing or new detached house, semi-detached house or rowhouse contains no more than two residential units and no other building or structure ancillary to the existing or new detached house, semi-detached house or rowhouse contains any residential units.

3.5. Not Applicable by Statute – Local Services and Connections (s. 2(5) of the Act)

Subsection 2.1 of this by-law does not apply to:

3.5.1. Local services related to a plan of subdivision or within the area to which the plan relates to is installed or paid for by the owner as a condition of approval under section 51 of the Planning Act;

3.5.2. Local services to be installed or paid for by the owner as a condition of approval under section 53 of the Planning Act, or

3.5.3. Local connections to water mains, sanitary sewers or storm drainage facilities to be installed or paid for by the owner.

3.6. Not Applicable by Statute – Enlargement of Existing Industrial Building (s. 4 of the Act)

3.6.1. If a development includes the enlargement of the gross floor area by an addition onto the existing industrial building, the amount of the development charge that is payable in respect of the enlargement is determined in accordance with this section.

3.6.2. If the gross floor area is enlarged by 50 percent or less as an addition onto the existing industrial building, the amount of the development charge in respect of the enlargement is zero.

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

3.6.3.1. Determine the amount by which the enlargement exceeds 50 percent of the gross floor area before the enlargement.

3.6.3.2. Divide the amount determined under paragraph 3.6.3.1 by the amount of the enlargement.

3.7. Not Applicable - Two or More Actions

Where two or more of the actions described in section 2.1 of this by-law are required before land to which a development charge applies can be developed, only one development charge shall be applicable and such charge shall be calculated and collected in accordance with the provisions of this by-law; provided, however, that if two or more of the actions described in section 2.1 occur at different times, and if the subsequent action has the effect of increasing the need for services as designated in section 4 hereof, additional development charges shall be applicable and such charge shall be calculated and collected in accordance with the provisions of this by-law.

3.8. Municipal Exemption – Contaminated Sites (s. 2(7) of the Act and s. 5(1) (10) of the Act)

Where a development charge is payable for a development or re-development of land which requires site remediation under the current "Record of Site Condition Regulation, Ontario Regulation 153-04" or the City Council's policy for dealing with contaminated sites, an amount will be credited against the development charge otherwise payable equal to the amount of the costs of assessment and clean-up of the property, provided the owner submits to the City a written estimate of the amount of the cost of such works, which amount is approved by the City, but the credited amount shall not exceed the total development charge payable hereunder.

3.9. Municipal Exemption – Temporary Uses (s. 2 (7) of the Act ands. 5 (1) (10) of the Act)
This by-law shall not apply to land upon which there is to be constructed or erected:

3.9.1. any residential or non-residential building or structure constructed in accordance with a temporary use by-law pursuant to section 39 of the Planning Act, R.S.O. 1990, where such by-law provides for the removal of the building or structure; or,

3.9.2. any temporary erection of a building without foundation as defined in the Ontario Building Code for a period not exceeding six consecutive months and not more than six months in any calendar year, including tents, seasonal garden centres, and temporary sales trailers.

3.10. Municipal Exemption - Designated Sites (s. 2 (7) of the Act and s. 5 (1) (10) of the Act

Where a development charge is payable for a development or re-development of land which contains an existing building that has been Designated under the Ontario Heritage Act, no development charges shall be applicable to any re-development of the existing Designated building, and an additional development allowance equal to the floor area for non-residential uses or number of units for residential uses within the existing building, shall be credited to any additional development or re-development on the property provided the existing Designated building is retained and is an integral part of the development or redevelopment of the property.

3.11. Municipal Exemption - Farm Buildings

This by-law shall not apply to land upon which there is to be constructed or erected, buildings used for the purposes of farming.

3.12. Municipal Exemption - Home based businesses

Home based business will not be treated as a non-residential category.

3.13. Not Applicable by Statue – Non-profit Housing Development

Non-profit housing is exempt from development charges.
3.14. Not Applicable by Statue – Affordable and Attainable

3.14.1. Affordable residential units are exempt from development charges

3.14.2. Attainable residential units are exempt from development charges

3.15. Not Applicable by Statue – Rental Housing Discount (for profit)

The D.C. payable for rental housing developments, where the residential units are intended to be used as a rented residential premises will be subject to reductions, if any, in accordance with the Act.

4. Services/Classes of Service for Which Development Charge is Imposed (s. 2(4) of the Act)

The services for which the development charge is imposed are as follows:

4.1. Public Works

5. Uses Upon Which Development Charges are Imposed

The categories of uses of land, buildings and structures upon which a development charge is imposed are:

5.1. Residential uses; and

5.2. Non-residential uses.

6. Lands Upon Which Development Charges are Imposed

6.1. D.C.s shall be calculated and collected for all land within the City of Cambridge identified on Schedule B of this by-law.

7. Mixed Uses

Where land is to be developed for mixed residential uses and non-residential uses, the development charge shall be calculated and collected as the total of:

7.1. that portion to be developed for residential uses plus

7.2. that portion to be developed for non-residential uses.
8. Lodging Houses

8.1. The applicable development charge for a lodging house having less than 10 lodging units will be based on residential development charges applicable to a residential dwelling.

8.2. A lodging house with 10 or more units will be based on non-residential development charges.

9. Amount of Development Charge

9.1. Subject to the provisions of this by-law, development charges shall be calculated and collected at the rates set out in Schedule "A".

9.2. Mandatory Phase-in

The amount of the development charges described in Schedule A to this by-law shall be reduced in accordance with the mandatory phase-in requirements of the Act, if any, as at the time of the determination of the charge set out in this by-law.

10. Indexing of Development Charges (s. 5 (1) (10) of the Act)

The amount of the development charges herein shall be adjusted annually on December 1st in each year, commencing on December 1, 2024, in accordance with the index prescribed in the Act.

11. Applicable Amount of Development Charge

The applicable rate of the development charge shall be the amount calculated in accordance with this by-law on the date the development charge is payable.

12. Time of Payment of Development Charges

12.1. Building Permit (s. 26 (1) and s. 28 of the Act)

Subject to subsections 12.2 through 12.4, all development charges for a development are payable upon the first building permit being issued in relation to a building or structure on land to which a development charge applies and until the development charge has been paid in full, no building permit shall be issued.
12.2. Rental Housing and Institutional Development (s.26.1 of the Act)

Notwithstanding subsection 12.1, development charges for rental housing and institutional developments are due and payable in six equal annual payments commencing with the first installment payable on the date of occupancy, and each subsequent installment, including interest.

12.3. Site Plan and Zoning Amendment Application (s. 26.2 of the Act)

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 building permit issuance occurs after the approval of the application and within the timeframe set out in section 26.2(5) of the Act, the development charges under subsections 5.1 and 5.2 shall be calculated on the rates set out in Schedule “A” on the date of the planning application, including interest. Where both planning applications apply, development charges under subsections 5.1 and 5.2 shall be calculated on the rates in effect on the day of the later planning application, including interest.

12.4. Agreement for Earlier or Later Payment (s. 27 of the Act)

Notwithstanding subsections 12.1 through 12.4 hereof, the City may enter into an agreement with a person/owner of land who is required to pay a development charge for:

12.4.1. All or any part of a development charge to be paid before or after it would otherwise be payable;

12.4.2. The total amount of the development charge payable under an agreement under this section is the amount of the development charge that would be determined under this by-law on the day specified in the agreement or, if no such day is specified, at the earlier of,

12.4.2.1. The time the development charge or any part of it is payable under the agreement;

12.4.2.2. the time the development charge would have been payable in the absence of the agreement
12.4.3. In an agreement under this section, the City may charge interest, at a rate stipulated in the agreement, on that part of the development charge payable after it would otherwise be payable.

13. Re-development Allowances to Reduce the Development Charge

13.1. Where a development charge is payable for a development which replaces a preexisting development including a change of use in an existing building, a redevelopment allowance shall be credited against the development charge otherwise payable.

13.2. Demolition Permit or Demolition Control Permit In order to be eligible for a re-development allowance:

13.2.1. The pre-existing development must be one in respect to which a valid demolition permit or demolition control permit was issued by the City within the five (5) years, related to a residential use or ten (10) years, for a non-residential use, preceding the due date of payment of the development charge hereunder and such demolition permit, demolition control permit or a certified copy thereof shall be given to the City Treasurer; and

13.2.2. Proof must be provided to the Chief Building Official's satisfaction that the development meets the requirements set out in section 13.2.1.

13.2.3. In situations where buildings are destroyed by fire or other unplanned events, sections 13.2.1 or 13.3 apply upon proof satisfactory to the City’s Chief Building Official if there was not an issued demolition permit.

13.3. Notwithstanding section 13.2.1, if the land is engaged in brownfield redevelopment, a redevelopment period longer than the time set out in section 13.2.1, may be provided based upon the approval by the City’s Deputy City Manager of Community Development or designate in consultation with the Chief Building Official, and applicable Regional Commissioner after consideration of specific development circumstances.

13.4. Date of Demolition
In determining eligibility for a re-development allowance under sections 13.2 and 13.3:

a) Demolition shall be deemed to have occurred on the date of the issuance of the demolition permit or demolition control permit;

b) For the purposes of sections 13.2 and 13.3, "demolition permit" or "demolition control permit" shall mean the first of any demolition permits or demolition control permits issued for the pre-existing development, if the demolition has taken place in more than one phase. Subsequent demolition permits or demolition control permits for that pre-existing development are not to be used in a calculation of the periods set out in sections 13.2 or 13.3; and

c) The date calculated under sections 13.2 and 13.3 shall apply regardless of whether the first demolition permit or demolition control permit was revoked or canceled.

13.5. Calculation of Re-development Allowance

In determining the amount of any re-development allowance to be applied in calculating a development charge payable, the following shall apply:

13.5.1. the re-development allowance quantified in accordance with section 13.6 hereof shall apply to the whole parcel of land on which the pre-existing development exists or existed;

13.5.2. any remaining re-development allowance applicable to a parcel of land from time to time, in the event of a division of the parcel of land into two or more parcels, shall be apportioned equally between or amongst the resultant parcels of land on a per unit area basis;

13.5.3. the amount of the re-development allowance applicable to a parcel of land on which the pre-existing development existed or to any part thereof after any land division shall be reduced for each subsequent development in respect of which the development charge otherwise payable is or has been reduced by a re-development allowance, as
building permits for such subsequent developments are issued or
development charges paid, whichever first occurs.

13.6. Amount of Re-development Allowance

13.6.1. The amount of the re-development allowance shall be computed based upon the previous land use equal to:

13.6.2. for residential uses, the number and type or types of units in the preexisting development multiplied by the development charge rate or rates applicable to such units; and,

13.6.3. for non-residential uses, the number of square meters of building area of the pre-existing development multiplied by the development charge rate applicable to such building area.

13.7. Maximum Re-development Allowance and Carry Forward

The maximum re-development allowance shall be the development charge otherwise payable. Any unused re-development allowance may be carried forward and applied to any subsequent development charge payable in respect of the same land to which it relates within five years from the date of demolition of the pre-existing development to which it relates.

14. Credits (s. 38 of the Act)

14.1. Provisions of Services by Agreement

The City may agree, in writing, to allow a person/owner to perform work that relates to a service referred to herein and the City shall give the person/owner a credit towards the development charge in accordance with the Agreement.

14.2. The amount of the credit is the reasonable cost, without interest, of doing the work as agreed by the City and the person/owner who is to be given the credit (s. 38 (2) of the Act).

14.3. City Owned Industrial Land
Development charges shall be imposed on land sold by the City where such land is no longer owned by and used for the purposes of the City. The portion of the development charge with respect to infrastructure services may be satisfied by the provision of such services or as specified in a purchase and sale agreement and the City shall give a credit, for costs over and above the City's local service policy, for the amount equal to the reasonable cost to the owner of providing such services, but such credit shall not exceed the infrastructure services portion of the development charge payable.

15. Transitional Provisions – Prior Agreements

Notwithstanding anything in this by-law, if a conflict exists between the provisions of this by-law and:

15.1. an agreement under section 50 or 52 of the Planning Act that was in existence prior to the enactment of this by-law; or

15.2. any other prior agreement between the City and an owner or former owner; the provisions of the agreement shall prevail.

16. Administration

16.1. Reserve Funds

16.1.1. There is hereby established a separate reserve fund for each service to which the development charge herein relates (s. 33 of the Act).

16.1.2. Each development charge shall be paid into the reserve fund or funds to which the charge relates (s. 34 of the Act).

16.1.3. Subject to s. 16.1.4, the money in each reserve fund established for a service may be spent only for capital costs set out herein (s. 35 of the Act).

16.1.4. The City may borrow money from a reserve fund and shall repay the amount used plus interest at the prescribed minimum interest rate (s. 36 of the Act).

Application of Investment Income
Income received from the investment of a development charge reserve fund or funds shall be credited to the development charge reserve fund or funds in relation to which the investment income relates.

16.2. Complaints about Development Charges (s. 20 of the Act)

16.2.1. A person required to pay a development charge, or the person's agent, may complain to the council of the municipality imposing the development charge that:

16.2.1.1. the amount of the development charge was incorrectly determined;

16.2.1.2. whether a credit is available to be used against the development charge, or the amount of the credit or the service with respect to which the credit was given was incorrectly determined; or

16.2.1.3. there was an error in the application of the development charges bylaw.

16.2.2. A complaint may not be made later than 90 days after the day the development charge, or any part of it, is payable.

16.2.3. The complaint must be in writing, must state the complainant's name, the address where notice can be given to the complainant and the reasons for the complaint.

16.2.4. The City Council shall hold a hearing into the complaint and shall give the complainant an opportunity to make representations at the hearing.

16.2.5. The City Clerk shall mail a notice of the hearing to the complainant at least 14 days before the hearing.

16.2.6. After hearing the evidence and submissions of the complainant, City Council may dismiss the complaint or rectify any incorrect determination or error that was the subject of the complaint.

16.2.7. A complainant may appeal the decision of City Council to the Ontario Land Tribunal in accordance with section 22 of the Act.
17. Unpaid Charges Collected as Taxes (s. 32 of the Act)
   If a development charge or any part of it remains unpaid after it is payable, the
   amount unpaid shall be added to the tax roll and shall be collected in the same
   manner as taxes.

18. Commencement (s. 8 of the Act)
   This by-law shall come into force on June 1, 2024.

19. Repeal of Existing Development Charges By-law
   By-law Number 19-094, as amended, of the Corporation of the City of Cambridge
   are hereby repealed effective June 1, 2024.

20. Title
   This by-law may be referred to as the Development Charges By-law, 2024.

   PASSED AND ENACTED this 30th day of April, 2024.

___________________________
MAYOR

___________________________
CLERK
## Schedule A to By-law 24-043
### Development Charges

<table>
<thead>
<tr>
<th>Service/Class of Service</th>
<th>Residential</th>
<th></th>
<th></th>
<th></th>
<th>Non-Residential</th>
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<td></td>
<td>Single and Semi-Detached Dwelling</td>
<td>Other Multiples</td>
<td>Apartments - 2 Bedrooms +</td>
<td>Apartments - Bachelor and 1 Bedroom</td>
<td>Special Care/Special Dwelling Units</td>
<td>(per sq.ft. of Gross Floor Area)</td>
<td>(per sq.m of Gross Floor Area)</td>
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<td>1,307</td>
<td>759</td>
<td>707</td>
<td>0.84</td>
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Schedule B to By-law 24-043
Map of Urban Service Area
THE CORPORATION OF THE CITY OF CAMBRIDGE

BY-LAW 24-044

Being a by-law to impose certain Development Charges in the Corporation of the City of Cambridge pursuant to the Development Charges Act, S.O., 1997, c. 27, as amended (Services Related to a Highway).

WHEREAS the Development Charges Act, S.O. 1997, c. 27, as amended, (the "Act"), authorizes municipalities to pass by-laws to impose development charges against land to pay for increased capital costs required because of increased needs for services arising from development or redevelopment of land (s. 2 (1) of the Act);

AND WHEREAS the City of Cambridge has completed a development charges background study dated December 22, 2023, to investigate the increased needs for services arising from such development or redevelopment of land (s. 10 (1) of the Act);

AND WHEREAS the City of Cambridge has given at least 20 days' notice of a public meeting in the manner and to the persons and organizations prescribed by s 9 Ontario Regulation 82/98 (s. 12 (1) (b) of the Act);

AND WHEREAS such public meeting was held on April 16, 2024 at the City Hall (s.12 (1) (a) of the Act);

AND WHEREAS the City ensured that the proposed by-law and the background study were made available to the public at least two weeks prior to the meeting (s .12 (1) (c) of the Act);

AND WHEREAS any person who attended the meeting was allowed to make representations relating to the proposed by-law (s. 12 (2) of the Act);

AND WHEREAS this by-law is being passed within the one-year period following completion of the development charges background study (s. 11 of the Act);

NOW THEREFORE BE IT RESOLVED THAT the Corporation of the City of Cambridge enacts as follows:
1. Definitions

In this by-law:

1.1. “accessory use” means where used to describe a use, building, or structure that the use, building, or structure is naturally and normally incidental, subordinate in purpose or floor area or both, and exclusively devoted to a principal use, building, or structure, but is not an ancillary dwelling;

1.2. "Act" means the Development Charges Act S.O. 1997, c. 27, as may be amended or restated;

1.3. “Affordable Residential unit” means a residential unit that meets the criteria set out in subsection 4.1(2) or 4.1(3) of the Act;

1.4. “Ancillary dwelling” means a residential building that would be accessory to a detached dwelling, semi-detached dwelling, or row dwelling and includes an accessory dwelling;

1.5. "apartment" means a dwelling unit in a building containing a non-residential use or two or more dwelling units in a residential building, including a stacked townhouse and a stand-alone additional residential unit, but does not include a lodging house, row dwelling, back to back townhouse, special care/special need dwelling, semi-detached dwelling or single detached dwelling;

1.6. “attainable residential unit” means a residential unit that meets the criteria set out in subsection 4.1(4) of the Act;

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

1.8. “brownfield" means: a property that requires a risk assessment and/or site remediation under the Environmental Protection Act, R.S.O. 1990, Chapter E.19, or any successor legislation, or any regulations thereunder; or a property that requires site remediation under a City policy concerning contaminated sites;

1.9. “Cannabis” means
1.9.1. a cannabis plant;
1.9.2. any part of a cannabis plant, including the phytocannabinoids produced by, or found in, such a plant regardless of whether that part has been processed or not;
1.9.3. any substance or mixture of substances that contains or has on it any part of such a plant; and
1.9.4. any substance that is identical to any phytocannabinoid produced by, or found in, such a plant, regardless of how the substance was obtained.

1.10. “Cannabis production facilities” means a building, or part thereof, designed, used, or intended to be used for one or more of the following: growing, production, processing, harvesting, testing, alteration, destruction, storage, packaging, shipment, or distribution of cannabis where a licensed, permit or authorization has been issued under applicable federal law and does not include, but is not limited to such buildings as a greenhouse and agricultural building associated with the use. It does not include a building or part thereof solely designed, used, or intended to be used for retail sales of cannabis;

1.11. "canopy" includes, but is not limited to, a roof-like structure projecting more than three hundred millimetres (300 mm) from the exterior face of a building and a separate roof-like structure such as a roof-like structure for an automotive fuel station or a drivethrough facility, used or designed or intended for use for a purpose other than anaesthetic purpose or the protection of pedestrians;

1.12. "capital costs" means costs incurred or proposed to be incurred by the City or a local board thereof directly or by others on behalf of, and as authorized by, the City or a local board thereof as defined by subsection 5(3) of the Act.

1.13. "Charitable dwelling" means a residential building, a part of a residential building or the residential portion of a mixed-use building maintained and operated by a corporation approved under the Charitable Institutions Act, R.S.O. 1990, c. C.9, for persons requiring residential, specialized or group care and charitable dwelling includes a children's residence under the Child and Family Services Act, R.S.O. 1990, c. C.11 , a home or a joint home under
the Homes for the Aged and Rest Homes Act, R.S.O. 1990, c. H.13, an institution under the Mental Hospitals Act, R.S.O. 1990, c. M.8, a nursing home under the Nursing Homes Act, R.S.O. 1990, c. N.7, and a home for special care under the Homes for Special Care Act, R.S.O. 1990, c. H.12;

1.14. "City" means the Corporation of the City of Cambridge;

1.15. “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, 1997.

1.16. "colleges" mean buildings or structures owned by a college of applied arts and technology established pursuant to the Ministry of Training, Colleges and Universities Act, RSO 1990, c.M.19 and used for teaching of programs of study leading to a postsecondary certificate or diploma, a graduate certificate or a bachelor degree;

1.17. "Correctional group home" means a residential building or the residential portion of a mixed-use building containing a single housekeeping unit supervised on a 24-hour basis on site by agency staff on a shift rotation basis, and funded wholly or in part by any government or its agency, or by public subscription or donation, or by any combination thereof, and licensed, approved or supervised by the Province of Ontario as a detention or correctional facility under any general or special act and amendments or replacement thereto. A correction group home may contain an office provided that the office is used only for the operation of the correctional group home in which it is located. A correctional group home shall not include any detention facility operated or supervised by the Federal Government nor any correctional institution or secure custody and detention facility operated by the Province of Ontario;

1.18. "Council" means the Council of the Corporation of the City of Cambridge;

1.19. "demolition permit" is a permit required prior to demolition of a structure that is issued under the Ontario Building Code (Ontario Regulation 332/12, or any successor legislation);
1.20. "demolition control permit" is a permit required prior to demolition of a whole or any part of a residential property that is issued under the Planning Act, R.S.O. 1990, c.P.13, or any successor legislation;

1.21. "detached dwelling unit" has the same meaning as a "single detached dwelling" for the purposes of this by-law;

1.22. "development" includes re-development;

1.23. "development charge" means a charge imposed against land under this by-law;

1.24. "dwelling unit" means a room or rooms located within a building or structure which are occupied or designed or intended to be occupied by one or more persons as a single housekeeping unit and for which a separate private entrance (from outdoors or a common hallway), sanitary and culinary facilities are provided but does not include a lodging unit;

1.25. "existing industrial building" means an industrial building or buildings existing on a site on January 1, 2000, or the first industrial building or buildings constructed on a vacant site pursuant to site plan approval under section 41 of the Planning Act subsequent to the passage of this by-law for which full development charges were paid.

1.26. "farm" means a parcel of land on which the predominant activity is farming;

1.27. "farming" means the production of crops or the breeding, raising or maintaining of livestock or both; including fur farming, fruit and vegetable growing, the keeping of bees, fish farming and sod farming and includes such buildings and structures located on a farm designed and intended to be used solely for or in connection with such production of crops or livestock including barns, silos, structures used for farm equipment storage and repair, storing or processing materials used in the production or maintenance of crops or livestock or the products derived from the farm's production of crops or livestock, or both. Farming shall not include a dwelling unit located on a farm;

1.28. "grade" means the average level of finished ground adjoining a building at all its exterior walls;
1.29. "gross floor area" means the total floor area measured between the outside of exterior walls or between the outside of exterior walls and the centre line of party walls dividing the building from another building, of all floors above the average grade adjoining the building at its exterior walls;

1.30. "group home" means a residential building or the residential portion of a mixed-use building containing a single housekeeping unit which may or may not be supervised on a 24-hour basis on site by agency staff on a shift rotation basis, and funded wholly or in part by any government or its agency, or by public subscription or donation, or by any combination thereof and licensed, approved or supervised by the Province of Ontario for the accommodation of persons under any general or special act and amendments or replacements thereto. A group home may contain an office provided that the office is used only for the operation of the group home in which it is located;

1.31. "Home based business" means an occupation conducted within a dwelling unit by the resident or residents of the dwelling unit and which is accessory to the dwelling unit;

1.32. "Hospice" means a building or portion of a mixed-use building designed and intended to provide palliative care and emotional support to the terminally ill in a home or homelike setting so that quality of life is maintained and family members may be active participants in care;

1.33. “industrial building” means lands, buildings or structures, or portions thereof, used, designed or intended for use for production, compounding, processing, packaging, crating, bottling, or assembly ("manufacturing") of raw goods or semi-processed goods or materials, research and development relating thereto, warehousing or bulk storage of goods, and includes office uses and the sale of commodities to the general public (if the retail sales are at the site where the manufacturing takes place) where such uses are accessory to an industrial use, and includes cannabis production facilities, but does not include the sale of commodities to the general public through a warehouse club or retail warehouse and does not include self-storage or mini-storage facilities.

1.34. “institutional use” means development of a building or structure intended for use:
1.34.1. as a long-term care home within the meaning of subsection 2 (1) of the Long-Term Care Homes Act, 2007;

1.34.2. as a retirement home within the meaning of subsection 2 (1) of the Retirement Homes Act, 2010;

1.34.3. by any of the following post-secondary institutions for the objects of the institution:

1.34.3.1. a university in Ontario that receives direct, regular, and ongoing operating funding from the Government of Ontario,

1.34.3.2. a college or university federated or affiliated with a university described in subclause (1), or

1.34.3.3. an Indigenous Institute prescribed for the purposes of section 6 of the Indigenous Institutes Act, 2017;

1.34.4. as a memorial home, clubhouse, or athletic grounds by an Ontario branch of the Royal Canadian Legion; or

1.34.5. as a hospice to provide end of life care.

1.35. "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;

1.36. "local board" means a local board as defined in section 1 of the Municipal Affairs Act, R.S.O. 1990, c. 307, other than a board as defined in section 1 (1) of the Education Act, S.O. 1990, c. 13, as amended (s. 1 of the Act);

1.37. "local services" means 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 s. 51 of the Planning Act or under s. 53 of the Planning Act;
1.38. "lodging house" means a building designed or intended to contain, or containing lodging units where the residents share access to common areas of the building, other than the lodging units;

1.39. "lodging unit" means one or more rooms located within a lodging house which:

1.39.1. is designed to be occupied for human habitation by one resident;

1.39.2. is not normally accessible to persons other than the resident without the permission of the resident; and,

1.39.3. may contain either cooking or sanitary facilities, but not both, for the exclusive use of the resident of the unit.

1.39.4. A room or suite in a hotel or motel shall not constitute a lodging unit.

1.40. "lot" means a parcel of land capable of being conveyed lawfully without any approval under the Planning Act or successor thereto which meets the minimum lot area requirements under the City’s zoning by-law;

1.41. "Non-profit housing development" means development of a building or structure intended for use as residential premises by:

1.41.1. a corporation without share capital to which the Corporations Act applies, that is in good standing under that Act and whose primary object is to provide housing;

1.41.2. a corporation without share capital to which the Canada Not-for-profit Corporations Act applies, that is in good standing under that Act and whose primary object is to provide housing; or

1.41.3. a non-profit housing co-operative that is in good standing under the Co-operative Corporations Act, or any successor legislation.

1.42. "non-residential uses" means all commercial, industrial, institutional and other uses not included in the definition of residential uses including lodging houses exceeding 10 or more rooms, hotels and motels;
1.43. "owner" means the owner of land or a person authorized by the owner who has made application for an approval for the development of land upon which a development charge is imposed;

1.44. "pre-existing development" means a use of land or buildings existing on the land at the time a development charge is payable or existing at any time in the five years prior thereto;

1.45. “Primary dwelling unit” means the largest dwelling unit in which the residential use of the lot is conducted.

1.46. “rental housing” means development of a building or structure with four or more dwelling units all of which are intended for use as rented residential premises.

1.47. "residential building" means a building containing one or more dwelling units with or without any non-residential use and in the case of a single detached dwelling or semidetached dwelling or row dwelling means the individual dwelling unit;

1.48. "residential use" means the use of land, buildings or structures for one or more dwelling units, including a farm dwelling unit;

1.49. "row dwelling" means a residential building consisting of three or more dwelling units attached by a vertical wall or walls and not abutting any dwelling units along a horizontal plane, and includes a back to back townhouse;

1.50. "semi-detached dwelling" means a residential building divided vertically to provide two dwelling units separated by a common wall or walls;

1.51. "services" means services designated in section 4 of this by-law;

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

1.53. "site" means a parcel of land situated in the City which can be legally conveyed pursuant to section 50 of the Planning Act and includes a development having two or more lots consolidated under identical ownership.
1.54. "special care/special dwelling" means a building containing two or more dwelling units, which units have a common entrance from street level:

1.54.1. Where the occupants have the right to use in common, halls, stairs, yards, common rooms, and accessory buildings;

1.54.2. Which may or may not have exclusive sanitary and/or culinary facilities;

1.54.3. That is designed to accommodate persons with specific needs, including, but not limited to, independent permanent living arrangements;

1.54.4. Where support services such as meal preparation, grocery shopping, laundry, housekeeping, nursing, respite care and attendant services are provided at various levels; and

1.54.5. Includes, but is not limited to, retirement houses or lodges, nursing homes, charitable dwellings, group homes (including correctional group homes) and hospices.

1.55. "stacked townhouse" 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.

1.56. "Stand-alone additional residential dwelling unit" means one single stand-alone dwelling unit that is subordinate to the primary dwelling unit on a lot and does not exceed 40% of the gross floor area of the primary dwelling unit but in no case may be larger than 80 square metres.

1.57. "total floor area"

1.57.1. includes the sum total of the total areas of the floors in a building whether at, above or below grade, measured:

1.57.1.1. between the exterior faces of the exterior walls of the building;

1.57.1.2. from the centre line of a common wall separating two uses; or
1.57.1.3. from the outside edge of a floor where the outside edge of the floor does not meet an exterior or common wall; and

1.57.2. includes the area of a mezzanine as defined in the Building Code Act;

1.57.3. excludes those areas used exclusively for parking garages or structures;

1.57.4. where a building or a portion thereof has only one wall or does not have any walls, shall be the sum of the total area of all floors in the building (1) directly beneath the roof or canopy of the building; or (2) between and/or beneath a structural system serving the function of walls, roof or canopy or any one or more of them;

1.57.5. where the building is an above-grade storage tank, the calculation of the total floor area is determined by taking the cross-sectional area of the tank, which is the base area;

1.57.6. and for the purposes of definition, the non-residential portion of a mixed-use building is deemed to include half of any area common to the residential and non-residential portions of such mixed-use buildings.

1.58. “urban area” means the area within the urban area boundary as identified in Schedule B.

2. Application of Development Charges – Rules

2.1. General Application (s.2(7) of the Act)

Subject to the exemptions and discounts set out in this by-law, development charges shall apply and shall be calculated and collected in accordance with this by-law against land to pay for increased capital costs required because of increased needs for services arising from development that requires:

2.1.1. the passing of a zoning by-law or an amendment to a zoning by-law under section 34 of the Planning Act;

2.1.2. the approval of a minor variance under section 45 of the Planning Act;
2.1.3. a conveyance of land to which a by-law passed under subsection 50 (7) of the Planning Act applies;

2.1.4. the approval of a plan of subdivision under section 51 of the Planning Act;

2.1.5. a consent under section 53 of the Planning Act;

2.1.6. the approval of a description under section 50 of the Condominium Act; or

2.1.7. the issuing of a permit under the Building Code Act, 1992, in relation to a building or structure.

3. Imposition of Development Charges

3.1. All Lands (s. 2(7) and s. 3 of the Act)

Subject to subsection 3.2 hereof, the development charges herein are imposed on all land in the City and no land is exempt from a development charge by reason only that it is exempt from taxation under s. 3 of the Assessment Act.

3.2. Non-imposition – Municipality and Boards (s. 2(7) of the Act)

This by-law does not apply to land owned and used for the purposes of:

a) The City of Cambridge or any local board thereof;

b) The Region of Waterloo or any local board thereof;

c) Any municipality within the Region of Waterloo or any local board thereof;

d) A board of education as defined in the Education Act, S.O. 1990, c. 13, as amended, or any successor legislation;

e) Land vested in or leased to a university that receives regular and ongoing operating funds from the government for the purposes of post-secondary education 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;
f) The Grand River Conservation Authority to the extent that the lands are being used for conservation purposes; or

g) The Crown in right of Ontario or the Crown in right of Canada.

3.3. Municipal Exemption – Hospitals

This by-law shall not apply to land upon which there is to be developed a Public Hospital within the meaning of the Public Hospitals Act, R.S.O. 1990, c.P.40, as amended.

3.4. Not Applicable by Statute - Enlargement of an Existing Dwelling Unit and Creation of Up to Two Additional Dwelling Units (s. 2 (3) of the Act)

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

3.4.1.1. an enlargement to an existing dwelling unit;

3.4.1.2. the creation of additional dwelling units equal to the greater of one or 1% of the existing dwelling units in an existing residential rental building containing four or more dwelling units or prescribed ancillary structure to the existing residential building;

3.4.2. Notwithstanding the provisions of this By-law, development charges shall not be imposed with respect to the creation of any of the following in existing or new houses:

3.4.2.1. A second residential unit in an existing or new detached house, semi-detached house or rowhouse on a parcel of land on which residential use, other than ancillary residential use, is permitted, if all buildings and structures ancillary to the existing or new detached house, semi-detached house or rowhouse cumulatively contain no more than one residential unit.

3.4.2.2. A third residential unit in an existing or new detached house, semi-detached house or rowhouse on a parcel of land on which residential use, other than ancillary residential use, is permitted, if no building or structure ancillary to the existing or new detached
house, semi-detached house or rowhouse contains any residential units.

3.4.2.3. One residential unit in a building or structure ancillary to an existing or new detached house, semi-detached house or rowhouse on a parcel of urban residential land, if the existing or new detached house, semi-detached house or rowhouse contains no more than two residential units and no other building or structure ancillary to the existing or new detached house, semi-detached house or rowhouse contains any residential units.

3.5. Not Applicable by Statute – Local Services and Connections (s. 2(5) of the Act)

Subsection 2.1 of this by-law does not apply to:

3.5.1. Local services related to a plan of subdivision or within the area to which the plan relates to is installed or paid for by the owner as a condition of approval under section 51 of the Planning Act;

3.5.2. local services to be installed or paid for by the owner as a condition of approval under section 53 of the Planning Act, or

3.5.3. local connections to water mains, sanitary sewers or storm drainage facilities to be installed or paid for by the owner.

3.6. Not Applicable by Statute – Enlargement of Existing Industrial Building (s. 4 of the Act)

3.6.1. If a development includes the enlargement of the gross floor area by an addition onto the existing industrial building, the amount of the development charge that is payable in respect of the enlargement is determined in accordance with this section.

3.6.2. If the gross floor area is enlarged by 50 percent or less as an addition onto the existing industrial building, the amount of the development charge in respect of the enlargement is zero.

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

3.6.3.1. Determine the amount by which the enlargement exceeds 50 percent of the gross floor area before the enlargement.

3.6.3.2. Divide the amount determined under paragraph 3.6.3.1 by the amount of the enlargement.

3.7. Not Applicable - Two or More Actions

Where two or more of the actions described in section 2.1 of this by-law are required before land to which a development charge applies can be developed, only one development charge shall be applicable and such charge shall be calculated and collected in accordance with the provisions of this by-law; provided, however, that if two or more of the actions described in section 2.1 occur at different times, and if the subsequent action has the effect of increasing the need for services as designated in section 4 hereof, additional development charges shall be applicable and such charge shall be calculated and collected in accordance with the provisions of this by-law.

3.8. Municipal Exemption – Contaminated Sites (s. 2(7) of the Act and s. 5(1) (10) of the Act)

Where a development charge is payable for a development or re-development of land which requires site remediation under the current "Record of Site Condition Regulation, Ontario Regulation 153-04" or the City Council's policy for dealing with contaminated sites, an amount will be credited against the development charge otherwise payable equal to the amount of the costs of assessment and clean-up of the property, provided the owner submits to the City a written estimate of the amount of the cost of such works, which amount is approved by the City, but the credited amount shall not exceed the total development charge payable hereunder.

3.9. Municipal Exemption – Temporary Uses (s. 2 (7) of the Act ands. 5 (1) (10) of the Act)
This by-law shall not apply to land upon which there is to be constructed or erected:

3.9.1. any residential or non-residential building or structure constructed in accordance with a temporary use by-law pursuant to section 39 of the Planning Act, R.S.O. 1990, where such by-law provides for the removal of the building or structure; or,

3.9.2. any temporary erection of a building without foundation as defined in the Ontario Building Code for a period not exceeding six consecutive months and not more than six months in any calendar year, including tents, seasonal garden centres, and temporary sales trailers.

3.10. Municipal Exemption - Designated Sites (s. 2 (7) of the Act and s. 5 (1) (10) of the Act

Where a development charge is payable for a development or re-development of land which contains an existing building that has been Designated under the Ontario Heritage Act, no development charges shall be applicable to any redevelopment of the existing Designated building, and an additional development allowance equal to the floor area for non-residential uses or number of units for residential uses within the existing building, shall be credited to any additional development or re-development on the property provided the existing Designated building is retained and is an integral part of the development or redevelopment of the property.

3.11. Municipal Exemption - Farm Buildings

This by-law shall not apply to land upon which there is to be constructed or erected, buildings used for the purposes of farming.

3.12. Municipal Exemption - Home based businesses

Home based business will not be treated as a non-residential category.

3.13. Not Applicable by Statue – Non-profit Housing Development

Non-profit housing is exempt from development charges.
3.14. Not Applicable by Statute – Affordable and Attainable

3.14.1. Affordable residential units are exempt from development charges

3.14.2. Attainable residential units are exempt from development charges

3.15. Not Applicable by Statute – Rental Housing Discount (for profit)

The D.C. payable for rental housing developments, where the residential units are intended to be used as a rented residential premises will be subject to reductions, if any, in accordance with the Act.

4. Services/Classes of Service for Which Development Charge is Imposed (s. 2(4) of the Act)

The services for which the development charge is imposed are as follows:

4.1. Services Related to a Highway

5. Uses Upon Which Development Charges are Imposed

The categories of uses of land, buildings and structures upon which a development charge is imposed are:

5.1. Residential uses; and

5.2. Non-residential uses.

6. Lands Upon Which Development Charges are Imposed

6.1. D.C.s shall be calculated and collected for all land within the City of Cambridge identified on Schedule B of this by-law.

7. Mixed Uses

Where land is to be developed for mixed residential uses and non-residential uses, the development charge shall be calculated and collected as the total of:

7.1. that portion to be developed for residential uses plus

7.2. that portion to be developed for non-residential uses.
8. Lodging Houses

8.1. The applicable development charge for a lodging house having less than 10 lodging units will be based on residential development charges applicable to a residential dwelling.

8.2. A lodging house with 10 or more units will be based on non-residential development charges.

9. Amount of Development Charge

9.1. Subject to the provisions of this by-law, development charges shall be calculated and collected at the rates set out in Schedule "A".

9.2. Mandatory Phase-in

The amount of the development charges described in Schedule A to this by-law shall be reduced in accordance with the mandatory phase-in requirements of the Act, if any, as at the time of the determination of the charge set out in this by-law.

10. Indexing of Development Charges (s. 5 (1) (10) of the Act)

The amount of the development charges herein shall be adjusted annually on December 1st in each year, commencing on December 1, 2024, in accordance with the index prescribed in the Act.

11. Applicable Amount of Development Charge

The applicable rate of the development charge shall be the amount calculated in accordance with this by-law on the date the development charge is payable.

12. Time of Payment of Development Charges

12.1. Building Permit (s. 26 (1) and s. 28 of the Act)

Subject to subsections 12.2 through 12.5, all development charges for a development are payable upon the first building permit being issued in relation to a building or structure on land to which a development charge applies and until the development charge has been paid in full, no building permit shall be issued.
12.2. Subdivision Agreement (s. 26 (2) of the Act)

Notwithstanding subsections 12.1, 12.3 or 12.4, the amount of the development charge with respect to services related to a highway, shall be payable for development that requires approval of a plan of subdivision under section 51 of the Planning Act or a consent under section 53 of the Planning Act and for which a Subdivision Agreement or Consent Agreement is entered into immediately upon the parties entering in the Subdivision Agreement or Consent Agreement for all lots and blocks on which single detached dwellings and semi-detached dwellings are permitted in the plan of subdivision or pursuant to the consent.

12.3. Rental Housing and Institutional Development (s.26.1 of the Act)

Notwithstanding subsection 12.1, development charges for rental housing and institutional developments are due and payable in six equal annual payments commencing with the first installment payable on the date of occupancy, and each subsequent installment, including interest.

12.4. Site Plan and Zoning Amendment Application (s. 26.2 of the Act)

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 building permit issuance occurs after the approval of the application and within the timeframe set out in section 26.2(5) of the Act, the development charges under subsections 5.1 and 5.2 shall be calculated on the rates set out in Schedule “A” on the date of the planning application, including interest. Where both planning applications apply, development charges under subsections 5.1 and 5.2 shall be calculated on the rates in effect on the day of the later planning application, including interest.

12.5. Agreement for Earlier or Later Payment (s. 27 of the Act)

Notwithstanding subsections 12.1 through 12.4 hereof, the City may enter into an agreement with a person/owner of land who is required to pay a development charge for:

12.5.1. All or any part of a development charge to be paid before or after it would otherwise be payable;
12.5.2. The total amount of the development charge payable under an agreement under this section is the amount of the development charge that would be determined under this by-law on the day specified in the agreement or, if no such day is specified, at the earlier of,

12.5.2.1. The time the development charge or any part of it is payable under the agreement;

12.5.2.2. the time the development charge would have been payable in the absence of the agreement

12.5.3. In an agreement under this section, the City may charge interest, at a rate stipulated in the agreement, on that part of the development charge payable after it would otherwise be payable.

13. Re-development Allowances to Reduce the Development Charge

13.1. Where a development charge is payable for a development which replaces a preexisting development including a change of use in an existing building, a redevelopment allowance shall be credited against the development charge otherwise payable.

13.2. Demolition Permit or Demolition Control Permit In order to be eligible for a re-development allowance:

13.2.1. The pre-existing development must be one in respect to which a valid demolition permit or demolition control permit was issued by the City within the five (5) years, related to a residential use or ten (10) years, for a non-residential use, preceding the due date of payment of the development charge hereunder and such demolition permit, demolition control permit or a certified copy thereof shall be given to the City Treasurer; and

13.2.2. Proof must be provided to the Chief Building Official's satisfaction that the development meets the requirements set out in section 13.2.1.

13.2.3. In situations where buildings are destroyed by fire or other unplanned events, sections 13.2.1 or 13.3 apply upon proof satisfactory to the
City's Chief Building Official if there was not an issued demolition permit.

13.3. Notwithstanding section 13.2.1, if the land is engaged in brownfield redevelopment, a redevelopment period longer than the time set out in section 13.2.1, may be provided based upon the approval by the City's Deputy City Manager of Community Development or designate in consultation with the Chief Building Official, and applicable Regional Commissioner after consideration of specific development circumstances.

13.4. Date of Demolition

In determining eligibility for a re-development allowance under sections 13.2 and 13.3:

a) Demolition shall be deemed to have occurred on the date of the issuance of the demolition permit or demolition control permit;

b) For the purposes of sections 13.2 and 13.3, "demolition permit" or "demolition control permit" shall mean the first of any demolition permits or demolition control permits issued for the pre-existing development, if the demolition has taken place in more than one phase. Subsequent demolition permits or demolition control permits for that pre-existing development are not to be used in a calculation of the periods set out in sections 13.2 or 13.3; and

c) The date calculated under sections 13.2 and 13.3 shall apply regardless of whether the first demolition permit or demolition control permit was revoked or canceled.

13.5. Calculation of Re-development Allowance

In determining the amount of any re-development allowance to be applied in calculating a development charge payable, the following shall apply:

13.5.1. the re-development allowance quantified in accordance with section 13.6 hereof shall apply to the whole parcel of land on which the pre-existing development exists or existed;
13.5.2. any remaining re-development allowance applicable to a parcel of land from time to time, in the event of a division of the parcel of land into two or more parcels, shall be apportioned equally between or amongst the resultant parcels of land on a per unit area basis;

13.5.3. the amount of the re-development allowance applicable to a parcel of land on which the pre-existing development existed or to any part thereof after any land division shall be reduced for each subsequent development in respect of which the development charge otherwise payable is or has been reduced by a re-development allowance, as building permits for such subsequent developments are issued or development charges paid, whichever first occurs.

13.6. Amount of Re-development Allowance

13.6.1. The amount of the re-development allowance shall be computed based upon the previous land use equal to:

13.6.2. for residential uses, the number and type or types of units in the preexisting development multiplied by the development charge rate or rates applicable to such units; and,

13.6.3. for non-residential uses, the number of square meters of building area of the pre-existing development multiplied by the development charge rate applicable to such building area.

13.7. Maximum Re-development Allowance and Carry Forward

The maximum re-development allowance shall be the development charge otherwise payable. Any unused re-development allowance may be carried forward and applied to any subsequent development charge payable in respect of the same land to which it relates within five years from the date of demolition of the pre-existing development to which it relates.

14. Credits (s. 38 of the Act)

14.1. Provisions of Services by Agreement
The City may agree, in writing, to allow a person/owner to perform work that relates to a service referred to herein and the City shall give the person/owner a credit towards the development charge in accordance with the Agreement.

14.2. The amount of the credit is the reasonable cost, without interest, of doing the work as agreed by the City and the person/owner who is to be given the credit (s. 38 (2) of the Act).

14.3. City Owned Industrial Land

Development charges shall be imposed on land sold by the City where such land is no longer owned by and used for the purposes of the City. The portion of the development charge with respect to infrastructure services may be satisfied by the provision of such services or as specified in a purchase and sale agreement and the City shall give a credit, for costs over and above the City's local service policy, for the amount equal to the reasonable cost to the owner of providing such services, but such credit shall not exceed the infrastructure services portion of the development charge payable.

15. Transitional Provisions – Prior Agreements

Notwithstanding anything in this by-law, if a conflict exists between the provisions of this by-law and:

15.1. an agreement under section 50 or 52 of the Planning Act that was in existence prior to the enactment of this by-law; or

15.2. any other prior agreement between the City and an owner or former owner; the provisions of the agreement shall prevail.

16. Administration

16.1. Reserve Funds

16.1.1. There is hereby established a separate reserve fund for each service to which the development charge herein relates (s. 33 of the Act).
16.1.2. Each development charge shall be paid into the reserve fund or funds to which the charge relates (s. 34 of the Act).

16.1.3. Subject to s. 16.1.4, the money in each reserve fund established for a service may be spent only for capital costs set out herein (s. 35 of the Act).

16.1.4. The City may borrow money from a reserve fund and shall repay the amount used plus interest at the prescribed minimum interest rate (s. 36 of the Act).

Application of Investment Income

Income received from the investment of a development charge reserve fund or funds shall be credited to the development charge reserve fund or funds in relation to which the investment income relates.

16.2. Complaints about Development Charges (s. 20 of the Act)

16.2.1. A person required to pay a development charge, or the person's agent, may complain to the council of the municipality imposing the development charge that:

16.2.1.1. the amount of the development charge was incorrectly determined;

16.2.1.2. whether a credit is available to be used against the development charge, or the amount of the credit or the service with respect to which the credit was given was incorrectly determined; or

16.2.1.3. there was an error in the application of the development charges bylaw.

16.2.2. A complaint may not be made later than 90 days after the day the development charge, or any part of it, is payable.

16.2.3. The complaint must be in writing, must state the complainant's name, the address where notice can be given to the complainant and the reasons for the complaint.
16.2.4. The City Council shall hold a hearing into the complaint and shall give the complainant an opportunity to make representations at the hearing.

16.2.5. The City Clerk shall mail a notice of the hearing to the complainant at least 14 days before the hearing.

16.2.6. After hearing the evidence and submissions of the complainant, City Council may dismiss the complaint or rectify any incorrect determination or error that was the subject of the complaint.

16.2.7. A complainant may appeal the decision of City Council to the Ontario Land Tribunal in accordance with section 22 of the Act.

17. Unpaid Charges Collected as Taxes (s. 32 of the Act)

If a development charge or any part of it remains unpaid after it is payable, the amount unpaid shall be added to the tax roll and shall be collected in the same manner as taxes.

18. Commencement (s. 8 of the Act)

This by-law shall come into force on June 1, 2024.

19. Repeal of Existing Development Charges By-law

By-law Number 19-094, as amended, of the Corporation of the City of Cambridge are hereby repealed effective June 1, 2024.

20. Title

This by-law may be referred to as the Development Charges By-law, 2024.

PASSED AND ENACTED this 30th day of April, 2024.

__________________________________________
MAYOR

__________________________________________
CLERK
### Schedule A to By-law 24-044

**Development Charges**

<table>
<thead>
<tr>
<th>Service/Class of Service</th>
<th>RESIDENTIAL</th>
<th>NON-RESIDENTIAL</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Single and Semi-Detached Dwelling</td>
<td>Other Multiples</td>
</tr>
<tr>
<td>Services Related to a Highway</td>
<td>14,707</td>
<td>9,834</td>
</tr>
</tbody>
</table>
Schedule B to By-law 24-044
Map of Urban Service Area
THE CORPORATION OF THE CITY OF CAMBRIDGE

BY-LAW 24-045

Being a by-law to impose certain Development Charges in the Corporation of the City of Cambridge pursuant to the Development Charges Act, S.O., 1997, c. 27, as amended (Stormwater Drainage and Control Services).

WHEREAS the Development Charges Act, S.O. 1997, c. 27, as amended, (the "Act"), authorizes municipalities to pass by-laws to impose development charges against land to pay for increased capital costs required because of increased needs for services arising from development or redevelopment of land (s. 2 (1) of the Act);

AND WHEREAS the City of Cambridge has completed a development charges background study dated December 22, 2023, to investigate the increased needs for services arising from such development or redevelopment of land (s. 10 (1) of the Act);

AND WHEREAS the City of Cambridge has given at least 20 days' notice of a public meeting in the manner and to the persons and organizations prescribed by s 9 Ontario Regulation 82/98 (s. 12 (1) (b) of the Act);

AND WHEREAS such public meeting was held on April 16, 2024 at the City Hall (s.12 (1) (a) of the Act);

AND WHEREAS the City ensured that the proposed by-law and the background study were made available to the public at least two weeks prior to the meeting (s .12 (1) (c) of the Act);

AND WHEREAS any person who attended the meeting was allowed to make representations relating to the proposed by-law (s. 12 (2) of the Act);

AND WHEREAS this by-law is being passed within the one-year period following completion of the development charges background study (s. 11 of the Act);

NOW THEREFORE BE IT RESOLVED THAT the Corporation of the City of Cambridge enacts as follows:
1. Definitions

In this by-law:

1.1. “accessory use” means where used to describe a use, building, or structure that the use, building, or structure is naturally and normally incidental, subordinate in purpose or floor area or both, and exclusively devoted to a principal use, building, or structure, but is not an ancillary dwelling;

1.2. "Act" means the Development Charges Act S.O. 1997, c. 27, as may be amended or restated;

1.3. “Affordable Residential unit” means a residential unit that meets the criteria set out in subsection 4.1(2) or 4.1(3) of the Act;

1.4. “Ancillary dwelling” means a residential building that would be accessory to a detached dwelling, semi-detached dwelling, or row dwelling and includes an accessory dwelling;

1.5. "apartment" means a dwelling unit in a building containing a non-residential use or two or more dwelling units in a residential building, including a stacked townhouse and a stand-alone additional residential unit, but does not include a lodging house, row dwelling, back to back townhouse, special care/special need dwelling, semi-detached dwelling or single detached dwelling;

1.6. “attainable residential unit” means a residential unit that meets the criteria set out in subsection 4.1(4) of the Act;

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

1.8. “brownfield" means: a property that requires a risk assessment and/or site remediation under the Environmental Protection Act, R.S.O. 1990, Chapter E.19, or any successor legislation, or any regulations thereunder; or a property that requires site remediation under a City policy concerning contaminated sites;

1.9. “Cannabis” means
1.9.1. a cannabis plant;

1.9.2. any part of a cannabis plant, including the phytocannabinoids produced by, or found in, such a plant regardless of whether that part has been processed or not;

1.9.3. any substance or mixture of substances that contains or has on it any part of such a plant; and

1.9.4. any substance that is identical to any phytocannabinoid produced by, or found in, such a plant, regardless of how the substance was obtained.

1.10. “Cannabis production facilities” means a building, or part thereof, designed, used, or intended to be used for one or more of the following: growing, production, processing, harvesting, testing, alteration, destruction, storage, packaging, shipment, or distribution of cannabis where a licensed, permit or authorization has been issued under applicable federal law and does not include, but is not limited to such buildings as a greenhouse and agricultural building associated with the use. It does not include a building or part thereof solely designed, used, or intended to be used for retail sales of cannabis;

1.11. "canopy" includes, but is not limited to, a roof-like structure projecting more than three hundred millimetres (300 mm) from the exterior face of a building and a separate roof-like structure such as a roof-like structure for an automotive fuel station or a drivethrough facility, used or designed or intended for use for a purpose other than anaesthetic purpose or the protection of pedestrians;

1.12. "capital costs" means costs incurred or proposed to be incurred by the City or a local board thereof directly or by others on behalf of, and as authorized by, the City or a local board thereof as defined by subsection 5(3) of the Act.

1.13. "Charitable dwelling" means a residential building, a part of a residential building or the residential portion of a mixed-use building maintained and operated by a corporation approved under the Charitable Institutions Act, R.S.O. 1990, c. C.9, for persons requiring residential, specialized or group care and charitable dwelling includes a children's residence under the Child and Family Services Act, R.S.O. 1990, c. C.11, a home or a joint home under
the Homes for the Aged and Rest Homes Act, R.S.O. 1990, c. H.13, an institution under the Mental Hospitals Act, R.S.O. 1990, c. M.8, a nursing home under the Nursing Homes Act, R.S.O., 1990, c. N.7, and a home for special care under the Homes for Special Care Act, R.S.O. 1990, c, H.12;

1.14. "City" means the Corporation of the City of Cambridge;

1.15. “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, 1997.

1.16. "colleges" mean buildings or structures owned by a college of applied arts and technology established pursuant to the Ministry of Training, Colleges and Universities Act, RSO 1990, c.M.19 and used for teaching of programs of study leading to a postsecondary certificate or diploma, a graduate certificate or a bachelor degree;

1.17. "Correctional group home" means a residential building or the residential portion of a mixed-use building containing a single housekeeping unit supervised on a 24-hour basis on site by agency staff on a shift rotation basis, and funded wholly or in part by any government or its agency, or by public subscription or donation, or by any combination thereof, and licensed, approved or supervised by the Province of Ontario as a detention or correctional facility under any general or special act and amendments or replacement thereto. A correction group home may contain an office provided that the office is used only for the operation of the correctional group home in which it is located. A correctional group home shall not include any detention facility operated or supervised by the Federal Government nor any correctional institution or secure custody and detention facility operated by the Province of Ontario;

1.18. "Council" means the Council of the Corporation of the City of Cambridge;

1.19. "demolition permit" is a permit required prior to demolition of a structure that is issued under the Ontario Building Code (Ontario Regulation 332/12, or any successor legislation);
1.20. "demolition control permit" is a permit required prior to demolition of a whole or any part of a residential property that is issued under the Planning Act, R.S.O. 1990, c.P.13, or any successor legislation;

1.21. “detached dwelling unit” has the same meaning as a “single detached dwelling” for the purposes of this by-law;

1.22. "development" includes re-development;

1.23. "development charge" means a charge imposed against land under this by-law;

1.24. "dwelling unit" means a room or rooms located within a building or structure which are occupied or designed or intended to be occupied by one or more persons as a single housekeeping unit and for which a separate private entrance (from outdoors or a common hallway), sanitary and culinary facilities are provided but does not include a lodging unit;

1.25. "existing industrial building" means an industrial building or buildings existing on a site on January 1, 2000, or the first industrial building or buildings constructed on a vacant site pursuant to site plan approval under section 41 of the Planning Act subsequent to the passage of this by-law for which full development charges were paid.

1.26. "farm" means a parcel of land on which the predominant activity is farming;

1.27. “farming" means the production of crops or the breeding, raising or maintaining of livestock or both; including fur farming, fruit and vegetable growing, the keeping of bees, fish farming and sod farming and includes such buildings and structures located on a farm designed and intended to be used solely for or in connection with such production of crops or livestock including barns, silos, structures used for farm equipment storage and repair, storing or processing materials used in the production or maintenance of crops or livestock or the products derived from the farm 's production of crops or livestock, or both. Farming shall not include a dwelling unit located on a farm;

1.28. "grade" means the average level of finished ground adjoining a building at all its exterior walls;
1.29. "gross floor area" means the total floor area measured between the outside of exterior walls or between the outside of exterior walls and the centre line of party walls dividing the building from another building, of all floors above the average grade adjoining the building at its exterior walls;

1.30. "group home" means a residential building or the residential portion of a mixed-use building containing a single housekeeping unit which may or may not be supervised on a 24-hour basis on site by agency staff on a shift rotation basis, and funded wholly or in part by any government or its agency, or by public subscription or donation, or by any combination thereof and licensed, approved or supervised by the Province of Ontario for the accommodation of persons under any general or special act and amendments or replacements thereto. A group home may contain an office provided that the office is used only for the operation of the group home in which it is located;

1.31. "Home based business" means an occupation conducted within a dwelling unit by the resident or residents of the dwelling unit and which is accessory to the dwelling unit;

1.32. "Hospice" means a building or portion of a mixed-use building designed and intended to provide palliative care and emotional support to the terminally ill in a home or homelike setting so that quality of life is maintained and family members may be active participants in care;

1.33. "industrial building" means lands, buildings or structures, or portions thereof, used, designed or intended for use for production, compounding, processing, packaging, crating, bottling, or assembly ("manufacturing") of raw goods or semi-processed goods or materials, research and development relating thereto, warehousing or bulk storage of goods, and includes office uses and the sale of commodities to the general public (if the retail sales are at the site where the manufacturing takes place) where such uses are accessory to an industrial use, and includes cannabis production facilities, but does not include the sale of commodities to the general public through a warehouse club or retail warehouse and does not include self-storage or mini-storage facilities.

1.34. “institutional use” means development of a building or structure intended for use:
1.34.1. as a long-term care home within the meaning of subsection 2 (1) of the Long-Term Care Homes Act, 2007;

1.34.2. as a retirement home within the meaning of subsection 2 (1) of the Retirement Homes Act, 2010;

1.34.3. by any of the following post-secondary institutions for the objects of the institution:

1.34.3.1. a university in Ontario that receives direct, regular, and ongoing operating funding from the Government of Ontario,

1.34.3.2. a college or university federated or affiliated with a university described in subclause (1), or

1.34.3.3. an Indigenous Institute prescribed for the purposes of section 6 of the Indigenous Institutes Act, 2017;

1.34.4. as a memorial home, clubhouse, or athletic grounds by an Ontario branch of the Royal Canadian Legion; or

1.34.5. as a hospice to provide end of life care.

1.35. "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;

1.36. "local board" means a local board as defined in section 1 of the Municipal Affairs Act, R.S.O. 1990, c. 307, other than a board as defined in section 1 (1) of the Education Act, S.O. 1990, c. 13, as amended (s. 1 of the Act);

1.37. "local services" means 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 s. 51 of the Planning Act or under s. 53 of the Planning Act;
1.38. "lodging house" means a building designed or intended to contain, or containing lodging units where the residents share access to common areas of the building, other than the lodging units;

1.39. "lodging unit" means one or more rooms located within a lodging house which:
   
   1.39.1. is designed to be occupied for human habitation by one resident;
   
   1.39.2. is not normally accessible to persons other than the resident without the permission of the resident; and ,
   
   1.39.3. may contain either cooking or sanitary facilities, but not both, for the exclusive use of the resident of the unit.

   1.39.4. A room or suite in a hotel or motel shall not constitute a lodging unit.

1.40. “lot” means a parcel of land capable of being conveyed lawfully without any approval under the Planning Act or successor thereto which meets the minimum lot area requirements under the City’s zoning by-law;

1.41. “Non-profit housing development” means development of a building or structure intended for use as residential premises by:

   1.41.1. a corporation without share capital to which the Corporations Act applies, that is in good standing under that Act and whose primary object is to provide housing;

   1.41.2. a corporation without share capital to which the Canada Not-for-profit Corporations Act applies, that is in good standing under that Act and whose primary object is to provide housing; or

   1.41.3. a non-profit housing co-operative that is in good standing under the Co-operative Corporations Act, or any successor legislation.

1.42. "non-residential uses" means all commercial, industrial, institutional and other uses not included in the definition of residential uses including lodging houses exceeding 10 or more rooms, hotels and motels;
1.43. "owner" means the owner of land or a person authorized by the owner who has made application for an approval for the development of land upon which a development charge is imposed;

1.44. "pre-existing development" means a use of land or buildings existing on the land at the time a development charge is payable or existing at any time in the five years prior thereto;

1.45. “Primary dwelling unit” means the largest dwelling unit in which the residential use of the lot is conducted.

1.46. “rental housing” means development of a building or structure with four or more dwelling units all of which are intended for use as rented residential premises.

1.47. "residential building" means a building containing one or more dwelling units with or without any non-residential use and in the case of a single detached dwelling or semidetached dwelling or row dwelling means the individual dwelling unit;

1.48. "residential use" means the use of land, buildings or structures for one or more dwelling units, including a farm dwelling unit;

1.49. "row dwelling" means a residential building consisting of three or more dwelling units attached by a vertical wall or walls and not abutting any dwelling units along a horizontal plane, and includes a back to back townhouse;

1.50. "semi-detached dwelling" means a residential building divided vertically to provide two dwelling units separated by a common wall or walls;

1.51. "services" means services designated in section 4 of this by-law;

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

1.53. "site" means a parcel of land situated in the City which can be legally conveyed pursuant to section 50 of the Planning Act and includes a development having two or more lots consolidated under identical ownership.
1.54. "special care/special dwelling" means a building containing two or more dwelling units, which units have a common entrance from street level:

1.54.1. Where the occupants have the right to use in common, halls, stairs, yards, common rooms, and accessory buildings;

1.54.2. Which may or may not have exclusive sanitary and/or culinary facilities;

1.54.3. That is designed to accommodate persons with specific needs, including, but not limited to, independent permanent living arrangements;

1.54.4. Where support services such as meal preparation, grocery shopping, laundry, housekeeping, nursing, respite care and attendant services are provided at various levels; and

1.54.5. Includes, but is not limited to, retirement houses or lodges, nursing homes, charitable dwellings, group homes (including correctional group homes) and hospices.

1.55. "stacked townhouse" 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.

1.56. "Stand-alone additional residential dwelling unit" means one single stand-alone dwelling unit that is subordinate to the primary dwelling unit on a lot and does not exceed 40% of the gross floor area of the primary dwelling unit but in no case may be larger than 80 square metres.

1.57. "total floor area"

1.57.1. includes the sum total of the total areas of the floors in a building whether at, above or below grade, measured:

1.57.1.1. between the exterior faces of the exterior walls of the building;

1.57.1.2. from the centre line of a common wall separating two uses; or
1.57.1.3. from the outside edge of a floor where the outside edge of the floor does not meet an exterior or common wall; and

1.57.2. includes the area of a mezzanine as defined in the Building Code Act;

1.57.3. excludes those areas used exclusively for parking garages or structures;

1.57.4. where a building or a portion thereof has only one wall or does not have any walls, shall be the sum of the total area of all floors in the building (1) directly beneath the roof or canopy of the building; or (2) between and/or beneath a structural system serving the function of walls, roof or canopy or any one or more of them;

1.57.5. where the building is an above-grade storage tank, the calculation of the total floor area is determined by taking the cross-sectional area of the tank, which is the base area;

1.57.6. and for the purposes of definition, the non-residential portion of a mixed-use building is deemed to include half of any area common to the residential and non-residential portions of such mixed-use buildings

1.58. “urban area” means the area within the urban area boundary as identified in Schedule B

2. **Application of Development Charges – Rules**

2.1. General Application (s.2(7) of the Act)

Subject to the exemptions and discounts set out in this by-law, development charges shall apply and shall be calculated and collected in accordance with this by-law against land to pay for increased capital costs required because of increased needs for services arising from development that requires:

2.1.1. the passing of a zoning by-law or an amendment to a zoning by-law under section 34 of the Planning Act;

2.1.2. the approval of a minor variance under section 45 of the Planning Act;
2.1.3. a conveyance of land to which a by-law passed under subsection 50 (7) of the Planning Act applies;

2.1.4. the approval of a plan of subdivision under section 51 of the Planning Act;

2.1.5. a consent under section 53 of the Planning Act;

2.1.6. the approval of a description under section 50 of the Condominium Act; or

2.1.7. the issuing of a permit under the Building Code Act, 1992, in relation to a building or structure.

3. Imposition of Development Charges

3.1. All Lands (s. 2(7) and s. 3 of the Act)

Subject to subsection 3.2 hereof, the development charges herein are imposed on all land in the City and no land is exempt from a development charge by reason only that it is exempt from taxation under s. 3 of the Assessment Act.

3.2. Non-imposition – Municipality and Boards (s. 2(7) of the Act)

This by-law does not apply to land owned and used for the purposes of:

a) The City of Cambridge or any local board thereof;

b) The Region of Waterloo or any local board thereof;

c) Any municipality within the Region of Waterloo or any local board thereof;

d) A board of education as defined in the Education Act, S.O. 1990, c. 13, as amended, or any successor legislation;

e) Land vested in or leased to a university that receives regular and ongoing operating funds from the government for the purposes of post-secondary education 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;
f) The Grand River Conservation Authority to the extent that the lands are being used for conservation purposes; or

g) The Crown in right of Ontario or the Crown in right of Canada.

3.3. Municipal Exemption – Hospitals

This by-law shall not apply to land upon which there is to be developed a Public Hospital within the meaning of the Public Hospitals Act, R.S.O. 1990, c.P.40, as amended.

3.4. Not Applicable by Statute - Enlargement of an Existing Dwelling Unit and Creation of Up to Two Additional Dwelling Units (s. 2 (3) of the Act)

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

3.4.1.1. an enlargement to an existing dwelling unit;

3.4.1.2. the creation of additional dwelling units equal to the greater of one or 1% of the existing dwelling units in an existing residential rental building containing four or more dwelling units or prescribed ancillary structure to the existing residential building;

3.4.2. Notwithstanding the provisions of this By-law, development charges shall not be imposed with respect to the creation of any of the following in existing or new houses:

3.4.2.1. A second residential unit in an existing or new detached house, semi-detached house or rowhouse on a parcel of land on which residential use, other than ancillary residential use, is permitted, if all buildings and structures ancillary to the existing or new detached house, semi-detached house or rowhouse cumulatively contain no more than one residential unit.

3.4.2.2. A third residential unit in an existing or new detached house, semi-detached house or rowhouse on a parcel of land on which residential use, other than ancillary residential use, is permitted, if no building or structure ancillary to the existing or new detached
3.4.2.3. One residential unit in a building or structure ancillary to an existing or new detached house, semi-detached house or rowhouse on a parcel of urban residential land, if the existing or new detached house, semi-detached house or rowhouse contains no more than two residential units and no other building or structure ancillary to the existing or new detached house, semi-detached house or rowhouse contains any residential units.

3.5. Not Applicable by Statute – Local Services and Connections (s. 2(5) of the Act)

Subsection 2.1 of this by-law does not apply to:

3.5.1. Local services related to a plan of subdivision or within the area to which the plan relates to is installed or paid for by the owner as a condition of approval under section 51 of the Planning Act;

3.5.2. Local services to be installed or paid for by the owner as a condition of approval under section 53 of the Planning Act, or

3.5.3. Local connections to water mains, sanitary sewers or storm drainage facilities to be installed or paid for by the owner.

3.6. Not Applicable by Statute – Enlargement of Existing Industrial Building (s. 4 of the Act)

3.6.1. If a development includes the enlargement of the gross floor area by an addition onto the existing industrial building, the amount of the development charge that is payable in respect of the enlargement is determined in accordance with this section.

3.6.2. If the gross floor area is enlarged by 50 percent or less as an addition onto the existing industrial building, the amount of the development charge in respect of the enlargement is zero.

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

3.6.3.1. Determine the amount by which the enlargement exceeds 50 percent of the gross floor area before the enlargement.

3.6.3.2. Divide the amount determined under paragraph 3.6.3.1 by the amount of the enlargement.

3.7. Not Applicable - Two or More Actions

Where two or more of the actions described in section 2.1 of this by-law are required before land to which a development charge applies can be developed, only one development charge shall be applicable and such charge shall be calculated and collected in accordance with the provisions of this by-law; provided, however, that if two or more of the actions described in section 2.1 occur at different times, and if the subsequent action has the effect of increasing the need for services as designated in section 4 hereof, additional development charges shall be applicable and such charge shall be calculated and collected in accordance with the provisions of this by-law.

3.8. Municipal Exemption – Contaminated Sites (s. 2(7) of the Act and s. 5(1) (10) of the Act)

Where a development charge is payable for a development or re-development of land which requires site remediation under the current "Record of Site Condition Regulation, Ontario Regulation 153-04" or the City Council's policy for dealing with contaminated sites, an amount will be credited against the development charge otherwise payable equal to the amount of the costs of assessment and clean-up of the property, provided the owner submits to the City a written estimate of the amount of the cost of such works, which amount is approved by the City, but the credited amount shall not exceed the total development charge payable hereunder.

3.9. Municipal Exemption – Temporary Uses (s. 2 (7) of the Act ands. 5 (1) (10) of the Act)
This by-law shall not apply to land upon which there is to be constructed or erected:

3.9.1. any residential or non-residential building or structure constructed in accordance with a temporary use by-law pursuant to section 39 of the Planning Act, R.S.O. 1990, where such by-law provides for the removal of the building or structure; or,

3.9.2. any temporary erection of a building without foundation as defined in the Ontario Building Code for a period not exceeding six consecutive months and not more than six months in any calendar year, including tents, seasonal garden centres, and temporary sales trailers.

3.10. Municipal Exemption - Designated Sites (s. 2 (7) of the Act and s. 5 (1) (10) of the Act)

Where a development charge is payable for a development or re-development of land which contains an existing building that has been Designated under the Ontario Heritage Act, no development charges shall be applicable to any redevelopment of the existing Designated building, and an additional development allowance equal to the floor area for non-residential uses or number of units for residential uses within the existing building, shall be credited to any additional development or re-development on the property provided the existing Designated building is retained and is an integral part of the development or redevelopment of the property.

3.11. Municipal Exemption - Farm Buildings

This by-law shall not apply to land upon which there is to be constructed or erected, buildings used for the purposes of farming.

3.12. Municipal Exemption - Home based businesses

Home based business will not be treated as a non-residential category.

3.13. Not Applicable by Statute – Non-profit Housing Development

Non-profit housing is exempt from development charges.
3.14. Not Applicable by Statue – Affordable and Attainable

3.14.1. Affordable residential units are exempt from development charges

3.14.2. Attainable residential units are exempt from development charges

3.15. Not Applicable by Statue – Rental Housing Discount (for profit)

The D.C. payable for rental housing developments, where the residential units are intended to be used as a rented residential premises will be subject to reductions, if any, in accordance with the Act.

4. Services/Classes of Service for Which Development Charge is Imposed (s. 2(4) of the Act)

The services for which the development charge is imposed are as follows:

4.1. Stormwater

5. Uses Upon Which Development Charges are Imposed

The categories of uses of land, buildings and structures upon which a development charge is imposed are:

5.1. Residential uses; and

5.2. Non-residential uses.

6. Lands Upon Which Development Charges are Imposed

6.1. Stormwater D.C.s shall be calculated and collected for all land within urban area of the City of Cambridge identified on Schedule B of this by-law.

7. Mixed Uses

Where land is to be developed for mixed residential uses and non-residential uses, the development charge shall be calculated and collected as the total of:

7.1. that portion to be developed for residential uses plus

7.2. that portion to be developed for non-residential uses.
8. Lodging Houses

8.1. The applicable development charge for a lodging house having less than 10 lodging units will be based on residential development charges applicable to a residential dwelling.

8.2. A lodging house with 10 or more units will be based on non-residential development charges.

9. Amount of Development Charge

9.1. Subject to the provisions of this by-law, development charges shall be calculated and collected at the rates set out in Schedule "A".

9.2. Mandatory Phase-in

The amount of the development charges described in Schedule A to this by-law shall be reduced in accordance with the mandatory phase-in requirements of the Act, if any, as at the time of the determination of the charge set out in this by-law.

10. Indexing of Development Charges (s. 5 (1) (10) of the Act)

The amount of the development charges herein shall be adjusted annually on December 1st in each year, commencing on December 1, 2024, in accordance with the index prescribed in the Act.

11. Applicable Amount of Development Charge

The applicable rate of the development charge shall be the amount calculated in accordance with this by-law on the date the development charge is payable.

12. Time of Payment of Development Charges

12.1. Building Permit (s. 26 (1) and s. 28 of the Act)

Subject to subsections 12.2 through 12.5, all development charges for a development are payable upon the first building permit being issued in relation to a building or structure on land to which a development charge applies and until the development charge has been paid in full, no building permit shall be issued.
12.2. Subdivision Agreement (s. 26 (2) of the Act)

Notwithstanding subsections 12.1, 12.3 or 12.4, the amount of the development charge with respect to stormwater services shall be payable for development that requires approval of a plan of subdivision under section 51 of the *Planning Act* or a consent under section 53 of the *Planning Act* and for which a Subdivision Agreement or Consent Agreement is entered into immediately upon the parties entering into the Subdivision Agreement or Consent Agreement for all lots and blocks on which single detached dwellings and semi-detached dwellings are permitted in the plan of subdivision or pursuant to the consent.

12.3. Rental Housing and Institutional Development (s.26.1 of the Act)

Notwithstanding subsection 12.1, development charges for rental housing and institutional developments are due and payable in six equal annual payments commencing with the first installment payable on the date of occupancy, and each subsequent installment, including interest.

12.4. Site Plan and Zoning Amendment Application (s. 26.2 of the Act)

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 building permit issuance occurs after the approval of the application and within the timeframe set out in section 26.2(5) of the Act, the development charges under subsections 5.1 and 5.2 shall be calculated on the rates set out in Schedule “A” on the date of the planning application, including interest. Where both planning applications apply, development charges under subsections 5.1 and 5.2 shall be calculated on the rates in effect on the day of the later planning application, including interest.

12.5. Agreement for Earlier or Later Payment (s. 27 of the Act)

Notwithstanding subsections 12.1 through 12.4 hereof, the City may enter into an agreement with a person/owner of land who is required to pay a development charge for:

12.5.1. All or any part of a development charge to be paid before or after it would otherwise be payable;
12.5.2. The total amount of the development charge payable under an agreement under this section is the amount of the development charge that would be determined under this by-law on the day specified in the agreement or, if no such day is specified, at the earlier of,

12.5.2.1. The time the development charge or any part of it is payable under the agreement;

12.5.2.2. the time the development charge would have been payable in the absence of the agreement

12.5.3. In an agreement under this section, the City may charge interest, at a rate stipulated in the agreement, on that part of the development charge payable after it would otherwise be payable.

13. Re-development Allowances to Reduce the Development Charge

13.1. Where a development charge is payable for a development which replaces a preexisting development including a change of use in an existing building, a redevelopment allowance shall be credited against the development charge otherwise payable.

13.2. Demolition Permit or Demolition Control Permit In order to be eligible for a re-development allowance:

13.2.1. The pre-existing development must be one in respect to which a valid demolition permit or demolition control permit was issued by the City within the five (5) years, related to a residential use or ten (10) years, for a non-residential use, preceding the due date of payment of the development charge hereunder and such demolition permit, demolition control permit or a certified copy thereof shall be given to the City Treasurer; and

13.2.2. Proof must be provided to the Chief Building Official's satisfaction that the development meets the requirements set out in section 13.2.1.

13.2.3. In situations where buildings are destroyed by fire or other unplanned events, sections 13.2.1 or 13.3 apply upon proof satisfactory to the
City's Chief Building Official if there was not an issued demolition permit.

13.3. Notwithstanding section 13.2.1, if the land is engaged in brownfield redevelopment, a redevelopment period longer than the time set out in section 13.2.1, may be provided based upon the approval by the City's Deputy City Manager of Community Development or designate in consultation with the Chief Building Official, and applicable Regional Commissioner after consideration of specific development circumstances.

13.4. Date of Demolition

In determining eligibility for a re-development allowance under sections 13.2 and 13.3:

a) Demolition shall be deemed to have occurred on the date of the issuance of the demolition permit or demolition control permit;

b) For the purposes of sections 13.2 and 13.3, "demolition permit" or "demolition control permit" shall mean the first of any demolition permits or demolition control permits issued for the pre-existing development, if the demolition has taken place in more than one phase. Subsequent demolition permits or demolition control permits for that pre-existing development are not to be used in a calculation of the periods set out in sections 13.2 or 13.3; and

c) The date calculated under sections 13.2 and 13.3 shall apply regardless of whether the first demolition permit or demolition control permit was revoked or canceled.

13.5. Calculation of Re-development Allowance

In determining the amount of any re-development allowance to be applied in calculating a development charge payable, the following shall apply:

13.5.1. the re-development allowance quantified in accordance with section 13.6 hereof shall apply to the whole parcel of land on which the pre-existing development exists or existed;
13.5.2. any remaining re-development allowance applicable to a parcel of land from time to time, in the event of a division of the parcel of land into two or more parcels, shall be apportioned equally between or amongst the resultant parcels of land on a per unit area basis;

13.5.3. the amount of the re-development allowance applicable to a parcel of land on which the pre-existing development existed or to any part thereof after any land division shall be reduced for each subsequent development in respect of which the development charge otherwise payable is or has been reduced by a re-development allowance, as building permits for such subsequent developments are issued or development charges paid, whichever first occurs.

13.6. Amount of Re-development Allowance

13.6.1. The amount of the re-development allowance shall be computed based upon the previous land use equal to:

13.6.2. for residential uses, the number and type or types of units in the preexisting development multiplied by the development charge rate or rates applicable to such units; and,

13.6.3. for non-residential uses, the number of square meters of building area of the pre-existing development multiplied by the development charge rate applicable to such building area.

13.7. Maximum Re-development Allowance and Carry Forward

The maximum re-development allowance shall be the development charge otherwise payable. Any unused re-development allowance may be carried forward and applied to any subsequent development charge payable in respect of the same land to which it relates within five years from the date of demolition of the pre-existing development to which it relates.

14. Credits (s. 38 of the Act)

14.1. Provisions of Services by Agreement
The City may agree, in writing, to allow a person/owner to perform work that relates to a service referred to herein and the City shall give the person/owner a credit towards the development charge in accordance with the Agreement.

14.2. The amount of the credit is the reasonable cost, without interest, of doing the work as agreed by the City and the person/owner who is to be given the credit (s. 38 (2) of the Act).

14.3. City Owned Industrial Land

Development charges shall be imposed on land sold by the City where such land is no longer owned by and used for the purposes of the City. The portion of the development charge with respect to infrastructure services may be satisfied by the provision of such services or as specified in a purchase and sale agreement and the City shall give a credit, for costs over and above the City's local service policy, for the amount equal to the reasonable cost to the owner of providing such services, but such credit shall not exceed the infrastructure services portion of the development charge payable.

15. Transitional Provisions – Prior Agreements

Notwithstanding anything in this by-law, if a conflict exists between the provisions of this by-law and:

15.1. an agreement under section 50 or 52 of the Planning Act that was in existence prior to the enactment of this by-law; or

15.2. any other prior agreement between the City and an owner or former owner; the provisions of the agreement shall prevail.

16. Administration

16.1. Reserve Funds

16.1.1. There is hereby established a separate reserve fund for each service to which the development charge herein relates (s. 33 of the Act).
16.1.2. Each development charge shall be paid into the reserve fund or funds to which the charge relates (s. 34 of the Act).

16.1.3. Subject to s. 16.1.4, the money in each reserve fund established for a service may be spent only for capital costs set out herein (s. 35 of the Act).

16.1.4. The City may borrow money from a reserve fund and shall repay the amount used plus interest at the prescribed minimum interest rate (s. 36 of the Act).

Application of Investment Income

Income received from the investment of a development charge reserve fund or funds shall be credited to the development charge reserve fund or funds in relation to which the investment income relates.

16.2. Complaints about Development Charges (s. 20 of the Act)

16.2.1. A person required to pay a development charge, or the person's agent, may complain to the council of the municipality imposing the development charge that:

16.2.1.1. the amount of the development charge was incorrectly determined;

16.2.1.2. whether a credit is available to be used against the development charge, or the amount of the credit or the service with respect to which the credit was given was incorrectly determined; or

16.2.1.3. there was an error in the application of the development charges bylaw.

16.2.2. A complaint may not be made later than 90 days after the day the development charge, or any part of it, is payable.

16.2.3. The complaint must be in writing, must state the complainant's name, the address where notice can be given to the complainant and the reasons for the complaint.
16.2.4. The City Council shall hold a hearing into the complaint and shall give the complainant an opportunity to make representations at the hearing.

16.2.5. The City Clerk shall mail a notice of the hearing to the complainant at least 14 days before the hearing.

16.2.6. After hearing the evidence and submissions of the complainant, City Council may dismiss the complaint or rectify any incorrect determination or error that was the subject of the complaint.

16.2.7. A complainant may appeal the decision of City Council to the Ontario Land Tribunal in accordance with section 22 of the Act.

17. Unpaid Charges Collected as Taxes (s. 32 of the Act)

If a development charge or any part of it remains unpaid after it is payable, the amount unpaid shall be added to the tax roll and shall be collected in the same manner as taxes.

18. Commencement (s. 8 of the Act)

This by-law shall come into force on June 1, 2024.

19. Repeal of Existing Development Charges By-law

By-law Number 19-094, as amended, of the Corporation of the City of Cambridge are hereby repealed effective June 1, 2024.

20. Title

This by-law may be referred to as the Development Charges By-law, 2024.

PASSED AND ENACTED this 30th day of April, 2024.

___________________________
MAYOR

___________________________
CLERK
### Schedule A to By-law 24-045
Development Charges

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<thead>
<tr>
<th>Service/Class of Service</th>
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<th>NON-RESIDENTIAL</th>
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<td>Other Multiples</td>
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<td>Special Care/Special Dwelling Units</td>
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THE CORPORATION OF THE CITY OF CAMBRIDGE

BY-LAW 24-046

Being a by-law to impose certain Development Charges in the Corporation of the City of Cambridge pursuant to the Development Charges Act, S.O., 1997, c. 27, as amended (Wastewater Services).

WHEREAS the Development Charges Act, S.O. 1997, c. 27, as amended, (the "Act"), authorizes municipalities to pass by-laws to impose development charges against land to pay for increased capital costs required because of increased needs for services arising from development or redevelopment of land (s. 2 (1) of the Act);

AND WHEREAS the City of Cambridge has completed a development charges background study dated December 22, 2023, to investigate the increased needs for services arising from such development or redevelopment of land (s. 10 (1) of the Act);

AND WHEREAS the City of Cambridge has given at least 20 days' notice of a public meeting in the manner and to the persons and organizations prescribed by s 9 Ontario Regulation 82/98 (s. 12 (1) (b) of the Act);

AND WHEREAS such public meeting was held on April 16, 2024 at the City Hall (s.12 (1) (a) of the Act);

AND WHEREAS the City ensured that the proposed by-law and the background study were made available to the public at least two weeks prior to the meeting (s .12 (1) (c) of the Act);

AND WHEREAS any person who attended the meeting was allowed to make representations relating to the proposed by-law (s. 12 (2) of the Act);

AND WHEREAS this by-law is being passed within the one-year period following completion of the development charges background study (s. 11 of the Act);

NOW THEREFORE BE IT RESOLVED THAT the Corporation of the City of Cambridge enacts as follows:
1. Definitions

In this by-law:

1.1. “accessory use” means where used to describe a use, building, or structure that the use, building, or structure is naturally and normally incidental, subordinate in purpose or floor area or both, and exclusively devoted to a principal use, building, or structure, but is not an ancillary dwelling;

1.2. "Act" means the Development Charges Act S.O. 1997, c. 27, as may be amended or restated;

1.3. “Affordable Residential unit” means a residential unit that meets the criteria set out in subsection 4.1(2) or 4.1(3) of the Act;

1.4. “Ancillary dwelling” means a residential building that would be accessory to a detached dwelling, semi-detached dwelling, or row dwelling and includes an accessory dwelling;

1.5. "apartment" means a dwelling unit in a building containing a non-residential use or two or more dwelling units in a residential building, including a stacked townhouse and a stand-alone additional residential unit, but does not include a lodging house, row dwelling, back to back townhouse, special care/special need dwelling, semi-detached dwelling or single detached dwelling;

1.6. “attainable residential unit” means a residential unit that meets the criteria set out in subsection 4.1(4) of the Act;

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

1.8. “brownfield” means: a property that requires a risk assessment and/or site remediation under the Environmental Protection Act, R.S.O. 1990, Chapter E.19, or any successor legislation, or any regulations thereunder; or a property that requires site remediation under a City policy concerning contaminated sites;

1.9. “Cannabis” means
1.9.1. a cannabis plant;

1.9.2. any part of a cannabis plant, including the phytocannabinoids produced by, or found in, such a plant regardless of whether that part has been processed or not;

1.9.3. any substance or mixture of substances that contains or has on it any part of such a plant; and

1.9.4. any substance that is identical to any phytocannabinoid produced by, or found in, such a plant, regardless of how the substance was obtained.

1.10. “Cannabis production facilities” means a building, or part thereof, designed, used, or intended to be used for one or more of the following: growing, production, processing, harvesting, testing, alteration, destruction, storage, packaging, shipment, or distribution of cannabis where a licensed, permit or authorization has been issued under applicable federal law and does not include, but is not limited to such buildings as a greenhouse and agricultural building associated with the use. It does not include a building or part thereof solely designed, used, or intended to be used for retail sales of cannabis;

1.11. "canopy" includes, but is not limited to, a roof-like structure projecting more than three hundred millimetres (300 mm) from the exterior face of a building and a separate roof-like structure such as a roof-like structure for an automotive fuel station or a drivethrough facility, used or designed or intended for use for a purpose other than anaesthetic purpose or the protection of pedestrians;

1.12. "capital costs" means costs incurred or proposed to be incurred by the City or a local board thereof directly or by others on behalf of, and as authorized by, the City or a local board thereof as defined by subsection 5(3) of the Act.

1.13. "Charitable dwelling" means a residential building, a part of a residential building or the residential portion of a mixed-use building maintained and operated by a corporation approved under the Charitable Institutions Act, R.S.O. 1990, c. C.9, for persons requiring residential, specialized or group care and charitable dwelling includes a children's residence under the Child and Family Services Act, R.S.O. 1990, c. C.11 , a home or a joint home under
the Homes for the Aged and Rest Homes Act, R.S.O. 1990, c. H.13, an institution under the Mental Hospitals Act, R.S.O. 1990, c. M.8, a nursing home under the Nursing Homes Act, R.S.O. 1990, c. N.7, and a home for special care under the Homes for Special Care Act, R.S.O. 1990, c. H.12;

1.14. "City" means the Corporation of the City of Cambridge;

1.15. "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, 1997.

1.16. "colleges" mean buildings or structures owned by a college of applied arts and technology established pursuant to the Ministry of Training, Colleges and Universities Act, RSO 1990, c.M.19 and used for teaching of programs of study leading to a postsecondary certificate or diploma, a graduate certificate or a bachelor degree;

1.17. "Correctional group home" means a residential building or the residential portion of a mixed-use building containing a single housekeeping unit supervised on a 24-hour basis on site by agency staff on a shift rotation basis, and funded wholly or in part by any government or its agency, or by public subscription or donation, or by any combination thereof, and licensed, approved or supervised by the Province of Ontario as a detention or correctional facility under any general or special act and amendments or replacement thereto. A correction group home may contain an office provided that the office is used only for the operation of the correctional group home in which it is located. A correctional group home shall not include any detention facility operated or supervised by the Federal Government nor any correctional institution or secure custody and detention facility operated by the Province of Ontario;

1.18. "Council" means the Council of the Corporation of the City of Cambridge;

1.19. "demolition permit" is a permit required prior to demolition of a structure that is issued under the Ontario Building Code (Ontario Regulation 332/12, or any successor legislation);
1.20. "demolition control permit" is a permit required prior to demolition of a whole or any part of a residential property that is issued under the Planning Act, R.S.O. 1990, c.P.13, or any successor legislation;

1.21. “detached dwelling unit” has the same meaning as a “single detached dwelling” for the purposes of this by-law;

1.22. "development" includes re-development;

1.23. "development charge" means a charge imposed against land under this by-law;

1.24. "dwelling unit" means a room or rooms located within a building or structure which are occupied or designed or intended to be occupied by one or more persons as a single housekeeping unit and for which a separate private entrance (from outdoors or a common hallway), sanitary and culinary facilities are provided but does not include a lodging unit;

1.25. "existing industrial building" means an industrial building or buildings existing on a site on January 1, 2000, or the first industrial building or buildings constructed on a vacant site pursuant to site plan approval under section 41 of the Planning Act subsequent to the passage of this by-law for which full development charges were paid.

1.26. "farm" means a parcel of land on which the predominant activity is farming;

1.27. “farming” means the production of crops or the breeding, raising or maintaining of livestock or both; including fur farming, fruit and vegetable growing, the keeping of bees, fish farming and sod farming and includes such buildings and structures located on a farm designed and intended to be used solely for or in connection with such production of crops or livestock including barns, silos, structures used for farm equipment storage and repair, storing or processing materials used in the production or maintenance of crops or livestock or the products derived from the farm’s production of crops or livestock, or both. Farming shall not include a dwelling unit located on a farm;

1.28. "grade" means the average level of finished ground adjoining a building at all its exterior walls;
1.29. "gross floor area" means the total floor area measured between the outside of exterior walls or between the outside of exterior walls and the centre line of party walls dividing the building from another building, of all floors above the average grade adjoining the building at its exterior walls;

1.30. "group home" means a residential building or the residential portion of a mixed-use building containing a single housekeeping unit which may or may not be supervised on a 24-hour basis on site by agency staff on a shift rotation basis, and funded wholly or in part by any government or its agency, or by public subscription or donation, or by any combination thereof and licensed, approved or supervised by the Province of Ontario for the accommodation of persons under any general or special act and amendments or replacements thereto. A group home may contain an office provided that the office is used only for the operation of the group home in which it is located;

1.31. "Home based business" means an occupation conducted within a dwelling unit by the resident or residents of the dwelling unit and which is accessory to the dwelling unit;

1.32. "Hospice" means a building or portion of a mixed-use building designed and intended to provide palliative care and emotional support to the terminally ill in a home or homelike setting so that quality of life is maintained and family members may be active participants in care;

1.33. "industrial building" means lands, buildings or structures, or portions thereof, used, designed or intended for use for production, compounding, processing, packaging, crating, bottling, or assembly ("manufacturing") of raw goods or semi-processed goods or materials, research and development relating thereto, warehousing or bulk storage of goods, and includes office uses and the sale of commodities to the general public (if the retail sales are at the site where the manufacturing takes place) where such uses are accessory to an industrial use, and includes cannabis production facilities, but does not include the sale of commodities to the general public through a warehouse club or retail warehouse and does not include self-storage or mini-storage facilities.

1.34. "institutional use" means development of a building or structure intended for use:
1.34.1. as a long-term care home within the meaning of subsection 2 (1) of the Long-Term Care Homes Act, 2007;

1.34.2. as a retirement home within the meaning of subsection 2 (1) of the Retirement Homes Act, 2010;

1.34.3. by any of the following post-secondary institutions for the objects of the institution:

   1.34.3.1. a university in Ontario that receives direct, regular, and ongoing operating funding from the Government of Ontario,

   1.34.3.2. a college or university federated or affiliated with a university described in subclause (1), or

   1.34.3.3. an Indigenous Institute prescribed for the purposes of section 6 of the Indigenous Institutes Act, 2017;

1.34.4. as a memorial home, clubhouse, or athletic grounds by an Ontario branch of the Royal Canadian Legion; or

1.34.5. as a hospice to provide end of life care.

1.35. "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;

1.36. "local board" means a local board as defined in section 1 of the Municipal Affairs Act, R.S.O. 1990, c. 307, other than a board as defined in section 1 (1) of the Education Act, S.O. 1990, c. 13, as amended (s. 1 of the Act);

1.37. "local services" means 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 s. 51 of the Planning Act or under s. 53 of the Planning Act;
1.38. "lodging house" means a building designed or intended to contain, or containing lodging units where the residents share access to common areas of the building, other than the lodging units;

1.39. "lodging unit" means one or more rooms located within a lodging house which:

1.39.1. is designed to be occupied for human habitation by one resident;

1.39.2. is not normally accessible to persons other than the resident without the permission of the resident; and,

1.39.3. may contain either cooking or sanitary facilities, but not both, for the exclusive use of the resident of the unit.

1.39.4. A room or suite in a hotel or motel shall not constitute a lodging unit.

1.40. "lot" means a parcel of land capable of being conveyed lawfully without any approval under the Planning Act or successor thereto which meets the minimum lot area requirements under the City’s zoning by-law;

1.41. "Non-profit housing development" means development of a building or structure intended for use as residential premises by:

1.41.1. a corporation without share capital to which the Corporations Act applies, that is in good standing under that Act and whose primary object is to provide housing;

1.41.2. a corporation without share capital to which the Canada Not-for-profit Corporations Act applies, that is in good standing under that Act and whose primary object is to provide housing; or

1.41.3. a non-profit housing co-operative that is in good standing under the Co-operative Corporations Act, or any successor legislation.

1.42. "non-residential uses" means all commercial, industrial, institutional and other uses not included in the definition of residential uses including lodging houses exceeding 10 or more rooms, hotels and motels;
1.43. "owner" means the owner of land or a person authorized by the owner who has made application for an approval for the development of land upon which a development charge is imposed;

1.44. "pre-existing development" means a use of land or buildings existing on the land at the time a development charge is payable or existing at any time in the five years prior thereto;

1.45. “Primary dwelling unit” means the largest dwelling unit in which the residential use of the lot is conducted.

1.46. “rental housing” means development of a building or structure with four or more dwelling units all of which are intended for use as rented residential premises.

1.47. "residential building" means a building containing one or more dwelling units with or without any non-residential use and in the case of a single detached dwelling or semidetached dwelling or row dwelling means the individual dwelling unit;

1.48. "residential use" means the use of land, buildings or structures for one or more dwelling units, including a farm dwelling unit;

1.49. "row dwelling" means a residential building consisting of three or more dwelling units attached by a vertical wall or walls and not abutting any dwelling units along a horizontal plane, and includes a back to back townhouse;

1.50. "semi-detached dwelling" means a residential building divided vertically to provide two dwelling units separated by a common wall or walls;

1.51. "services" means services designated in section 4 of this by-law;

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

1.53. "site" means a parcel of land situated in the City which can be legally conveyed pursuant to section 50 of the Planning Act and includes a development having two or more lots consolidated under identical ownership.
1.54. "special care/special dwelling" means a building containing two or more dwelling units, which units have a common entrance from street level:

1.54.1. Where the occupants have the right to use in common, halls, stairs, yards, common rooms, and accessory buildings;

1.54.2. Which may or may not have exclusive sanitary and/or culinary facilities;

1.54.3. That is designed to accommodate persons with specific needs, including, but not limited to, independent permanent living arrangements;

1.54.4. Where support services such as meal preparation, grocery shopping, laundry, housekeeping, nursing, respite care and attendant services are provided at various levels; and

1.54.5. Includes, but is not limited to, retirement houses or lodges, nursing homes, charitable dwellings, group homes (including correctional group homes) and hospices.

1.55. "stacked townhouse" 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.

1.56. “Stand-alone additional residential dwelling unit” means one single stand-alone dwelling unit that is subordinate to the primary dwelling unit on a lot and does not exceed 40% of the gross floor area of the primary dwelling unit but in no case may be larger than 80 square metres.

1.57. "total floor area"

1.57.1. includes the sum total of the total areas of the floors in a building whether at, above or below grade, measured:

1.57.1.1. between the exterior faces of the exterior walls of the building;

1.57.1.2. from the centre line of a common wall separating two uses; or
1.57.1.3. from the outside edge of a floor where the outside edge of the floor does not meet an exterior or common wall; and

1.57.2. includes the area of a mezzanine as defined in the Building Code Act;

1.57.3. excludes those areas used exclusively for parking garages or structures;

1.57.4. where a building or a portion thereof has only one wall or does not have any walls, shall be the sum of the total area of all floors in the building (1) directly beneath the roof or canopy of the building; or (2) between and/or beneath a structural system serving the function of walls, roof or canopy or any one or more of them;

1.57.5. where the building is an above-grade storage tank, the calculation of the total floor area is determined by taking the cross-sectional area of the tank, which is the base area;

1.57.6. and for the purposes of definition, the non-residential portion of a mixed-use building is deemed to include half of any area common to the residential and non-residential portions of such mixed-use buildings

1.58. “urban area” means the area within the urban area boundary as identified in Schedule B

2. Application of Development Charges – Rules

2.1. General Application (s.2(7) of the Act)

Subject to the exemptions and discounts set out in this by-law, development charges shall apply and shall be calculated and collected in accordance with this by-law against land to pay for increased capital costs required because of increased needs for services arising from development that requires:

2.1.1. the passing of a zoning by-law or an amendment to a zoning by-law under section 34 of the Planning Act;

2.1.2. the approval of a minor variance under section 45 of the Planning Act;
2.1.3. a conveyance of land to which a by-law passed under subsection 50 (7) of the Planning Act applies;

2.1.4. the approval of a plan of subdivision under section 51 of the Planning Act;

2.1.5. a consent under section 53 of the Planning Act;

2.1.6. the approval of a description under section 50 of the Condominium Act; or

2.1.7. the issuing of a permit under the Building Code Act, 1992, in relation to a building or structure.

3. Imposition of Development Charges

3.1. All Lands (s. 2(7) and s. 3 of the Act)

Subject to subsection 3.2 hereof, the development charges herein are imposed on all land in the City and no land is exempt from a development charge by reason only that it is exempt from taxation under s. 3 of the Assessment Act.

3.2. Non-imposition – Municipality and Boards (s. 2(7) of the Act)

This by-law does not apply to land owned and used for the purposes of:

a) The City of Cambridge or any local board thereof;

b) The Region of Waterloo or any local board thereof;

c) Any municipality within the Region of Waterloo or any local board thereof;

d) A board of education as defined in the Education Act, S.O. 1990, c. 13, as amended, or any successor legislation;

e) Land vested in or leased to a university that receives regular and ongoing operating funds from the government for the purposes of post-secondary education 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;
f) The Grand River Conservation Authority to the extent that the lands are being used for conservation purposes; or

g) The Crown in right of Ontario or the Crown in right of Canada.

3.3. Municipal Exemption – Hospitals

This by-law shall not apply to land upon which there is to be developed a Public Hospital within the meaning of the Public Hospitals Act, R.S.O. 1990, c.P.40, as amended.

3.4. Not Applicable by Statute - Enlargement of an Existing Dwelling Unit and Creation of Up to Two Additional Dwelling Units (s. 2 (3) of the Act)

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

3.4.1.1. an enlargement to an existing dwelling unit;

3.4.1.2. the creation of additional dwelling units equal to the greater of one or 1% of the existing dwelling units in an existing residential rental building containing four or more dwelling units or prescribed ancillary structure to the existing residential building;

3.4.2. Notwithstanding the provisions of this By-law, development charges shall not be imposed with respect to the creation of any of the following in existing or new houses:

3.4.2.1. A second residential unit in an existing or new detached house, semi-detached house or rowhouse on a parcel of land on which residential use, other than ancillary residential use, is permitted, if all buildings and structures ancillary to the existing or new detached house, semi-detached house or rowhouse cumulatively contain no more than one residential unit.

3.4.2.2. A third residential unit in an existing or new detached house, semi-detached house or rowhouse on a parcel of land on which residential use, other than ancillary residential use, is permitted, if no building or structure ancillary to the existing or new detached
house, semi-detached house or rowhouse contains any residential units.

3.4.2.3. One residential unit in a building or structure ancillary to an existing or new detached house, semi-detached house or rowhouse on a parcel of urban residential land, if the existing or new detached house, semi-detached house or rowhouse contains no more than two residential units and no other building or structure ancillary to the existing or new detached house, semi-detached house or rowhouse contains any residential units.

3.5. Not Applicable by Statute – Local Services and Connections (s. 2(5) of the Act)

Subsection 2.1 of this by-law does not apply to:

3.5.1. Local services related to a plan of subdivision or within the area to which the plan relates to is installed or paid for by the owner as a condition of approval under section 51 of the Planning Act;

3.5.2. local services to be installed or paid for by the owner as a condition of approval under section 53 of the Planning Act, or

3.5.3. local connections to water mains, sanitary sewers or storm drainage facilities to be installed or paid for by the owner.

3.6. Not Applicable by Statute – Enlargement of Existing Industrial Building (s. 4 of the Act)

3.6.1. If a development includes the enlargement of the gross floor area by an addition onto the existing industrial building, the amount of the development charge that is payable in respect of the enlargement is determined in accordance with this section.

3.6.2. If the gross floor area is enlarged by 50 percent or less as an addition onto the existing industrial building, the amount of the development charge in respect of the enlargement is zero.

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

3.6.3.1. Determine the amount by which the enlargement exceeds 50 percent of the gross floor area before the enlargement.

3.6.3.2. Divide the amount determined under paragraph 3.6.3.1 by the amount of the enlargement.

3.7. Not Applicable - Two or More Actions

Where two or more of the actions described in section 2.1 of this by-law are required before land to which a development charge applies can be developed, only one development charge shall be applicable and such charge shall be calculated and collected in accordance with the provisions of this by-law; provided, however, that if two or more of the actions described in section 2.1 occur at different times, and if the subsequent action has the effect of increasing the need for services as designated in section 4 hereof, additional development charges shall be applicable and such charge shall be calculated and collected in accordance with the provisions of this by-law.

3.8. Municipal Exemption – Contaminated Sites (s. 2(7) of the Act and s. 5(1) (10) of the Act)

Where a development charge is payable for a development or re-development of land which requires site remediation under the current "Record of Site Condition Regulation, Ontario Regulation 153-04" or the City Council's policy for dealing with contaminated sites, an amount will be credited against the development charge otherwise payable equal to the amount of the costs of assessment and clean-up of the property, provided the owner submits to the City a written estimate of the amount of the cost of such works, which amount is approved by the City, but the credited amount shall not exceed the total development charge payable hereunder.

3.9. Municipal Exemption – Temporary Uses (s. 2 (7) of the Act ands. 5 (1) (10) of the Act)
This by-law shall not apply to land upon which there is to be constructed or erected:

3.9.1. any residential or non-residential building or structure constructed in accordance with a temporary use by-law pursuant to section 39 of the Planning Act, R.S.O. 1990, where such by-law provides for the removal of the building or structure; or,

3.9.2. any temporary erection of a building without foundation as defined in the Ontario Building Code for a period not exceeding six consecutive months and not more than six months in any calendar year, including tents, seasonal garden centres, and temporary sales trailers.

3.10. Municipal Exemption - Designated Sites (s. 2 (7) of the Act and s. 5 (1) (10) of the Act

Where a development charge is payable for a development or re-development of land which contains an existing building that has been Designated under the Ontario Heritage Act, no development charges shall be applicable to any redevelopment of the existing Designated building, and an additional development allowance equal to the floor area for non-residential uses or number of units for residential uses within the existing building, shall be credited to any additional development or re-development on the property provided the existing Designated building is retained and is an integral part of the development or redevelopment of the property.

3.11. Municipal Exemption - Credit for Existing Septic Services

Where lands that are subject to the development charges herein are to have existing septic services, there shall be credit given equal to the Wastewater services components, as applicable, of the development charge otherwise payable.

3.12. Municipal Exemption - Farm Buildings

This by-law shall not apply to land upon which there is to be constructed or erected, buildings used for the purposes of farming.

3.13. Municipal Exemption - Home based businesses
Home based business will not be treated as a non-residential category.

3.14. Not Applicable by Statue – Non-profit Housing Development

Non-profit housing is exempt from development charges.

3.15. Not Applicable by Statue – Affordable and Attainable

3.15.1. Affordable residential units are exempt from development charges

3.15.2. Attainable residential units are exempt from development charges

3.16. Not Applicable by Statue – Rental Housing Discount (for profit)

The D.C. payable for rental housing developments, where the residential units are intended to be used as a rented residential premises will be subject to reductions, if any, in accordance with the Act.

4. Services/Classes of Service for Which Development Charge is Imposed (s. 2(4) of the Act)

The services for which the development charge is imposed are as follows:

4.1. Wastewater

5. Uses Upon Which Development Charges are Imposed

The categories of uses of land, buildings and structures upon which a development charge is imposed are:

5.1. Residential uses; and

5.2. Non-residential uses.

6. Lands Upon Which Development Charges are Imposed

6.1. Wastewater D.C.s shall be calculated and collected for all land within urban area of the City of Cambridge identified on Schedule B of this by-law.

7. Mixed Uses
Where land is to be developed for mixed residential uses and non-residential uses, the development charge shall be calculated and collected as the total of:

7.1. that portion to be developed for residential uses plus

7.2. that portion to be developed for non-residential uses.

8. **Lodging Houses**

8.1. The applicable development charge for a lodging house having less than 10 lodging units will be based on residential development charges applicable to a residential dwelling.

8.2. A lodging house with 10 or more units will be based on non-residential development charges.

9. **Amount of Development Charge**

9.1. Subject to the provisions of this by-law, development charges shall be calculated and collected at the rates set out in Schedule "A".

9.2. **Mandatory Phase-in**

   The amount of the development charges described in Schedule A to this by-law shall be reduced in accordance with the mandatory phase-in requirements of the Act, if any, as at the time of the determination of the charge set out in this by-law.

10. **Indexing of Development Charges (s. 5 (1) (10) of the Act)**

   The amount of the development charges herein shall be adjusted annually on December 1st in each year, commencing on December 1, 2024, in accordance with the index prescribed in the Act.

11. **Applicable Amount of Development Charge**

   The applicable rate of the development charge shall be the amount calculated in accordance with this by-law on the date the development charge is payable.

12. **Time of Payment of Development Charges**
12.1. Building Permit (s. 26 (1) and s. 28 of the Act)

Subject to subsections 12.2 through 12.5, all development charges for a development are payable upon the first building permit being issued in relation to a building or structure on land to which a development charge applies and until the development charge has been paid in full, no building permit shall be issued.

12.2. Subdivision Agreement (s. 26 (2) of the Act)

Notwithstanding subsections 12.1, 12.3 or 12.4, the amount of the development charge with respect to wastewater services, shall be payable for development that requires approval of a plan of subdivision under section 51 of the Planning Act or a consent under section 53 of the Planning Act and for which a Subdivision Agreement or Consent Agreement is entered into immediately upon the parties entering in the Subdivision Agreement or Consent Agreement for all lots and blocks on which single detached dwellings and semi-detached dwellings are permitted in the plan of subdivision or pursuant to the consent.

12.3. Rental Housing and Institutional Development (s.26.1 of the Act)

Notwithstanding subsection 12.1, development charges for rental housing and institutional developments are due and payable in six equal annual payments commencing with the first installment payable on the date of occupancy, and each subsequent installment, including interest.

12.4. Site Plan and Zoning Amendment Application (s. 26.2 of the Act)

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 building permit issuance occurs after the approval of the application and within the timeframe set out in section 26.2(5) of the Act, the development charges under subsections 5.1 and 5.2 shall be calculated on the rates set out in Schedule “A” on the date of the planning application, including interest. Where both planning applications apply, development charges under subsections 5.1 and 5.2 shall be calculated on the rates in effect on the day of the later planning application, including interest.

12.5. Agreement for Earlier or Later Payment (s. 27 of the Act)
Notwithstanding subsections 12.1 through 12.4 hereof, the City may enter into an agreement with a person/owner of land who is required to pay a development charge for:

12.5.1. All or any part of a development charge to be paid before or after it would otherwise be payable;

12.5.2. The total amount of the development charge payable under an agreement under this section is the amount of the development charge that would be determined under this by-law on the day specified in the agreement or, if no such day is specified, at the earlier of,

12.5.2.1. The time the development charge or any part of it is payable under the agreement;

12.5.2.2. the time the development charge would have been payable in the absence of the agreement

12.5.3. In an agreement under this section, the City may charge interest, at a rate stipulated in the agreement, on that part of the development charge payable after it would otherwise be payable.

13. Re-development Allowances to Reduce the Development Charge

13.1. Where a development charge is payable for a development which replaces a preexisting development including a change of use in an existing building, a redevelopment allowance shall be credited against the development charge otherwise payable.

13.2. Demolition Permit or Demolition Control Permit In order to be eligible for a re-development allowance:

13.2.1. The pre-existing development must be one in respect to which a valid demolition permit or demolition control permit was issued by the City within the five (5) years, related to a residential use or ten (10) years, for a non-residential use, preceding the due date of payment of the development charge hereunder and such demolition permit, demolition control permit or a certified copy thereof shall be given to the City Treasurer; and
13.2.2. Proof must be provided to the Chief Building Official's satisfaction that the development meets the requirements set out in section 13.2.1.

13.2.3. In situations where buildings are destroyed by fire or other unplanned events, sections 13.2.1 or 13.3 apply upon proof satisfactory to the City's Chief Building Official if there was not an issued demolition permit.

13.3. Notwithstanding section 13.2.1, if the land is engaged in brownfield redevelopment, a redevelopment period longer than the time set out in section 13.2.1, may be provided based upon the approval by the City's Deputy City Manager of Community Development or designate in consultation with the Chief Building Official, and applicable Regional Commissioner after consideration of specific development circumstances.

13.4. Date of Demolition

In determining eligibility for a re-development allowance under sections 13.2 and 13.3:

a) Demolition shall be deemed to have occurred on the date of the issuance of the demolition permit or demolition control permit;

b) For the purposes of sections 13.2 and 13.3, "demolition permit" or "demolition control permit" shall mean the first of any demolition permits or demolition control permits issued for the pre-existing development, if the demolition has taken place in more than one phase. Subsequent demolition permits or demolition control permits for that pre-existing development are not to be used in a calculation of the periods set out in sections 13.2 or 13.3; and

c) The date calculated under sections 13.2 and 13.3 shall apply regardless of whether the first demolition permit or demolition control permit was revoked or canceled.

13.5. Calculation of Re-development Allowance

In determining the amount of any re-development allowance to be applied in calculating a development charge payable, the following shall apply:
13.5.1. the re-development allowance quantified in accordance with section 13.6 hereof shall apply to the whole parcel of land on which the pre-existing development exists or existed;

13.5.2. any remaining re-development allowance applicable to a parcel of land from time to time, in the event of a division of the parcel of land into two or more parcels, shall be apportioned equally between or amongst the resultant parcels of land on a per unit area basis;

13.5.3. the amount of the re-development allowance applicable to a parcel of land on which the pre-existing development existed or to any part thereof after any land division shall be reduced for each subsequent development in respect of which the development charge otherwise payable is or has been reduced by a re-development allowance, as building permits for such subsequent developments are issued or development charges paid, whichever first occurs.

13.6. Amount of Re-development Allowance

13.6.1. The amount of the re-development allowance shall be computed based upon the previous land use equal to:

13.6.2. for residential uses, the number and type or types of units in the preexisting development multiplied by the development charge rate or rates applicable to such units; and,

13.6.3. for non-residential uses, the number of square meters of building area of the pre-existing development multiplied by the development charge rate applicable to such building area.

13.7. Maximum Re-development Allowance and Carry Forward

The maximum re-development allowance shall be the development charge otherwise payable. Any unused re-development allowance may be carried forward and applied to any subsequent development charge payable in respect of the same land to which it relates within five years from the date of demolition of the pre-existing development to which it relates.

14. Credits (s. 38 of the Act)
14.1. Provisions of Services by Agreement

The City may agree, in writing, to allow a person/owner to perform work that relates to a service referred to herein and the City shall give the person/owner a credit towards the development charge in accordance with the Agreement.

14.2. The amount of the credit is the reasonable cost, without interest, of doing the work as agreed by the City and the person/owner who is to be given the credit (s. 38 (2) of the Act).

14.3. City Owned Industrial Land

Development charges shall be imposed on land sold by the City where such land is no longer owned by and used for the purposes of the City. The portion of the development charge with respect to infrastructure services may be satisfied by the provision of such services or as specified in a purchase and sale agreement and the City shall give a credit, for costs over and above the City's local service policy, for the amount equal to the reasonable cost to the owner of providing such services, but such credit shall not exceed the infrastructure services portion of the development charge payable.

15. Transitional Provisions – Prior Agreements

Notwithstanding anything in this by-law, if a conflict exists between the provisions of this by-law and:

15.1. an agreement under section 50 or 52 of the Planning Act that was in existence prior to the enactment of this by-law; or

15.2. any other prior agreement between the City and an owner or former owner; the provisions of the agreement shall prevail.

16. Administration

16.1. Reserve Funds

16.1.1. There is hereby established a separate reserve fund for each service to which the development charge herein relates (s. 33 of the Act).
16.1.2. Each development charge shall be paid into the reserve fund or funds to which the charge relates (s. 34 of the Act).

16.1.3. Subject to s. 16.1.4, the money in each reserve fund established for a service may be spent only for capital costs set out herein (s. 35 of the Act).

16.1.4. The City may borrow money from a reserve fund and shall repay the amount used plus interest at the prescribed minimum interest rate (s. 36 of the Act).

Application of Investment Income

Income received from the investment of a development charge reserve fund or funds shall be credited to the development charge reserve fund or funds in relation to which the investment income relates.

16.2. Complaints about Development Charges (s. 20 of the Act)

16.2.1. A person required to pay a development charge, or the person’s agent, may complain to the council of the municipality imposing the development charge that:

16.2.1.1. the amount of the development charge was incorrectly determined;

16.2.1.2. whether a credit is available to be used against the development charge, or the amount of the credit or the service with respect to which the credit was given was incorrectly determined; or

16.2.1.3. there was an error in the application of the development charges bylaw.

16.2.2. A complaint may not be made later than 90 days after the day the development charge, or any part of it, is payable.

16.2.3. The complaint must be in writing, must state the complainant’s name, the address where notice can be given to the complainant and the reasons for the complaint.
16.2.4. The City Council shall hold a hearing into the complaint and shall give the complainant an opportunity to make representations at the hearing.

16.2.5. The City Clerk shall mail a notice of the hearing to the complainant at least 14 days before the hearing.

16.2.6. After hearing the evidence and submissions of the complainant, City Council may dismiss the complaint or rectify any incorrect determination or error that was the subject of the complaint.

16.2.7. A complainant may appeal the decision of City Council to the Ontario Land Tribunal in accordance with section 22 of the Act.

17. Unpaid Charges Collected as Taxes (s. 32 of the Act)

If a development charge or any part of it remains unpaid after it is payable, the amount unpaid shall be added to the tax roll and shall be collected in the same manner as taxes.

18. Commencement (s. 8 of the Act)

This by-law shall come into force on June 1, 2024.

19. Repeal of Existing Development Charges By-law

By-law Number 19-094, as amended, of the Corporation of the City of Cambridge are hereby repealed effective June 1, 2024.

20. Title

This by-law may be referred to as the Development Charges By-law, 2024.

PASSED AND ENACTED this 30th day of April, 2024.

___________________________
MAYOR

___________________________
CLERK
Schedule A to By-law 24-046
Development Charges

<table>
<thead>
<tr>
<th>Service/Class of Service</th>
<th>RESIDENTIAL</th>
<th>NON-RESIDENTIAL</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Single and Semi-Detached Dwelling</td>
<td>Other Multiples</td>
</tr>
<tr>
<td>Wastewater Services</td>
<td>3,188</td>
<td>2,132</td>
</tr>
</tbody>
</table>
Schedule B to By-law 24-046
Map of Urban Service Area
THE CORPORATION OF THE CITY OF CAMBRIDGE

BY-LAW 24-047

Being a by-law to impose certain Development Charges in the Corporation of the City of Cambridge pursuant to the Development Charges Act, S.O., 1997, c. 27, as amended (Water Services).

WHEREAS the Development Charges Act, S.O. 1997, c. 27, as amended, (the "Act"), authorizes municipalities to pass by-laws to impose development charges against land to pay for increased capital costs required because of increased needs for services arising from development or redevelopment of land (s. 2 (1) of the Act);

AND WHEREAS the City of Cambridge has completed a development charges background study dated December 22, 2023, to investigate the increased needs for services arising from such development or redevelopment of land (s. 10 (1) of the Act);

AND WHEREAS the City of Cambridge has given at least 20 days' notice of a public meeting in the manner and to the persons and organizations prescribed by s 9 Ontario Regulation 82/98 (s. 12 (1) (b) of the Act);

AND WHEREAS such public meeting was held on April 16, 2024 at the City Hall (s.12 (1) (a) of the Act);

AND WHEREAS the City ensured that the proposed by-law and the background study were made available to the public at least two weeks prior to the meeting (s .12 (1) (c) of the Act);

AND WHEREAS any person who attended the meeting was allowed to make representations relating to the proposed by-law (s. 12 (2) of the Act);

AND WHEREAS this by-law is being passed within the one-year period following completion of the development charges background study (s. 11 of the Act);

NOW THEREFORE BE IT RESOLVED THAT the Corporation of the City of Cambridge enacts as follows:
1. Definitions

In this by-law:

1.1. “accessory use” means where used to describe a use, building, or structure that the use, building, or structure is naturally and normally incidental, subordinate in purpose or floor area or both, and exclusively devoted to a principal use, building, or structure, but is not an ancillary dwelling;

1.2. "Act" means the Development Charges Act S.O. 1997, c. 27, as may be amended or restated;

1.3. “Affordable Residential unit” means a residential unit that meets the criteria set out in subsection 4.1(2) or 4.1(3) of the Act;

1.4. “Ancillary dwelling” means a residential building that would be accessory to a detached dwelling, semi-detached dwelling, or row dwelling and includes an accessory dwelling;

1.5. "apartment" means a dwelling unit in a building containing a non-residential use or two or more dwelling units in a residential building, including a stacked townhouse and a stand-alone additional residential unit, but does not include a lodging house, row dwelling, back to back townhouse, special care/special need dwelling, semi-detached dwelling or single detached dwelling;

1.6. “attainable residential unit” means a residential unit that meets the criteria set out in subsection 4.1(4) of the Act;

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

1.8. “brownfield” means: a property that requires a risk assessment and/or site remediation under the Environmental Protection Act, R.S.O. 1990, Chapter E.19, or any successor legislation, or any regulations thereunder; or a property that requires site remediation under a City policy concerning contaminated sites;

1.9. “Cannabis” means
1.9.1. a cannabis plant;

1.9.2. any part of a cannabis plant, including the phytocannabinoids produced by, or found in, such a plant regardless of whether that part has been processed or not;

1.9.3. any substance or mixture of substances that contains or has on it any part of such a plant; and

1.9.4. any substance that is identical to any phytocannabinoid produced by, or found in, such a plant, regardless of how the substance was obtained.

1.10. “Cannabis production facilities” means a building, or part thereof, designed, used, or intended to be used for one or more of the following: growing, production, processing, harvesting, testing, alteration, destruction, storage, packaging, shipment, or distribution of cannabis where a licensed, permit or authorization has been issued under applicable federal law and does not include, but is not limited to such buildings as a greenhouse and agricultural building associated with the use. It does not include a building or part thereof solely designed, used, or intended to be used for retail sales of cannabis;

1.11. "canopy" includes, but is not limited to, a roof-like structure projecting more than three hundred millimetres (300 mm) from the exterior face of a building and a separate roof-like structure such as a roof-like structure for an automotive fuel station or a drivethrough facility, used or designed or intended for use for a purpose other than anaesthetic purpose or the protection of pedestrians;

1.12. "capital costs" means costs incurred or proposed to be incurred by the City or a local board thereof directly or by others on behalf of, and as authorized by, the City or a local board thereof as defined by subsection 5(3) of the Act.

1.13. "Charitable dwelling" means a residential building, a part of a residential building or the residential portion of a mixed-use building maintained and operated by a corporation approved under the Charitable Institutions Act, R.S.O. 1990, c. C.9, for persons requiring residential, specialized or group care and charitable dwelling includes a children’s residence under the Child and Family Services Act, R.S.O. 1990, c. C.11 , a home or a joint home under
the Homes for the Aged and Rest Homes Act, R.S.O. 1990, c. H.13, an institution under the Mental Hospitals Act, R.S.O. 1990, c. M.8, a nursing home under the Nursing Homes Act, R.S.O., 1990, c. N.7, and a home for special care under the Homes for Special Care Act, R.S.O. 1990, c, H.12;

1.14. "City" means the Corporation of the City of Cambridge;

1.15. “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, 1997.

1.16. "colleges" mean buildings or structures owned by a college of applied arts and technology established pursuant to the Ministry of Training, Colleges and Universities Act, RSO 1990, c.M.19 and used for teaching of programs of study leading to a postsecondary certificate or diploma, a graduate certificate or a bachelor degree;

1.17. "Correctional group home" means a residential building or the residential portion of a mixed-use building containing a single housekeeping unit supervised on a 24-hour basis on site by agency staff on a shift rotation basis, and funded wholly or in part by any government or its agency, or by public subscription or donation, or by any combination thereof, and licensed, approved or supervised by the Province of Ontario as a detention or correctional facility under any general or special act and amendments or replacement thereto. A correction group home may contain an office provided that the office is used only for the operation of the correctional group home in which it is located. A correctional group home shall not include any detention facility operated or supervised by the Federal Government nor any correctional institution or secure custody and detention facility operated by the Province of Ontario;

1.18. "Council" means the Council of the Corporation of the City of Cambridge;

1.19. "demolition permit" is a permit required prior to demolition of a structure that is issued under the Ontario Building Code (Ontario Regulation 332/12, or any successor legislation);
1.20. "demolition control permit" is a permit required prior to demolition of a whole or any part of a residential property that is issued under the Planning Act, R.S.O. 1990, c.P.13, or any successor legislation;

1.21. “detached dwelling unit” has the same meaning as a "single detached dwelling" for the purposes of this by-law;

1.22. "development" includes re-development;

1.23. "development charge" means a charge imposed against land under this by-law;

1.24. "dwelling unit" means a room or rooms located within a building or structure which are occupied or designed or intended to be occupied by one or more persons as a single housekeeping unit and for which a separate private entrance (from outdoors or a common hallway), sanitary and culinary facilities are provided but does not include a lodging unit;

1.25. "existing industrial building" means an industrial building or buildings existing on a site on January 1, 2000, or the first industrial building or buildings constructed on a vacant site pursuant to site plan approval under section 41 of the Planning Act subsequent to the passage of this by-law for which full development charges were paid.

1.26. "farm" means a parcel of land on which the predominant activity is farming;

1.27. “farming” means the production of crops or the breeding, raising or maintaining of livestock or both; including fur farming, fruit and vegetable growing, the keeping of bees, fish farming and sod farming and includes such buildings and structures located on a farm designed and intended to be used solely for or in connection with such production of crops or livestock including barns, silos, structures used for farm equipment storage and repair, storing or processing materials used in the production or maintenance of crops or livestock or the products derived from the farm 's production of crops or livestock, or both. Farming shall not include a dwelling unit located on a farm;

1.28. "grade" means the average level of finished ground adjoining a building at all its exterior walls;
1.29. "gross floor area" means the total floor area measured between the outside of exterior walls or between the outside of exterior walls and the centre line of party walls dividing the building from another building, of all floors above the average grade adjoining the building at its exterior walls;

1.30. "group home" means a residential building or the residential portion of a mixed-use building containing a single housekeeping unit which may or may not be supervised on a 24-hour basis on site by agency staff on a shift rotation basis, and funded wholly or in part by any government or its agency, or by public subscription or donation, or by any combination thereof and licensed, approved or supervised by the Province of Ontario for the accommodation of persons under any general or special act and amendments or replacements thereto. A group home may contain an office provided that the office is used only for the operation of the group home in which it is located;

1.31. "Home based business" means an occupation conducted within a dwelling unit by the resident or residents of the dwelling unit and which is accessory to the dwelling unit;

1.32. "Hospice" means a building or portion of a mixed-use building designed and intended to provide palliative care and emotional support to the terminally ill in a home or homelike setting so that quality of life is maintained and family members may be active participants in care;

1.33. “industrial building” means lands, buildings or structures, or portions thereof, used, designed or intended for use for production, compounding, processing, packaging, crating, bottling, or assembly ("manufacturing") of raw goods or semi-processed goods or materials, research and development relating thereto, warehousing or bulk storage of goods, and includes office uses and the sale of commodities to the general public (if the retail sales are at the site where the manufacturing takes place) where such uses are accessory to an industrial use, and includes cannabis production facilities, but does not include the sale of commodities to the general public through a warehouse club or retail warehouse and does not include self-storage or mini-storage facilities.

1.34. “institutional use” means development of a building or structure intended for use:
1.34.1. as a long-term care home within the meaning of subsection 2 (1) of the Long-Term Care Homes Act, 2007;

1.34.2. as a retirement home within the meaning of subsection 2 (1) of the Retirement Homes Act, 2010;

1.34.3. by any of the following post-secondary institutions for the objects of the institution:

   1.34.3.1. a university in Ontario that receives direct, regular, and ongoing operating funding from the Government of Ontario,

   1.34.3.2. a college or university federated or affiliated with a university described in subclause (1), or

   1.34.3.3. an Indigenous Institute prescribed for the purposes of section 6 of the Indigenous Institutes Act, 2017;

1.34.4. as a memorial home, clubhouse, or athletic grounds by an Ontario branch of the Royal Canadian Legion; or

1.34.5. as a hospice to provide end of life care.

1.35. "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;

1.36. "local board" means a local board as defined in section 1 of the Municipal Affairs Act, R.S.O. 1990, c. 307, other than a board as defined in section 1 (1) of the Education Act, S.O. 1990, c. 13, as amended (s. 1 of the Act);

1.37. "local services" means 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 s. 51 of the Planning Act or under s. 53 of the Planning Act;
1.38. "lodging house" means a building designed or intended to contain, or containing lodging units where the residents share access to common areas of the building, other than the lodging units;

1.39. "lodging unit" means one or more rooms located within a lodging house which:
   1.39.1. is designed to be occupied for human habitation by one resident;
   1.39.2. is not normally accessible to persons other than the resident without the permission of the resident; and,
   1.39.3. may contain either cooking or sanitary facilities, but not both, for the exclusive use of the resident of the unit.
   1.39.4. A room or suite in a hotel or motel shall not constitute a lodging unit.

1.40. "lot" means a parcel of land capable of being conveyed lawfully without any approval under the Planning Act or successor thereto which meets the minimum lot area requirements under the City’s zoning by-law;

1.41. "Non-profit housing development" means development of a building or structure intended for use as residential premises by:
   1.41.1. a corporation without share capital to which the Corporations Act applies, that is in good standing under that Act and whose primary object is to provide housing;
   1.41.2. a corporation without share capital to which the Canada Not-for-profit Corporations Act applies, that is in good standing under that Act and whose primary object is to provide housing; or
   1.41.3. a non-profit housing co-operative that is in good standing under the Co-operative Corporations Act, or any successor legislation.

1.42. "non-residential uses" means all commercial, industrial, institutional and other uses not included in the definition of residential uses including lodging houses exceeding 10 or more rooms, hotels and motels;
1.43. "owner" means the owner of land or a person authorized by the owner who has made application for an approval for the development of land upon which a development charge is imposed;

1.44. "pre-existing development" means a use of land or buildings existing on the land at the time a development charge is payable or existing at any time in the five years prior thereto;

1.45. “Primary dwelling unit” means the largest dwelling unit in which the residential use of the lot is conducted.

1.46. “rental housing” means development of a building or structure with four or more dwelling units all of which are intended for use as rented residential premises.

1.47. "residential building" means a building containing one or more dwelling units with or without any non-residential use and in the case of a single detached dwelling or semidetached dwelling or row dwelling means the individual dwelling unit;

1.48. "residential use" means the use of land, buildings or structures for one or more dwelling units, including a farm dwelling unit;

1.49. "row dwelling" means a residential building consisting of three or more dwelling units attached by a vertical wall or walls and not abutting any dwelling units along a horizontal plane, and includes a back to back townhouse;

1.50. "semi-detached dwelling" means a residential building divided vertically to provide two dwelling units separated by a common wall or walls;

1.51. "services" means services designated in section 4 of this by-law;

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

1.53. "site" means a parcel of land situated in the City which can be legally conveyed pursuant to section 50 of the Planning Act and includes a development having two or more lots consolidated under identical ownership.
1.54. "special care/special dwelling" means a building containing two or more dwelling units, which units have a common entrance from street level:

1.54.1. Where the occupants have the right to use in common, halls, stairs, yards, common rooms, and accessory buildings;

1.54.2. Which may or may not have exclusive sanitary and/or culinary facilities;

1.54.3. That is designed to accommodate persons with specific needs, including, but not limited to, independent permanent living arrangements;

1.54.4. Where support services such as meal preparation, grocery shopping, laundry, housekeeping, nursing, respite care and attendant services are provided at various levels; and

1.54.5. Includes, but is not limited to, retirement houses or lodges, nursing homes, charitable dwellings, group homes (including correctional group homes) and hospices.

1.55. "stacked townhouse" 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.

1.56. "Stand-alone additional residential dwelling unit" means one single stand-alone dwelling unit that is subordinate to the primary dwelling unit on a lot and does not exceed 40% of the gross floor area of the primary dwelling unit but in no case may be larger than 80 square metres.

1.57. "total floor area"

1.57.1. includes the sum total of the total areas of the floors in a building whether at, above or below grade, measured:

1.57.1.1. between the exterior faces of the exterior walls of the building;

1.57.1.2. from the centre line of a common wall separating two uses; or
1.57.1.3. from the outside edge of a floor where the outside edge of the floor does not meet an exterior or common wall; and

1.57.2. includes the area of a mezzanine as defined in the Building Code Act;

1.57.3. excludes those areas used exclusively for parking garages or structures;

1.57.4. where a building or a portion thereof has only one wall or does not have any walls, shall be the sum of the total area of all floors in the building (1) directly beneath the roof or canopy of the building; or (2) between and/or beneath a structural system serving the function of walls, roof or canopy or any one or more of them;

1.57.5. where the building is an above-grade storage tank, the calculation of the total floor area is determined by taking the cross-sectional area of the tank, which is the base area;

1.57.6. and for the purposes of definition, the non-residential portion of a mixed-use building is deemed to include half of any area common to the residential and non-residential portions of such mixed-use buildings.

1.58. “urban area” means the area within the urban area boundary as identified in Schedule B

2. Application of Development Charges – Rules

2.1. General Application (s.2(7) of the Act)

Subject to the exemptions and discounts set out in this by-law, development charges shall apply and shall be calculated and collected in accordance with this by-law against land to pay for increased capital costs required because of increased needs for services arising from development that requires:

2.1.1. the passing of a zoning by-law or an amendment to a zoning by-law under section 34 of the Planning Act;

2.1.2. the approval of a minor variance under section 45 of the Planning Act;
2.1.3. a conveyance of land to which a by-law passed under subsection 50 (7) of the Planning Act applies;

2.1.4. the approval of a plan of subdivision under section 51 of the Planning Act;

2.1.5. a consent under section 53 of the Planning Act;

2.1.6. the approval of a description under section 50 of the Condominium Act; or

2.1.7. the issuing of a permit under the Building Code Act, 1992, in relation to a building or structure.

3. Imposition of Development Charges

3.1. All Lands (s. 2(7) and s. 3 of the Act)

Subject to subsection 3.2 hereof, the development charges herein are imposed on all land in the City and no land is exempt from a development charge by reason only that it is exempt from taxation under s. 3 of the Assessment Act.

3.2. Non-imposition – Municipality and Boards (s. 2(7) of the Act)

This by-law does not apply to land owned and used for the purposes of:

a) The City of Cambridge or any local board thereof;

b) The Region of Waterloo or any local board thereof;

c) Any municipality within the Region of Waterloo or any local board thereof;

d) A board of education as defined in the Education Act, S.O. 1990, c. 13, as amended, or any successor legislation;

e) Land vested in or leased to a university that receives regular and ongoing operating funds from the government for the purposes of post-secondary education 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;
f) The Grand River Conservation Authority to the extent that the lands are being used for conservation purposes; or

g) The Crown in right of Ontario or the Crown in right of Canada.

3.3. Municipal Exemption – Hospitals

This by-law shall not apply to land upon which there is to be developed a Public Hospital within the meaning of the Public Hospitals Act, R.S.O. 1990, c.P.40, as amended.

3.4. Not Applicable by Statute - Enlargement of an Existing Dwelling Unit and Creation of Up to Two Additional Dwelling Units (s. 2 (3) of the Act)

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

3.4.1.1. an enlargement to an existing dwelling unit;

3.4.1.2. the creation of additional dwelling units equal to the greater of one or 1% of the existing dwelling units in an existing residential rental building containing four or more dwelling units or prescribed ancillary structure to the existing residential building;

3.4.2. Notwithstanding the provisions of this By-law, development charges shall not be imposed with respect to the creation of any of the following in existing or new houses:

3.4.2.1. A second residential unit in an existing or new detached house, semi-detached house or rowhouse on a parcel of land on which residential use, other than ancillary residential use, is permitted, if all buildings and structures ancillary to the existing or new detached house, semi-detached house or rowhouse cumulatively contain no more than one residential unit.

3.4.2.2. A third residential unit in an existing or new detached house, semi-detached house or rowhouse on a parcel of land on which residential use, other than ancillary residential use, is permitted, if no building or structure ancillary to the existing or new detached
house, semi-detached house or rowhouse contains any residential units.

3.4.2.3. One residential unit in a building or structure ancillary to an existing or new detached house, semi-detached house or rowhouse on a parcel of urban residential land, if the existing or new detached house, semi-detached house or rowhouse contains no more than two residential units and no other building or structure ancillary to the existing or new detached house, semi-detached house or rowhouse contains any residential units.

3.5. Not Applicable by Statute – Local Services and Connections (s. 2(5) of the Act)

Subsection 2.1 of this by-law does not apply to:

3.5.1. Local services related to a plan of subdivision or within the area to which the plan relates to is installed or paid for by the owner as a condition of approval under section 51 of the Planning Act;

3.5.2. Local services to be installed or paid for by the owner as a condition of approval under section 53 of the Planning Act, or

3.5.3. Local connections to water mains, sanitary sewers or storm drainage facilities to be installed or paid for by the owner.

3.6. Not Applicable by Statute – Enlargement of Existing Industrial Building (s. 4 of the Act)

3.6.1. If a development includes the enlargement of the gross floor area by an addition onto the existing industrial building, the amount of the development charge that is payable in respect of the enlargement is determined in accordance with this section.

3.6.2. If the gross floor area is enlarged by 50 percent or less as an addition onto the existing industrial building, the amount of the development charge in respect of the enlargement is zero.

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

3.6.3.1. Determine the amount by which the enlargement exceeds 50 percent of the gross floor area before the enlargement.

3.6.3.2. Divide the amount determined under paragraph 3.6.3.1 by the amount of the enlargement.

3.7. Not Applicable - Two or More Actions

Where two or more of the actions described in section 2.1 of this by-law are required before land to which a development charge applies can be developed, only one development charge shall be applicable and such charge shall be calculated and collected in accordance with the provisions of this by-law; provided, however, that if two or more of the actions described in section 2.1 occur at different times, and if the subsequent action has the effect of increasing the need for services as designated in section 4 hereof, additional development charges shall be applicable and such charge shall be calculated and collected in accordance with the provisions of this by-law.

3.8. Municipal Exemption – Contaminated Sites (s. 2(7) of the Act and s. 5(1) (10) of the Act)

Where a development charge is payable for a development or re-development of land which requires site remediation under the current "Record of Site Condition Regulation, Ontario Regulation 153-04" or the City Council's policy for dealing with contaminated sites, an amount will be credited against the development charge otherwise payable equal to the amount of the costs of assessment and clean-up of the property, provided the owner submits to the City a written estimate of the amount of the cost of such works, which amount is approved by the City, but the credited amount shall not exceed the total development charge payable hereunder.

3.9. Municipal Exemption – Temporary Uses (s. 2 (7) of the Act ands. 5 (1) (10) of the Act)
This by-law shall not apply to land upon which there is to be constructed or erected:

3.9.1. any residential or non-residential building or structure constructed in accordance with a temporary use by-law pursuant to section 39 of the Planning Act, R.S.O. 1990, where such by-law provides for the removal of the building or structure; or,

3.9.2. any temporary erection of a building without foundation as defined in the Ontario Building Code for a period not exceeding six consecutive months and not more than six months in any calendar year, including tents, seasonal garden centres, and temporary sales trailers.

3.10. Municipal Exemption - Designated Sites (s. 2 (7) of the Act and s. 5 (1) (10) of the Act

Where a development charge is payable for a development or re-development of land which contains an existing building that has been Designated under the Ontario Heritage Act, no development charges shall be applicable to any redevelopment of the existing Designated building, and an additional development allowance equal to the floor area for non-residential uses or number of units for residential uses within the existing building, shall be credited to any additional development or re-development on the property provided the existing Designated building is retained and is an integral part of the development or redevelopment of the property.

3.11. Municipal Exemption - Credit for Existing Well Water

Where lands that are subject to the development charges herein are to have existing well water, there shall be credit given equal to the Water services components, as applicable, of the development charge otherwise payable.

3.12. Municipal Exemption - Farm Buildings

This by-law shall not apply to land upon which there is to be constructed or erected, buildings used for the purposes of farming.

3.13. Municipal Exemption - Home based businesses
Home based business will not be treated as a non-residential category.

3.14. Not Applicable by Statue – Non-profit Housing Development

Non-profit housing is exempt from development charges.

3.15. Not Applicable by Statue – Affordable and Attainable

3.15.1. Affordable residential units are exempt from development charges

3.15.2. Attainable residential units are exempt from development charges

3.16. Not Applicable by Statue – Rental Housing Discount (for profit)

The D.C. payable for rental housing developments, where the residential units are intended to be used as a rented residential premises will be subject to reductions, if any, in accordance with the Act.

4. Services/Classes of Service for Which Development Charge is Imposed (s. 2(4) of the Act)

The services for which the development charge is imposed are as follows:

4.1. Water

5. Uses Upon Which Development Charges are Imposed

The categories of uses of land, buildings and structures upon which a development charge is imposed are:

5.1. Residential uses; and

5.2. Non-residential uses.

6. Lands Upon Which Development Charges are Imposed

6.1. Water D.C.s shall be calculated and collected for all land within urban area of the City of Cambridge identified on Schedule B of this by-law.

7. Mixed Uses
Where land is to be developed for mixed residential uses and non-residential uses, the development charge shall be calculated and collected as the total of:

7.1. that portion to be developed for residential uses plus
7.2. that portion to be developed for non-residential uses.

8. Lodging Houses

8.1. The applicable development charge for a lodging house having less than 10 lodging units will be based on residential development charges applicable to a residential dwelling.

8.2. A lodging house with 10 or more units will be based on non-residential development charges.

9. Amount of Development Charge

9.1. Subject to the provisions of this by-law, development charges shall be calculated and collected at the rates set out in Schedule "A".

9.2. Mandatory Phase-in

The amount of the development charges described in Schedule A to this by-law shall be reduced in accordance with the mandatory phase-in requirements of the Act, if any, as at the time of the determination of the charge set out in this by-law.

10. Indexing of Development Charges (s. 5 (1) (10) of the Act)

The amount of the development charges herein shall be adjusted annually on December 1st in each year, commencing on December 1, 2024, in accordance with the index prescribed in the Act.

11. Applicable Amount of Development Charge

The applicable rate of the development charge shall be the amount calculated in accordance with this by-law on the date the development charge is payable.

12. Time of Payment of Development Charges
12.1. Building Permit (s. 26 (1) and s. 28 of the Act)

Subject to subsections 12.2 through 12.5, all development charges for a development are payable upon the first building permit being issued in relation to a building or structure on land to which a development charge applies and until the development charge has been paid in full, no building permit shall be issued.

12.2. Subdivision Agreement (s. 26 (2) of the Act)

Notwithstanding subsections 12.1, 12.3 or 12.4, the amount of the development charge with respect to water services, shall be payable for development that requires approval of a plan of subdivision under section 51 of the Planning Act or a consent under section 53 of the Planning Act and for which a Subdivision Agreement or Consent Agreement is entered into immediately upon the parties entering in the Subdivision Agreement or Consent Agreement for all lots and blocks on which single detached dwellings and semi-detached dwellings are permitted in the plan of subdivision or pursuant to the consent.

12.3. Rental Housing and Institutional Development (s.26.1 of the Act)

Notwithstanding subsection 12.1, development charges for rental housing and institutional developments are due and payable in six equal annual payments commencing with the first installment payable on the date of occupancy, and each subsequent installment, including interest.

12.4. Site Plan and Zoning Amendment Application (s. 26.2 of the Act)

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 building permit issuance occurs after the approval of the application and within the timeframe set out in section 26.2(5) of the Act, the development charges under subsections 5.1 and 5.2 shall be calculated on the rates set out in Schedule “A” on the date of the planning application, including interest. Where both planning applications apply, development charges under subsections 5.1 and 5.2 shall be calculated on the rates in effect on the day of the later planning application, including interest.

12.5. Agreement for Earlier or Later Payment (s. 27 of the Act)
Notwithstanding subsections 12.1 through 12.4 hereof, the City may enter into an agreement with a person/owner of land who is required to pay a development charge for:

12.5.1. All or any part of a development charge to be paid before or after it would otherwise be payable;

12.5.2. The total amount of the development charge payable under an agreement under this section is the amount of the development charge that would be determined under this by-law on the day specified in the agreement or, if no such day is specified, at the earlier of,

12.5.2.1. The time the development charge or any part of it is payable under the agreement;

12.5.2.2. the time the development charge would have been payable in the absence of the agreement

12.5.3. In an agreement under this section, the City may charge interest, at a rate stipulated in the agreement, on that part of the development charge payable after it would otherwise be payable.

13. Re-development Allowances to Reduce the Development Charge

13.1. Where a development charge is payable for a development which replaces a preexisting development including a change of use in an existing building, a redevelopment allowance shall be credited against the development charge otherwise payable.

13.2. Demolition Permit or Demolition Control Permit In order to be eligible for a re-development allowance:

13.2.1. The pre-existing development must be one in respect to which a valid demolition permit or demolition control permit was issued by the City within the five (5) years, related to a residential use or ten (10) years, for a non-residential use, preceding the due date of payment of the development charge hereunder and such demolition permit, demolition control permit or a certified copy thereof shall be given to the City Treasurer; and
13.2.2. Proof must be provided to the Chief Building Official's satisfaction that the development meets the requirements set out in section 13.2.1.

13.2.3. In situations where buildings are destroyed by fire or other unplanned events, sections 13.2.1 or 13.3 apply upon proof satisfactory to the City's Chief Building Official if there was not an issued demolition permit.

13.3. Notwithstanding section 13.2.1, if the land is engaged in brownfield redevelopment, a redevelopment period longer than the time set out in section 13.2.1, may be provided based upon the approval by the City's Deputy City Manager of Community Development or designate in consultation with the Chief Building Official, and applicable Regional Commissioner after consideration of specific development circumstances.

13.4. Date of Demolition

In determining eligibility for a re-development allowance under sections 13.2 and 13.3:

a) Demolition shall be deemed to have occurred on the date of the issuance of the demolition permit or demolition control permit;

b) For the purposes of sections 13.2 and 13.3, "demolition permit" or "demolition control permit" shall mean the first of any demolition permits or demolition control permits issued for the pre-existing development, if the demolition has taken place in more than one phase. Subsequent demolition permits or demolition control permits for that pre-existing development are not to be used in a calculation of the periods set out in sections 13.2 or 13.3; and

c) The date calculated under sections 13.2 and 13.3 shall apply regardless of whether the first demolition permit or demolition control permit was revoked or canceled.

13.5. Calculation of Re-development Allowance

In determining the amount of any re-development allowance to be applied in calculating a development charge payable, the following shall apply:
13.5.1. the re-development allowance quantified in accordance with section 13.6 hereof shall apply to the whole parcel of land on which the pre-existing development exists or existed;

13.5.2. any remaining re-development allowance applicable to a parcel of land from time to time, in the event of a division of the parcel of land into two or more parcels, shall be apportioned equally between or amongst the resultant parcels of land on a per unit area basis;

13.5.3. the amount of the re-development allowance applicable to a parcel of land on which the pre-existing development existed or to any part thereof after any land division shall be reduced for each subsequent development in respect of which the development charge otherwise payable is or has been reduced by a re-development allowance, as building permits for such subsequent developments are issued or development charges paid, whichever first occurs.

13.6. Amount of Re-development Allowance

13.6.1. The amount of the re-development allowance shall be computed based upon the previous land use equal to:

13.6.2. for residential uses, the number and type or types of units in the preexisting development multiplied by the development charge rate or rates applicable to such units; and,

13.6.3. for non-residential uses, the number of square meters of building area of the pre-existing development multiplied by the development charge rate applicable to such building area.

13.7. Maximum Re-development Allowance and Carry Forward

The maximum re-development allowance shall be the development charge otherwise payable. Any unused re-development allowance may be carried forward and applied to any subsequent development charge payable in respect of the same land to which it relates within five years from the date of demolition of the pre-existing development to which it relates.

14. Credits (s. 38 of the Act)
14.1. Provisions of Services by Agreement

The City may agree, in writing, to allow a person/owner to perform work that relates to a service referred to herein and the City shall give the person/owner a credit towards the development charge in accordance with the Agreement.

14.2. The amount of the credit is the reasonable cost, without interest, of doing the work as agreed by the City and the person/owner who is to be given the credit (s. 38 (2) of the Act).

14.3. City Owned Industrial Land

Development charges shall be imposed on land sold by the City where such land is no longer owned by and used for the purposes of the City. The portion of the development charge with respect to infrastructure services may be satisfied by the provision of such services or as specified in a purchase and sale agreement and the City shall give a credit, for costs over and above the City's local service policy, for the amount equal to the reasonable cost to the owner of providing such services, but such credit shall not exceed the infrastructure services portion of the development charge payable.

15. Transitional Provisions – Prior Agreements

Notwithstanding anything in this by-law, if a conflict exists between the provisions of this by-law and:

15.1. an agreement under section 50 or 52 of the Planning Act that was in existence prior to the enactment of this by-law; or

15.2. any other prior agreement between the City and an owner or former owner; the provisions of the agreement shall prevail.

16. Administration

16.1. Reserve Funds

16.1.1. There is hereby established a separate reserve fund for each service to which the development charge herein relates (s. 33 of the Act).
16.1.2. Each development charge shall be paid into the reserve fund or funds to which the charge relates (s. 34 of the Act).

16.1.3. Subject to s. 16.1.4, the money in each reserve fund established for a service may be spent only for capital costs set out herein (s. 35 of the Act).

16.1.4. The City may borrow money from a reserve fund and shall repay the amount used plus interest at the prescribed minimum interest rate (s. 36 of the Act).

Application of Investment Income

Income received from the investment of a development charge reserve fund or funds shall be credited to the development charge reserve fund or funds in relation to which the investment income relates.

16.2. Complaints about Development Charges (s. 20 of the Act)

16.2.1. A person required to pay a development charge, or the person's agent, may complain to the council of the municipality imposing the development charge that:

16.2.1.1. the amount of the development charge was incorrectly determined;

16.2.1.2. whether a credit is available to be used against the development charge, or the amount of the credit or the service with respect to which the credit was given was incorrectly determined; or

16.2.1.3. there was an error in the application of the development charges bylaw.

16.2.2. A complaint may not be made later than 90 days after the day the development charge, or any part of it, is payable.

16.2.3. The complaint must be in writing, must state the complainant's name, the address where notice can be given to the complainant and the reasons for the complaint.
16.2.4. The City Council shall hold a hearing into the complaint and shall give the complainant an opportunity to make representations at the hearing.

16.2.5. The City Clerk shall mail a notice of the hearing to the complainant at least 14 days before the hearing.

16.2.6. After hearing the evidence and submissions of the complainant, City Council may dismiss the complaint or rectify any incorrect determination or error that was the subject of the complaint.

16.2.7. A complainant may appeal the decision of City Council to the Ontario Land Tribunal in accordance with section 22 of the Act.

17. Unpaid Charges Collected as Taxes (s. 32 of the Act)

If a development charge or any part of it remains unpaid after it is payable, the amount unpaid shall be added to the tax roll and shall be collected in the same manner as taxes.

18. Commencement (s. 8 of the Act)

This by-law shall come into force on June 1, 2024.

19. Repeal of Existing Development Charges By-law

By-law Number 19-094, as amended, of the Corporation of the City of Cambridge are hereby repealed effective June 1, 2024.

20. Title

This by-law may be referred to as the Development Charges By-law, 2024.

PASSED AND ENACTED this 30th day of April, 2024.

___________________________
MAYOR

___________________________
CLERK
Schedule A to By-law 24-047
Development Charges

<table>
<thead>
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<th>Service/Class of Service</th>
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<td>Other Multiples</td>
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<tr>
<td>Water Services</td>
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</table>
Schedule B to By-law 24-047
Map of Urban Service Area
To: COUNCIL
Meeting Date: 4/30/2024
Subject: Water and Wastewater Long-Range Financial Plan 2025-2034
Submitted By: Mike Parsons, Director of Environmental Services
Prepared By: Mike Parsons, Director of Environmental Services; and BMA Management Consulting Inc.
Report No.: 24-005-IFS
File No.: C11
Wards Affected: All Wards

RECOMMENDATION(S):

THAT Report 24-005-IFS Water and Wastewater Long-Range Financial Plan 2025-2034 be received and approved;

AND THAT the target rate increases proposed in the Long Range Financial Plan be used as a guideline in preparing future Water Utility budgets;

AND THAT City Council direct staff to submit the approved Water and Wastewater Long-Range Financial Plan 2025-2034 (Appendix A) to the Provincial Ministry of Environment, Conservation and Parks for final acceptance in accordance with the requirements of the O. Reg. 453/07 under the Safe Drinking Water Act;

AND FURTHER THAT City Council direct staff to submit a copy of the approved Water and Wastewater Long-Range Financial Plan 2025-2034 (Appendix A) to the Provincial Ministry of Municipal Affairs and Housing.

EXECUTIVE SUMMARY:

Purpose

- This Report seeks Council approval of the Water and Wastewater Long-Range Financial Plan 2025-2034 (Appendix A).

- A Council approved Financial Plan for a minimum of six years is required by O. Reg. 453/07 under the Safe Drinking Water Act and is a requirement within the Drinking Water Quality Management Standard (DWQMS) for the City to
remain as the designated operator for our water system. Additionally, Bill 72 – Water Opportunities and Water Conservation Act, 2010, SO 2010, c 19 (Water Opportunities and Water Conservation Act) identifies that a Financial Plan is also an expectation for the wastewater system.

- The goal of the Financial Plan is to provide the City with a realistic and informed view of the water and wastewater operating and capital expenditures needed over time to maintain the integrity and health of its physical infrastructure and to accommodate growth and new environmental standards.

**Key Findings**

- The combined rate revenue requirement is forecasted to increase annually by 4.0% until 2027, and by 4.2% thereafter until 2034. These increases are generally in line with comparable municipalities.

- Purchases of supplied water and wastewater treatment services from the Region of Waterloo are the single largest expenditures in the Operating Budget (44% for water will grow to 52% by 2034 and 58% for wastewater will slightly be reduced to 56% by 2034).

- For the average residential household in Cambridge, the 2023 water bill represented 0.9% of estimated average annual income, which is in line with the provincial average and the City of Kitchener. The City of Cambridge continues to be below the threshold (1.5% - 3.0%) where affordability becomes a factor.

- There is no new rate supported debt planned for water and wastewater projects over the next 10 years. As per the City’s debt policy, rate-supported debt charges will be limited to 15% of the City’s rate supported revenues.

- The capital replacement requirements for water and wastewater assets over the next 10 years are:
  - $108 million planned for water system renewal over next 10-years. The plan proposes $115 million contribution to the water system capital reserve over next 10 years.
  - $87 million planned for wastewater system renewal over next 10 years including pumping stations. The plan proposes $77 million contribution to the wastewater system capital reserve over next 10 years.

- Planned contributions to the Water and Wastewater Capital Reserves will provide required funding to address capital renewal needs over the next 10 years.
STRATEGIC ALIGNMENT:

☐ Strategic Action

Objective(s): Not Applicable

Strategic Action: Not Applicable

OR

☒ Core Service

Program: Water

Core Service: Water Distribution System Maintenance

The attached Appendix A – Water and Wastewater Long Range Financial Plan provides for long term sustainable funding of the water and wastewater system owned and operated by the City.

This Financial Plan also includes the financial needs for current and future infrastructure renewal of water and wastewater assets over the next 10-year period.

BACKGROUND:

A Council approved Financial Plan for a minimum of six years is required by O. Reg. 453/07 under the Safe Drinking Water Act and is a requirement within the Drinking Quality Management Standard (DWQMS) for the City to remain as the designated operator for our water system.

Additionally, Bill 72 – Water Opportunities and Water Conservation Act identifies that a Financial Plan is also an expectation for the wastewater system. The Council approved Water and Wastewater Financial Plan will be submitted to the Ministry of Environment, Conservation and Parks for final acceptance as required in the Safe Drinking Water Act. In addition, a copy of the Financial Plan will be provided to the Ministry of Municipal Affairs and Housing.

An update to the City’s Water and Wastewater Financial Plan was undertaken with BMA Management Consulting Inc. The Financial Plan encompasses information about the City’s water and wastewater infrastructure operational, maintenance and capital renewal needs.
ANALYSIS:

The study review was extensive and encompassed many contributing factors, such as operational and capital needs, capital reserve balances, debt, rate payer affordability, and Region of Waterloo wholesale rate forecasts.

The proposed Water and Wastewater Financial Plan is a framework to guide the City in planning and decision making. It helps to align short term actions with long term financial, operational, and asset management planning.

It is well recognized that a Financial Plan is a dynamic document. The City should continue to monitor the financial and operational environment and report back to Council changes that impact the Water and Wastewater Financial Plan.

EXISTING POLICY / BY-LAW(S):

The proposed Water and Wastewater Financial Plan aligns with the guiding principles described in the City's Strategic Asset Management Policy.

FINANCIAL IMPACT:

- The combined rate revenue requirement is forecasted to increase annually by 4.0% until 2027, and by 4.2% thereafter until 2034. The revenue requirement for the water system is forecasted to increase annually by 3.5% in 2025, by 3.2% in 2026, by 3.1% in 2027, and by 4.0% thereafter until 2034. Wastewater revenue requirements are forecasted to increase annually by 4.7% in 2025, by 4.9% in 2026, by 5.0% in 2027 and by 4.5% thereafter until 2034. These increases are generally in line with comparable municipalities.

- It should be noted that the rate revenue requirement increase does not directly translate to a customer impact as retail rates also take into consideration the number of accounts as well as the retail consumption. The water and wastewater annual rate increases will be prepared and presented to Council for approval as part of the annual budget process.

- Purchases of supplied water and wastewater treatment services from the Region of Waterloo are the single largest expenditures in the Operating Budget (44% for water will grow to 52% by 2034 and 58% for wastewater will slightly reduced to 56% by 2034).
• The updated forecast utilizes the Region’s assumptions for wholesale rate increases as follows:
  
  o Water: 4.9% annually to 2034 for 2025 and 2026, 4.9% for 2027 and 2028 and 1.9% and 2.9% annually thereafter.

• The study reviewed the overall comparison of rates with similar communities and industry benchmark standards. The benchmark used is a threshold of affordability that is a ratio of costs to household income. This threshold ranges between 1.5% to 3% of household income. The ratio of costs to household income for Cambridge residents continues to be at 0.9%, which is below the affordability threshold.

• The Water and Wastewater Rate Stabilization Reserve target of 5% - 15% of total own source revenues is met throughout the forecast period. This ensures that there are sufficient funds available to address revenue shortfalls or other unforeseen events.

• There is no new rate supported debt planned for water and wastewater projects over the next 10 years.

• The plan includes funding for core area development charges (DC) exemptions payable from water and wastewater rates.

• The capital replacement requirements for water and wastewater assets over the next 10 years are:

  o $108 million planned for water system renewal over next 10-years. The plan proposes a $115 million contribution to the water system capital reserve over next 10 years.

  o $87 million for planned for wastewater system renewal over next 10 years including pumping stations. The plan proposes a $77 million contribution to the wastewater system capital reserve over next 10 years.

• Planned contributions to the Water and Wastewater Capital Reserves will provide required funding to address capital renewal needs over the next 10 years.

PUBLIC VALUE:

Sustainability
This Long-Range Financial Plan supports the sustainable and responsible management of the City’s drinking water distribution system and its wastewater collection system to ensure:

- Sustainable financial planning for the management, repair, and capital replacement of the systems.
- Sustainable support for reserve contributions in accordance with City’s funding policies.

Transparency

A copy of the Long-Range Financial Plan for Water and Wastewater will be available at no cost to residents on the City’s website to encourage transparency and trust.

ADVISORY COMMITTEE INPUT:
Not Applicable

PUBLIC INPUT:
Will be posted publicly as part of the report process.

INTERNAL / EXTERNAL CONSULTATION:

The study to update the Water and Wastewater Financial Plan was completed by BMA Management Consulting Inc. with information input from staff within Environmental Services, Engineering, Financial Services, Asset Management, and the Project Management Office.
CONCLUSION:
The attached Water and Wastewater Financial Plan, written in accordance with O. Reg. 453/07, provides a long-term financial plan in order to maintain current service levels, provide resources to address forecasted growth, and keep water and wastewater infrastructure in a state of good repair.

REPORT IMPACTS:
Agreement: No
By-law: No
Budget Amendment: No
Policy: Yes

APPROVALS:
This report has gone through the appropriate workflow and has been reviewed and or approved by the following as required:
Director
Deputy City Manager
Chief Financial Officer
City Solicitor
City Manager

ATTACHMENTS:
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Introduction

Water and Wastewater Long Range Financial Plan
**Water/Wastewater Long Range Financial Plan**

**Introduction**

The Ministry of Environment (MOE) passed the Safe Drinking Water Act, 2002 (SDWA) which requires owners of municipal drinking water systems to apply for and obtain a Municipal Drinking Water Licence. There are five elements that must be in place in order for the owner of a drinking water system to obtain a licence:

1. A Drinking Water Works Permit to establish or alter a drinking water system.
2. An accepted operational plan. The Drinking Water Quality Management Standard (DWQMS) is the standard upon which operational plans are based. The plan documents an operating authority’s quality management system (QMS).
3. An Accredited Operating Authority. A third-party audit of an operating authority’s QMS is the basis for accreditation.
4. A permit to take water.
5. A financial plan that must be prepared, based on up-to-date rates, and approved in accordance with the prescribed requirements in the financial plans regulation. This is one of the main purposes of this project.

Several other provisions are also set out in the regulation that must be met by a municipality:

- Financial plans must be approved by Council resolution (or governing body) indicating that the drinking water system is financially viable;
- Financial plans must include a statement that the financial impacts have been considered and apply for a minimum six-year period (commencing when the system first serves the public);
- Financial plans must include detail regarding proposed or projected financial operations itemized by total revenues, total expenses, annual surplus/deficit and accumulated surplus/deficit (i.e. the components of a “Statement of Operations” as per PSAB) for each year in which the financial plans apply;
- Financial plans are to be made available to the public upon request and at no charge;
- If a website is maintained, financial plans are to be made available to the public through publication on the Internet at no charge;
Notice of the availability of the financial plans is to be given to the public; and

Financial plans must be given to Ministry of Municipal Affairs and Housing.

Once a system is licensed, a financial plan is required to be updated every 5 years, in conjunction with every application for licence renewal.

The categories to be included in the financial plan can be found in three statements: Statement of Operations, Statement of Cash Flows and Statement of Financial Position. These will be discussed later in the report.

The categories of financial information have been developed:

- to ensure that they provide a sound picture of the financial position of a drinking water system;
- to ensure that they are aligned with municipal financial statements prepared on a full accrual accounting basis, and
- to be a balance between encouraging more comprehensive and consistent financial planning for municipal water services, and accommodating existing municipal practices.

This financial plan has been prepared in accordance with the financial plan regulation (O. Reg. 453/07) made under the Safe Drinking Water Act, as well as the provisions of the financial planning guidelines published by the MOE in August 2007, entitled “Toward Financially Sustainable Drinking-Water and Wastewater Systems”.

While the regulations are directed at water systems, the approach undertaken by the City was to undertake a similar process for the City’s wastewater systems to ensure transparency and sustainability of the system. The wastewater system is experiencing greater fiscal challenges related to both sustainability and growth.

The goal of this financial plan is to provide the City with a realistic and informed view of operating and capital expenditures needed over time to maintain the integrity and health of its physical infrastructure and accommodate growth. The financial plan is not binding on Council, however, it provides a framework for guiding future operating and capital budgets.
**Sustainable Financial Planning**

The Ministry of the Environment, Conservation and Parks released a guideline (“Towards Financially Sustainable Drinking-Water and Wastewater Systems”) that outlines suggested principles for water and wastewater provides possible approaches to achieving sustainability. The Province’s Principles of Financially Sustainable Water and Wastewater Services are provided below:

- **Principle #1:** Ongoing public engagement and transparency can build support for, and confidence in, financial plans and the system(s) to which they relate.

- **Principle #2:** An integrated approach to planning among water, wastewater, and storm water systems is desirable given the inherent relationship among these services.

- **Principle #3:** Revenues collected for the provision of water and wastewater services should ultimately be used to meet the needs of those services.

- **Principle #4:** Life-cycle planning with mid-course corrections is preferable to planning over the short-term, or not planning at all.

- **Principle #5:** An asset management plan is a key input to the development of a financial plan.

- **Principle #6:** A sustainable level of revenue allows for reliable service that meets or exceeds environmental protection standards, while providing sufficient resources for future rehabilitation and replacement needs.

- **Principle #7:** Ensuring users pay for the services they are provided leads to equitable outcomes and can improve conservation. In general, metering and the use of rates can help ensure users pay for services received.

- **Principle #8:** Financial plans are “living” documents that require continuous improvement. Comparing the accuracy of financial projections with actual results can lead to improved planning in the future.

- **Principle #9:** Financial plans benefit from the close collaboration of various groups, including engineers, accountants, auditors, utility staff, and municipal council.
Guiding Principles

The following guiding principles have been used as the basis for the creation of the water and wastewater financial plan:

- Smoothed rate increases over the period;
- A fair sharing in the distribution of resources between current and future ratepayers;
- Growth pays for growth - there is a provision to fund part of these exemptions from water and wastewater rates. The model includes these provisional funding until end of 2027;
- Provide for sustainable cash flows in the long term;
- Pay as you go financing for lifecycle expenditures;
- Use debt to smooth out funding requirements for large system improvement projects;
- Use stabilization reserves to balance annual revenue and expenditure variances;
- Maintain programs and services at their desired levels; and
- Affordability support affordable water and wastewater rates.

General Approach to Preparing the City’s Financial Plan

The financial plan identifies the key financial strategies required to achieve a sustainable long-term financial future for the water and wastewater operations. The financial plan includes:

- Expected operating and capital outlays for each year of the plan;
- Expected revenues for each year and their source;
- Performance metrics to enable assessment of the financial plan; and
- Assumptions that have been used in the development of the financial plan.

This financial plan will be instrumental in the City’s ability to meet the Provincial reporting requirements included in O.Reg. 453/07 for water operations and has been developed in recognition of the above noted principles.
The Financial Plan is Dynamic

Although great effort has been made to present accurate financial projections, based upon the data available at this time, the financial plan is a dynamic document and should be updated and re-evaluated, on an ongoing basis.

There are many circumstances that could occur within the six-year timeframe that would affect the assumptions in the projections for operating and capital. Council priorities, planning policies, changes to service levels, consumption projections and infrastructure requirements, will certainly lead to changes and the financial plan should be adjusted to reflect these changes as they occur.

It is anticipated that updates to the financial will:

- Amend the assumptions, projections and strategies, as required, based on changes in the municipal environment;
- Continue building awareness of future changes in current operating and capital spending and funding levels;
- Assist the City in determining the extent of its financial challenges;
- Reconfirm the key financial goals and strategies that should guide future planning; and
- Spur the development of actions in future business plans that would respond to the strategies.
Water and Wastewater Model and Situational Analysis
Model Development

The long-range financial plan (LRFP) was developed based on an analysis of all factors impacting the water and wastewater capital and operating budgets. As shown below, due to the inter-relationship between all components of the plan, changes in any of the assumptions will potentially have an impact throughout the LRFP.
Economic and Regulatory Environment

The City of Cambridge Water and Wastewater operations have a long-standing dedication to sound financial management through the incorporation of leading practices and prudent financial policies to ensure the City’s long-term service and infrastructure levels and standards can be met without unplanned increases in rates or disruption of service.

There are many economic and regulatory factors that have an impact on the financial sustainability of the water and wastewater operations. Understanding these factors are important in the preparation of the financial plan.

The following summarizes the water and wastewater economic and regulatory environment.

- **Increasing Operating Costs** – The costs of operations are increasing at a pace faster than inflation. The largest item in the water utility operating budget relates to the purchase of water from the Region of Waterloo. In 2025, approximately 44% of the water operating budget expenditures relates to this service compared with 52% in 2034. This cost item is projected to increase by 4.9% annually to 2028 and 5.9% thereafter. The Regional wastewater treatment costs in 2025 represent 58% of the wastewater operating budget. This cost is projected to increase by 5.9% annually to 2028 and 2.9% thereafter.

- **Asset Renewal/Replacement** – The water and wastewater operations are very capital intensive. The City’s 2023 State of Infrastructure report estimated the replacement costs (in 2022 dollars) for water is in excess of $723 million and the replacement costs for wastewater assets in excess of $762 million. The cost of replacing these assets is also increasing at a rate higher than inflation.

The City’s 2025 to 2034 Capital Budget identified approximately $108 million dollars in water capital asset replacements over the 10-year period and $87 million in wastewater to be funded from rates.

- **Revenue Challenges Related to Reduced Consumption** – Consumption in the City, consistent with the trend experienced across Ontario has been declining on a per household basis. Average residential water consumption in 2024 is estimated at 170 m³ for an average household compared with 2014 where the average household water consumption was 204 m³, a 17% decrease. As illustrated in the following table, even though there has been a growth in population the water consumption...
has remained relatively flat over the past seven years as the majority of water/wastewater costs are fixed, this results in additional pressure on consumption rates.

<table>
<thead>
<tr>
<th>m3 (000's)</th>
<th>Average Annual Consumption</th>
</tr>
</thead>
<tbody>
<tr>
<td>2016-2019</td>
<td>12,048</td>
</tr>
<tr>
<td>2020-2023</td>
<td>12,327</td>
</tr>
<tr>
<td>Difference</td>
<td>2%</td>
</tr>
</tbody>
</table>

- **Regulatory Environment** – Municipalities across Ontario have consistently identified legislative and regulatory changes and requirements as a major factor driving the cost of service over the past 10 years and will continue to be a factor well into the future. Statutes and associated regulations that dictate service and service levels include:
  - Municipal Act;
  - Clean Water Act;
  - Water Opportunities Act;
  - Ontario Water Resources Act;
  - Safe Drinking Water Act (SDWA);
  - Sustainable Water and Sewage Systems Act;
  - Infrastructure for Job and Prosperity Act;
  - Environmental Protection Act; and
  - Environmental Assessment Act

- **Advanced Metering Infrastructure** - In February of 2018, Council approved a smart water meter project to install or retrofit smart meters in homes throughout the city. Smart meters will utilize an advanced metering infrastructure (AMI) system to provide remote meter reading, data analysis and alerts for possible leak or flow problems. The project was completed in 2023 and it is now being utilized to reduce water loss and offer an enhanced customer experience and billing platform to the residents and businesses in the City of Cambridge.

- **Non-Revenue Water Losses** – The City has adopted a preventative maintenance and leak identification program in order to minimize water losses and reduce water non-revenue which is the difference between water purchased from the Region and the water amount billed to the customers.
- As shown in the following graph, non-revenue water in 2014 was 25%. The City employed various strategies to reduce non-revenue water. In 2023 non-revenue was reduced to 18.6%, approximately a 26% reduction since 2014.

- **Wastewater Inflow/Infiltration (I&I)** – This is tracked by the City to identify when water from the environment enters the sewage system and must be treated adding extra costs to the system. I&I has decreased from 35.3% in 2014 to 20.3% in 2023, a 42.5% reduction.
**Financial Policies**

- **Revenue Stability**—Rate Stabilization Reserves are required to ensure that there are sufficient funds to address unforeseen events, such as weather conditions that may impact consumption and unplanned funding needs to avoid operating deficits and cause fluctuations in the rate. The target balance for these reserves is of 5%-15% of the operating revenue requirements. The 2023 balance in the Water and Wastewater Stabilization Reserves is 12.5% and 16.5% respectively of operating revenues.

- **Capital Reserves**—The City makes annual contributions to the Water and Wastewater Capital Reserves to fund capital works to smooth rates due to annual fluctuations in capital expenditures. Planned contributions from the Operating Budget are made and any remaining surplus not committed to another reserve upon closing individual capital projects are also transferred to the Capital Reserves. The financial plan was developed to gradually increase the contributions to fund the previously identified 10-year capital replacement needs. Leading practices is to have a capital reserve balance of 2% of asset replacement costs for emergency purposes.

- **Effective Use of Debt** – The City’s debt policy balances key several considerations when determining whether projects should be funded from a pay-as-you-go approach versus debt financing. These considerations include:
  - The opportunity cost of using cash that could be deployed elsewhere;
  - The need to manage and protect asset replacement funds over time;
  - The cost of capital;
  - Whether or not benefits will accrue to future taxpayers, which favours spreading out the repayment terms through debt financing; and
  - The useful life of an investment.

- As per the City’s debt policy, rate-supported debt charges will be limited to 15% of the City’s rate supported revenues. The policy also requires that in the year that a debt-financed capital project is approved, 50% of the annual debt repayment amounts are to be included in the Operating Budget with the full impact being included in the following year.
• The debt charge ratio of own source revenue (OSR) in 2023 is 2.6% and 1.9% respectively for water and wastewater, well below the maximum ceiling of 15%. As will be shown later in the report, debt charges as a percentage of own source revenues are well below the threshold policy throughout the forecast period.

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**Fixed vs. Volumetric Rates**

- Since 2011, the City continues to recover 17% of the water revenues and 13% of the wastewater revenues from the fixed monthly portion of the bill. This approach supports water conservation.

- While further allocation of costs to be recovered from the fixed portion of the bill would increase revenue stability, it would increase the cost to low volume customers and as such, from an affordability perspective is not recommended at this time.

- The 10-year financial plan maintains the existing fixed allocation of costs.
Ratepayer Affordability Is a Key Consideration

- Household affordability is primarily a function of income related to the cost of living. Income is often used to estimate a community’s socio-economic status and the related ability of residents to support utility costs. As stated in a report published by the Canadian Council of Ministers of the Environment, Municipal Wastewater Effluent Development Committee, “the most prevalent method of assessing household affordability involves determining the annual amount spent on services as a fraction of annual household income.”

- There are a number of sources which are used in the industry to establish a benchmark upon which affordability is measured. The most common approach is water/wastewater costs as a percentage of average income. The threshold value, which is expressed as a percent, is applied to a measure of income to determine the point at which the cost of water/wastewater becomes unaffordable.

- There is no one benchmark percentage established in the industry. Depending on the source used, the range typically is from 1.5%-3.0% of household income, beyond which, affordability becomes questionable.

- The comparative analysis was taken from the BMA Municipal Study whereby 170 m³ is identified as the average residential consumption across the participating municipalities. The 2023 average household income was provided by Manifold Data Mining Inc.

<table>
<thead>
<tr>
<th></th>
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</tr>
</thead>
<tbody>
<tr>
<td>Waterloo</td>
<td>$131,542</td>
<td>$868</td>
<td>0.7%</td>
</tr>
<tr>
<td>Kitchener</td>
<td>$109,633</td>
<td>$1,001</td>
<td>0.9%</td>
</tr>
<tr>
<td>Cambridge</td>
<td>$114,830</td>
<td>$1,091</td>
<td>0.9%</td>
</tr>
<tr>
<td>Average of 100+ Ontario Municipalities</td>
<td>$121,388</td>
<td>$1,186</td>
<td>1.0%</td>
</tr>
</tbody>
</table>

- For the average residential household in Cambridge, the 2023 water bill represented 0.9% of estimated income, which is in line with the City of Kitchener and lower than the Ontario average.

- Cambridge continues to be below the threshold where affordability becomes a factor.
Future Financial Sustainability

The Proposed Financial Plan ensures that the City continues to operate in a financially sustainable manner. Financial Sustainability is defined as the enduring ability of the City to ensure that it can deliver the level and types of programs and services to the community, while proactively assessing and managing associated risks, at acceptable levels of rates and fees.

Financial Sustainability is supported by:

- **Flexibility** - Able to respond to changing circumstances, which may relate to economic, environmental or political conditions.

- **Efficiency** - Using public funds in ways that are cost effective to provide services within the amount of funding available.

- **Sufficiency** - Having sufficient resources to support the delivery of services for which the City of Cambridge bears responsibility.

- **Integration** - Ensuring the financial constraints under which the City operates are fully considered when engaging in policy-making and decision-making.

- **Credibility** - Achieving financial performance in a way that maintains and enhances public confidence in the City.

The next section of the Financial Plan provides an overview of the key assumptions and highlights the major objects of expenditures.
Sources of Data to Prepare Long Range Financial Plan

The following are the sources of information that have been used in the preparation of the LRFP:

- 2023 Development Charges Background Study
- 2024-2027 Operating Budget
- 2024-2033 Year Capital Budget
- Estimated 2023 Year-End Reserve Balances
- Consumption and Flows (billable and wholesale)
- 2024 Water/WW Rates
- Debt schedules (existing)
- # of accounts and meters by size
- 2023 Infrastructure Status and Outlook
- Regional rate assumptions (10 year)

Key Assumptions and Budget Drivers

- Operating Budget per the City’s file 2024-2027 (with adjustments to reserve contribution and billing revenue).
- Expenditure annual inflation rate of 3.0%.
- Salaries and benefits, time & material recovery expenses and revenues inflated at 2.0%.
- Maintain current level of service standards (assumption of five new positions over the 10-year period).
- Other revenues annual inflation rate of 3%.
- Regional Purchases of Water and Wastewater Treatment Forecast—This is the single largest expenditure in the Water Utility Operating Budget (for 2025, 44% and 58% for water and wastewater respectively). The updated forecast utilizes the Region’s assumptions for wholesale rate increases as follows:
  - Water—4.9% annually for next 10 years
  - Wastewater—5.9% in 2025-2026, 4.9% in 2027-2028 and 1.90% thereafter
- On a consolidated basis, annual 4.2% rate revenue requirement increases for water and wastewater are recommended.
The following table reflects the Water Operating Forecast over the next 10 years.

<table>
<thead>
<tr>
<th>Water</th>
<th>2025 Budget</th>
<th>2026 Budget</th>
<th>2027 Budget</th>
<th>2028</th>
<th>2029</th>
<th>2030</th>
<th>2031</th>
<th>2032</th>
<th>2033</th>
<th>2034</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Revenues</strong></td>
<td></td>
<td></td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Other Revenue</td>
<td>$356,400</td>
<td>$357,400</td>
<td>$358,400</td>
<td>$369,152</td>
<td>$380,227</td>
<td>$391,633</td>
<td>$403,382</td>
<td>$415,484</td>
<td>$427,948</td>
<td>$440,787</td>
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<tr>
<td>Internal Recoveries</td>
<td>$413,200</td>
<td>$433,200</td>
<td>$458,200</td>
<td>$471,946</td>
<td>$486,104</td>
<td>$500,688</td>
<td>$515,708</td>
<td>$531,179</td>
<td>$547,115</td>
<td>$563,528</td>
</tr>
<tr>
<td>External Recoveries</td>
<td>$463,800</td>
<td>$502,800</td>
<td>$541,800</td>
<td>$558,054</td>
<td>$574,796</td>
<td>$592,039</td>
<td>$609,801</td>
<td>$628,095</td>
<td>$646,938</td>
<td>$666,346</td>
</tr>
<tr>
<td>Time &amp; Material Recovery - Revenue</td>
<td>$772,600</td>
<td>$784,600</td>
<td>$785,200</td>
<td>$800,904</td>
<td>$816,922</td>
<td>$833,261</td>
<td>$849,926</td>
<td>$866,924</td>
<td>$884,263</td>
<td>$901,948</td>
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<tr>
<td>Transfer from Water DC</td>
<td>$141,200</td>
<td>$141,200</td>
<td>$141,200</td>
<td>$57,777</td>
<td>$57,743</td>
<td>$57,759</td>
<td>$5,494</td>
<td>$5,490</td>
<td>$5,478</td>
<td>$5,474</td>
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<tr>
<td><strong>EXPENSES</strong></td>
<td></td>
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<td></td>
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</tr>
<tr>
<td>Salaries and Benefits</td>
<td>$5,044,926</td>
<td>$5,182,793</td>
<td>$5,292,591</td>
<td>$5,481,563</td>
<td>$5,675,978</td>
<td>$5,875,976</td>
<td>$6,081,704</td>
<td>$6,293,311</td>
<td>$6,629,744</td>
<td>$6,977,118</td>
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<tr>
<td>Fleet Recovery - Expense</td>
<td>$1,401,078</td>
<td>$1,446,431</td>
<td>$1,488,786</td>
<td>$1,536,291</td>
<td>$1,585,278</td>
<td>$1,635,792</td>
<td>$1,687,881</td>
<td>$1,741,593</td>
<td>$1,803,129</td>
<td>$1,866,697</td>
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<tr>
<td>Other Expenses</td>
<td>$1,873,943</td>
<td>$1,904,130</td>
<td>$1,935,746</td>
<td>$1,854,880</td>
<td>$1,911,605</td>
<td>$1,970,047</td>
<td>$2,030,260</td>
<td>$2,092,297</td>
<td>$2,158,394</td>
<td>$2,224,510</td>
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<td>Program Supply &amp; Materials</td>
<td>$1,563,600</td>
<td>$1,643,800</td>
<td>$1,691,200</td>
<td>$1,741,936</td>
<td>$1,794,194</td>
<td>$1,848,020</td>
<td>$1,903,460</td>
<td>$1,960,564</td>
<td>$2,019,381</td>
<td>$2,079,963</td>
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<td>Transfer to Water System Capital RF</td>
<td>$10,438,965</td>
<td>$10,522,477</td>
<td>$10,627,701</td>
<td>$10,939,852</td>
<td>$11,104,845</td>
<td>$11,737,893</td>
<td>$12,339,205</td>
<td>$12,596,628</td>
<td>$12,576,970</td>
<td>$12,535,084</td>
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<tr>
<td>Debt Charges - Principal Existing &amp; Pending</td>
<td>$1,072,800</td>
<td>$1,094,500</td>
<td>$1,116,400</td>
<td>$1,056,994</td>
<td>$1,083,209</td>
<td>$631,001</td>
<td>$134,741</td>
<td>$4,964</td>
<td>$5,079</td>
<td></td>
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<tr>
<td>Debt Charges - Interest Existing &amp; Pending</td>
<td>$117,000</td>
<td>$120,700</td>
<td>$98,400</td>
<td>$74,180</td>
<td>$48,407</td>
<td>$21,038</td>
<td>$3,590</td>
<td>$626</td>
<td>$514</td>
<td>$395</td>
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<td><strong>NET Spending</strong></td>
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<td></td>
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<td></td>
</tr>
<tr>
<td>Rate Revenue Requirements % Change</td>
<td>3.5%</td>
<td>3.2%</td>
<td>3.1%</td>
<td>4.0%</td>
<td>4.0%</td>
<td>4.0%</td>
<td>4.0%</td>
<td>4.0%</td>
<td>4.0%</td>
<td>4.0%</td>
</tr>
</tbody>
</table>

The rate revenue requirements for water are forecast to increase approximately 3.1%-3.5% from 2025-2027, and 4.0% thereafter.
The following table reflects the Updated Wastewater Operating Forecast.

<table>
<thead>
<tr>
<th>Wastewater</th>
<th>2025 Budget</th>
<th>2026 Budget</th>
<th>2027 Budget</th>
<th>2028</th>
<th>2029</th>
<th>2030</th>
<th>2031</th>
<th>2032</th>
<th>2033</th>
<th>2034</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Revenues</strong></td>
<td></td>
<td></td>
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<td></td>
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</tr>
<tr>
<td>Billing Revenue</td>
<td>$38,824,660</td>
<td>$40,739,315</td>
<td>$42,790,501</td>
<td>$44,716,074</td>
<td>$46,728,297</td>
<td>$48,831,070</td>
<td>$51,028,469</td>
<td>$53,324,750</td>
<td>$55,724,363</td>
<td>$58,231,960</td>
</tr>
<tr>
<td>Other Revenue</td>
<td>$14,000</td>
<td>$14,000</td>
<td>$14,000</td>
<td>$14,420</td>
<td>$14,853</td>
<td>$15,298</td>
<td>$15,757</td>
<td>$16,230</td>
<td>$16,717</td>
<td>$17,218</td>
</tr>
<tr>
<td>External Recoveries</td>
<td>$241,300</td>
<td>$266,300</td>
<td>$271,300</td>
<td>$279,439</td>
<td>$287,822</td>
<td>$296,457</td>
<td>$305,351</td>
<td>$314,511</td>
<td>$323,946</td>
<td>$333,665</td>
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<tr>
<td>Transfer from WW DC</td>
<td>$1,544,400</td>
<td>$1,544,400</td>
<td>$1,867,200</td>
<td>$1,418,143</td>
<td>$1,413,082</td>
<td>$1,073,247</td>
<td>$1,071,447</td>
<td>$5,456,109</td>
<td>$493,376</td>
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</tr>
<tr>
<td><strong>Total Revenues</strong></td>
<td>$40,624,360</td>
<td>$42,564,015</td>
<td>$44,943,001</td>
<td>$46,428,076</td>
<td>$48,444,414</td>
<td>$50,555,907</td>
<td>$52,422,823</td>
<td>$54,726,938</td>
<td>$61,521,135</td>
<td>$59,076,219</td>
</tr>
<tr>
<td><strong>EXPENSES</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Salaries and Benefits</td>
<td>$3,004,726</td>
<td>$3,084,793</td>
<td>$3,246,178</td>
<td>$3,501,819</td>
<td>$3,876,137</td>
<td>$4,264,026</td>
<td>$4,665,880</td>
<td>$5,198,570</td>
<td>$5,750,700</td>
<td>$6,322,837</td>
</tr>
<tr>
<td>Fleet Recovery - Expense</td>
<td>$753,278</td>
<td>$775,331</td>
<td>$798,086</td>
<td>$824,870</td>
<td>$858,197</td>
<td>$892,695</td>
<td>$928,404</td>
<td>$965,362</td>
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<td>$1,043,194</td>
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<td>Other Expenses</td>
<td>$1,819,143</td>
<td>$1,848,130</td>
<td>$1,876,666</td>
<td>$1,140,627</td>
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<tr>
<td>Program Supply &amp; Materials</td>
<td>$957,400</td>
<td>$1,008,900</td>
<td>$1,045,200</td>
<td>$1,076,556</td>
<td>$1,108,853</td>
<td>$1,142,118</td>
<td>$1,176,382</td>
<td>$1,211,673</td>
<td>$1,248,023</td>
<td>$1,285,464</td>
</tr>
<tr>
<td>Regional Services Wastewater</td>
<td>$23,669,100</td>
<td>$25,065,200</td>
<td>$26,544,400</td>
<td>$28,121,756</td>
<td>$28,938,007</td>
<td>$29,775,124</td>
<td>$30,633,604</td>
<td>$31,513,958</td>
<td>$32,416,706</td>
<td>$33,342,383</td>
</tr>
<tr>
<td>Transfer to WW Capital RF</td>
<td>$4,935,268</td>
<td>$5,231,384</td>
<td>$5,492,953</td>
<td>$6,203,241</td>
<td>$6,857,825</td>
<td>$8,048,248</td>
<td>$8,869,590</td>
<td>$9,707,991</td>
<td>$10,472,201</td>
<td>$11,296,593</td>
</tr>
<tr>
<td>Debt Charges - Principal Existing &amp; Pending</td>
<td>$1,663,000</td>
<td>$1,692,500</td>
<td>$2,047,200</td>
<td>$1,633,957</td>
<td>$1,670,032</td>
<td>$1,230,866</td>
<td>$867,146</td>
<td>$760,206</td>
<td>$5,171,205</td>
<td>$457,762</td>
</tr>
<tr>
<td>Debt Charges - Interest Existing &amp; Pending</td>
<td>$545,900</td>
<td>$515,700</td>
<td>$483,400</td>
<td>$448,152</td>
<td>$410,569</td>
<td>$370,245</td>
<td>$338,938</td>
<td>$311,240</td>
<td>$284,904</td>
<td>$35,615</td>
</tr>
<tr>
<td><strong>Total Expenses</strong></td>
<td>$40,624,360</td>
<td>$42,564,015</td>
<td>$44,943,001</td>
<td>$46,428,076</td>
<td>$48,444,414</td>
<td>$50,555,907</td>
<td>$52,422,823</td>
<td>$54,726,938</td>
<td>$61,521,135</td>
<td>$59,076,219</td>
</tr>
<tr>
<td>Rate Revenue Requirements</td>
<td>$-</td>
<td>$-</td>
<td>$-</td>
<td>$-</td>
<td>$-</td>
<td>$-</td>
<td>$-</td>
<td>$-</td>
<td>$-</td>
<td>$-</td>
</tr>
<tr>
<td>Rate Revenue Requirements % Change</td>
<td>4.7%</td>
<td>4.9%</td>
<td>5.0%</td>
<td>4.5%</td>
<td>4.5%</td>
<td>4.5%</td>
<td>4.5%</td>
<td>4.5%</td>
<td>4.5%</td>
<td>4.5%</td>
</tr>
</tbody>
</table>

The rate revenue requirements for wastewater are forecast to increase 4.7%-5.0% annually in 2025-2027, and 4.5% thereafter.
Consolidated Operating Revenue Requirements

The City’s objective in establishing the Water and Wastewater rate revenue requirements is to avoid large fluctuations from year to year and to be set at a level to adequately cover current operating costs, maintain and repair the City’s existing asset base and replace assets where needed on a timely basis. The following table reflects the consolidated forecast water and wastewater revenue requirements.

<table>
<thead>
<tr>
<th>Rate Revenue Requirements (000's)</th>
<th>2025</th>
<th>2026</th>
<th>2027</th>
<th>2028</th>
<th>2029</th>
<th>2030</th>
<th>2031</th>
<th>2032</th>
<th>2033</th>
<th>2034</th>
</tr>
</thead>
<tbody>
<tr>
<td>Water</td>
<td>$42,145</td>
<td>$43,493</td>
<td>$44,831</td>
<td>$46,625</td>
<td>$48,490</td>
<td>$50,429</td>
<td>$52,446</td>
<td>$54,544</td>
<td>$56,726</td>
<td>$58,995</td>
</tr>
<tr>
<td>WW</td>
<td>$38,825</td>
<td>$40,739</td>
<td>$42,791</td>
<td>$44,716</td>
<td>$46,728</td>
<td>$48,831</td>
<td>$51,028</td>
<td>$53,325</td>
<td>$55,724</td>
<td>$58,232</td>
</tr>
<tr>
<td>Total</td>
<td>$80,969</td>
<td>$84,233</td>
<td>$87,622</td>
<td>$91,341</td>
<td>$95,218</td>
<td>$99,260</td>
<td>$103,475</td>
<td>$107,869</td>
<td>$112,450</td>
<td>$117,227</td>
</tr>
<tr>
<td>Water yoy %</td>
<td>3.5%</td>
<td>3.2%</td>
<td>3.1%</td>
<td>4.0%</td>
<td>4.0%</td>
<td>4.0%</td>
<td>4.0%</td>
<td>4.0%</td>
<td>4.0%</td>
<td>4.0%</td>
</tr>
<tr>
<td>WW yoy %</td>
<td>4.7%</td>
<td>4.9%</td>
<td>5.0%</td>
<td>4.5%</td>
<td>4.5%</td>
<td>4.5%</td>
<td>4.5%</td>
<td>4.5%</td>
<td>4.5%</td>
<td>4.5%</td>
</tr>
<tr>
<td>Total % Change</td>
<td>4.0%</td>
<td>4.0%</td>
<td>4.0%</td>
<td>4.2%</td>
<td>4.2%</td>
<td>4.2%</td>
<td>4.2%</td>
<td>4.2%</td>
<td>4.2%</td>
<td>4.2%</td>
</tr>
</tbody>
</table>

As shown in the table, the updated consolidated rate revenue requirement increase is 4.2% annually from 2028 onwards. It should be noted that the rate revenue requirement increase does not directly translate to a customer impact as retail rates also take into consideration the number of accounts as well as the retail consumption. Rate calculations are undertaken on an annual basis by the City based on the most current available information by tracking the number of customers and consumption.
- As a general rule, municipalities attempt to maintain the water and wastewater reserve balances at 2% or greater than the asset replacement costs. This reflects the average lifecycle of the assets.
- As illustrated above, the Water Capital reserve balance is maintained throughout the forecast above the 2% target of asset replacement costs.
- The Wastewater Capital reserve balance falls below the 2% target in 2026, however starts to improve from 2033 onwards.
In accordance with the recommended policy, the Water and Wastewater Rate Stabilization target of 5%-15% of total own source revenues is met throughout the forecast period. This ensures that there are sufficient funds available to address revenue shortfalls or other unforeseen events.

The forecast assumes no surplus or deficit as this is difficult to predict.

As surpluses or deficits occur, adjustments to the forecast will be made. Surpluses may also be directed to the Capital Reserves to support the replacement of infrastructure.
As per this debt policy, \textbf{rate-supported} debt charges will be limited to 15\% of the City's rate supported revenues (excludes DC debt charges).

The policy also requires that in the year that a debt-financed capital project is approved, 50\% of the annual debt repayment amounts are to be included in the Operating Budget with the full impact being included in the following year.

As shown above, the debt charges ratio is well below the maximum of 15\%.

No new debt is issued in the forecast period.
Reporting Requirements

O.Reg. 453/07
Introduction—O.Reg. 453/07

The Financial plan has been prepared in accordance with the regulation (O.Reg. 453/07) made under the Safe Drinking Water Act. The Financial plan regulation requires that the plans be updated every five years along with the request for the renewal of the drinking water licence. This ongoing update will assist in revisiting the assumptions made to develop the operating and funding plans as well as reassessing the needs for capital renewal and major maintenance expenses.

Statement of Financial Operations - This statement summarizes the revenues and expenditures. The expenditures include ongoing operating costs plus asset amortization. This statement indicates that the system and its asset base are projected to be maintained with funds being available each year for future capital renewal or major maintenance. As shown in the statements of financial operations, the City is generating excess revenues over expenses including amortization for water only, however not wastewater throughout the forecast period.

Cash Receipts or Gross Cash Payments (Cash Flows) - The cash flow statement summarizes how the water and wastewater system is expected to generate and utilize cash resources. The transactions that generate and use cash include the projection of cash to be received from revenues, cash to be used for operating expenditures and financing charges, cash projected to be used to acquire capital assets and projected financial transactions that are the proceeds from debt or debt principal repayment. Cash balances are positive throughout the forecast period, as reflected in the Financial Statements.
**Water Statements**

*Accumulated Surplus*—The financial position statement is the accumulated surplus. This indicator represents cash on hand less debt (financial assets) plus the net book value of tangible capital assets (non-financial assets). Financial assets are the reserves balances and non-financial assets represent the amortized capital infrastructure assets. The accumulated surplus is forecast to increase from 2025 to 2034 for water. The increasing projected surpluses in water operations indicate that if the City adheres to the financial plan, it will strengthen its combined cash and asset position.
# Statement of Financial Operations—Water

<table>
<thead>
<tr>
<th></th>
<th>2025</th>
<th>2026</th>
<th>2027</th>
<th>2028</th>
<th>2029</th>
<th>2030</th>
<th>2031</th>
<th>2032</th>
<th>2033</th>
<th>2034</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Revenues</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Rate and Fixed Revenues</td>
<td>$42,144,521</td>
<td>$43,493,465</td>
<td>$44,831,323</td>
<td>$46,624,576</td>
<td>$48,489,559</td>
<td>$50,429,141</td>
<td>$52,446,307</td>
<td>$54,544,159</td>
<td>$56,725,925</td>
<td>$58,994,962</td>
</tr>
<tr>
<td>Other revenues</td>
<td>$2,006,000</td>
<td>$2,078,000</td>
<td>$2,143,600</td>
<td>$2,200,056</td>
<td>$2,258,049</td>
<td>$2,317,621</td>
<td>$2,378,817</td>
<td>$2,441,682</td>
<td>$2,506,263</td>
<td>$2,572,609</td>
</tr>
<tr>
<td>Interest Earnings</td>
<td>$512,981</td>
<td>$512,426</td>
<td>$579,632</td>
<td>$557,022</td>
<td>$608,593</td>
<td>$622,683</td>
<td>$603,001</td>
<td>$618,353</td>
<td>$666,120</td>
<td>$698,503</td>
</tr>
<tr>
<td>DC revenues</td>
<td>$141,200</td>
<td>$141,200</td>
<td>$141,200</td>
<td>$57,777</td>
<td>$57,749</td>
<td>$57,759</td>
<td>$5,494</td>
<td>$5,490</td>
<td>$5,478</td>
<td>$5,474</td>
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<tr>
<td><strong>Operating Expenses</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Salaries &amp; Benefits</td>
<td>$5,044,926</td>
<td>$5,182,793</td>
<td>$5,292,591</td>
<td>$5,481,563</td>
<td>$5,675,978</td>
<td>$5,875,976</td>
<td>$6,081,704</td>
<td>$6,293,311</td>
<td>$6,629,744</td>
<td>$6,977,118</td>
</tr>
<tr>
<td>Other Expenses</td>
<td>$4,838,620</td>
<td>$4,994,361</td>
<td>$5,115,732</td>
<td>$5,133,107</td>
<td>$5,291,076</td>
<td>$5,453,859</td>
<td>$5,621,602</td>
<td>$5,794,454</td>
<td>$5,980,904</td>
<td>$6,171,170</td>
</tr>
<tr>
<td><strong>Total Operating expenses</strong></td>
<td>$32,662,956</td>
<td>$33,974,989</td>
<td>$35,273,621</td>
<td>$36,811,383</td>
<td>$38,568,889</td>
<td>$40,414,588</td>
<td>$42,353,081</td>
<td>$44,389,213</td>
<td>$46,655,218</td>
<td>$49,032,486</td>
</tr>
<tr>
<td><strong>Debt Charges</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Debt Charges - Interest Expenses</td>
<td>$117,000</td>
<td>$120,700</td>
<td>$98,400</td>
<td>$74,180</td>
<td>$48,407</td>
<td>$21,038</td>
<td>$3,590</td>
<td>$626</td>
<td>$514</td>
<td>$395</td>
</tr>
<tr>
<td>Amortization of tangible capital assets</td>
<td>$172,498</td>
<td>$159,930</td>
<td>$131,415</td>
<td>$181,975</td>
<td>$107,291</td>
<td>$139,275</td>
<td>$168,075</td>
<td>$149,150</td>
<td>$128,838</td>
<td>$138,526</td>
</tr>
<tr>
<td><strong>Total Expenses</strong></td>
<td>$32,952,454</td>
<td>$34,255,619</td>
<td>$35,503,436</td>
<td>$37,067,538</td>
<td>$38,724,587</td>
<td>$40,574,901</td>
<td>$42,524,746</td>
<td>$44,538,989</td>
<td>$46,784,570</td>
<td>$49,171,407</td>
</tr>
<tr>
<td><strong>Annual Surplus/Deficit</strong></td>
<td>$11,852,248</td>
<td>$11,969,472</td>
<td>$12,192,319</td>
<td>$12,371,893</td>
<td>$12,689,356</td>
<td>$12,852,303</td>
<td>$12,908,872</td>
<td>$13,070,695</td>
<td>$13,119,216</td>
<td>$13,100,140</td>
</tr>
</tbody>
</table>
# Statement of Cash Flow/Cash Receipts—Water

<table>
<thead>
<tr>
<th>Year</th>
<th>2025</th>
<th>2026</th>
<th>2027</th>
<th>2028</th>
<th>2029</th>
<th>2030</th>
<th>2031</th>
<th>2032</th>
<th>2033</th>
<th>2034</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cash Paid For</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Debt Repayment - Debt Interest</td>
<td>$117,000</td>
<td>$120,700</td>
<td>$98,400</td>
<td>$74,180</td>
<td>$48,407</td>
<td>$21,038</td>
<td>$3,590</td>
<td>$626</td>
<td>$514</td>
<td>$395</td>
</tr>
<tr>
<td>Cash Provided from Operating Transactions</td>
<td>$12,024,745</td>
<td>$12,129,402</td>
<td>$12,323,734</td>
<td>$12,553,868</td>
<td>$12,796,648</td>
<td>$12,991,578</td>
<td>$13,076,947</td>
<td>$13,219,845</td>
<td>$13,248,054</td>
<td>$13,238,666</td>
</tr>
<tr>
<td>Capital Transactions</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Acquisition of TCA</td>
<td>$13,799,800</td>
<td>$12,794,400</td>
<td>$10,513,200</td>
<td>$14,558,000</td>
<td>$8,583,300</td>
<td>$11,142,000</td>
<td>$13,446,000</td>
<td>$11,932,000</td>
<td>$10,307,000</td>
<td>$11,082,060</td>
</tr>
<tr>
<td>Finance Transactions</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Proceeds from Debt Issuance</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Additional Draw to Capital</td>
<td>$1,000,000</td>
<td>$500,000</td>
<td>$500,000</td>
<td>$500,000</td>
<td>$500,000</td>
<td>$500,000</td>
<td>$500,000</td>
<td>$500,000</td>
<td>$500,000</td>
<td>$500,000</td>
</tr>
<tr>
<td>Proceeds from DCs</td>
<td>$1,618,700</td>
<td>$2,231,200</td>
<td>$3,233,400</td>
<td>$2,408,000</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Debt Principal Repayment</td>
<td>$1,072,800</td>
<td>$1,094,500</td>
<td>$1,116,400</td>
<td>$1,056,994</td>
<td>$1,083,209</td>
<td>$631,001</td>
<td>$134,741</td>
<td>$4,864</td>
<td>$4,964</td>
<td>$5,079</td>
</tr>
<tr>
<td>Increase/(Decrease) in Cash Equivalents</td>
<td>$(2,229,155)</td>
<td>$(28,298)</td>
<td>$3,427,534</td>
<td>$(1,153,126)</td>
<td>$2,630,138</td>
<td>$718,577</td>
<td>$(1,003,794)</td>
<td>$782,981</td>
<td>$2,436,090</td>
<td>$1,651,527</td>
</tr>
<tr>
<td>Cash and Cash Equivalents at Beginning Balance</td>
<td>$28,391,166</td>
<td>$26,162,011</td>
<td>$26,133,714</td>
<td>$29,561,247</td>
<td>$28,408,121</td>
<td>$31,038,260</td>
<td>$31,756,836</td>
<td>$30,753,042</td>
<td>$31,536,024</td>
<td>$33,972,113</td>
</tr>
<tr>
<td>Cash and Cash Equivalents at Ending Balance</td>
<td>$26,162,011</td>
<td>$26,133,714</td>
<td>$29,561,247</td>
<td>$28,408,121</td>
<td>$31,038,260</td>
<td>$31,756,836</td>
<td>$30,753,042</td>
<td>$31,536,024</td>
<td>$33,972,113</td>
<td>$35,623,640</td>
</tr>
</tbody>
</table>
## Statement of Financial Position—Water

<table>
<thead>
<tr>
<th>Projected</th>
<th>2025</th>
<th>2026</th>
<th>2027</th>
<th>2028</th>
<th>2029</th>
<th>2030</th>
<th>2031</th>
<th>2032</th>
<th>2033</th>
<th>2034</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Financial Assets</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cash</td>
<td>$ 26,162,011</td>
<td>$ 26,133,714</td>
<td>$ 29,561,247</td>
<td>$ 28,408,121</td>
<td>$ 31,038,260</td>
<td>$ 31,756,836</td>
<td>$ 30,753,042</td>
<td>$ 31,536,024</td>
<td>$ 33,972,113</td>
<td>$ 35,623,640</td>
</tr>
<tr>
<td>Debt - Principal Outstanding</td>
<td>$ 4,975,174</td>
<td>$ 3,964,357</td>
<td>$ 2,931,364</td>
<td>$ 1,874,371</td>
<td>$ 791,161</td>
<td>$ 160,160</td>
<td>$ 25,419</td>
<td>$ 20,555</td>
<td>$ 15,591</td>
<td>$ 10,512</td>
</tr>
<tr>
<td><strong>Non-Financial Assets</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Additions to Tangible Capital Assets</td>
<td>$ 13,799,800</td>
<td>$ 12,794,400</td>
<td>$ 10,513,200</td>
<td>$ 14,558,000</td>
<td>$ 8,583,300</td>
<td>$ 11,142,000</td>
<td>$ 13,446,000</td>
<td>$ 11,932,000</td>
<td>$ 10,307,000</td>
<td>$ 11,082,060</td>
</tr>
<tr>
<td><strong>Total Non-Financial Assets</strong></td>
<td>$ 133,880,291</td>
<td>$ 144,384,032</td>
<td>$ 152,475,158</td>
<td>$ 164,429,108</td>
<td>$ 170,301,068</td>
<td>$ 178,592,452</td>
<td>$ 189,019,762</td>
<td>$ 197,783,921</td>
<td>$ 204,794,243</td>
<td>$ 212,441,100</td>
</tr>
<tr>
<td><strong>Accumulated Surplus</strong></td>
<td>$ 155,067,128</td>
<td>$ 166,553,388</td>
<td>$ 179,105,041</td>
<td>$ 190,962,859</td>
<td>$ 200,548,166</td>
<td>$ 210,189,128</td>
<td>$ 219,747,385</td>
<td>$ 229,299,389</td>
<td>$ 238,750,765</td>
<td>$ 248,054,228</td>
</tr>
<tr>
<td>Cash as a % of Non-Financial Assets</td>
<td>19.5%</td>
<td>18.1%</td>
<td>19.4%</td>
<td>17.3%</td>
<td>18.2%</td>
<td>17.8%</td>
<td>16.3%</td>
<td>15.9%</td>
<td>16.6%</td>
<td>16.8%</td>
</tr>
<tr>
<td>Debt as a % of Non-Financial Assets</td>
<td>3.7%</td>
<td>2.7%</td>
<td>1.9%</td>
<td>1.1%</td>
<td>0.5%</td>
<td>0.1%</td>
<td>0.0%</td>
<td>0.0%</td>
<td>0.0%</td>
<td>0.0%</td>
</tr>
<tr>
<td>Asset Consumption Ratio</td>
<td>23%</td>
<td>23%</td>
<td>23%</td>
<td>23%</td>
<td>23%</td>
<td>23%</td>
<td>23%</td>
<td>23%</td>
<td>23%</td>
<td>24%</td>
</tr>
</tbody>
</table>

City of Cambridge - Water and Wastewater Financial Plan

Page 724 of 734
Accumulated Surplus—The financial position statement is the accumulated surplus. This indicator represents cash on hand less debt (financial assets) plus the net book value of tangible capital assets (non-financial assets). Financial assets are the reserves balances and non-financial assets represent the amortized capital infrastructure assets. The accumulated surplus is forecast to increase from 2025 to 2034 for wastewater. The increasing projected surpluses in wastewater operations indicate that if the City adheres to the financial plan, it will strengthen its combined cash and asset position.

![Wastewater Operations Accumulated Surplus Graph](image-url)
## Statement of Financial Operations—Wastewater

<table>
<thead>
<tr>
<th>Year</th>
<th>Rate and Fixed Revenues</th>
<th>Other Revenues</th>
<th>Interest Earnings</th>
<th>DC Revenues</th>
<th>Total Revenues</th>
</tr>
</thead>
<tbody>
<tr>
<td>2025</td>
<td>$38,824,660</td>
<td>$255,300</td>
<td>$465,802</td>
<td>$1,544,400</td>
<td>$41,090,162</td>
</tr>
<tr>
<td>2026</td>
<td>$40,739,315</td>
<td>$280,300</td>
<td>$410,349</td>
<td>$1,544,400</td>
<td>$42,974,365</td>
</tr>
<tr>
<td>2027</td>
<td>$42,790,501</td>
<td>$285,300</td>
<td>$342,058</td>
<td>$1,867,200</td>
<td>$45,285,059</td>
</tr>
<tr>
<td>2028</td>
<td>$46,728,297</td>
<td>$302,675</td>
<td>$284,863</td>
<td>$1,418,143</td>
<td>$48,716,479</td>
</tr>
<tr>
<td>2029</td>
<td>$48,831,070</td>
<td>$311,755</td>
<td>$272,331</td>
<td>$1,413,442</td>
<td>$51,028,469</td>
</tr>
<tr>
<td>2030</td>
<td>$51,028,469</td>
<td>$321,108</td>
<td>$272,463</td>
<td>$1,413,082</td>
<td>$53,324,750</td>
</tr>
<tr>
<td>2031</td>
<td>$53,324,750</td>
<td>$350,883</td>
<td>$235,004</td>
<td>$1,073,247</td>
<td>$55,724,363</td>
</tr>
<tr>
<td>2032</td>
<td>$55,724,363</td>
<td>$340,663</td>
<td>$248,744</td>
<td>$1,071,447</td>
<td>$58,231,960</td>
</tr>
<tr>
<td>2033</td>
<td>$58,231,960</td>
<td>$302,675</td>
<td>$248,744</td>
<td>$5,456,109</td>
<td>$61,773,358</td>
</tr>
<tr>
<td>2034</td>
<td>$58,231,960</td>
<td>$302,675</td>
<td>$248,744</td>
<td>$5,456,109</td>
<td>$61,773,358</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Year</th>
<th>Salaries &amp; Benefits</th>
<th>Other Expenses</th>
<th>Regional Services Wastewater</th>
<th>Time &amp; Material Recovery - Expense</th>
<th>Total Operating expenses</th>
</tr>
</thead>
<tbody>
<tr>
<td>2025</td>
<td>$3,004,726</td>
<td>$3,529,820</td>
<td>$23,669,100</td>
<td>$3,276,546</td>
<td>$33,480,192</td>
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<tr>
<td>2026</td>
<td>$3,084,793</td>
<td>$3,632,361</td>
<td>$25,065,200</td>
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<tr>
<td>2027</td>
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<td>$3,719,951</td>
<td>$26,544,400</td>
<td>$3,408,918</td>
<td>$36,919,448</td>
</tr>
<tr>
<td>2028</td>
<td>$3,501,819</td>
<td>$3,042,053</td>
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<tr>
<td>2029</td>
<td>$3,876,137</td>
<td>$3,145,204</td>
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<td>$3,546,639</td>
<td>$39,505,987</td>
</tr>
<tr>
<td>2030</td>
<td>$4,264,026</td>
<td>$3,249,808</td>
<td>$29,775,124</td>
<td>$3,617,572</td>
<td>$40,906,529</td>
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<tr>
<td>2032</td>
<td>$5,198,570</td>
<td>$3,471,251</td>
<td>$31,513,958</td>
<td>$3,763,721</td>
<td>$43,947,500</td>
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<tr>
<td>2033</td>
<td>$5,750,700</td>
<td>$3,586,423</td>
<td>$32,416,706</td>
<td>$3,838,996</td>
<td>$45,592,826</td>
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<tr>
<td>2034</td>
<td>$6,322,837</td>
<td>$3,705,254</td>
<td>$33,342,383</td>
<td>$3,915,776</td>
<td>$47,286,249</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Year</th>
<th>Debt Charges - Interest Expenses</th>
<th>Amortization of tangible capital assets</th>
<th>Total Expenses</th>
<th>Annual Surplus/Deficit</th>
</tr>
</thead>
<tbody>
<tr>
<td>2025</td>
<td>$545,900</td>
<td>$125,071</td>
<td>$34,151,163</td>
<td>$6,938,999</td>
</tr>
<tr>
<td>2026</td>
<td>$515,700</td>
<td>$145,353</td>
<td>$35,785,485</td>
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<td>2027</td>
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<td>$159,801</td>
<td>$37,562,649</td>
<td>$7,722,409</td>
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<tr>
<td>2028</td>
<td>$448,152</td>
<td>$133,267</td>
<td>$38,724,144</td>
<td>$7,988,795</td>
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<td>2029</td>
<td>$410,569</td>
<td>$98,257</td>
<td>$40,014,814</td>
<td>$8,701,931</td>
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<tr>
<td>2030</td>
<td>$370,245</td>
<td>$105,520</td>
<td>$41,382,294</td>
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<tr>
<td>2031</td>
<td>$338,938</td>
<td>$141,533</td>
<td>$42,827,620</td>
<td>$9,830,207</td>
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<tr>
<td>2032</td>
<td>$311,240</td>
<td>$118,080</td>
<td>$44,013,023</td>
<td>$10,598,861</td>
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<tr>
<td>2033</td>
<td>$284,904</td>
<td>$135,293</td>
<td>$46,411,601</td>
<td>$15,760,335</td>
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<tr>
<td>2034</td>
<td>$35,615</td>
<td>$119,737</td>
<td></td>
<td>$11,930,212</td>
</tr>
</tbody>
</table>
### Statement of Cash Flow/Cash Receipts—Wastewater

<table>
<thead>
<tr>
<th></th>
<th>2025</th>
<th>2026</th>
<th>2027</th>
<th>2028</th>
<th>2029</th>
<th>2030</th>
<th>2031</th>
<th>2032</th>
<th>2033</th>
<th>2034</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Total Revenues</strong></td>
<td>$41,090,162</td>
<td>$42,974,365</td>
<td>$45,285,059</td>
<td>$46,712,939</td>
<td>$48,716,745</td>
<td>$50,828,370</td>
<td>$52,657,827</td>
<td>$54,975,681</td>
<td>$61,773,358</td>
<td>$59,371,813</td>
</tr>
<tr>
<td><strong>Cash Paid For</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Operating Costs</td>
<td>$33,480,192</td>
<td>$35,124,431</td>
<td>$36,919,448</td>
<td>$38,142,725</td>
<td>$39,505,987</td>
<td>$40,906,529</td>
<td>$42,347,148</td>
<td>$43,947,500</td>
<td>$45,592,826</td>
<td>$47,286,249</td>
</tr>
<tr>
<td>Debt Repayment - Debt Interest</td>
<td>$545,900</td>
<td>$515,700</td>
<td>$483,400</td>
<td>$448,152</td>
<td>$410,569</td>
<td>$370,245</td>
<td>$338,938</td>
<td>$311,240</td>
<td>$284,904</td>
<td>$35,615</td>
</tr>
<tr>
<td><strong>Cash Provided from Operating Transactions</strong></td>
<td>$7,064,070</td>
<td>$7,334,234</td>
<td>$7,882,211</td>
<td>$8,122,061</td>
<td>$8,551,597</td>
<td>$9,971,740</td>
<td>$10,716,941</td>
<td>$15,895,628</td>
<td>$12,049,949</td>
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<tr>
<td><strong>Capital Transactions</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Acquisition of TCA</td>
<td>$9,380,300</td>
<td>$10,901,500</td>
<td>$11,985,100</td>
<td>$9,995,000</td>
<td>$7,369,300</td>
<td>$7,914,000</td>
<td>$10,615,000</td>
<td>$8,856,000</td>
<td>$10,147,000</td>
<td>$8,980,260</td>
</tr>
<tr>
<td><strong>Finance Transactions</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Proceeds from Debt Issuance</td>
<td>$800,000</td>
<td>$400,000</td>
<td>$400,000</td>
<td>$400,000</td>
<td>$400,000</td>
<td>$400,000</td>
<td>$400,000</td>
<td>$400,000</td>
<td>$400,000</td>
<td>$400,000</td>
</tr>
<tr>
<td>Additional Draw to Capital</td>
<td>$2,360,000</td>
<td>$2,831,700</td>
<td>$3,067,200</td>
<td>$990,000</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Debt Principal Repayment</td>
<td>$1,663,000</td>
<td>$1,692,500</td>
<td>$2,047,200</td>
<td>$1,633,957</td>
<td>$1,670,032</td>
<td>$1,230,886</td>
<td>$867,146</td>
<td>$760,206</td>
<td>$5,171,205</td>
<td>$457,762</td>
</tr>
<tr>
<td><strong>Increase/(Decrease) in Cash Equivalents</strong></td>
<td>$(2,419,230)</td>
<td>$(2,828,066)</td>
<td>$(3,482,889)</td>
<td>$(2,916,896)</td>
<td>$(639,144)</td>
<td>$6,711</td>
<td>$(1,910,406)</td>
<td>$700,735</td>
<td>$177,424</td>
<td>$2,211,927</td>
</tr>
<tr>
<td><strong>Cash and Cash Equivalents at Beginning Balance</strong></td>
<td>$26,175,120</td>
<td>$23,755,890</td>
<td>$20,927,823</td>
<td>$17,444,934</td>
<td>$14,528,038</td>
<td>$13,888,895</td>
<td>$13,895,606</td>
<td>$11,985,200</td>
<td>$12,685,934</td>
<td>$12,863,358</td>
</tr>
<tr>
<td><strong>Cash and Cash Equivalents at Ending Balance</strong></td>
<td>$23,755,890</td>
<td>$20,927,823</td>
<td>$17,444,934</td>
<td>$14,528,038</td>
<td>$13,888,895</td>
<td>$13,895,606</td>
<td>$11,985,200</td>
<td>$12,685,934</td>
<td>$12,863,358</td>
<td>$15,075,285</td>
</tr>
</tbody>
</table>
### Statement of Financial Position—Wastewater

<table>
<thead>
<tr>
<th></th>
<th>Projected</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>2025</td>
</tr>
<tr>
<td><strong>Financial Assets</strong></td>
<td></td>
</tr>
<tr>
<td>Liabilities</td>
<td>$15,907,147</td>
</tr>
<tr>
<td><strong>Net Financial Assets</strong></td>
<td>$7,848,743</td>
</tr>
<tr>
<td><strong>Non-Financial Assets</strong></td>
<td></td>
</tr>
<tr>
<td>Additions to Tangible Capital Assets</td>
<td>$9,380,300</td>
</tr>
<tr>
<td>Accumulated Amortization</td>
<td>$69,330,558</td>
</tr>
<tr>
<td><strong>Accumulated Surplus</strong></td>
<td>$143,819,120</td>
</tr>
<tr>
<td>Cash as a % of Non-Financial Assets</td>
<td>17.5%</td>
</tr>
<tr>
<td>Debt as a % of Non-Financial Assets</td>
<td>11.7%</td>
</tr>
<tr>
<td>Asset Consumption Ratio</td>
<td>34%</td>
</tr>
</tbody>
</table>
Item | Motion re: Water Billing
---|---
Mover | Councillor Shwery
Seconder | Councillor Devine

**Recommendation**

*WHEREAS* the current water billing model for the City of Cambridge requires the Landlord / Owner of a property to pay unpaid water / sewage bills;

*AND WHEREAS* Council approved the Landlord and Tenant Water account in February of 2015;

*AND WHEREAS* the tenants should be responsible for their water and sewage usage;

*NOW THEREFORE BE IT RESOLVED THAT* Council direct staff to report back by June of 2024 on changing the current Landlord and Tenant Water account to require tenants to be financially responsible as the end user for unpaid water and sewage bills.
Good afternoon

We have a few rental properties in Cambridge Ontario in Galt, Hespeler and Preston. So I am writing to express my support for the motion to amend the water billing policy, which will be debated during the upcoming council session on April 30th.

I fully believe in the proposal to make the end user, specifically the tenant, responsible for their water and sewage bills.

The current way in which the city has enforced the water bill onto another person who is not the end user has placed an undue burden on property owners who are often left with large water bills due to the actions of tenants. This has created a loophole for abusive tenants who maliciously leave the water running leaving landlords with little recourse but to endure lengthy waits for hearings and resolution with the landlord and tenant board.

This policy is not only unfair with the way it impacts property owners but also directly affects our tenants as they are at risk of eviction for nonpayment of water bills and may suffer from negative impacts on their credit, hindering their ability to secure future accommodations.

I would like to see all councilors to support this motion, as it seeks to establish a fair policy that protects the interests of both landlords and tenants. The new council has an opportunity to rectify the shortcomings of the previous policy and ensure that our community is governed by people who support the people in this community with fairness and equity.

Thank you for your attention to this matter. I sincerely hope that you will consider the impact this can have on property owners and tenants when making your decision on this important issue.

Sincerely,

Jennifer Roswell and Gregory Quinell

Sent from my iPhone
Dear Cambridge Council Members,

My name is Steven Reis and I own an investment property in Ward 6 at [Redacted] Cambridge, I am writing to express my support for the motion to amend the water billing policy, which will be debated during the upcoming council session on April 30th.

I fully endorse the proposal to make the end user, specifically the tenant, responsible for their water and sewage bills. The current policy has placed an undue burden on property owners who are often left with exorbitant water bills due to the actions of tenants. Furthermore, it has created a loophole for abusive tenants who maliciously leave the water running, leaving landlords with little recourse but to endure lengthy waits for hearings and resolution.

This policy not only unfairly impacts property owners but also directly affects our vulnerable tenants within the community. They are at risk of eviction for nonpayment of water bills and may suffer from negative impacts on their credit, hindering their ability to secure future accommodations.

I urge all councillors to support this motion, as it seeks to establish a fair and balanced policy that protects the interests of all parties involved. The new council has a unique opportunity to rectify the shortcomings of the previous policy and ensure that our community is governed by principles of fairness and equity.

Thank you for your attention to this matter. I trust that you will consider the welfare of both property owners and tenants when making your decision on this important issue.

Sincerely,
Steve Reis
President of [Redacted] Ontario Inc.
April 22, 2024

City of Cambridge Water Billing Policy

To: Nicholas Ermeta Ward 8 and Ross Earnshaw Ward 4 – we own a property in both wards

We are reaching out to request your support for amendment to the current water billing policy. The amendment requested is a change to current policy and allows a rule making the tenant using the water accountable for payment of their account.

To place this into perspective, I cannot think of any other areas where a person can buy goods or services, not pay for them and the balance transferred to another, without their consent.

It may be faster and easier for the city of Cambridge to collect the outstanding balances from the landlords, but it does not make it the right thing to do.

Landlords understand that tenants unpaid water bill may be due to unforeseen financial distress and not irresponsibility. We also understand that in such cases tenants are eligible to apply for financial aid.

Canadians pay various taxes on a regular basis to help fund social programs that provide help. Landlords are not a financial aid program, nor are they a financing company.

We also understand that there is a smaller group of tenants that may not pay their water bill due to financial mismanagement or awareness of the current water billing rule. The rule enables such individuals to continue this way and, in the end, makes the problem worse.

When a landlord rents a property providing housing for the tenant, there are financial obligations to sustain the rental unit. Having to pay another bill for something the landlord did not use is an added financial burden and not sustainable.

The current water billing policy requires an amendment holding the user accountable for the bill payments.

Landlords will be attending the next council meeting requesting amendments to the current rules in place. As our representatives, we trust that you will consider these problems and support a change to the current water billing policy.

Regards,

Sonia and Hendrik Geesink
THE CORPORATION OF THE CITY OF CAMBRIDGE

BY-LAW 24-048

Being a by-law to confirm the proceedings of the Council of the Corporation of the City of Cambridge

WHEREAS the Municipal Act, 2001 S.O. 2001, c.25, Section 5, provides that the powers of a municipal corporation shall be exercised by its Council.

WHEREAS the Municipal Act, 2001 S.O. 2001, c.25, Section 9 and 11, provides that except where otherwise provided the powers of any Council shall be exercised by by-law.

WHEREAS in many cases action which is taken or authorized to be taken by Council does not lend itself to the passage of an individual by-law,

NOW THEREFORE BE IT RESOLVED THAT the Corporation of the City of Cambridge enacts as follows:

1. THAT the action of the Council at its meeting held on the 30th day of April 2024, in respect of each motion, resolution and other action taken by the Council, and its Committees, at its said meeting is, except where the prior approval of the Local Planning Appeal Tribunal or other authority is by law required, hereby adopted, ratified and confirmed as if all such proceedings were expressly embodied in this by-law.

2. THAT where no individual by-law has been or is passed with respect to the taking of any action authorized in or by the above mentioned Minutes or with respect to the exercise of any powers by the Council in the above mentioned Minutes, then this by-law shall be deemed for all purposes to be the by-law required for approving and authorizing and taking of any action authorized therein or thereby, or required for the exercise of any powers therein by the Council.

3. THAT the Mayor and the proper officers of The Corporation of the City of Cambridge are hereby authorized and directed to do all things necessary to give effect to the said action of the Council or to obtain approvals where required and, except where otherwise provided, the Mayor, the Clerk and the Treasurer are hereby directed to execute all documents necessary
on behalf of The Corporation of the City Cambridge and to affix thereto the corporate seal of The Corporation of the City of Cambridge.

4. **AND THAT** this by-law shall come into full force on the day it is passed.

**ENACTED AND PASSED** this 30th day of April 2024

_________________________________
MAYOR

_________________________________
CLERK