



Appendix E

Local Service Policy



Appendix E: Local Service Policy

Town of Milton

This Appendix sets out the Town's General Policy Guidelines on Development Charges (D.C.) and local service funding for Services Related to a Highway, Stormwater Management, Transit Nodes, Lanes, Lay-bys and Bus Stop Infrastructure, and Outdoor Recreation and Park Development. The guidelines outline, in general terms, the size and nature of engineered infrastructure that is included in the study as a development charge project, versus infrastructure that is considered as a local service, to be emplaced separately by landowners, pursuant to a development agreement.

The following policy guidelines are general principles by which staff will be guided in considering development applications. Each application will be considered, however, in the context of these policy guidelines as subsection 59 (2) of the Development Charges Act, 1997 (D.C.A.), 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.

A. Services Related to a Highway

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

The Town of Milton Transportation Master Plan (February 2025) emphasizes the designing of corridors, streets and pathways with full consideration given to transit passengers, cyclists, and pedestrians. The associated infrastructure to achieve this concept shall include, but is not limited to: design, environmental assessments,



required studies, construction, inspection and certification of works including road pavement structure and curbs; grade separation/bridge structures (for any vehicles, railways, cyclists, and/or pedestrians); grading, drainage and retaining wall features; culvert structures; storm water drainage systems; utilities; traffic control systems; signage; gateway features; street furniture and transit amenities; active transportation facilities (e.g. sidewalks, bike lanes, cycle tracks, multi-use trails which interconnect the transportation network, crosswalks, etc.); transit lanes & lay-bys; roadway illumination systems; boulevard and median surfaces (e.g. sod & topsoil, paving, etc.); street trees and landscaping; parking lanes & lay-bys; and driveway entrances; noise attenuation systems; railings and safety barriers, tactile plates, pavement markings, etc. as provided in the Town's Engineering and Parks Standards Manual.

For the purpose of interpreting this guideline, the following meanings will be used:

Local Roads: are designed to accommodate low volumes of traffic and to provide access to individual properties. Right-of-way widths generally range from 16 metres to 20 metres.

Collector Roads: are designed for the movement of moderate volumes of intra-community traffic or traffic within employment or commercial districts. They can also act as local transit corridors. Right-of-way widths generally range from 20 metres to 26 metres.

Arterial Roads: are intended to carry moderate to high volumes of traffic, distributing traffic to other classes of roads, acting as transit corridors and connecting to the Provincial highway system. Right-of-way widths range from 26 metres to 50 metres depending on the type of arterial road.

1) Local and Collector Roads

Local and Collector Roads (including land and associated infrastructure) are generally direct developer responsibility under s. 59 of the D.C.A as a local service.

Where land is subdivided adjacent to an existing Local or Collector Road having a rural cross section, urbanization of the existing Local or Collector Road from a rural cross section to an urban cross section is direct developer responsibility under s.59 of the D.C.A. as a local service.



In exceptional cases, collector roads that are external to a secondary plan may be considered for inclusion in the D.C. calculation to the extent permitted under s. 5(1) of the D.C.A. and, where possible, land acquisition related to these D.C. segments will be secured as a required dedication under the Planning Act provisions (s. 41, 51 and 53) with the remainder included in the D.C. calculation. In order to receive such consideration, the collector road must have a primary benefit that extends beyond an adjacent secondary plan area (or if a secondary plan area doesn't exist, a subdivision), which may include serving as a connection between two Regional arterial roadways while running adjacent to multiple secondary plan areas.

2) Arterial Roads

- a) New, widened, extended, or upgraded arterial roads, inclusive of all associated infrastructure, are generally included as part of road costing funded through D.C.A., s. 5 (1).
- b) Land acquisition for arterial roads on existing rights-of-way to achieve a complete street, where possible, are secured through dedication under the Planning Act provisions (s. 41, 51 and s. 53) through development lands. Otherwise, this cost can be included in D.C.s.
- c) Land acquisition for arterial roads on new rights-of-way to achieve a complete street are secured through dedication, where possible, under the Planning Act provisions (s. 51 and s. 53) through development lands up to the R.O.W. specified in the Official Plan. Otherwise this cost can be included in D.C.s.
- d) Land acquisition beyond normal dedication requirements, as identified in the Official Plan, 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 is included in D.C.s.
- e) In exceptional cases, the delivery of a new, widened, extended, or upgraded arterial road(s) may be considered to be a direct developer responsibility under s.59 of the D.C.A. as a local service. In order to receive such consideration, the arterial road construction, widening, extension or upgrade must primarily benefit a specific secondary plan area (or if a secondary plan area doesn't exist, a subdivision).



3) Traffic and Transit Control Systems, Signals, and Intersection Improvements

- a) On new arterial roads and arterial road improvements, unrelated to a specific development: included as part of road costing funded through D.C.s.; direct developer responsibility under s. 59 of the D.C.A. for any private site entrances or entrances to a specific development.
- b) On non-arterial roads, or for any private site entrances or entrances to specific development or to the area to which it relates: direct developer responsibility under s. 59 of D.C.A. as a local service.
- c) On arterial or collector road intersections with arterial roads: included in D.C.s or where a transportation study identifies the works are required for a specific development, would be a direct developer responsibility.
- d) Intersection improvements, new or modified signalization, signal timing & optimization plans, area traffic studies for highways attributed to growth and unrelated to a specific development: included in D.C. calculation as permitted under s. 5 (1) of the D.C.A.

4) Streetlights

- a) Streetlights on new arterial roads and arterial road improvements: considered part of the complete street and included as part of the road costing funded through D.C.s or where relocation or replacement streetlighting is required, this would be a direct developer responsibility through local service provisions (s. 59 of D.C.A.).
- b) Streetlights on non-arterial roads internal to development: considered part of the complete street and included as a direct developer responsibility under s. 59 of the D.C.A. (as a local service).
- c) Streetlights on non-arterial roads external/adjacent to development, if needed to support a specific development or required to link with the area to which the plan relates: considered part of the complete street and included as a direct developer responsibility under s. 59 of the D.C.A. Determination of responsibility for streetlights will align with responsibility for the road construction as defined in section 1.b of this policy.



5) Transportation Related Pedestrian and Cycling Facilities

- a) Sidewalks, multi-use trails/paths, cycle tracks, and bike lanes, inclusive of all required infrastructure, located within arterial roads, and provincial highway corridors: considered part of the complete street and included in D.C.s, or, where sidewalks, multi-use trails/paths, cycle tracks, and bike lanes, inclusive of all required infrastructure are relocated or modification is required for a specific development, this would be a direct developer responsibility through local service provisions (s. 59 of D.C.A.).
- b) Sidewalks, multi-use trails/paths, cycle tracks, and bike lanes, inclusive of all required infrastructure, located within or linking to non-arterial road corridors internal to development: considered part of the complete street and direct developer responsibility under s. 59 of D.C.A. as a local service
- c) Other sidewalks, multi-use trails/paths, cycle tracks, and bike lanes, inclusive of all required infrastructure, located within non-arterial road corridors external to development and needed to support a specific development or required to link with the area to which the plan relates: direct developer responsibility under s. 59 of D.C.A. as a local service.
- d) Multi-use trails/paths (not associated with a complete street), inclusive of all land and required infrastructure, that go beyond the function of a (parkland) recreational trail and form part of the town's active transportation network for cycling and/or walking: included in D.C.s.

6) Noise Abatement Measures

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



7) Transit Nodes, Lanes, Lay-bys, and Bus Stop Infrastructure

- a) Transit node, bus stop infrastructure/amenities, transit priority measures (e.g. queue jump lanes, transit signal priority), transit lanes and lay-bys located within town arterial and regional road corridors, and including transit stations or terminals located on lands to serve these road corridors: considered part of the complete street and included in D.C.s.
- b) Transit node, bus stop infrastructure/amenities, transit priority measures (e.g. queue jump lanes, transit signal priority), transit lanes and lay-bys located within non-arterial road corridors internal to development as well as collector roads external and adjacent to development: considered part of the complete street and direct developer responsibility under s. 59 of the D.C.A. as a local service.
- c) Transit node, bus stop infrastructure/amenities, transit priority measures (e.g. queue jump lanes, transit signal priority), transit lanes and lay-bys located within non-arterial road corridors external to development and needed to support a specific development or required to link with the area to which the plan relates: direct developer responsibility under s. 59 of the D.C.A. as a local service.

B. Stormwater Management

- a) Stormwater management and conveyance systems that collect, transmit, or treat stormwater, including but not limited to associated infrastructure, land, channels, sewers, erosion works, landscaping, fencing, either internal and/or external to the area needed to support the development: direct developer responsibility under s. 59 of D.C.A. as a local service.
- b) Over-sizing cost of stormwater management and conveyance systems capacity, to accommodate runoff from new, widened, extended, or upgraded arterial roads that are funded as a development charges project: direct developer responsibility under s. 59 of D.C.A. as a local service.
- c) Erosion works, inclusive of all restoration requirements, related to a development application: direct developer responsibility under s. 59 of the D.C.A. as a local service.



- d) Holistic Subwatershed Monitoring works: included in D.C.s consistent with the D.C.A., s. 5 (1).
- e) Local Monitoring plan: to verify that the operational performance of the stormwater management and conveyance systems are consistent with permits, approvals, and governing studies: direct developer responsibility under s. 59 of D.C.A. as a local service.

C. Park and Outdoor Recreation Development

1. RECREATIONAL TRAILS

- a) Recreational trails (Multi-use trails, excluding stormwater access roads) that do not form part of the Town's active transportation network¹, and their associated infrastructure (landscaping, bridges, trail surface, etc.), is included in D.C.s.

2. PARK AND OUTDOOR RECREATION DEVELOPMENT

- a) Park and Outdoor Recreation Development for Town Parks: direct developer responsibility to provide at base condition, as defined in the Town's Engineering and Parks Standards Manual, as a local service provision.
- b) Outdoor recreation facilities and park amenities: included in D.C.s.

3. LANDSCAPE BUFFER BLOCKS, FEATURES, CUL-DE-SAC ISLANDS, BERMS, GRADE TRANSITION AREAS, WALKWAY CONNECTIONS TO ADJACENT ARTERIAL ROADS, OPEN SPACE, ETC.

- a) The cost of developing all landscape buffer blocks, landscape features, cul-de-sac islands, berms, grade transition areas, walkway connections to adjacent arterial roads, open space and other remnant pieces of land conveyed to the town shall be a direct developer responsibility as a local service. Such costs include but are not limited to:

¹ The Town's active transportation network includes trails that are maintained in the winter but excludes those trails not maintained in the winter.



- Pre-grading, sodding, or seeding, supply and installation of amended topsoil, (to the Town's required depth), landscape features, perimeter fencing and amenities and all plantings.
- Perimeter fencing to the Town standard located on the public property side of the property line adjacent land uses (such as but not limited to arterial roads) as directed by the Town.

4. NATURAL HERITAGE SYSTEM (N.H.S.)

N.H.S. includes engineered and in situ stream corridors, natural buffers for woodlots, wetland remnants, etc., as well as subwatersheds within the boundaries of the Town.

a) Direct developer responsibility as a local service provision including the following:

- Riparian planting and landscaping requirements (as required by the Town, Conservation Authority or other authorities having jurisdiction) as a result of creation of, or construction within in the N.H.S. and associated buffers.
- Perimeter fencing of the N.H.S. to the Town standard located on the public property side of the property line adjacent land uses (residential, industrial, commercial) as required by the Town.
- All works to be in conformance with the Natural Heritage Studies completed for the development.

D. Infrastructure Assets Constructed by Developers

- a) All infrastructure assets constructed by Developers must be designed in accordance with the Town of Milton Engineering and Parks Standards Manual, as revised.
- b) All infrastructure assets shall be conveyed in accordance with the Town of Milton Engineering and Parks Standards Manual, as revised.
- c) Any Parks and Open Space infrastructure assets approved to be built by the developer on behalf of the Town shall be in accordance with the Town of Milton Park Development Methods Policy.



E. Studies

The infrastructure planning studies, master plans, and major Town studies are included in the D.C. Studies that take the recommendations from the Town's studies, or equivalent level of study completed by a developer led process, to further develop details and design for specific developments shall be a direct developer responsibility as a local service.