

Appendix F

Local Service Definitions

General Policy Guidelines on Development Charge and Local Service Funding for Town-Related Works

The following guidelines set out in general terms the size and nature of engineered infrastructure that is included in the Town of Whitby Development Charge Study, as a project to be eligible to be funded in part by development charges the following will apply:

- The project will be required to be listed in the most current Town of Whitby Development Charges Study.
- If any infrastructure does not add any additional capacity over and above the capacity requirement for that development, these projects are assumed to be the sole responsibility of the developer.
- Infrastructure that provides servicing or capacity for more than one development is not necessarily fully or partially funded from development charges. If a project is considered fully or partially local in nature, the Town will require the benefiting land owners to fund the works directly.

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

These local service policy guidelines are subject to review and amendment by the Town which may be independent of an amendment or update to the Town's development charge by-laws.

The detailed engineering requirements for all work and/or development are governed by the Town of Whitby Official Plan, and specified through the Public Works engineering design criteria and standards, Road needs are determined at a strategic level in the 2010 Transportation Master Plan (TMP), the 2017 Brooklin Transportation Master Plan, and other relevant strategic documents identifying development-related transportation needs. Project costs are updated annually as part of the budgeting process and as the Town receives tenders.

The provision of local services is considered to be a direct developer responsibility under s.59 of the DCA and will (or may) be recovered under other agreement(s) with the land owner or developer. The issue of "local services" is being specifically considered for the services outlined in the following sections.

Roads Internal to Development

1.0 Road Internal to Development

- 1.1 All local and collector roads related to a plan of subdivision or within the area to which a plan relates (including road base and surface, streetlighting, storm sewers, bridges, culverts, sidewalks, cycling facilities, noise walls, utilities, turning lanes, line painting, signage, traffic control measures etc.) – are the direct responsibility of the direct developer under s.59 of the DCA (as a local service).
- 1.2 Arterial Roadways internal to a development are subject to oversizing cost recoveries for the direct developer. Oversizing costs (the costs associated with providing a roadway width greater than a 12.0m

collector roadway as identified in the paragraph above) have been included in this study.

- 1.3 In addition, there may be circumstances where road improvements (turning lanes, traffic signalization, pedestrian crossings, all-way stop-control, horizontal/vertical grade upgrades for applicable intersection sightlines, etc.) are required on adjacent external roadways in order to facilitate a development. These road improvements are the responsibility of the direct developer under s.59 of the DCA (as a local service) and have not been identified in this study.

Roads External to Development

2.0 Road Widenings and New Alignments

- 2.1 The Whitby Transportation Master Plan (2010) and the Brooklin Transportation Master Plan (2017), as approved by Council, defines at a strategic level, an integrated mobility plan and sets out guiding principles for the accommodation of future anticipated growth in a cost-effective, efficient, balanced and environmentally sensitive manner. These studies were used as a basis for determining all new roads and road widenings (i.e. widening from 2 to 4 lanes) that provide service to future development areas.
- 2.2 All costs for studies, environmental assessments, engineering, contract administration and inspection, property acquisition, sidewalks, storm sewers, cycling facilities, streetlighting, bridges, traffic signals, etc., associated with these projects have been included in the Road Widenings and New Alignments section of this study, unless specifically identified elsewhere. Traffic signalization for development adjacent to a highway or major arterial is a direct developer responsibility under s.59 of the DCA (local services).

3.0 Road Reconstruction

- 3.1 Road Reconstruction projects are projects that are intended to maintain the same number of basic lanes, however, the existing roadway is required to be significantly rehabilitated (i.e. full depth granular replacement) in order to accommodate current and future transportation needs, or requires upgrading (i.e. urbanization) to current engineering standards. Typical works include for improvements/upgrades in terms of capacity, alignment, intersections, access, servicing, drainage systems, road structure, pedestrian/active transportation systems, in addition to the reconstruction of the roadway. These projects will also include the construction of appropriate turning lanes as required to service future growth.
- 3.2 On an annual basis, the Town of Whitby undertakes a Road Needs Study which assesses and assigns condition ratings for all existing roadways - and is used as a basis for determining the required rehabilitation timing/strategies.
- 3.3 Existing collector and arterial roadways that provide service to future development areas, and require reconstruction, have been included in this study.

4.0 Road Resurfacing

- 4.1 Road resurfacing projects are projects that are intended to maintain the same number of basic lanes, however the asphalt will require partial or full-depth replacement. These projects will also include the construction of appropriate turning lanes as required to service future growth. Urban Road Resurfacing typical works include providing new overlays to the roadway and may be a single or multiple lifts. Often referred to as a “shave and pave”. Minor base repairs, catchbasin works, and curb repairs may also be part of the works. Rural Road

Resurfacing typical works relate to providing new asphalt lifts typically through a “pulverize and pave” process. Minor base repairs, shoulder and drainage repairs may also be part of the works.

- 4.2 On an annual basis, the Town of Whitby undertakes a Road Needs Study which assesses and assigns condition ratings for all existing roadways - and is used as a basis for determining the required rehabilitation timing/strategies.

5.0 Bridges

- 5.1 On a bi-annual basis, the Town of Whitby undertakes a Bridge Needs Study which evaluates the condition of existing bridge structures. Those bridges that require rehabilitation to service future growth (bringing the bridge up to current engineering standards and/or require upgrades to accommodate increased transportation needs) have been included in this study.
- 5.2 New bridges that are required to service future growth (as identified by the Town’s Transportation Master Plan) have generally been included in the associated road Widening/New Alignment project cost.

6.0 Traffic Signals

- 6.1 New traffic signals associated with road widening/new alignment projects that are required to service future growth (as identified by the Town’s Transportation Master Plan) have generally been included in the associated Road Widening/New Alignment project cost.
- 6.2 Existing intersections that are currently stop-controlled, but are projected to require full signalization to service future growth, and are not associated with a road project, are included individually within this study. These projects are based on the Town’s annual traffic count program and associated traffic signal warrant calculations.

7.0 Street Lights

- 7.1 New street lights associated with road widening/new alignment projects that are required to service future growth (as identified by the Town's Transportation Master Plan) have generally been included in the associated Road Widening/New Alignment project cost.
- 7.2 The Town of Whitby's current practice is to collect Development Charges on behalf of the Region of Durham to provide streetlighting on Regional road widening/new alignment projects that are required to service future growth. The timing of these projects is based on the Region's Capital Road Program, and have been included in this study.
- 7.3 New street light installations on existing Town collector and arterial roads that are required to service future growth, and are not associated with a road project, are included individually within this study.

8.0 Active Transportation

- 8.1 Multi-use pathways and trails including related structures, crossings and appurtenances internal to the development area are the responsibility of the developer/landowner.
- 8.2 Multi-use trails and walkways, identified in the "Cycling and Leisure Trails Plan" and Off-Road Trails," identified in the "Active Transportation Plan", or any successor thereto, including related structures, crossings and appurtenances that are external to the development area but required to connect the development to major multi-use pathway networks ("Core Network" in the Cycling and Trails Master Plan or "Spine Network" in the Active Transportation Plan, or any successor thereto) or surrounding community facilities and parkland are the responsibility of the developer/landowner. New sidewalks, multi-use paths or cycling facilities associated with road widening/new alignment projects that are required to service future

growth (as identified by the Town's Transportation Master Plan and the Active Transportation Plan) have generally been included in the associated Road Widening/New Alignment project cost unless they are part of a development adjacent to the road.

- 8.3 The Town of Whitby is mandated by the Municipal Act with the responsibility of providing/maintaining sidewalks on Regional roads within the Town. The timing of these projects is based on the Region's Capital Road Program, and have been included in this study.
- 8.4 New sidewalk installations on existing Town collector, arterial and local roads that are required to service future growth, and are not associated with a road project, are included individually within this study.
- 8.5 New Intersection Pedestrian Signals or pedestrian crossovers for pedestrian and other active transportation users on existing Town collector and arterial roads that are required to service future growth, and are not associated with a road or development project, may be included individually within this study.
- 8.6 In June of 2010, Town of Whitby Council approved the Town of Whitby Cycling & Leisure Trails Plan which defines a linked system of bikeways and pathways to service existing and future growth within Whitby. This study was used as a basis for projecting new cycling facilities that provide service to future development areas. In addition to the Cycling & Leisure Trails Plan, currently under review is an Active Transportation Plan (ATP). Upon Council's approval, the ATP will be used in place of the Cycling & Leisure Trails Plan. Cycling facilities on Regional Roads or related to Regional roads are subject to the following cost-sharing arrangement:
 - **On-road (rural cross-section: paved shoulders):**
 - Region: land acquisition, utility relocation, grading, and customized bridge structures, and all maintenance activities.

- 50/50 Local Municipalities/Region: Granular, asphalt, signage, marking, the provision of other amenities.
- **Off-road (urban cross-section: multi-use pathway):**
 - Region: land acquisition, utility relocation, grading, and customized bridge structures.
 - Local Municipalities: Granular, asphalt, signage, marking, the provision of other amenities, and path maintenance (i.e. short term regular maintenance, ownership, and long term maintenance).
- **On-road (urban cross-section: cycling lanes, signage):**
 - Considered on a case-by-case basis.

8.7 Only the Town's share of these projects has been included within this study. In addition, the timing of these projects on regional facilities is based on the Region's Capital Road Program.

9.0 Studies

9.1 Environmental Assessment Studies associated with road widening/new alignment projects that are required to service future growth (as identified by the Town's Transportation Master Plan) have generally been included in the associated Road Widening/New Alignment project cost.

9.2 Other Transportation related studies, not specifically related to an individual road project, which are required to facilitate future growth, are included within this study under the General Government component.

10.0 Provincial Roadways

10.1 Where agreements have been secured with the Ministry of Transportation to cost share new Provincial interchanges, the projects have been included within this study.

10.2 In addition, where the municipality is responsible for providing sidewalks or cycling facilities on provincial roadways, the projects have been included within this study.

11.0 Storm Water Management Facilities Internal to Development

11.1 The following guidelines were used to identify Storm Water Management Facilities internal to development:

1. the conveyance system within creeks internal to a development whereby local benefit is apparent or re-alignment is necessary for the development of adjacent lands (for example: creek erosion and bank stabilization);
2. a share of the cost of culverts based on the local benefits derived;
3. all storm water management facilities, outfalls and localized creek or channel improvements related to a secondary plan will be cost-shared among all landowners within the secondary planning area through Developer Cost Sharing Agreements unless over-control is required due to downstream constraints; and
4. any storm water quality control measures required to mitigate impacts of development.

11.2 All minor/local storm water management facilities internal to a development (including storm sewer pipe networks, storm water management ponds, plunge pools, creek/channel stabilization measures, LID and infiltration galleries etc.) – are the responsibility of the direct developer under s.59 of the DCA (as a local service), thus have not been identified in this study.

12.0 Storm Sewer Rehabilitation

- 12.1 Storm Sewer Rehabilitation projects are intended to repair or replace existing storm sewer infrastructure to retain structural integrity, improve function, or upgrading (i.e. upsizing) to meet current drainage needs and/or current engineering standards.
- 12.2 On an as required basis, the Town of Whitby undertakes a Storm Water Sewers Condition Surveys which assesses and assigns condition ratings for existing storm sewer facilities - and is used as a basis for determining the required rehabilitation timing/strategies.
- 12.3 Depending on their design, Storm Water Management Facilities provide a flood protection, a water quantity and quality treatment, an erosion control, a base flow augmentation, an infiltration, a spill management, aesthetics, and a buffer between urbanized and/or natural areas. New Storm Water Management ponds and/or plunge pools that are required to service future growth and intensification areas have generally been included in this study.
- 12.4 Periodically, the Town of Whitby undertakes Creek/Channel Stabilization Studies on various creeks/channels within the Town of Whitby. The purpose of those studies is to identify mitigating measures to improve the deteriorating condition of the existing channels. The improvements might include: a stabilization of the channel to accommodate additional drainage flows while protecting adjacent properties from damages resulting from premature erosion; a restoration of the channel to provide for a balanced sediment transfer and improve the quality of water to sustain healthy aquatic and wildlife habitats. Those creeks/channels that require rehabilitation to service future growth have been included in this study.
- 12.5 Environmental Assessment Studies associated with Storm Water Management projects that are required to service future growth (as identified by the Town's Transportation Master Plan) have generally

been included in the associated Storm Water Management facility project cost.

13.0 Parkland and Open Space Development

13.1 **Parkland** - The following elements of Park Development are not eligible for DCs:

- **Design** - Professional services of a qualified Landscape Architect, Engineer and other consultants to prepare for the park, in consultation with the Town:
 - A design Plan developed to incorporate the amenities, required by the Community Services Department - Parks Development Division.
 - A Grading and Drainage Plan to articulate the ultimate finished grades to be achieved upon completion of park construction, accommodating the amenities required.
 - A Servicing and Storm Water Management Plan coordinated with the park grading design that includes sizing of pipe, catch basin elevations and inverts, electrical and water.
- **Approvals** - Park Development approvals required from all agencies/authorities.
- **Clearing and grubbing** - removal of all agreed upon trees, stumps and debris from the site.
- **Hoarding** - Supply and installation of silt and/or post and wire construction fence and tree protection fencing per approved plans.
- **Topsoil**
 - Stripping and stockpiling of full depth of topsoil from the park block
 - Removal and disposal of contaminated organics offsite.
 - Excess topsoil or fill removal and disposal offsite.

- Provision of topsoil for park block use.
 - The quantity shall be sufficient to meet the needs of the approved park design and shall be stockpiled on the park block at location approved by the Community Services Department.
 - Testing of topsoil by an Ontario accredited soil testing laboratory. Topsoil provided to park must conform to specifications set by the Town. If the topsoil does not conform to the stipulated specifications it will need to be amended based on the testing laboratory recommendations to meet the desired characteristics. All cost for topsoil provision and amendment, if deemed necessary, is to be borne by the Subdivider/Developer.

- **Earthworks** - Grading the park to the approved plans. Provide fill or excavation, whichever is necessary to achieve the final grades shown on the approved plans to minus 300mm of finished grade.
 - If earth fill is required, the developer will use only compacted engineered fill under proposed hard surfaces, playground areas and ball diamond infields.

- **Storm Drainage** - Installation of underground storm drainage facilities and connections to the street storm system to ensure adequate drainage of the Park Block. This equates to a minimum of one (1) catch basin/manhole (cb/mh) per catchment area and road frontage per block

- **Servicing** - Installation of, a sanitary sewer stub, a 50mm diameter water supply line and single-phase or three-phase electrical supply, as required, including all hydro chambers or vaults. These services are to be stubbed 1.5 metres into the park property and adequately marked with a permanent monument at ground level.

- **Surveying** - Written confirmation from and Ontario Land Surveyor (O.L.S) that the as-built topographic condition of the park meet the approved proposed grades.
- **As-built survey** completed by an O.L.S provided to the Town in digital PDF format and digital AutoCAD format utilizing UTM coordinate system North American Datum 1983 (NAD83.)
- **Temporary Works** - restoration of the Park Block if rough graded in advance of its development. Restoration work may include topsoil spreading, seeding and or sodding to the satisfaction of the Town.

13.2 **Open Space** - The following elements of Open Space Development are not eligible for DCs:

- **Design** - Professional services of a qualified Landscape Architect, Engineer and other consultants to prepare for the Open Space, in consultation with the Town a:
 - **Design Plan** to incorporate the amenities, if any, required by the Community Services Department - Parks Development Division.
 - **Edge management and Naturalization planting plan** for the open space.
 - **Grading/Drainage Plan** - to articulate the ultimate finished grades to be achieved upon completion of construction, accommodating the amenities required.
- **Storm Water Management design plans.**
 - The storm water management plans to include sizing of pipe, catch basin elevations.

- **Approvals** – Approvals required for any work within Open Spaces from all agencies/authorities.
- **Clearing and grubbing** - removal of all agreed upon trees, stumps and debris from the site. Developers shall arrange for an inspection of the open space with Town Staff. The inspection shall identify all dead or hazardous trees particularly those that may affect lots, all debris, and construction waste. All dead or hazardous trees shall be felled and removed or laid on the ground. All debris and construction waste shall be removed.
- **Hoarding** - Supply and installation of silt and/or post and wire construction fence and tree protection fencing per approved plans.
- **Topsoil:**
 - Stripping and stockpiling of full depth of topsoil from Open Space blocks where required.
 - Removal and disposal of contaminated organics offsite.
 - Excess topsoil or fill removal and disposal offsite.
 - Provision of topsoil for Open Space block where required.
 - The quantity shall be sufficient to meet the needs of the approved Open Space Block design.
 - Topsoil to be native stripped uncontaminated topsoil.
- **Earthworks** - Grading the Open Space Block to the approved plans where required. Provide fill or excavation, whichever is necessary to achieve the final grades shown on the approved plans.
 - If earth fill is required, the developer will use only compacted engineered fill under proposed hard surfaces.
 - Minimum 300mm depth of topsoil or per approved plans.

- **Storm Drainage** - Installation of underground storm drainage facilities and connections to the street storm system to accommodate run off from open space blocks as required.
- **Planting** – Installation of all plantings in accordance with the approved Open Space planting plans.