



GENERAL POLICY MANUAL

SECTION:	Finance	APPROVED BY:	County Council
NUMBER:	6.23	SIGNATURE:	
PAGE:	Page 1 of 9	DATE:	March 13, 2024
REFERENCE POLICY:		REVISED:	

Local Services Policy

POLICY

1.0 Purpose of the Local Services Policy

- 1.1 Establish the parameters used for setting development charges and funding for Local Services as it relates to the services under the jurisdiction of the County of Oxford.

DEFINITIONS

2.0 Definitions

This section should be read in conjunction with the Development Charge By-Laws currently in force.

“Area Municipalities” shall mean the lower-tier municipalities within the County of Oxford.

“Arterial Roads” shall mean Class 1 and Class 2 highways as determined under the Table to section 1 of Ontario Regulation 239/02.

“Collector Roads” shall mean Class 3 and Class 4 highways as determined under the Table to section 1 of Ontario Regulation 239/02.

“Council” shall mean the Council of the County of Oxford. Herein also referred to as County Council.

“County of Oxford” herein is also referred to as the County, or Oxford County.

“Development Charges Act” shall mean the Development Charges Act, 1997, as amended and all regulations thereto. Herein also referred to as the DCA.

“Sanitary Trunk Sewer” shall mean the sewer line that receives wastewater flow from the collector sewer and conveys this wastewater either to an intercepting sewer or to a treatment plant (typically greater than 250mm).

“Trunk Watermain” shall mean any supply watermain that carries a significant amount of water (typically greater than 250 mm).

SECTION:	Finance	APPROVED BY:	County Council
NUMBER:	6.23	SIGNATURE:	
PAGE:	Page 2 of 9	DATE:	March 13, 2024
REFERENCE POLICY:		REVISED:	

PROCEDURES

3.0 Application

- 3.1 This Policy applies to all departments and entities of the County of Oxford.
- 3.2 This Policy is developed in connection with Section 59 of the DCA, and Sections 51 and 53 of the Planning Act.
- 3.3 This Policy includes principles by which County staff will be guided by in considering development applications. Each application will be considered, in the context of the Policy guidelines and subsection 59 (2) of the DCA, on its own merits having regard for, 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.

4.0 Responsibilities

4.1 Council

- 4.1.1 Ensure, through administration as set out in section 4.2, that policies and procedures are in place to provide for the application of this Policy.

4.2 Corporate Services

- 4.2.1 Responsible for administration and compliance monitoring of this Policy.
- 4.2.2 Establish procedures to ensure compliance with this Policy.
- 4.2.3 Managing processes within the County's financial systems.
- 4.2.4 Respond to inquiries and investigate issues raised by departments, Area Municipalities and the public.

SECTION:	Finance	APPROVED BY:	County Council
NUMBER:	6.23	SIGNATURE:	
PAGE:	Page 3 of 9	DATE:	March 13, 2024
REFERENCE POLICY:		REVISED:	

5.0 Roads and Related Services

5.1 Collector Roads

- 5.1.1 The local component of a collector road internal to a development is a direct developer responsibility under Section 59 of the DCA as a local service. The oversized share of a collector road internal to a development is Development Charge (DC) recoverable.
- 5.1.2 Collector roads external to a development that are within the area referred to within the development agreement are a local service and a direct developer responsibility under Section 59 of the DCA. If the works are not within the area referred to within the development agreement the works are included in the DC calculation to the extent permitted under Subsection 5(1) of the DCA.

5.2 Arterial Roads

- 5.2.1 New arterial roads and arterial road improvements are included as part of road costing funded through DCs. Only the oversized component would be recovered through DCs and local road equivalent costs are considered to be a local service and a direct developer responsibility under Section 59 of the DCA.

5.3 Local Roads

- 5.3.1 Local roads, as defined by the Oxford County Design Guidelines & Specifications, are local services and a direct developer responsibility under Section 59 of the DCA.

5.4 Subdivision/Site Entrances and Related

- 5.4.1 Entrances and all related costs (including, but not limited to: signalization, turn lanes, utilities and extensions, etc.), no matter the class of road, are a local service and a direct developer responsibility under Section 59 of the DCA.

5.5 Streetlights

- 5.5.1 Streetlights internal to a development or site are a local service and a direct developer responsibility under Section 59 of the DCA.

SECTION:	Finance	APPROVED BY:	County Council
NUMBER:	6.23	SIGNATURE:	
PAGE:	Page 4 of 9	DATE:	March 13, 2024
REFERENCE POLICY:		REVISED:	

5.5.2 Streetlights external to a development but related to the subject lands are a local service and a direct developer responsibility under Section 59 of the DCA.

5.5.3 New streetlights in other areas related to development may be included in the DC calculation to the extent permitted under Subsection 5(1) of the DCA.

5.6 Sidewalks

5.6.1 Sidewalks internal to a development or site are a local service and a direct developer responsibility under Section 59 of the DCA.

5.6.2 Sidewalks external to a development but related to the subject lands are a local service and a direct developer responsibility under Section 59 of the DCA.

5.6.3 New sidewalks in other areas related to development are included in the DC calculation to the extent permitted under Subsection 5(1) of the DCA.

5.7 Bike Routes/Bike Lanes/Bike Paths/Multi-Use Trails/Naturalized Walkways

5.7.1 Bike or transit lanes, internal to a development or site are a local service and a direct developer responsibility under Section 59 of the DCA.

5.7.2 Bike or transit lanes external to a development but related to the subject lands are a local service and a direct developer responsibility under Section 59 of the DCA.

5.7.3 New bike or transit lanes in other areas related to development are included in the DC calculation to the extent permitted under Subsection 5(1) of the DCA.

5.8 Noise Abatement Measures

5.8.1 Noise abatement measures internal to a development are a local service and a direct developer responsibility under Section 59 of the DCA.

5.8.2 Noise abatement measures external to a development, but required as identified in a noise study, and related to, or mitigate impacts from, the development of the subject lands, are a local service and a direct developer responsibility under Section 59 of the DCA.

SECTION:	Finance	APPROVED BY:	County Council
NUMBER:	6.23	SIGNATURE:	
PAGE:	Page 5 of 9	DATE:	March 13, 2024
REFERENCE POLICY:		REVISED:	

5.9 Street Tree Planting

5.9.1 Street tree planting, is considered a local area service and a direct developer responsibility under Section 59 of the DCA.

5.10 Land Acquisition for Road Allowances

5.10.1 Land acquisition for planned road allowances within development lands is a dedication requirement to the County under the Planning Act provisions.

5.10.2 Land acquisition for planned road allowances outside of development lands, and that is not a dedication requirement to the County under the Planning Act, is included in the DC calculation to the extent permitted under Subsection 5(1) of the DCA.

5.10.3 Additional land acquisition for bridges or grade separations beyond normal dedication requirements are included in the DC calculation to the extent permitted under Subsection 5(1) of the DCA.

5.11 County Roads

5.11.1 All improvements to a County road (which may be classified as a Collector or Arterial Roads) to facilitate development are a local service and a direct developer responsibility under Section 59 of the DCA unless they fall into one or all of the following categories:

- a) The improvement is designated as required by a traffic impact study for traffic flow improvement for an area greater than the development, is defined as a road improvement required by the County, and is identified through the Class Environmental Assessment process or the County Transportation Master Plan. Such an improvement would be included in the DC calculation to the extent permitted under Subsection 5(1) of the DCA.
- b) The improvement is designated as required by County staff to serve a greater area than the development and is identified in the 10-year Capital Plan and is included in the DC calculation to the extent permitted under Subsection 5(1) of the DCA.

SECTION:	Finance	APPROVED BY:	County Council
NUMBER:	6.23	SIGNATURE:	
PAGE:	Page 6 of 9	DATE:	March 13, 2024
REFERENCE POLICY:		REVISED:	

6.0 Water Services

6.1 Supply, Storage and Treatment Facilities

6.1.1 All growth-related water supply, storage, and treatment facilities will be included in the DC calculation to the extent permitted under Subsection 5(1) of the DCA, unless specifically noted otherwise in the DC Background Study.

6.2 Booster Pumping Stations

6.2.1 Local booster pumping stations serving a small, localized area (which may include more than one development property) are local services and a direct funding responsibility of the developer under Section 59 of the DCA, shared on a flow area or proportional basis. Local booster pumping stations will not be included in the list of projects in the DC Background Study and therefore not eligible for DC funding or credits.

6.2.2 Any oversizing costs for other developers on a local booster pumping station will be negotiated as part of the development agreement for the primary developer.

6.2.3 Major booster pumping stations serving more than one development property are to be included in the DC calculation to the extent permitted under Subsection 5(1) of the DCA. These services will be identified through a Class Environmental Assessment, Servicing Study or Master Plan.

6.3 Watermains

6.3.1 Watermains 250mm and under are deemed to be a local service and are a direct funding responsibility of the developer under Section 59 of the DCA.

6.3.2 Watermains within the development that are larger than 250mm are to be included in the DC calculation to the extent permitted under Subsection 5(1) of the DCA. The amount of cost contribution for watermains within a development shall be calculated using tendered unit prices and shall be the difference between the cost of the actual pipe diameter and the cost of a 250mm pipe diameter plus a 10% engineering fee. Only watermain and valves will be included in the calculation. Any costs related to the depth of pipe are the responsibility of the developer.

6.3.3 Connections to trunk watermains are a direct developer responsibility under Section 59 of the DCA. Watermains will generally be required to be carried to a

SECTION:	Finance	APPROVED BY:	County Council
NUMBER:	6.23	SIGNATURE:	
PAGE:	Page 7 of 9	DATE:	March 13, 2024
REFERENCE POLICY:		REVISED:	

property line or external to the development area to connect to an existing watermain as a local service as a direct funding responsibility of the developer under Section 59 of the DCA.

6.3.4 Trunk watermain, generally outside the development area, identified by a Class Environmental Assessment, Servicing Study or Master Plan will be included in the DC calculation to the extent permitted under Subsection 5(1) of the DCA.

7.0 Wastewater Services

7.1 Treatment Facilities

7.1.1 All sanitary sewage treatment facilities are to be included in the DC calculation to the extent permitted under Subsection 5(1) of the DCA, unless specified otherwise in the DC Background Study.

7.2 Sewage Pumping Stations

7.2.1 Local sewage pumping stations serving a small localized area (which may include more than one development property) are local services and a direct funding responsibility of the developer under Section 59 of the DCA on a flow area or proportional basis. Local sewage pumping stations will not be included in the list of projects in the DC Background Study and therefore not eligible for DC funding or credits.

7.2.2 Any oversizing costs for other developers on a local sewage pumping station will be negotiated as part of the development agreement for the particular developer.

7.2.3 Major sewage pumping stations serving more than one development property are to be included in the DC calculation to the extent permitted under Subsection 5(1) of the DCA. These services will be identified through a Class Environmental Assessment, Servicing Study or Master Plan.

7.3 Collectors

7.3.1 Sanitary trunk sewers and forcemains, external to the development, are to be included in the DC calculation to the extent permitted under Subsection 5(1) of the DCA. These services will be identified through a Class Environmental assessment, Servicing Study or Master Plan.

SECTION:	Finance	APPROVED BY:	County Council
NUMBER:	6.23	SIGNATURE:	
PAGE:	Page 8 of 9	DATE:	March 13, 2024
REFERENCE POLICY:		REVISED:	

7.3.2 Sewer collectors and forcemains 250mm and under are deemed to be a local service and a direct funding responsibility of the developer under Section 59 of the DCA.

7.3.3 Sanitary sewers and forcemains larger than 250mm that also service upstream properties will have cost sharing calculated on the tendered unit prices and shall be the difference between the cost of the actual pipe diameter and the cost of a 250mm pipe plus a 10% engineering fee. All other appurtenances with respect to oversizing and any costs related to the depth of pipe are the responsibility of the developer under Section 59 of the DCA.

7.3.4 Connections to collectors and forcemains to service specific areas are deemed to be a local service and a direct developer responsibility under Section 59 of the DCA. The cost of continuing the last run of a sewer upstream past the last manhole to property line is the responsibility of the developer as a local service under Section 59 of the DCA.

8.0 Stormwater Management Services

8.1 The costs of stormwater management facilities (SWM) internal to the development area and related to a plan of subdivision are considered to be a local service and a direct developer responsibility under Section 59 of the DCA. Local SWM facilities would typically include:

- a) Stormwater management facilities servicing local drainage areas;
- b) Storm sewer oversizing associated with local drainage areas; and
- c) Storm sewer works on existing roads.

8.2 New stormwater facilities in other areas, which may or may not be associated with DC eligible road infrastructure, may be included in the DC calculation to the extent permitted under Subsection 5(1) of the DCA.

8.3 Master drainage planning studies or similar non-development specific studies may be included in the DC calculation to the extent permitted under Subsection 5(1) of the DCA.

SECTION:	Finance	APPROVED BY:	County Council
NUMBER:	6.23	SIGNATURE:	
PAGE:	Page 9 of 9	DATE:	March 13, 2024
REFERENCE POLICY:		REVISED:	

9.0 Parkland Development

- 9.1 For the purpose of parkland development, local services include the requirement for the developer to undertake preparation of the park plan, retaining necessary consultants to prepare design and grading plans for the park, prior to development. In addition, the owner is required to provide stripping and stockpiling, leveling, topsoiling, seeding and stormwater servicing including all appurtenances (consistent with the plan), fencing the property perimeter, and provide municipal water and wastewater services to the lot line.
- 9.2 These requirements are part of the conditions of Section 51 and 53 Planning Act agreements. The Area Municipality also requires the owner to dedicate parkland or provide cash-in-lieu, consistent with the Planning Act provisions. All of these costs are deemed a direct responsibility of the developer and have not been included in the DC calculation.
- 9.3 With respect to other parkland development costs, the Area Municipalities' policy includes all other components of parkland development in the DC calculation, including parking, park furniture, signage, landscaping and walkways and multi-purpose trails, in addition to the necessary fields, diamonds, playground equipment, lighting, irrigation and field houses.

10.0 Retention Policy

- 10.1 Documents supporting the reporting requirements related to this Policy shall be retained in accordance with the County of Oxford's Records Retention By-law 4957-2008 (Policy 6.18 Records Management).

11.0 Review of Local Service Policy and Procedures

- 11.1 This Policy shall be reviewed in conjunction with each Development Charge review process.