

**TOWN OF PETAWAWA**  
**2014 DEVELOPMENT CHARGES**  
**BACKGROUND STUDY**

JUNE 25, 2014  
(Including Addendum dated July 16, 2014)



Plaza Three  
101-2000 Argentia Rd.  
Mississauga, Ontario  
Canada L5N 1V9

Phone: (905) 272-3600

Fax: (905) 272-3602

e-mail: [info@watson-econ.ca](mailto:info@watson-econ.ca)

[www.watson-econ.ca](http://www.watson-econ.ca)

 Planning for growth



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## CONTENTS

	<u>Page</u>
<b>1. INTRODUCTION</b>	
1.1 Purpose of this Document	1-1
1.2 Summary of the Process	1-2
<b>2. CURRENT TOWN OF PETAWAWA DC POLICY</b>	
2.1 Schedule of Charges	2-1
2.2 Services Covered	2-1
2.3 Timing of DC Calculation and Payment	2-1
2.4 Redevelopment Credit	2-1
2.5 Exemptions	2-2
<b>3. ANTICIPATED DEVELOPMENT IN THE TOWN OF PETAWAWA</b>	
3.1 Requirements of the Act	3-1
3.2 Basis of Population, Household and Non-Residential Gross Floor Area Forecast	3-1
3.3 Summary of Growth Forecast	3-1
<b>4. THE APPROACH TO CALCULATION OF THE CHARGE</b>	
4.1 Introduction	4-1
4.2 Services Potentially Involved	4-1
4.3 Local Service Policy	4-1
4.4 Capital Forecast	4-5
4.5 Treatment of Credits	4-5
4.6 Eligible Debt and Committed Excess Capacity	4-6
4.7 Existing Reserve Funds	4-6
4.8 Deductions	4-7
4.8.1 Reduction Required by Level of Service Ceiling	4-7
4.8.2 Reduction for Uncommitted Excess Capacity	4-8
4.8.3 Reduction for Benefit to Existing Development	4-8
4.8.4 Reduction for Anticipated Grants, Subsidies and Other Contributions	4-9
4.8.5 The 10% Reduction	4-9
<b>5. DEVELOPMENT CHARGE ELIGIBLE COST ANALYSIS BY SERVICE</b>	
5.1 Introduction	5-1
5.2 Service Levels and 10-Year Capital Costs for Municipal Area DC Calculation	5-1
5.2.1 Growth-Related Studies	5-1
5.2.2 Parks and Recreation Services	5-3
5.2.3 Library Services	5-5
5.2.4 Transportation Services	5-7
5.2.5 Fire Protection Services	5-9
5.3 Service Levels and 20 year Capital Costs for Urban Service Area DC Calculation	5-11
5.2.6 Water Services	5-11
5.2.7 Wastewater Services	5-11
<b>6. DEVELOPMENT CHARGE CALCULATION</b>	6-1

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## CONTENTS

	<u>Page</u>
<b>7. DEVELOPMENT CHARGE POLICY RECOMMENDATIONS AND DEVELOPMENT CHARGE BY-LAW RULES</b>	
7.1 Introduction	7-1
7.2 Development Charge By-Law Structure	7-1
7.3 Development Charge By-Law Rules	7-2
7.3.1 Payment in any Particular Case	7-2
7.3.2 Determination of the Amount of the Charge	7-2
7.3.3 Application to Redevelopment of Land (Demolition and Conversion)	7-3
7.3.4 Exemptions (full or partial)	7-3
7.3.5 Phasing in	7-4
7.3.6 Timing of Collection	7-4
7.3.7 Indexing	7-4
7.4 Other Development Charge By-Law Provisions	7-4
7.4.1 Categories of Services for Reserve Fund and Credit Purposes	7-4
7.4.2 By-law In-force Date	7-4
7.4.3 Minimum Interest Rate Paid on Refunds and Charges for Inter-Reserve Fund Borrowing	7-4
7.5 Other Recommendations	7-5
<b>8. BY-LAW IMPLEMENTATION</b>	
8.1 Public Consultation Process	8-1
8.1.1 Introduction	8-1
8.1.2 Public Meeting of Council	8-1
8.1.3 Other Consultation Activity	8-1
8.2 Anticipated Impact of the Charge on Development	8-2
8.3 Implementation Requirements	8-2
8.3.1 Introduction	8-2
8.3.2 Notice of Passage	8-3
8.3.3 By-law Pamphlet	8-3
8.3.4 Appeals	8-3
8.3.5 Complaints	8-4
8.3.6 Credits	8-4
8.3.7 Front-Ending Agreements	8-4
8.3.8 Severance and Subdivision Agreement Conditions	8-5
 <b><u>APPENDICES</u></b>	
A BACKGROUND INFORMATION ON RESIDENTIAL AND NON-RESIDENTIAL GROWTH FORECAST	A-1
B LEVEL OF SERVICE	B-1
C LOCAL SERVICE POLICY	C-1
D LONG TERM CAPITAL AND OPERATING COST EXAMINATION	D-1
E PROPOSED DEVELOPMENT CHARGE BY-LAW	E-1

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# 1. INTRODUCTION



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# 1. INTRODUCTION

## 1.1 Purpose of this Document

This background study has been prepared pursuant to the requirements of the *Development Charges Act, 1997* (s.10), and accordingly, recommends new development charges and policies for the Town of Petawawa.

The Town retained Watson & Associates Economists Ltd. (Watson) to undertake the Development Charges (DC) Study, with the process commencing in February 2014. Watson worked with senior staff of the Town in preparing the DC analysis and policy recommendations.

This DC Background Study, containing the proposed DC 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 Town's DC Background Study, as summarized in Chapter 4. It also addresses the forecast amount, type and location of growth (Chapter 3), the requirement for "rules" governing the imposition of the charges (Chapter 7) and the proposed by-law to be made available as part of the approval process (Appendix E).

In addition, the report is designed to set out sufficient background on the legislation, the Town's current DC policy (Chapter 2) and the policies underlying the proposed by-law, to make the exercise understandable to interested parties.

Finally, the DC Background Study 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 development charge is provided herein.

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## 1.2 Summary of the Process

The Public Meeting required under Section 12 of the *Development Charges Act, 1997*, has been scheduled for July 10, 2014. Its purpose is to present the study to the public and to solicit public input on the proposed DC By-Law. The meeting is also being held to answer any questions regarding the study's purpose, methodology and the proposed modifications to the Town's development charges by-law.

In accordance with the legislation, the DC Background Study and proposed DC By-Law will be available for public review by June 25, 2014. The DC Addendum Report will be made available to the public on July 16, 2014.

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 Study and Council adoption of the DC by-law, currently scheduled for July 21, 2014.

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



**FIGURE 1-1**  
**SCHEDULE OF KEY DEVELOPMENT CHARGE PROCESS DATES**  
**FOR THE TOWN OF PETAWAWA**

1.	Data collection, staff interviews, preparation of DC calculations	February - June 2014
2.	Preparation of Draft DC findings	May - June 2014
3.	Review of draft findings with Staff	June 2014
4.	Statutory notice of Public Meeting Ad placed in newspaper(s)	June 19, 2014
5.	DC Background Study and proposed DC By-Law made available to the public	June 25, 2014
6.	Public Meeting of Council	July 10, 2014
7.	DC Addendum Report made available to the Public	July 16, 2014
8.	Council considers adoption of DC Background Study and passage of DC By-Law	July 21, 2014
9.	Newspaper notice given of by-law passage	By 20 days after passage
10.	Last day for by-law appeal	40 days after passage
11.	Town makes available DC pamphlet	By 60 days after in force date



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## **2. CURRENT TOWN OF PETAWAWA DC POLICY**



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## **2. CURRENT TOWN OF PETAWAWA DC POLICY**

### **2.1 Schedule of Charges**

On August 4, 2009, the Town of Petawawa passed By-Law 573/09 under the *Development Charges Act, 1997*. The by-law came into force upon passage and will expire on August 4, 2014. By-law 573/09 imposes development charges by service on a Town-wide basis, with the exception of water and sewer services, which are only imposed in the serviced area.

### **2.2 Services Covered**

The following are the services covered under By-law 573/09:

- a) General Eligible Services;
- b) Fire Protection;
- c) Transportation;
- d) Library Services;
- e) Recreation;
- f) Public Works: Water System; and
- g) Public Works: Sewer System.

The by-law provides for mandatory annual indexing of the charges, on December 31, each year that the by-law is in effect. Table 2-1 provides the charges currently in effect, as well as a breakdown of the charges by service component.

### **2.3 Timing of DC Calculation and Payment**

The development charges are payable at the time of building permit issuance in relation to a building or structure on land to which the development charge applies.

### **2.4 Redevelopment Credit**

The by-law provides DC credits for residential redevelopments, provided a building permit has been issued for the development within 24 months from the date the demolition permit was issued. The amount of the credit provided cannot exceed the total development charge that would otherwise be payable.

**Table 2-1  
Town of Petawawa Current Development Charges**

Type of Use	Category	General Development Charge	Water System Development Charge	Sewer System Development Charge	Total
Residential (Per Dwelling Unit)	Single Detached	\$ 3,803	\$ 930	\$ 1,503	\$ 6,236
	Single Attached	\$ 3,139	\$ 769	\$ 1,245	\$ 5,153
	Apartment	\$ 2,665	\$ 655	\$ 1,061	\$ 4,381
	Mobile Home	\$ 2,981	\$ 731	\$ 1,184	\$ 4,896
Commercial/Industrial (per m <sup>2</sup> of g.f.a.)	All Categories (except Industrial Expansion of less than 50% of existing g.f.a.)	\$13.96/m <sup>2</sup> for new g.f.a. up to 272.41m <sup>2</sup> , and then for new g.f.a. larger than 272.41m <sup>2</sup> a flat rate of \$3,803 applies	\$1.76/m <sup>2</sup> for new g.f.a. up to 527.56m <sup>2</sup> , and then for new g.f.a. larger than 527.56m <sup>2</sup> a flat rate of \$930 applies	\$5.78/m <sup>2</sup> for new g.f.a. up to 259.96m <sup>2</sup> , and then for new g.f.a. larger than 259.96m <sup>2</sup> a flat rate of \$1,503 applies	\$21.50/m <sup>2</sup> up to a maximum of \$6,236 (actual amount up to maximum depends on proposed floor area and is calculated as per individual charge)
Institutional	Charge determined as per nature of use, ie. Residential components charged according to class of use and other components charged as per Commercial/Industrial rate.				

## 2.5 Exemptions

The Town's existing DC by-law includes statutory exemptions from payment of development charges with respect to:

- Industrial building expansions up to 50% of GFA;
- Intensification within existing residential developments, with up to 2 additional apartments permitted within existing low density dwellings and 1 additional dwelling unit permitted within medium and high density dwellings; and
- Local government and school boards.

The DC by-law provides for the following non-statutory exemption:

- Commercial/Industrial charges for general, water and wastewater components are imposed to a maximum of \$3,803 for general, \$930 for water and \$1,508 for wastewater (i.e. equivalent to the development charge for a single detached dwelling).

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### **3. ANTICIPATED DEVELOPMENT IN THE TOWN OF PETAWAWA**





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### **3. ANTICIPATED DEVELOPMENT IN THE TOWN OF PETAWAWA**

#### **3.1 Requirements of the Act**

Chapter 4 provides the methodology for calculating a development charge as per the *Development Charges Act, 1997*. Figure 4-1 presents this methodology graphically. It is noted in the first box of the schematic that in order to determine the development charge that may be imposed, it is a requirement of Section 5 (1) of the *Development Charges Act* that “the anticipated amount, type and location of development, for which development charges can be imposed, must be estimated.”

The growth forecast contained in this chapter (with supplemental tables in Appendix A) provides for the anticipated development for which the Town of Petawawa will be required to provide services, over a 10-year (2014-2024), and 20-year (2014-2034) time horizon.

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

The Town of Petawawa DC growth forecast was derived from the Town of Petawawa Official Plan, December 2013. In compiling the growth forecast, the following information sources were also consulted to help assess residential and non-residential development potential over the forecast period, including:

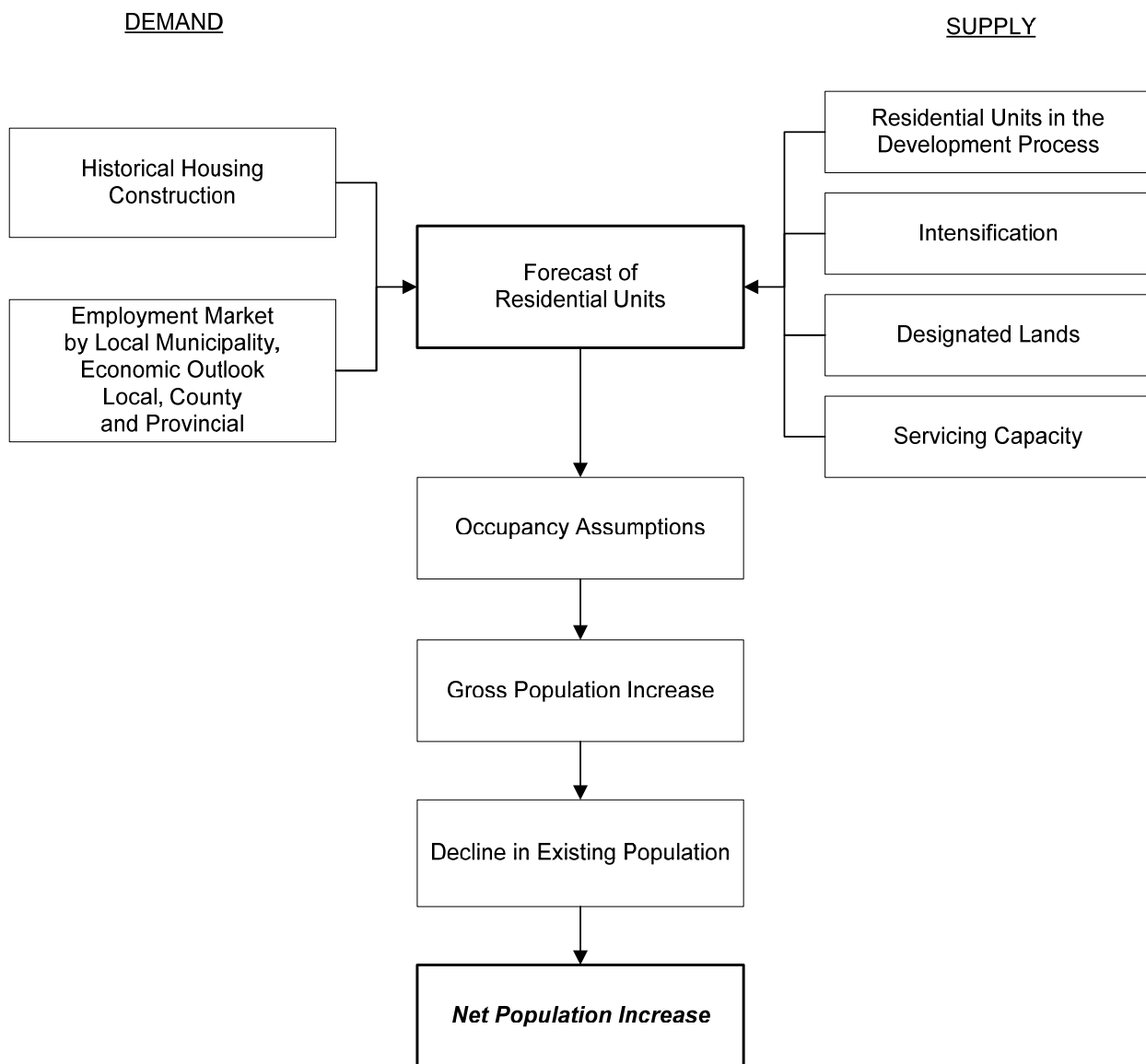
- Demographic Profile: Town of Petawawa 5 year Official Plan Review, April 26, 2011;
- Town of Petawawa 2009 Development Charge Study, Morehouse Associates;
- 2011 Census data; and
- Discussions with planning staff regarding anticipated residential and non-residential development potential for the Town.

#### **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 Town 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 *Schedule 1*, the Town’s population is anticipated to reach approximately 11,650 by 2024 and 13,460 by 2034, resulting in an increase of 1,200 and 3,000 persons, respectively, over the 10-year and 20-year (2014 to 2034) forecast periods.<sup>1</sup>

**FIGURE 3-1  
HOUSEHOLD FORMATION – BASED POPULATION AND HOUSEHOLD FORECAST  
MODEL**



<sup>1</sup> The population figures used in the calculation of the Town’s 2014 development charge exclude Petawawa Garrison population, as well as an estimated net Census undercount.

**TABLE 3-1  
TOWN OF PETAWAWA  
RESIDENTIAL GROWTH FORECAST SUMMARY**

Year	Population (Excluding Census Undercount) <sup>1</sup>	Petawawa Garrison Population	Population excluding Petawawa Garrison (GRN)	Housing Units						Person Per Unit (PPU)
				Singles & Semi-Detached	Multiple Dwellings <sup>2</sup>	Apartments <sup>3</sup>	Other	Total Households		
<i>Mid 2001</i>	14,398	6,000	8,398	3,835	755	355	30	4,975	2.89	
<i>Mid 2006</i>	14,651	6,000	8,651	4,090	730	490	15	5,325	2.75	
<i>Mid 2011</i>	15,988	6,000	9,988	4,595	850	585	15	6,045	2.64	
<i>Mid 2014</i>	16,458	6,000	10,458	4,814	938	600	15	6,367	2.58	
<i>Mid 2024</i>	17,654	6,000	11,654	5,494	1,059	644	15	7,212	2.45	
<i>Mid 2034</i>	19,461	6,000	13,461	6,175	1,179	688	15	8,057	2.42	
<b>Mid 2001 - Mid 2006</b>	<b>253</b>	<b>0</b>	<b>253</b>	<b>255</b>	<b>-25</b>	<b>135</b>	<b>-15</b>	<b>350</b>		
<b>Mid 2006 - Mid 2011</b>	<b>1,337</b>	<b>0</b>	<b>1,337</b>	<b>505</b>	<b>120</b>	<b>95</b>	<b>0</b>	<b>720</b>		
<b>Mid 2011 - Mid 2014</b>	<b>470</b>	<b>0</b>	<b>470</b>	<b>219</b>	<b>88</b>	<b>15</b>	<b>0</b>	<b>322</b>		
<b>Mid 2014 - Mid 2024</b>	<b>1,197</b>	<b>0</b>	<b>1,197</b>	<b>680</b>	<b>121</b>	<b>44</b>	<b>0</b>	<b>845</b>		
<b>Mid 2014 - Mid 2034</b>	<b>3,004</b>	<b>0</b>	<b>3,004</b>	<b>1,361</b>	<b>241</b>	<b>88</b>	<b>0</b>	<b>1,690</b>		

Source: Watson & Associates Economists Ltd., 2014. Derived from the Town of Petawawa Official Plan, December 2013.

1. Population excludes net Census undercount.
2. Includes townhomes and apartments in duplexes.
3. Includes bachelor, 1 bedroom and 2 bedroom+ apartments.

Note: Total households contains Garrison Petawawa (GRN) Townsites, however, no future growth is assumed to occur on those sites.

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1. Unit Mix (Appendix A – Schedules 1 through 6)

- The unit mix for the Town was derived from a review of historical development activity (as per *Schedule 6*) and discussions with planning staff regarding anticipated development trends for the Town.
- Based on the above indicators, the long-term (2014-2034) household growth forecast is comprised of a housing unit mix of approximately 81% low density (single detached and semi-detached), 14% medium density (multiples except apartments) and 5% 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 for the Town of Petawawa by settlement and remaining rural area. In accordance with forecast demand and available land supply, housing growth has been allocated to the following urban settlement areas over the 2014 to 2034 forecast period:
  - Town Proper (Full Services) – 95%
  - Town Proper (Private Services) – 5%
  - Garrison Petawawa (GRN) – 0%

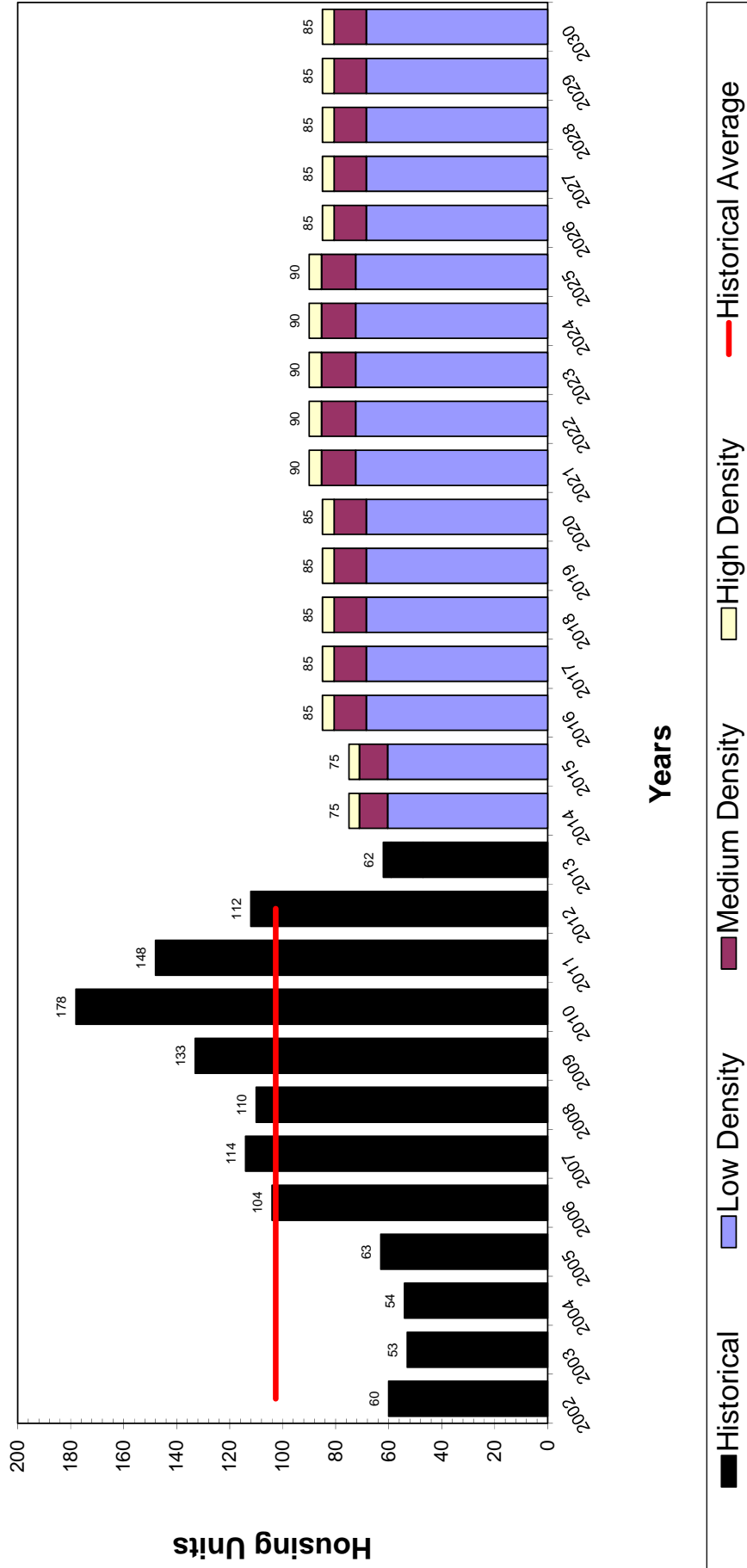
3. Planning Period

- Short and longer-term time horizons are required for the DC process. The DCA limits the planning horizon for certain services, such as parks, recreation and libraries, to a 10-year planning horizon. Services such as roads, fire, water and wastewater services utilize a longer planning period.

4. Population in New Units (Appendix A - Schedules 2 through 5)

- The number of housing units to be constructed in the Town of Petawawa during the short-term and long-term periods are presented on Figure 3-2. Over the 20-year forecast period, the Town is anticipated to average 85 new housing units per year.
- Population in new units is derived from *Schedules 3, 4, and 5*, which incorporate historical development activity, anticipated units (see unit mix discussion) and average persons per unit by dwelling type for new units.

**FIGURE 3-2  
ANNUAL HOUSING FORECAST<sup>1</sup>**



Source: Historical housing activity (2002-2013) based on Statistics Canada building permits, Catalogue 64-001-XIB  
 1. Growth Forecast represents calendar year.

- *Schedule 7a* summarizes the average number of persons per unit (PPU) for the new housing units by age and type of dwelling based on a 2011 custom Census data for the Town. Due to data limitations, medium and high density PPU's were derived from the Renfrew County as outlined in *Schedule 7b*. The total calculated PPU for all density types has been adjusted to account for the downward PPU trend which has been recently experienced in both new and older units, largely due to the aging of the population. Adjusted 20-year average PPU's by dwelling type are as follows:
  - low density: 2.99
  - medium density: 2.63
  - high density: 1.48

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

- Existing households as of 2014 are based on the 2011 Census households, plus estimated residential units constructed between 2011 and mid-2013 assuming a 6-month lag between construction and occupancy (see *Schedule 3*).
- The decline in average occupancy levels for existing housing units is calculated in *Schedules 3 through 5*, by aging the existing population over the forecast period. The forecast population decline in existing households over the 2014 to 2034 forecast period is estimated at approximately 1,829.

6. Employment (Appendix A, Schedules 9a through 11)

- The employment projection is largely based on the activity rate method, which is defined as the number of jobs in a municipality 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.
- Petawawa's 2011<sup>2</sup> employment by place of work is outlined in *Schedule 9a*. The 2011 employment base is comprised of the following sectors:
  - 20 primary (less than 1%);
  - 255 work at home employment (approx. 3%);
  - 380 industrial (approx. 5%);
  - 1,235 commercial/population related (approx. 15%); and
  - 6,250 institutional (approx. 77%).
- 2011 employment by usual place of work, including work at home, is approximately 8,140.
- Total employment, including work at home is anticipated to reach approximately 9,050 by 2024 and 9,480 by 2034. This represents an employment increase of 690 for the 10-year forecast period, and 1,130 for the 20-year forecast period.

<sup>2</sup> 2011 employment based on Statistics Canada "Place of Work" custom employment data.

- *Schedule 9b*, Appendix A, summarizes the employment forecast, excluding work at home employment, which is the basis for the DC employment forecast. The impact on municipal services from work at home employees have already been included in the population forecast. Accordingly, work at home and NFPOW (No Fixed Place of Work) employees have been removed from the DC employment forecast and calculation.
- Total employment for the Town of Petawawa (excluding work at home employment) is anticipated to reach approximately 8,770 by 2024, and 9,170 by 2034. This represents an employment increase of 670 and 1,080, over the 10-year and 20-year forecast periods, respectively.
- In accordance with forecast demand and available land supply, total employment growth (excluding work at home and NFPOW employment) has been allocated to the following urban settlement areas over the 2014 to 2034 forecast period (Refer to Schedule 9c):
  - Town Proper (Full Services) – 100%
  - Garrison Petawawa (GRN) – 0%

7. Non-Residential Sq.ft. Estimates (Gross Floor Area (GFA), Appendix A, *Schedule 9b*)

- Square footage estimates were calculated in *Schedule 9b* based on the following employee density assumptions:
  - 1,500 sq.ft. per employee for industrial;
  - 700 sq.ft. per employee for commercial/population-related; and
  - 700 sq.ft. per employee for institutional employment.
- The Town-wide incremental Gross Floor Area (GFA) increase is anticipated to be approximately 480,500 sq.ft. over the 10-year, and 773,900 sq.ft. over the 20-year forecast period.
- In terms of percentage growth, the long-term incremental GFA forecast by sector is broken down as follows:
  - industrial – (approx. 5%);
  - commercial/population-related – (approx. 62%); and
  - institutional – (approx. 33%).





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## **4. THE APPROACH TO THE CALCULATION OF THE CHARGE**



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## **4. THE APPROACH TO THE CALCULATION OF THE CHARGE**

### **4.1 Introduction**

This chapter addresses the requirements of s.s.5 (1) of the DCA, 1997 with respect to the establishment of the need for service which underpins the development charge calculation. These requirements are illustrated schematically in Figure 4-1.

### **4.2 Services Potentially Involved**

Table 4-1 lists the full range of municipal service categories which are provided within the Town.

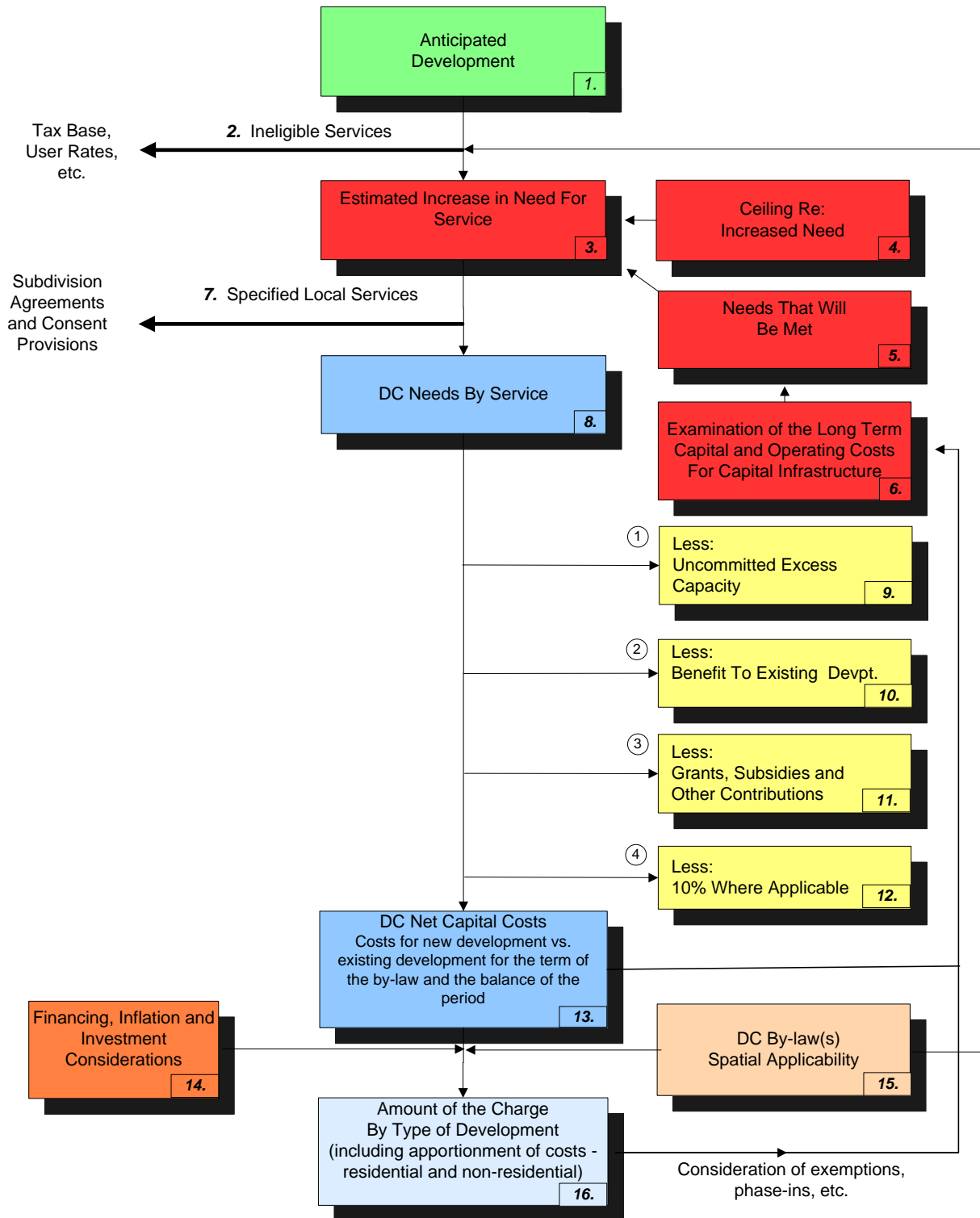
A number of these services are defined in s.s.2 (4) of the DCA, 1997 as being ineligible for inclusion in development charges. These are shown as “ineligible” on Table 4-1. In addition, two ineligible costs defined in s.s.5 (3) of the DCA are “computer equipment” and “rolling stock with an estimated 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 which are potentially eligible for inclusion in the Town development charge are indicated with a “Yes.”

### **4.3 Local Service Policy**

The development charge 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, s.s.5(1)3, which requires that Municipal 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.

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. Please refer to Appendix C for the Town’s local service policy.

**Figure 4-1**  
**THE PROCESS OF CALCULATING A DEVELOPMENT CHARGE UNDER THE ACT**  
**THAT MUST BE FOLLOWED**



**Table 4-1**  
**Categories of Municipal Services**  
**To Be Addressed as Part of the Calculation**

CATEGORIES OF MUNICIPAL SERVICES	ELIGIBILITY FOR INCLUSION IN THE DC CALCULATION	SERVICE COMPONENTS	MAXIMUM POTENTIAL DC RECOVERY %
1. Transportation Services	Yes Yes Ineligible No Yes	1.1 Arterial roads 1.2 Collector roads 1.3 Local roads 1.4 Intersections and Traffic signals 1.5 Sidewalks and streetlights	100 100 0 100 100
2. Other Transportation Services	n/a n/a n/a n/a Yes Yes n/a No	2.1 Transit vehicles 2.2 Other transit infrastructure 2.3 Municipal parking spaces - indoor 2.4 Municipal parking spaces - outdoor 2.5 Works Yards 2.6 Rolling stock <sup>1</sup> 2.7 Ferries 2.8 Airport facilities	90 90 90 90 100 100 90 90
3. Stormwater Drainage and Control Services	No No No	3.1 Main channels and drainage trunks 3.2 Channel connections 3.3 Retention/detention ponds	100 100 100
4. Fire Protection Services	Yes Yes Yes	4.1 Fire stations 4.2 Fire pumpers, aerials and rescue vehicles 4.3 Small equipment and gear	100 100 100
5. Outdoor Recreation Services (i.e. Parks and Open Space)	Ineligible Yes Yes Yes Yes	5.1 Acquisition of land for parks, woodlots and ESAs 5.2 Development of area municipal parks 5.3 Development of district parks 5.5 Development of special purpose parks 5.6 Parks rolling stock <sup>1</sup> and yards	0 90 90 90 90
6. Indoor Recreation Services	Yes Yes	6.1 Arenas, indoor pools, fitness facilities, community centres, etc. (including land) 6.2 Recreation vehicles and equipment <sup>1</sup>	90 90
7. Library Services	Yes Yes	7.1 Public library space (incl. furniture and equipment) 7.2 Library materials	90 90
8. Electrical Power Services	Ineligible Ineligible Ineligible	8.1 Electrical substations 8.2 Electrical distribution system 8.3 Electrical system rolling stock <sup>1</sup>	0 0 0
9. Provision of Cultural, Entertainment and Tourism Facilities and Convention Centres	Ineligible Ineligible	9.1 Cultural space (e.g. art galleries, museums and theatres) 9.2 Tourism facilities and convention centres	0 0
10. Wastewater Services	Yes Yes Ineligible	10.1 Treatment plants 10.2 Sewage trunks 10.3 Local systems	100 100 0

<sup>1</sup>with 7+ year life time

<sup>2</sup>same percentage as service component to which it pertains

\*computer equipment excluded throughout

CATEGORIES OF MUNICIPAL SERVICES	ELIGIBILITY FOR INCLUSION IN THE DC CALCULATION	SERVICE COMPONENTS	MAXIMUM POTENTIAL DC RECOVERY %
11. Water Supply Services	Yes Yes Ineligible	11.1 Treatment plants 11.2 Distribution systems 11.3 Local systems	100 100 0
12. Waste Management Services	Ineligible Ineligible Ineligible	12.1 Collection, transfer vehicles and equipment 12.2 Landfills and other disposal facilities 12.3 Other waste diversion facilities	0 0 0
13. Police Services	No n/a n/a	13.1 Police detachments 13.2 Police rolling stock <sup>1</sup> 13.3 Small equipment and gear	100 100 100
14. Homes for the Aged	n/a	14.1 Homes for the aged space	90
15. Day Care	n/a	15.1 Day care space	90
16. Health	n/a	16.1 Health department space	90
17. Social Services	n/a	17.1 Social service space	90
18. Ambulance	n/a n/a	18.1 Ambulance station space 18.2 Vehicles <sup>1</sup>	90 90
19. Hospital Provision	Ineligible	19.1 Hospital capital contributions	0
20. Provision of Headquarters for the General Administration of Municipalities and Area Municipal Boards	Ineligible Ineligible Ineligible	20.1 Office space (all services) 20.2 Office furniture 20.3 Computer equipment	0 0 0
21. Other Services	Yes  Yes	21.1 Studies in connection with acquiring buildings, rolling stock, materials and equipment, and improving land <sup>2</sup> and facilities, including the DC background study cost 21.2 Interest on money borrowed to pay for growth-related capital	0-100  0-100

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

<sup>1</sup>with 7+ year life time

<sup>2</sup>same percentage as service component to which it pertains

\*computer equipment excluded throughout

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## 4.4 Capital Forecast

Paragraph 7 of s.s.5(1) of the DCA requires that “the capital costs necessary to provide the increased services must be estimated.” The Act goes on to require two potential cost reductions and the Regulation sets out the way in which such costs are to be presented. These requirements are outlined below.

These estimates involve capital costing of the increased services discussed above. This entails costing actual projects or the provision of service units, depending on how each service has been addressed.

The capital costs include:

- a) costs to acquire land or an interest therein (including a leasehold interest);
- b) costs to improve land;
- c) costs to acquire, lease, construct or improve buildings and structures;
- d) costs to acquire, lease or improve facilities including rolling stock (with useful life of 7 or more years), furniture and equipment (other than computer equipment), materials acquired for library circulation, reference or information purposes;
- e) interest on money borrowed to pay for the above-referenced costs;
- f) costs to undertake studies in connection with the above-referenced matters; and
- g) costs of the development charge background study.

In order for an increase in need for service to be included in the DC calculation, Municipal Council must indicate “...that it intends to ensure that such an increase in need will be met” (s.s.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 s.3). The capital program contained herein reflects the Town’s approved and proposed capital budgets and master servicing/needs studies.

## 4.5 Treatment of Credits

Section 8 para. 5 of O.Reg. 82/98 indicates that a development charge background study must set out, “The estimated value of credits that are being carried forward relating to the service.” s.s.17 para. 4 of the same Regulation indicates that, “...The value of the credit cannot be recovered from future development charges,” if the credit pertains to an ineligible service. This implies that a credit for eligible services can be recovered from future development charges. As a result, this provision should be made in the calculation, in order to avoid a funding shortfall with respect to future service needs.

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The Town has no outstanding DC credit obligations for services that have been employed by developers on behalf of the Town.

#### **4.6 Eligible Debt and Committed Excess Capacity**

Section 66 of the DCA, 1997 states that for the purposes of developing a development charge by-law, a debt incurred with respect to an eligible service may be included as a capital cost, subject to any limitations or reductions in the Act. Similarly, s.18 of O.Reg. 82/98 indicates that debt with respect to an ineligible service may be included as a capital cost, subject to several restrictions.

In order for such costs to be eligible, two conditions must apply. First, they must have funded excess capacity which is able to meet service needs attributable to the anticipated development. Second, the excess capacity must be “committed,” that is, either before or at the time it was created, Council must have expressed a clear intention that it would be paid for by development charges or other similar charges. For example, this may have been done as part of previous development charge processes.

#### **4.7 Existing Reserve Funds**

Section 35 of the DCA states that:

“The money in a reserve fund established for a service may be spent only for capital costs determined under paragraphs 2 to 8 of subsection 5(1).”

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

For services which 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 next 10 year period, which underlie the DC calculation herein.

The alternative would involve the municipality spending all reserve fund monies prior to renewing each by-law, which would not be a sound basis for capital budgeting. Thus, the Town will use these reserve funds for the Town’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 which contributed them (rather than to future development, which will generate the need for additional facilities directly proportionate to future growth).



The Town's Development Charge Reserve Fund Balances, by service, as at December 31, 2013 are presented in the table below. These balances have been applied against future spending requirements for all the services shown below.

**Table 4-2**  
**Town of Petawawa**  
**DC Reserve Fund Balances (as at December 31, 2013)**

Service	Total December 31, 2013
Transportation Services	\$ -
Fire Protection Services	\$ 573,258
Parks and Recreation Services	\$ 205,008
Library Services	\$ 5,606
Administration (Studies)	\$ 35,307
Water Services	\$ -
Wastewater Services	\$ -
Total	\$ 819,178

## **4.8 Deductions**

The DCA, 1997 potentially requires that five 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;
- Anticipated grants, subsidies and other contributions; and
- 10% reduction for certain services.

The requirements behind each of these reductions are addressed as follows:

### **4.8.1 *Reduction Required by Level of Service Ceiling***

This is designed to ensure that the increase in need included in 4.2 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 10-year period immediately preceding the preparation of the background study..." O.Reg 82.98 (s.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".

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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 factor are multiplied together, they produce a measure of the level of service, which meets the requirements of the Act, i.e. cost per unit.

The average service level calculation sheets for each service component in the DC calculation are set out in Appendix B.

#### **4.8.2 Reduction for Uncommitted Excess Capacity**

Paragraph 5 of s.s.5(1) requires a deduction from the increase in the need for service attributable to the anticipated development that can be met using the Town's "excess capacity," other than excess capacity which is "committed" (discussed above in 4.6).

"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 increase 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.

#### **4.8.3 Reduction for Benefit to Existing Development**

This step involves a further reduction to the need, by the extent to which such an increase in service would benefit existing development. The level of services cap in 4.4 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 roads 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 municipal-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 Wednesday in one arena and Thursday 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.

#### **4.8.4 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 made or anticipated by Council and in accordance with various rules such as the attribution between the share related to new vs. existing development O.Reg 82.98 .s.6. Where grant programs do not allow funds to be applied to growth-related capital needs, the proceeds can be applied to the non-growth share of the project exclusively. Moreover, Gas Tax revenues are typically used to fund non-growth-related works or the non-growth share of DC projects, given that the contribution is not being made in respect of particular growth-related capital projects.

#### **4.8.5 The 10% Reduction**

Paragraph 8 of s.s.(1) of the DCA requires that, “the capital costs must be reduced by 10 percent.” This paragraph does not apply to water supply services, wastewater services, stormwater drainage and control services, services related to a highway, police and fire protection services. The primary services that the 10% reduction does apply to include services such as parks and recreation, libraries, childcare/social services, ambulance, homes for the aged, health and transit.

The 10% is to be netted from the capital costs necessary to provide the increased services, once the other deductions have been made, as per the infrastructure costs sheets in Chapter 5.



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## **5. DEVELOPMENT CHARGE ELIGIBLE COST ANALYSIS BY SERVICE**



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## **5. DEVELOPMENT CHARGE ELIGIBLE COST ANALYSIS BY SERVICE**

### **5.1 Introduction**

This chapter outlines the basis for calculating development charge eligible costs for the development charges to be applied on a uniform basis. In each case, the required calculation process set out in s.5(1) paragraphs 2 to 8 in the DCA, 1997, and described in Chapter 4, was followed in determining DC eligible costs.

The nature of the capital projects and timing identified in this chapter reflects Council's current intention. However, over time, municipal projects and Council priorities change and accordingly, Council's intentions may alter, and different capital projects (and timing) may be required to meet the need for services required by new growth.

### **5.2 Service Levels and 10-Year Capital Costs for Municipal Area DC Calculation**

This section evaluates the development-related capital requirements for all services over a ten-year planning period. Each service component is evaluated on two format sheets: the average historical ten-year level of service calculation (see Appendix B), which "caps" the DC amounts; and the infrastructure cost calculation, which determines the potential DC recoverable cost.

#### **5.2.1 *Growth-Related Studies***

The DCA permits the inclusion of studies undertaken to facilitate the completion of the Town's capital works program. The Town has made provision for the inclusion of new studies undertaken to facilitate this DC process, as well as other studies which benefit growth (in whole or in part). The listing of studies included in the DC, as summarized in the following table, include an Official Plan and Zoning By-Law Update, an Infrastructure Study, a Parks and Recreation Master Plan and a Fire Master Plan.

The cost of these projects totals \$350,000 over the 10-year forecast period, of which \$156,307 is deducted as an existing benefit, including existing reserve fund balance of \$35,307. A further \$12,100 has been deducted for 90% services under the Act. As a result the net growth-related capital costs included in the charge totals \$181,593.

The net growth-related costs have been allocated 64% residential and 36% non-residential based on the incremental growth in population to employment, for the 10-year forecast period.





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## **5.2.2 Parks and Recreation Services**

The Town currently has 93.9 acres of developed parkland, 1,600 linear metres of trails and 30 major park amenities (including playgrounds and sports fields) within its jurisdiction. In addition, the Town provides 35,267 square feet of indoor recreation facility space. The Town services these facilities and amenities with 19 major vehicles and equipment. The Town's level of service over the historic 10-year period averaged \$1,909 per capita or a maximum DC-eligible amount of \$2.28 million when applied to the anticipated development over the forecast period.

The total gross capital costs for parks and recreation services over the 10 year forecast period is approximately \$1.02 million dollars. A benefit to existing development deduction of approximately \$391,008 has been provided (including the existing reserve fund balance of \$205,008). The statutory 10% deduction applicable for parks and recreation services totals \$83,400, resulting in net growth-related capital costs for inclusion in the calculation of approximately \$545,592.

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



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### **5.2.3 Library Services**

Library services are being provided out of a 12,000 square foot facility with approximately 61,031 materials and collections items. The Town's level of service over the historic 10-year period averaged \$374 per capita or a maximum DC-eligible amount of \$447,280 when applied to the anticipated development over the forecast period.

The total gross capital costs for library services over the 10 year forecast period is approximately \$286,700, including an existing library expansion debenture and provisions for furniture and collection items. A benefit to existing development deduction of approximately \$19,776 has been provided (including the existing reserve fund balance of \$5,606). The statutory 10% deduction applicable for parks and recreation services totals \$12,753, resulting in net growth-related capital costs for inclusion in the calculation of approximately \$254,171.

Town residents represent the major user base of the library; however, some businesses also benefit from this service. Thus, the net costs benefiting new development have been allocated 95% to residential and 5% to non-residential development in accordance with standard practice.



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#### **5.2.4 Transportation Services**

The Town has a current inventory of 58 kilometres of roads, excluding internal local roads, 17 kilometres of sidewalk and 415 streetlights. This historic level of infrastructure investment equates to a \$2,069 per capita level of service. When applied to the forecast growth to 2024, a maximum DC-eligible cost of \$2.47 million could be expected to meet the future increase in needs for service.

In addition to roadways, the Town's public works department utilizes 16,870 square feet of facility space and operates 44 pieces of major equipment and machinery, including vehicles. In this regard, a historic average level of service of \$444 per capita has been provided, resulting in additional DC-eligible cap room of approximately \$530,749.

Review of the Town's roads and related needs for the forecast period identified \$3.47 million dollars in gross capital costs. Recognizing the benefit to existing development, \$1.79 million dollars has been deducted. As a result, \$1.68 million dollars in capital needs have been included in the DC calculation.

The net growth-related costs for roads and related services have been allocated between residential and non-residential development on the basis of incremental population to employment growth over the 10-year forecast period, resulting in 64% allocated to residential and 36% to non-residential.



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### **5.2.5 Fire Protection Services**

The Town currently provides fire protection services from 14,568 square feet of facility space, including two fire halls, a training facility and a portable classroom. Services are provided by 8 fully equipped vehicles, 37 equipped firefighters and 295 major pieces of equipment.

This translates into an average service level of \$459 per capita. This historic level of investment in fire services provides for a DC-eligible amount over the 10-year forecast period of \$548,725.

The Town anticipates the need to provide additional fire facility space, an additional pumper and additional equipment for the new pumper. In total, the gross capital costs for fire services is \$840,000, with \$573,258 deducted for benefit to existing relating to the existing reserve fund balance. The net cost for inclusion in the DC calculation is \$266,742.

The allocation of net growth-related costs for fire protection services between residential and non-residential development is 79% residential and 21% non-residential based on land area growth over the forecast period to 2024.

**INFRASTRUCTURE COSTS COVERED IN THE DC CALCULATION**

Town of Petawawa  
Service: Fire Services

Prj.No	Increased Service Needs Attributable to Anticipated Development	Timing (year)	Gross Capital Cost Estimate	Post Period Benefit	Other Deductions	Net Capital Cost	Benefit to Existing Development	Less:			Potential DC Recoverable Cost			
								Grants, Subsidies and Other Contributions Attributable to New Development	Total	Residential Share	Non-Residential Share			
	2014-2024													
	<b>Fire Facilities</b>													
1	Fire Hall Building - 2,500 Sq.Ft.	2018	375,000	-		375,000	-				375,000	296,199	78,801	
1	<b>Fire Vehicles</b> Pumper	2014	420,000	-		420,000	-				420,000	331,743	88,257	
1	<b>Equipment</b> Provision for Equipment (New Pumper)	2014	45,000	-		45,000	-				45,000	35,544	9,456	
				-		-	-				-	-	-	
				-		-	-				-	-	-	
	Reserve Adjustment			-		-	573,258				(573,258)	(452,796)	(120,462)	
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### **5.3 Service Levels and 20 year Capital Costs for Urban Service Area DC Calculation**

The Town's current development charges by-law imposes charges for water and wastewater services uniformly over the urban service area. The anticipated development-related capital requirements for these services have been considered over the 20 year (2014-2034) forecast period based on available capacity.

#### ***5.3.1 Water Services***

The anticipated capital needs include the expansion of water mains and urbanization of specific areas within the Town. The gross capital cost estimates for the water program total \$1.02 million dollars. In addition, \$329,344 has been deducted as a benefit to existing, reflecting the non-growth share of the identified projects. In total the capital costs identified for inclusion amount to \$685,802.

These costs have been allocated 75% to residential and 25% to non-residential development on the basis of incremental population to employment growth over the 2014-2034 forecast period.

#### ***5.3.2 Wastewater Services***

The anticipated capital needs include a pumping station expansion, main upgrades/extensions and a treatment plant expansion. In total the gross capital costs total \$9.2 million dollars. Benefit to existing deductions total \$5.77 million dollars, reflecting the non-growth share of the treatment plant expansion. The net capital costs identified for inclusion in the calculation total \$3.43 million dollars.

These costs have been allocated 75% to residential and 25% to non-residential development on the basis of incremental population to employment growth over the 2014-2034 forecast period.







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## **6. DEVELOPMENT CHARGE CALCULATION**



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## 6. DEVELOPMENT CHARGE CALCULATION

Table 6-1 calculates the proposed development charge to be imposed on anticipated development in the Town over the urban 20-year planning horizon. Table 6-2 calculates the proposed development charge to be imposed on anticipated development in the Town over the 10-year planning horizon.

The calculation for residential development is generated on a per capita basis, and is based upon four forms of housing types (single and semi-detached, apartments 2+ bedrooms, bachelor and 1 bedroom apartments, and all other multiples). The non-residential development charge has been calculated on a per sq.ft. of gross floor area basis for commercial, industrial and institutional development.

The DC eligible costs for each service component are provided in Chapter 5 for all municipal 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 DC cost calculations 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) to calculate the charge in Table 6-3.

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 gross floor area.

Table 6-3 summarizes calculated maximum development charges that could be imposed by Council by residential dwelling type and non-residential gross floor area. Table 6-4 compares the Town’s existing charges to the charges proposed herein.

**TABLE 6-1**  
**TOWN OF PETAWAWA**  
**DEVELOPMENT CHARGE CALCULATION**  
**URBAN SERVICES**  
**2014-2034**

SERVICE	2014 \$ DC Eligible Cost		2014 \$ DC Eligible Cost	
	Residential	Non-Residential	SDU	per ft <sup>2</sup>
1. Wastewater Services	\$ 2,559,488	\$ 871,212	\$ 1,671	\$ 1.13
2. Water Services	\$ 511,646	\$ 174,157	\$ 334	\$ 0.22
<b>TOTAL DC ELIGIBLE CAPITAL COST</b>	<b>\$ 3,071,134</b>	<b>\$ 1,045,369</b>	<b>\$ 2,005</b>	<b>1.35</b>
20 Year Gross Population / GFA Growth (ft <sup>2</sup> .)	4,580	773,900		
Cost Per Capita / Non-Residential GFA (ft <sup>2</sup> .)	\$ 670.55	\$ 1.35		
<u>By Residential Unit Type</u>	<u>p.p.u</u>			
Single and Semi-Detached Dwelling	2.99	\$ 2,005		
Apartments - 2 Bedrooms +	1.63	\$ 1,093		
Apartments - Bachelor and 1 Bedroom	1.17	\$ 785		
Other Multiples	2.63	\$ 1,764		

**TABLE 6-2**  
**TOWN OF PETAWAWA**  
**DEVELOPMENT CHARGE CALCULATION**  
**MUNICIPAL-WIDE SERVICES**  
**2014-2024**

SERVICE	2014 \$ DC Eligible Cost		2014 \$ DC Eligible Cost	
	Residential	Non-Residential	SDU	per ft <sup>2</sup>
3. Transportation Services	\$ 1,076,720	\$ 606,780	\$ 1,332	\$ 1.26
4. Fire Protection Services	\$ 210,690	\$ 56,052	\$ 261	\$ 0.12
5. Parks and Recreation	\$ 518,313	\$ 27,280	\$ 641	\$ 0.06
6. Library Services	\$ 241,463	\$ 12,709	\$ 299	\$ 0.03
7. Administration - Studies	\$ 116,142	\$ 65,451	\$ 144	\$ 0.14
<b>TOTAL DC ELIGIBLE CAPITAL COST</b>	<b>\$ 2,163,327</b>	<b>\$ 768,272</b>	<b>\$ 2,677</b>	<b>\$ 1.61</b>
10 Year Gross Population / GFA Growth (ft <sup>2</sup> .)	2,416	480,500		
Cost Per Capita / Non-Residential GFA (ft <sup>2</sup> .)	\$ 895.42	\$ 1.60		
<u>By Residential Unit Type</u>	<u>p.p.u</u>			
Single and Semi-Detached Dwelling	2.99	\$ 2,677		
Apartments - 2 Bedrooms +	1.63	\$ 1,460		
Apartments - Bachelor and 1 Bedroom	1.17	\$ 1,048		
Other Multiples	2.63	\$ 2,355		



TABLE 6-3  
SCHEDULE OF DEVELOPMENT CHARGES

Service	RESIDENTIAL				NON-RESIDENTIAL
	Single and Semi-Detached Dwelling	Apartments - 2 Bedrooms +	Apartments - Bachelor and 1 Bedroom	Other Multiples and Mobile Homes	(per ft <sup>2</sup> of Gross Floor Area)
<b>Municipal Wide Services:</b>					
Transportation Services	1,332	726	521	1,172	1.26
Fire Protection Services	261	142	102	230	0.12
Parks and Recreation	641	349	251	564	0.06
Library Services	299	163	117	263	0.03
Administration - Studies	144	79	56	127	0.14
<b>Total Municipal Wide Services</b>	<b>\$ 2,677</b>	<b>\$ 1,459</b>	<b>\$ 1,047</b>	<b>\$ 2,356</b>	<b>\$ 1.61</b>
<b>Urban Services</b>					
Wastewater Services	1,671	911	654	1,470	1.13
Water Services	334	182	131	294	0.22
<b>Total Urban Services</b>	<b>\$ 2,005</b>	<b>\$ 1,093</b>	<b>\$ 785</b>	<b>\$ 1,764</b>	<b>\$ 1.35</b>
GRAND TOTAL RURAL AREA	\$ 2,677	\$ 1,459	\$ 1,047	\$ 2,356	\$ 1.61
GRAND TOTAL URBAN AREA - WATER ONLY	\$ 3,011	\$ 1,641	\$ 1,178	\$ 2,650	\$ 1.83
GRAND TOTAL URBAN AREA	\$ 4,682	\$ 2,552	\$ 1,832	\$ 4,120	\$ 2.96

TABLE 6-4  
COMPARISON OF CURRENT AND CALCULATED DEVELOPMENT CHARGES FOR SPECIFIC TYPES OF DEVELOPMENT

## Residential (Single/Semi-Detached) Comparison

Service	Current - Single Detached	Current - Single Attached	Calculated - Single/Semi-Detached
<b>Municipal Wide Services:</b>			
Transportation Services	\$ 1,666	\$ 1,375	\$ 1,332
Fire Protection Services	\$ 1,000	\$ 826	\$ 261
Parks and Recreation	\$ 510	\$ 421	\$ 641
Library Services	\$ 510	\$ 421	\$ 299
Administration - Studies	\$ 118	\$ 97	\$ 144
<b>Total Municipal Wide Services</b>	<b>\$ 3,803</b>	<b>\$ 3,139</b>	<b>\$ 2,677</b>
<b>Area Specific Services:</b>			
Wastewater Services	\$ 1,503	\$ 1,245	\$ 1,671
Water Services	\$ 930	\$ 769	\$ 334
<b>Total Area Specific Services</b>	<b>\$ 2,433</b>	<b>\$ 2,014</b>	<b>\$ 2,005</b>
<b>Grand Total - Urban Area - Water Only</b>	<b>\$ 4,733</b>	<b>\$ 3,908</b>	<b>\$ 3,011</b>
<b>Grand Total - Urban Area</b>	<b>\$ 6,236</b>	<b>\$ 5,153</b>	<b>\$ 4,682</b>

## Residential (Other Multiples and Mobile Homes) Comparison

Service	Current - Mobile Homes	Calculated - Other Multiples & Mobile Homes
<b>Municipal Wide Services:</b>		
Transportation Services	\$ 1,306	\$ 1,172
Fire Protection Services	\$ 784	\$ 230
Parks and Recreation	\$ 399	\$ 564
Library Services	\$ 399	\$ 263
Administration - Studies	\$ 92	\$ 127
<b>Total Municipal Wide Services</b>	<b>\$ 2,981</b>	<b>\$ 2,356</b>
<b>Area Specific Services:</b>		
Wastewater Services	\$ 1,184	\$ 1,470
Water Services	\$ 731	\$ 294
<b>Total Area Specific Services</b>	<b>\$ 1,915</b>	<b>\$ 1,764</b>
<b>Grand Total - Urban Area - Water Only</b>	<b>\$ 3,712</b>	<b>\$ 2,650</b>
<b>Grand Total - Urban Area</b>	<b>\$ 4,896</b>	<b>\$ 4,120</b>

## Residential (Apartments) Comparison

Service	Current - Apartments	Calculated - Apartments - 2 Bedrooms +	Calculated - Apartments - Bachelor and 1 Bedroom
<b>Municipal Wide Services:</b>			
Transportation Services	\$ 1,167	\$ 726	\$ 521
Fire Protection Services	\$ 701	\$ 142	\$ 102
Parks and Recreation	\$ 357	\$ 349	\$ 251
Library Services	\$ 357	\$ 163	\$ 117
Administration - Studies	\$ 83	\$ 79	\$ 56
<b>Total Municipal Wide Services</b>	<b>\$ 2,665</b>	<b>\$ 1,459</b>	<b>\$ 1,047</b>
<b>Area Specific Services:</b>			
Wastewater Services	\$ 1,061	\$ 911	\$ 654
Water Services	\$ 655	\$ 182	\$ 131
<b>Total Area Specific Services</b>	<b>\$ 1,716</b>	<b>\$ 1,093</b>	<b>\$ 785</b>
<b>Grand Total - Urban Area - Water Only</b>	<b>\$ 3,320</b>	<b>\$ 1,641</b>	<b>\$ 1,178</b>
<b>Grand Total - Urban Area</b>	<b>\$ 4,381</b>	<b>\$ 2,552</b>	<b>\$ 1,832</b>

Non-Residential (per ft<sup>2</sup>) Comparison

Service	Current - Commercial / Industrial	Calculated - Non-Residential
<b>Municipal Wide Services:</b>		
Transportation Services	\$ 1.07	\$ 1.26
Fire Protection Services	\$ 0.17	\$ 0.12
Parks and Recreation	\$ -	\$ 0.06
Library Services	\$ -	\$ 0.03
Administration - Studies	\$ 0.06	\$ 0.14
<b>Total Municipal Wide Services</b>	<b>\$ 1.30</b>	<b>\$ 1.61</b>
<b>Area Specific Services:</b>		
Wastewater Services	\$ 0.54	\$ 1.13
Water Services	\$ 0.16	\$ 0.22
<b>Total Area Specific Services</b>	<b>\$ 0.70</b>	<b>\$ 1.35</b>
<b>Grand Total - Urban Area - Water Only</b>	<b>\$ 1.46</b>	<b>\$ 1.83</b>
<b>Grand Total - Urban Area</b>	<b>\$ 2.00</b>	<b>\$ 2.96</b>

Note: The current DC is imposed to a maximum equal to a single detached unit, for each service.



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## **7. DEVELOPMENT CHARGE POLICY RECOMMENDATIONS AND DEVELOPMENT CHARGE BY-LAW RULES**



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## **7. DEVELOPMENT CHARGE POLICY RECOMMENDATIONS AND DEVELOPMENT CHARGE BY-LAW RULES**

### **7.1 Introduction**

s.s.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 development charges.

s.s.5(6) establishes the following restrictions on the rules:

- the total of all development charges that would be imposed on anticipated development must not exceed the capital costs determined under 5(1) 2-8 for all services involved;
- if the rules expressly identify a type of development, they must not provide for it to pay development charges 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;
- if the rules provide for a type of development to have a lower development charge than is allowed, the rules for determining development charges may not provide for any resulting shortfall to be made up via other development.

With respect to “the rules,” Section 6 states that a DC by-law must expressly address the matters referred to above regarding s.s.5(1) para. 9 and 10, as well as how the rules apply to the redevelopment of land.

The rules provided are based on the Town’s existing policies; however, there are items under consideration at this time and these may be refined prior to adoption of the by-law.

### **7.2 Development Charge By-law Structure**

**It is recommended that:**

- the Town impose a uniform municipal-wide development charge calculation for all municipal services, with the exemption of water and wastewater which is imposed on the serviced area; and
- one municipal development charge by-law be used for all services.

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## 7.3 Development Charge By-law Rules

The following subsections set out the recommended rules governing the calculation, payment and collection of development charges in accordance with Section 6 of the *Development Charges Act, 1997*.

**It is recommended that the following sections provide the basis for the development charges:**

### **7.3.1 *Payment in any Particular Case***

In accordance with the *Development Charges Act, 1997*, s.2(2), a development charge 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 section 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 50 of the *Condominium Act*; or
- g) the issuing of a building permit under the *Building Code Act* 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 to industrial and commercial/institutional uses based on the gross floor area constructed.
- 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 transportation services and growth-related studies, costs have been based on an employment vs. population growth ratio for the 10-year forecast period;
  - for parks and recreation and library services, a 5% non-residential attribution has been made to recognize use by the non-residential sector; and

- for fire protection services, the costs have been based on a land area ratio for the 10-year forecast period.

### **7.3.3 Application to Redevelopment of Land (Demolition and Conversion)**

If a development involves the demolition of and replacement of a building or structure on the same site, or the conversion from one principal use to another, the developer shall be allowed a credit equivalent to:

- 1) the number of dwelling units demolished/converted multiplied by the applicable residential development charge in place at the time the development charge is payable; and/or
- 2) the gross floor area of the building demolished/converted multiplied by the current non-residential development charge in place at the time the development charge is payable.

The demolition credit is allowed only if the land was improved by occupied structures, and if the demolition permit related to the site was issued, less than 5 years prior to the issuance of a building permit. The credit can, in no case, exceed the amount of development charges that would otherwise be payable.

### **7.3.4 Exemptions (full or partial)**

a) Statutory exemptions:

- industrial building additions of up to and including 50% of the existing gross floor area (defined in O.Reg. 82/98, s.1) of the building; for industrial building additions which exceed 50% of the existing gross floor area, only the portion of the addition in excess of 50% is subject to development charges (s.4(3));
- buildings or structures owned by and used for the purposes of any municipality, local board or Board of Education (s.3); and
- residential development that results in only the enlargement of an existing dwelling unit, or that results only in the creation of up to two additional dwelling units (based on prescribed limits set out in s.2 of O.Reg. 82/98).

b) Non-statutory exemptions:

- Lands, buildings or structures used or to be used for a place of worship or for the purposes of a churchyard or cemetery exempt from taxation under the *Assessment Act*; and
- The development of non-residential farm buildings constructed for bona-fide farm uses.

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### **7.3.5 Phasing in**

No provisions for phasing in the development charge are provided in the proposed development charge by-law.

### **7.3.6 Timing of Collection**

The development charges for all services are payable upon issuance of a building permit for each dwelling unit, building or structure, subject to early or late payment agreements entered into by the Town and an owner under s.27 of the DCA, 1997.

### **7.3.7 Indexing**

All development charges, including those potentially being phased-in, will be subject to mandatory indexing annually commencing January 1, in accordance with the Statistics Canada Quarterly, Construction Price Statistics for the most recent year over year period.

## **7.4 Other Development Charge By-law Provisions**

It is recommended that:

### **7.4.1 Categories of Services for Reserve Fund and Credit Purposes**

It is recommended that the Town's development charge collections be contributed into seven separate reserve funds, including: Transportation; Fire Protection; Parks and Recreation; Library; Administration; Water; and Wastewater services.

### **7.4.2 By-law In-force Date**

The proposed by-law under DCA, 1997 will come into force on the date of by-law passage.

### **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 s.11 of O.Reg. 82/98).



## **7.5 Other Recommendations**

### **It is recommended that Council:**

“Approve the capital project listing set out in Chapter 5 of the Development Charges Background Study dated June 25, 2014, subject to further annual review during the capital budget process”;

“Approve the Development Charges Background Study dated June 25, 2014”;

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

“Approve the Development Charge By-law as set out in Appendix E.”



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## **8. BY-LAW IMPLEMENTATION**



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## 8. BY-LAW IMPLEMENTATION

### 8.1 Public Consultation

#### 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 involvement of those involved, in order to produce the most suitable policy. Section 8.2 addresses the anticipated impact of the development charge on development, from a generic viewpoint.

#### 8.1.2 *Public Meeting of Council*

Section 12 of the DCA, 1997 indicates that before passing a development charge 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, the Council must determine whether a further meeting (under this section) is necessary (i.e. if the by-law which is proposed for adoption has been changed in any respect, the 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 OMB).

#### 8.1.3 *Other Consultation Activity*

There are three broad groupings of the public who are generally the most concerned with municipal development charge policy:

1. The residential development community, consisting of land developers and builders, who are typically responsible for generating the majority of the development charge revenues. Others, such as realtors, are directly impacted by development charge policy. They are therefore potentially interested in all aspects of the charge, particularly the quantum by unit type, projects to be funded by the DC and the timing thereof, and municipal policy with respect to development agreements, DC 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 (e.g. in encouraging a higher non-automobile modal split).
3. The third grouping is the industrial/commercial/institutional development sector, consisting of land developers and major owners or organizations with significant construction plans, such as hotels, entertainment complexes, shopping centres, offices, industrial buildings and institutions. Also involved are organizations such as Industry Associations, the Chamber of Commerce, the Board of Trade and the Economic Development Agencies, who are all potentially interested in municipal development charge policy. Their primary concern is frequently with the quantum of the charge, gross floor area exclusions such as basement, 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 development charge policy often requires the achievement of an acceptable balance between two competing realities. The first is that high non-residential development charges 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 development charges 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, development charges or other municipal capital funding sources need to be obtained in order to help ensure that the necessary infrastructure and amenities are installed. The timely installation of such works is a key initiative in providing adequate service levels and in facilitating strong economic growth, investment and wealth generation.

## **8.3 Implementation Requirements**

### ***8.3.1 Introduction***

Once the Town 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 following sections overview requirements in each case.

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### **8.3.2 Notice of Passage**

In accordance with s.13 of the DCA, when a DC by-law is passed, the municipal 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 not 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;
- s.s.10 (4) lists the persons/organizations who must be given notice;
- s.s.10 (5) lists the eight items which the notice must cover.

### **8.3.3 By-law Pamphlet**

In addition to the "notice" information, the municipality must prepare a "pamphlet" explaining each development charge by-law in force, setting out:

- a description of the general purpose of the development charges;
- 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 development charges relate; and
- a general 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 OMB, the pamphlet must be readied within 60 days after the by-law comes into force. Later dates apply to appealed by-laws.

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

### **8.3.4 Appeals**

Sections 13-19 of the DCA, 1997 set out requirements relative to making and processing of a DC by-law appeal and OMB Hearing in response to an appeal. Any person or organization may appeal a DC by-law to the OMB by filing with the municipal clerk a notice of appeal, 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.

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### **8.3.5 Complaints**

A person required to pay a development charge, or his agent may complain to Municipal Council imposing the charge that:

- the amount of the charge was incorrectly determined;
- the credit to be used against the development charge was incorrectly determined; or
- there was an error in the application of the development charge.

Sections 20-25 of the DCA, 1997 set out the requirements that exist, including the fact that a complaint may not be made later than 90 days after a DC (or any part of it) is payable. A complainant may appeal the decision of Municipal Council to the OMB.

### **8.3.6 Credits**

Sections 38-41 of the DCA, 1997 set out a number of credit requirements, which apply where a municipality agrees to allow a person to perform work in the future that relates to a service in the DC by-law.

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

### **8.3.7 Front-Ending Agreements**

The Town and one or more landowners may enter into a front-ending agreement which provides for the costs of a project which will benefit an area in the municipality to which the DC 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 DCA, 1997 (Sections 44-58) addresses front-ending agreements and removes some of the obstacles to their use which were contained in the DCA, 1989. Accordingly, the Town assesses whether this mechanism is appropriate for its use, as part of funding projects prior to Municipal funds being available.



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### **8.3.8 Severance and Subdivision Agreement Conditions**

Section 59 of the DCA, 1997 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 s.51 or s.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*,”
- “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 s.s.59 (4) of the DCA, 1997 requires that the municipal approval authority for a draft plan of subdivision under s.s.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 development charges related to the development, at the time the land is transferred.

In this regard, if the municipality in question is a commenting agency, in order to comply with subsection 59(4) of the *Development Charges Act, 1997* it would need to provide to the approval authority, information regarding the applicable municipal development charges related to the site.

If the municipality 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 which can impose a development charge.

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.



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**APPENDIX A**  
**BACKGROUND INFORMATION ON RESIDENTIAL**  
**AND NON-RESIDENTIAL GROWTH FORECAST**



**SCHEDULE 1  
TOWN OF PETAWAWA  
RESIDENTIAL GROWTH FORECAST SUMMARY**

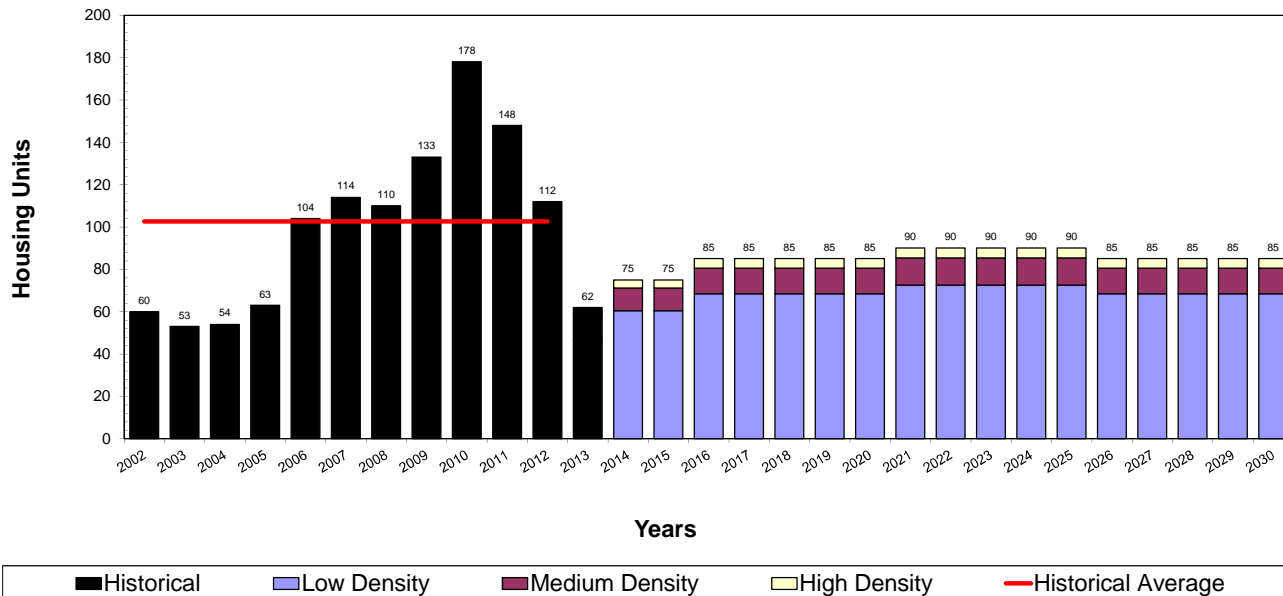
Year	Population (Excluding Census Undercount) <sup>1</sup>	Petawawa Garrison (GRN) Population	Population excluding Petawawa Garrison (GRN)	Housing Units					Total Households	Person Per Unit (PPU)
				Singles & Semi-Detached	Multiple Dwellings <sup>2</sup>	Apartments <sup>3</sup>	Other			
<i>Mid 2001</i>	14,398	6,000	8,398	3,835	755	355	30	4,975	2.89	
<i>Mid 2006</i>	14,651	6,000	8,651	4,090	730	490	15	5,325	2.75	
<i>Mid 2011</i>	15,988	6,000	9,988	4,595	850	585	15	6,045	2.64	
<i>Mid 2014</i>	16,458	6,000	10,458	4,814	938	600	15	6,367	2.58	
<i>Mid 2024</i>	17,654	6,000	11,654	5,494	1,059	644	15	7,212	2.45	
<i>Mid 2034</i>	19,461	6,000	13,461	6,175	1,179	688	15	8,057	2.42	
<b>Mid 2001 - Mid 2006</b>	<b>253</b>	<b>0</b>	<b>253</b>	<b>255</b>	<b>-25</b>	<b>135</b>	<b>-15</b>	<b>350</b>		
<b>Mid 2006 - Mid 2011</b>	<b>1,337</b>	<b>0</b>	<b>1,337</b>	<b>505</b>	<b>120</b>	<b>95</b>	<b>0</b>	<b>720</b>		
<b>Mid 2011 - Mid 2014</b>	<b>470</b>	<b>0</b>	<b>470</b>	<b>219</b>	<b>88</b>	<b>15</b>	<b>0</b>	<b>322</b>		
<b>Mid 2014 - Mid 2024</b>	<b>1,197</b>	<b>0</b>	<b>1,197</b>	<b>680</b>	<b>121</b>	<b>44</b>	<b>0</b>	<b>845</b>		
<b>Mid 2014 - Mid 2034</b>	<b>3,004</b>	<b>0</b>	<b>3,004</b>	<b>1,361</b>	<b>241</b>	<b>88</b>	<b>0</b>	<b>1,690</b>		

Source: Watson & Associates Economists Ltd., 2014. Derived from the Town of Petawawa Official Plan, December 2013.

- 1. Population excludes net Census undercount.
- 2. Includes townhomes and apartments in duplexes.
- 3. Includes bachelor, 1 bedroom and 2 bedroom+ apartments.

Note: Total households contains Garrison Petawawa (GRN) Townsites, however, no future growth is assumed to occur on those sites.

**FIGURE A-1  
ANNUAL HOUSING FORECAST<sup>1</sup>**



Source: Historical housing activity (2002-2013) based on Statistics Canada building permits, Catalogue 64-001-XIB

1. Growth Forecast represents calendar year.

**SCHEDULE 2  
TOWN OF PETAWAWA  
ESTIMATE OF THE ANTICIPATED AMOUNT, TYPE AND LOCATION OF  
DEVELOPMENT FOR WHICH DEVELOPMENT CHARGES CAN BE IMPOSED**

DEVELOPMENT LOCATION	TIMING	SINGLES & SEMI-DETACHED	MULTIPLES <sup>1</sup>	APARTMENTS <sup>2</sup>	TOTAL RESIDENTIAL UNITS	GROSS POPULATION IN NEW UNITS	EXISTING UNIT POPULATION CHANGE	NET POPULATION INCREASE
Town Proper (Fully Serviced)	2014 - 2024	630	121	44	794	2,265	(942)	1,323
	2014 - 2034	1,276	241	88	1,606	4,580	(1,413)	3,167
Town Proper (Private Services)	2014 - 2024	51	-	-	51	152	(277)	(125)
	2014 - 2034	85	-	-	85	253	(416)	(163)
Garfison Petawawa (GRN)	2014 - 2024	-	-	-	-	-	-	-
	2014 - 2034	-	-	-	-	-	-	-
Town of Petawawa	2014 - 2024	680	121	44	845	2,416	(1,219)	1,196
	2014 - 2034	1,361	241	88	1,690	4,832	(1,829)	3,003

Source: Watson & Associates Economists Ltd., 2014

Residential distribution based on a combination of historical permit activity, available housing supply and discussions with Town staff regarding future development prospects.

1. Includes townhomes and apartments in duplexes.
2. Includes bachelor, 1 bedroom and 2 bedroom+ apartments.

**SCHEDULE 3  
TOWN OF PETAWAWA  
CURRENT YEAR GROWTH FORECAST  
MID 2011 TO MID 2014**

		POPULATION
Mid 2011 Population		15,988
Occupants of New Housing Units, Mid 2011 to Mid 2014	<i>Units (2)</i>	322
	<i>multiplied by persons per unit (3)</i>	2.82
	<i>gross population increase</i>	908
		908
Decline in Housing Unit Occupancy, Mid 2011 to Mid 2014	<i>Units (4)</i>	6,045
	<i>multiplied by ppu decline rate (5)</i>	-0.0725
	<i>total decline in population</i>	-438
		-438
Population Estimate to Mid 2014		16,458
<i>Net Population Increase, Mid 2011 to Mid 2014</i>		470

- (1) 2011 population based on StatsCan Census unadjusted for Census Undercount.
- (2) Estimated residential units constructed, Mid 2011 to the beginning of the growth period, assuming a six month lag between construction and occupancy.
- (3) Average number of persons per unit (ppu) is assumed to be:

Structural Type	Persons Per Unit <sup>1</sup>	% Distribution of Estimated Units <sup>2</sup>	Weighted Persons Per Unit Average
<i>Singles &amp; Semi Detached</i>	2.99	68%	2.03
<i>Multiples (6)</i>	2.63	27%	0.72
<i>Apartments (7)</i>	1.48	5%	0.07
<b>Total</b>		100%	2.82

<sup>1</sup> Based on 2011 Census custom database

<sup>2</sup> Based on Building permit/completion activity

- (4) 2011 households taken from StatsCan Census.
- (5) Decline occurs due to aging of the population and family life cycle changes, lower fertility rates and changing economic conditions.
- (6) Includes townhomes and apartments in duplexes.
- (7) Includes bachelor, 1 bedroom and 2 bedroom+ apartments.

**SCHEDULE 4  
TOWN OF PETAWAWA  
TEN YEAR GROWTH FORECAST  
MID 2014 TO MID 2024**

		POPULATION
<b>Mid 2014 Population</b>		<b>16,458</b>
Occupants of New Housing Units, Mid 2014 to Mid 2024	<i>Units (2)</i>	845
	<i>multiplied by persons per unit (3)</i>	2.86
	<i>gross population increase</i>	2,416
Decline in Housing Unit Occupancy, Mid 2014 to Mid 2024	<i>Units (4)</i>	6,367
	<i>multiplied by ppu decline rate (5)</i>	-0.1915
	<i>total decline in population</i>	-1,219
<b>Population Estimate to Mid 2024</b>		<b>17,654</b>
<i>Net Population Increase, Mid 2014 to Mid 2024</i>		<b>1,196</b>

(1) Mid 2014 Population based on:

2011 Population (15,988) + Mid 2011 to Mid 2014 estimated housing units to beginning of forecast period (322 x 2.82 = 908) + (6,045 x -0.0725 = -438) = 16,458

(2) Based upon forecast building permits/completions assuming a lag between construction and occupancy.

(3) Average number of persons per unit (ppu) is assumed to be:

Structural Type	Persons Per Unit <sup>1</sup>	% Distribution of Estimated Units <sup>2</sup>	Weighted Persons Per Unit Average
<i>Singles &amp; Semi Detached</i>	2.99	81%	2.41
<i>Multiples (6)</i>	2.63	14%	0.38
<i>Apartments (7)</i>	1.48	5%	0.08
<i>one bedroom or less</i>	1.17		
<i>two bedrooms or more</i>	1.63		
<b>Total</b>		100%	2.86

<sup>1</sup> Persons per unit based on adjusted Statistics Canada Custom 2011 Census database.

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

(4) Mid 2014 households based upon 6,045 (2011 Census) + 322 (Mid 2011 to Mid 2014 unit estimate) = 6,367

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

(6) Includes townhomes and apartments in duplexes.

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



**SCHEDULE 5  
TOWN OF PETAWAWA  
TWENTY YEAR GROWTH FORECAST  
MID 2014 TO MID 2034**

		POPULATION
Mid 2014 Population		16,458
Occupants of New Housing Units, Mid 2014 to Mid 2034	<i>Units (2)</i>	1,690
	<i>multiplied by persons per unit (3)</i>	2.86
	<i>gross population increase</i>	4,832
Decline in Housing Unit Occupancy, Mid 2014 to Mid 2034	<i>Units (4)</i>	6,367
	<i>multiplied by ppu decline rate (5)</i>	-0.2872
	<i>total decline in population</i>	-1,829
Population Estimate to Mid 2034		19,461
<i>Net Population Increase, Mid 2014 to Mid 2034</i>		3,003

(1) Mid 2014 Population based on:

2011 Population (15,988) + Mid 2011 to Mid 2014 estimated housing units to beginning of forecast period (322 x 2.82 = 908) + (6,045 x -0.0725 = -438) = 16,458

(2) Based upon forecast building permits/completions assuming a lag between construction and occupancy.

(3) Average number of persons per unit (ppu) is assumed to be:

Structural Type	Persons Per Unit <sup>1</sup>	% Distribution of Estimated Units <sup>2</sup>	Weighted Persons Per Unit Average
<i>Singles &amp; Semi Detached</i>	2.99	81%	2.41
<i>Multiples (6)</i>	2.63	14%	0.38
<i>Apartments (7)</i>	1.48	5%	0.08
<i>one bedroom or less</i> 1.17			
<i>two bedrooms or more</i> 1.63			
Total		100%	2.86

<sup>1</sup> Persons per unit based on adjusted Statistics Canada Custom 2011 Census database.

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

(4) Mid 2014 households based upon 6,045 (2011 Census) + 322 (Mid 2011 to Mid 2014 unit estimate) = 6,367

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

(6) Includes townhomes and apartments in duplexes.

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

## SCHEDULE 6

**TOWN OF PETAWAWA  
HISTORICAL RESIDENTIAL BUILDING PERMITS  
YEARS 2002 - 2013**

Year	RESIDENTIAL BUILDING PERMITS			
	Singles & Semi Detached	Multiples <sup>1</sup>	Apartments <sup>2</sup>	Total
2002	60	0	0	60
2003	53	0	0	53
2004	52	0	2	54
2005	59	0	4	63
2006	92	6	6	104
Sub-total	316	6	12	334
<b>Average (2002 - 2006)</b>	<b>63</b>	<b>1</b>	<b>2</b>	<b>67</b>
% Breakdown	94.6%	1.8%	3.6%	100.0%
2007	87	19	8	114
2008	88	21	1	110
2009	88	30	15	133
2010	161	6	11	178
2011	101	35	12	148
2012	71	41	0	112
2013	47	12	3	62
Sub-total	643	164	50	857
<b>Average (2007 - 2013)</b>	<b>92</b>	<b>23</b>	<b>7</b>	<b>122</b>
% Breakdown	75.0%	19.1%	5.8%	100.0%
2002 - 2013				
Total	959	170	62	1,191
<b>Average</b>	<b>80</b>	<b>14</b>	<b>5</b>	<b>99</b>
% Breakdown	80.5%	14.3%	5.2%	100.0%

Sources:

Building Permits - Statistics Canada Publication, 64-001XIB

1. Includes townhomes and apartments in duplexes.
2. Includes bachelor, 1 bedroom and 2 bedroom+ apartments.

## SCHEDULE 7a

**TOWN OF PETAWAWA  
PERSONS PER UNIT BY AGE AND TYPE OF DWELLING  
(2011 CENSUS)**

Age of Dwelling	SINGLES AND SEMI-DETACHED					Total	Adjusted PPU <sup>1</sup>	20 Year Average
	< 1 BR	1 BR	2 BR	3/4 BR	5+ BR			
1-5	-	-	-	3.167	3.125	<b>3.105</b>	3.10	
6-10	-	-	-	3.429	-	<b>3.209</b>	3.21	
11-15	-	-	-	2.558	-	<b>2.640</b>	2.64	
16-20	-	-	-	3.017	-	<b>3.000</b>	3.00	2.99
20-25	-	-	-	2.678	-	<b>2.630</b>	2.63	
25-35	-	-	-	2.795	-	<b>2.727</b>	2.73	
35+	0.409	-	1.899	2.744	-	<b>2.597</b>	2.60	
<b>Total</b>	<b>0.657</b>	-	<b>2.025</b>	<b>2.835</b>	<b>4.409</b>	<b>2.725</b>		

1. The Census PPU has been adjusted to account for the downward PPU trend which has been recently experienced in both new and older units, largely due to the aging of the population

2. Includes townhomes and apartments in duplexes.

3. Includes bachelor, 1 bedroom and 2 bedroom+ apartments.

*Note: Does not include Statistics Canada data classified as 'Other'*

*PPU Not calculated for samples less than or equal to 50 dwelling units, and does not include institutional population*

## SCHEDULE 7b

**RENFREW COUNTY**  
**PERSONS PER UNIT BY AGE AND TYPE OF DWELLING**  
**(2011 CENSUS)**

Age of Dwelling	SINGLES AND SEMI-DETACHED						Adjusted PPU <sup>1</sup>	20 Year Average
	< 1 BR	1 BR	2 BR	3/4 BR	5+ BR	Total		
1-5	-	-	2.077	2.975	3.250	<b>2.864</b>	2.82	
6-10	-	-	1.764	2.957	4.250	<b>2.742</b>	2.72	
11-15	-	-	1.872	2.756	3.947	<b>2.661</b>	2.65	
16-20	-	-	1.857	2.918	3.500	<b>2.775</b>	2.77	2.74
20-25	-	-	1.903	2.649	4.192	<b>2.602</b>	2.60	
25-35	-	-	1.813	2.804	4.000	<b>2.652</b>	2.65	
35+	0.625	1.774	1.915	2.487	3.624	<b>2.395</b>	2.39	
<b>Total</b>	<b>0.688</b>	<b>1.830</b>	<b>1.902</b>	<b>2.614</b>	<b>3.699</b>	<b>2.507</b>		

Age of Dwelling	MULTIPLES <sup>2</sup>						Adjusted PPU <sup>1</sup>	20 Year Average
	< 1 BR	1 BR	2 BR	3/4 BR	5+ BR	Total		
1-5	-	-	1.857	2.500	-	<b>1.784</b>	1.98	
6-10	-	-	-	-	-	<b>3.182</b>	3.35	
11-15	-	-	-	3.545	-	<b>3.118</b>	3.20	
16-20	-	-	-	2.000	-	<b>1.962</b>	1.99	2.63
20-25	-	-	-	-	-	-	-	
25-35	-	-	-	-	-	<b>2.947</b>	2.96	
35+	0.636	-	2.590	2.714	-	<b>2.264</b>	2.27	
<b>Total</b>	<b>0.596</b>	<b>3.667</b>	<b>2.638</b>	<b>2.916</b>	<b>-</b>	<b>2.321</b>		

Age of Dwelling	APARTMENTS <sup>3</sup>						Adjusted PPU <sup>1</sup>	20 Year Average
	< 1 BR	1 BR	2 BR	3/4 BR	5+ BR	Total		
1-5	-	-	-	-	-	<b>1.833</b>	1.81	
6-10	-	-	1.231	-	-	<b>1.261</b>	1.25	
11-15	-	-	1.316	-	-	<b>1.419</b>	1.42	
16-20	-	1.308	1.378	-	-	<b>1.452</b>	1.45	1.48
20-25	-	1.103	1.516	-	-	<b>1.255</b>	1.25	
25-35	-	1.125	1.350	-	-	<b>1.315</b>	1.31	
35+	0.619	1.191	1.547	2.176	-	<b>1.428</b>	1.43	
<b>Total</b>	<b>0.822</b>	<b>1.185</b>	<b>1.485</b>	<b>2.466</b>	<b>-</b>	<b>1.399</b>		

Age of Dwelling	ALL DENSITY TYPES					
	< 1 BR	1 BR	2 BR	3/4 BR	5+ BR	Total
1-5	-	1.333	1.965	2.930	3.250	<b>2.726</b>
6-10	-	1.471	1.697	2.975	4.000	<b>2.660</b>
11-15	-	1.667	1.763	2.747	3.750	<b>2.556</b>
16-20	-	1.313	1.624	2.855	3.360	<b>2.517</b>
20-25	-	1.159	1.823	2.658	3.545	<b>2.373</b>
25-35	-	1.288	1.673	2.779	4.000	<b>2.381</b>
35+	0.950	1.397	1.842	2.474	3.458	<b>2.272</b>
<b>Total</b>	<b>1.000</b>	<b>1.369</b>	<b>1.807</b>	<b>2.597</b>	<b>3.514</b>	<b>2.359</b>

1. The Census PPU has been adjusted to account for the downward PPU trend which has been recently experienced in both new and older units, largely due to the aging of the population

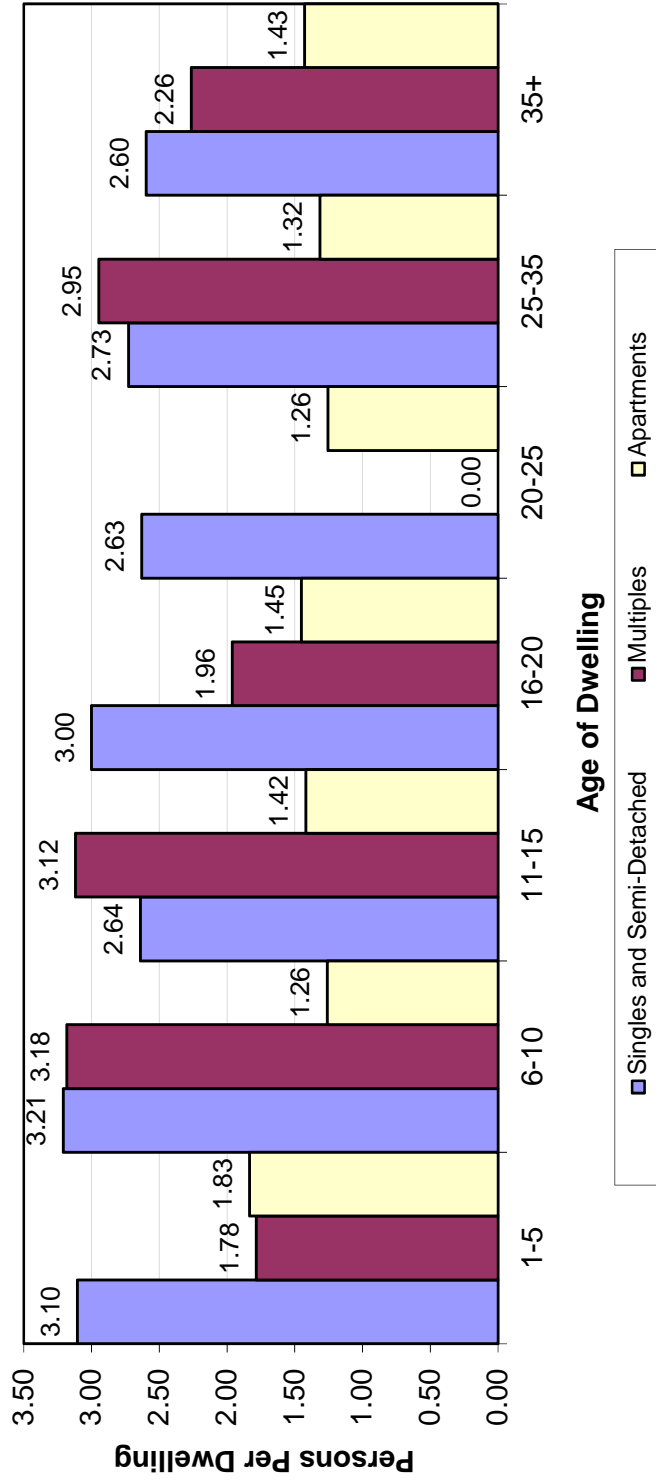
2. Includes townhomes and apartments in duplexes.

3. Includes bachelor, 1 bedroom and 2 bedroom+ apartments.

Note: Does not include Statistics Canada data classified as 'Other'

PPU Not calculated for samples less than or equal to 50 dwelling units, and does not include institutional population

**SCHEDULE 8  
TOWN OF PETAWAWA  
PERSONS PER UNIT BY STRUCTURAL TYPE AND AGE OF DWELLING  
(2011 CENSUS)**



Multiple and Apartment PPU's are based on Renfrew County.

**SCHEDULE 9a**  
**TOWN OF PETAWAWA**  
**EMPLOYMENT FORECAST, 2014 TO 2034**

Period	Activity Rate					Employment					Total	Employment Total (Excluding Work at Home)		
	Population	Primary	Work at Home	Industrial	Commercial/ Population Related	Institutional	Total	Primary	Work at Home	Industrial			Commercial/ Population Related	Institutional
<b>2001</b>	8,398	0.003	0.037	0.051	0.125	0.538	0.754	25	310	428	1,048	4,520	6,330	6,020
<b>2006</b>	8,651	0.004	0.031	0.036	0.117	0.592	0.780	35	265	310	1,015	5,120	6,745	6,480
<b>Mid 2011</b>	9,988	0.002	0.026	0.038	0.124	0.626	0.815	20	255	380	1,235	6,250	8,140	7,885
<b>Mid 2014</b>	10,458	0.002	0.025	0.037	0.126	0.609	0.799	21	262	383	1,319	6,369	8,354	8,092
<b>Mid 2024</b>	11,654	0.002	0.024	0.034	0.148	0.568	0.776	22	282	395	1,730	6,619	9,048	8,766
<b>Mid 2034</b>	13,461	0.002	0.023	0.030	0.149	0.500	0.704	24	310	410	2,002	6,734	9,480	9,170
<b>Incremental Change</b>														
<b>2001 - 2006</b>	253	0.0011	-0.0063	-0.0151	-0.0074	0.0536	0.0259	10	-45	-118	-33	600	415	460
<b>2006 - Mid 2011</b>	1,337	-0.0020	-0.0051	0.0022	0.0063	0.0339	0.0353	-15	-10	70	220	1,130	1,395	1,405
<b>Mid 2011 - Mid 2014</b>	470	0.0000	-0.0005	-0.0014	0.0025	-0.0167	-0.0162	1	7	3	84	119	214	207
<b>Mid 2014 - Mid 2024</b>	1,197	-0.0001	-0.0009	-0.0028	0.0224	-0.0411	-0.0225	1	20	12	411	250	694	674
<b>Mid 2014 - Mid 2034</b>	3,004	-0.0002	-0.0020	-0.0062	0.0226	-0.1088	-0.0945	3	48	27	683	385	1,126	1,078
<b>Annual Average</b>														
<b>2001 - 2006</b>	51	0.0002	-0.0013	-0.0030	-0.0015	0.0107	0.0052	2	-9	-24	-7	120	83	92
<b>2006 - Mid 2011</b>	267	-0.0004	-0.0010	0.0004	0.0013	0.0068	0.0071	-3	-2	14	44	226	279	281
<b>Mid 2011 - Mid 2014</b>	157	0.0000	-0.0002	-0.0005	0.0008	-0.0056	-0.0054	0	2	1	28	40	71	69
<b>Mid 2014 - Mid 2024</b>	120	0.0000	-0.0001	-0.0003	0.0022	-0.0041	-0.0022	0	2	1	41	25	69	67
<b>Mid 2014 - Mid 2034</b>	150	0.0000	-0.0001	-0.0003	0.0011	-0.0054	-0.0047	0	2	1	34	18	56	54

Source: Watson & Associates Economists Ltd., 2014. Based on discussions with the Town regarding future non-residential development opportunities.

**SCHEDULE 9b  
TOWN OF PETAWAWA  
EMPLOYMENT GROSS FLOOR AREA (GFA) FORECAST, 2014 TO 2034**

Period	Population	Employment				Gross Floor Area in Square Feet (Estimated) <sup>1</sup>				
		Primary	Industrial	Commercial/ Population Related	Institutional	Total	Industrial	Commercial/ Population Related	Institutional	Total
<b>2001</b>	8,398	25	428	1,048	4,520	6,020				
<b>2006</b>	8,651	35	310	1,015	5,120	6,480				
<b>Mid 2011</b>	9,988	20	380	1,235	6,250	7,885				
<b>Mid 2014</b>	10,458	21	383	1,319	6,369	8,092				
<b>Mid 2024</b>	11,654	22	395	1,730	6,619	8,766				
<b>Mid 2034</b>	13,461	24	410	2,002	6,734	9,170				
<b>Incremental Change</b>										
<b>2001 - 2006</b>	253	10	-118	-33	600	460				
<b>2006 - Mid 2011</b>	1,337	-15	70	220	1,130	1,405				
<b>Mid 2011 - Mid 2014</b>	470	1	3	84	119	207	4,700	58,800	83,300	146,800
<b>Mid 2014 - Mid 2024</b>	1,197	1	12	411	250	674	17,800	287,700	175,000	480,500
<b>Mid 2014 - Mid 2034</b>	3,004	3	27	683	365	1,078	40,300	478,100	255,500	773,900
<b>Annual Average</b>										
<b>2001 - 2006</b>	51	2	-24	-7	120	92				
<b>2006 - Mid 2011</b>	267	-3	14	44	226	281				
<b>Mid 2011 - Mid 2014</b>	157	0	1	28	40	69	1,567	19,600	27,767	48,933
<b>Mid 2014 - Mid 2024</b>	120	0	1	41	25	67	1,780	28,770	17,500	48,050
<b>Mid 2014 - Mid 2034</b>	150	0	1	34	18	54	2,015	23,905	12,775	38,695

Source: Watson & Associates Economists Ltd., 2014. Based on discussions with the Town regarding future non-residential development opportunities.

- 1. Square Foot Per Employee Assumptions
- Industrial 1,500
- Commercial/ Population Related 700
- Institutional 700

**SCHEDULE 9c**  
**ESTIMATE OF THE ANTICIPATED AMOUNT, TYPE AND LOCATION OF**  
**NON-RESIDENTIAL DEVELOPMENT FOR WHICH DEVELOPMENT CHARGES CAN BE IMPOSED**

DEVELOPMENT LOCATION	TIMING	INDUSTRIAL GFA S.F.	COMMERCIAL GFA S.F.	INSTITUTIONAL GFA S.F.	TOTAL NON-RES GFA S.F.	EMPLOYMENT INCREASE <sup>1</sup>
Town Proper	2014 - 2024	17,800	287,700	175,000	480,500	674
	2014 - 2034	40,300	478,100	255,500	773,900	1,078
Garrison Petawawa (GRN)	2014 - 2024	-	-	-	-	-
	2014 - 2034	-	-	-	-	-
Town of Petawawa	2014 - 2024	17,800	287,700	175,000	480,500	674
	2014 - 2034	40,300	478,100	255,500	773,900	1,078

Source: Watson & Associates Economists Ltd., 2014

1. Employment Increase does not include work at home employment.

2. Square feet per employee assumptions:

Industrial	1,500
Commercial	700
Institutional	700



**SCHEDULE 10  
TOWN OF PETAWAWA  
NON-RESIDENTIAL CONSTRUCTION VALUE  
YEARS 2002 - 2013  
(000's 2014 \$)**

YEAR	Industrial			Commercial			Institutional			Total			
	New	Improve	Additions	Total	New	Improve	Additions	Total	New	Improve	Additions	Total	
2002	0	0	0	0	42	34	0	77	0	42	34	0	77
2003	170	0	0	170	80	5	0	85	17	267	138	2,272	2,527
2004	0	0	0	0	2,799	176	0	2,974	3,944	6,743	176	3,944	6,918
2005	0	141	0	141	978	827	0	1,805	0	978	980	12	1,958
2006	177	0	0	177	6	500	0	506	0	183	587	374	1,144
2007	0	0	0	0	4,620	380	0	5,000	0	4,620	489	110	5,109
2008	488	0	0	488	8,669	94	0	8,764	20	9,177	94	20	9,271
2009	43	0	0	43	130	190	0	320	597	770	190	597	960
2010	0	0	0	0	322	124	322	768	6,683	7,005	208	6,768	7,536
2011	43	0	0	43	31	660	0	691	0	74	738	78	812
2012	0	314	0	314	1,224	114	0	1,338	25,498	26,721	525	25,594	27,247
2013	335	10	0	345	3,023	1,458	0	4,481	17	3,375	1,481	1,800	6,656
Subtotal	1,255	465	0	1,720	21,924	4,562	322	26,809	36,775	59,955	5,642	41,686	70,215
Percent of Total	73%	27%	0%	100%	82%	17%	1%	100%	88%	85%	8%	100%	100%
<b>Average</b>	<b>105</b>	<b>39</b>	<b>0</b>	<b>143</b>	<b>1,827</b>	<b>380</b>	<b>27</b>	<b>2,234</b>	<b>3,065</b>	<b>4,996</b>	<b>470</b>	<b>3,474</b>	<b>5,851</b>
2002 - 2013													
Period Total				1,720				26,809				41,686	70,215
<b>2002-2013 Average</b>				<b>143</b>				<b>2,234</b>				<b>3,474</b>	<b>5,851</b>
% Breakdown				2.4%				38.2%				59.4%	100.0%

SOURCE: STATISTICS CANADA PUBLICATION, 64-001-XIB  
Note: Inflated to year-end 2013 (January, 2014) dollars using Reed Construction Cost Index

**SCHEDULE 11**  
**TOWN OF PETAWAWA**  
**EMPLOYMENT TO POPULATION RATIO BY MAJOR EMPLOYMENT SECTOR, 1996 TO 2011**

	Year				Change			Comments
	1996	2001	2006	2011	96-01	01-06	06-11	
<b>Employment by industry</b>								
<b>1.0 Primary Industry Employment</b>								Categories which relate to local land-based resources.
1.1 <i>All primary</i>	40	35	35	30	-5	0	-5	
<b>Sub-total</b>	<b>40</b>	<b>35</b>	<b>35</b>	<b>30</b>	<b>-5</b>	<b>0</b>	<b>-5</b>	
<b>2.0 Industrial and Other Employment</b>								Categories which relate primarily to industrial land supply and demand.
2.1 <i>Manufacturing</i>	190	155	120	85	-35	-35	-35	
2.2 <i>Wholesale trade</i>	30	35	45	25	5	10	-20	
2.3 <i>Construction</i>	85	135	100	100	50	-35	0	
2.4 <i>Transportation, storage, communication and other utility</i>	30	135	83	215	105	-53	133	
<b>Sub-total</b>	<b>335</b>	<b>460</b>	<b>348</b>	<b>425</b>	<b>125</b>	<b>-113</b>	<b>78</b>	
<b>3.0 Population Related Employment</b>								Categories which relate primarily to population growth within the municipality.
3.1 <i>Retail trade</i>	165	440	370	375	275	-70	5	
3.2 <i>Finance, insurance, real estate operator and insurance agent</i>	30	105	100	180	75	-5	80	
3.3 <i>Business service</i>	60	120	128	275	60	8	148	
3.4 <i>Accommodation, food and beverage and other service</i>	190	515	495	515	325	-20	20	
<b>Sub-total</b>	<b>445</b>	<b>1,180</b>	<b>1,093</b>	<b>1,345</b>	<b>735</b>	<b>-88</b>	<b>253</b>	
<b>4.0 Institutional</b>								
4.1 <i>Government Service</i>	4,355	4,105	4,760	5,880	-250	655	1,120	
4.2 <i>Education service, Health, Social Services</i>	360	550	510	460	190	-40	-50	
<b>Sub-total</b>	<b>4,715</b>	<b>4,655</b>	<b>5,270</b>	<b>6,340</b>	<b>-60</b>	<b>615</b>	<b>1,070</b>	
<b>Total Employment</b>	<b>5,535</b>	<b>6,330</b>	<b>6,745</b>	<b>8,140</b>	<b>795</b>	<b>415</b>	<b>1,395</b>	
<b>Population</b>	<b>15,304</b>	<b>14,398</b>	<b>14,651</b>	<b>15,988</b>	<b>-906</b>	<b>253</b>	<b>1,337</b>	
<b>Employment to Population Ratio</b>								
Industrial and Other Employment	0.02	0.03	0.02	0.03	0.01	-0.01	0.00	
Population Related Employment	0.03	0.08	0.07	0.08	0.05	-0.01	0.01	
Institutional Employment	0.31	0.32	0.36	0.40	0.02	0.04	0.04	
Primary Industry Employment	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
<b>Total</b>	<b>0.36</b>	<b>0.44</b>	<b>0.46</b>	<b>0.51</b>	<b>0.08</b>	<b>0.02</b>	<b>0.05</b>	

Source: Statistics Canada Employment by Place of Work

Note: 1996-2011 employment figures are classified by Standard Industrial Classification (SIC) Code

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## **APPENDIX B LEVEL OF SERVICE**



**Town of Petawawa  
Service Standard Calculation Sheet**

Service: Parkland Development  
Unit Measure: No. of developed parkland acres

**Quantity Measure**

Description	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014 Value (\$/Acre)
Civic Centre Park	40.0	40.0	40.0	40.0	40.0	40.0	40.0	40.0	40.0	42.0	\$ 85,000
Centennial Park	19.9	19.9	19.9	19.9	19.9	19.9	19.9	19.9	19.9	19.9	\$ 50,000
Petawawa Point Park	4.3	4.3	4.3	4.3	4.3	4.3	4.3	4.3	4.3	4.3	\$ 50,000
Nature's Acre Park	1.4	1.4	1.4	1.4	1.4	1.4	1.4	1.4	1.4	1.4	\$ 35,000
Briar Patch Park	1.7	1.7	1.7	1.7	1.7	1.7	1.7	1.7	1.7	1.7	\$ 20,000
Woodland Park	0.2	0.2	0.2	0.2	0.2	0.2	0.2	0.2	0.2	0.2	\$ 250,000
Indian Diamond Park	7.0	7.0	7.0	7.0	7.0	7.0	7.0	7.0	7.0	7.0	\$ 35,000
Civitan Kiddyland Park	5.8	5.8	5.8	5.8	5.8	5.8	5.8	5.8	5.8	5.8	\$ 56,000
Enchanted Forest Park	1.4	1.4	1.4	1.4	1.4	1.4	1.4	1.4	1.4	1.4	\$ 70,000
Jack Pine Park	2.2	2.2	2.2	2.2	2.2	2.2	2.2	2.2	2.2	2.2	\$ 40,000
Fish Hatchery Park	1.3	1.3	1.3	1.3	1.3	1.3	1.3	1.3	1.3	1.3	\$ 60,000
Kramers Korner Park	2.6	2.6	2.6	2.6	2.6	2.6	2.6	2.6	2.6	2.6	\$ 35,000
Turtle Park	0.4	0.4	0.4	0.4	0.4	0.4	0.4	0.4	0.4	0.4	\$ 60,000
Pine Ridge Park	2.1	2.1	2.1	2.1	2.1	2.1	2.1	2.1	2.1	2.1	\$ 38,000
Lakeview Park	1.2	1.2	1.2	1.2	1.2	1.2	1.2	1.2	1.2	1.2	\$ 60,000
Expo 150 Parkette	-	-	-	-	-	-	-	-	0.3	0.3	\$ 10,000
Coureur De Bois Parkette	-	-	-	-	-	-	-	-	0.2	0.2	\$ 200,000
<b>Total</b>	<b>91.4</b>	<b>91.4</b>	<b>91.4</b>	<b>91.4</b>	<b>91.4</b>	<b>91.4</b>	<b>91.4</b>	<b>91.4</b>	<b>91.9</b>	<b>93.9</b>	

Population	8,512	8,570	8,651	8,859	9,081	9,297	9,557	9,988	10,255	10,420
Per Capita Standard	0.0107	0.0107	0.0106	0.0103	0.0101	0.0098	0.0096	0.0092	0.0090	0.0090

	2004-2013
10 Year Average	
Quantity Standard	0.0099
Quality Standard	\$ 63,839
Service Standard	\$ 632

	10 Year
DC Amount (before deductions)	
Forecast Population	1,196
\$ per Capita	\$ 632
Eligible Amount	\$ 755,884











**FACILITY VALUATION**

Petawawa Civic Centre	
Facility	5,049,726
Equipment (5%)	252,486
Land (acres)	26.00
Total	5,562,213
Add 5% for parking, site work, landscaping, etc.	278,111
Total	5,840,323
Ft²	30,256
\$ per Ft²	193.00

Outdoor Rink Change Facility/Garage	
Facility	183,793
Equipment (5%)	9,190
Land (acres)	1.00
Total	202,983
Add 5% for parking, site work, landscaping, etc.	10,149
Total	213,132
Ft²	877
\$ per Ft²	243.00

Norman Behnke Hall	
Facility	822,459
Equipment (5%)	41,123
Land (acres)	1.00
Total	873,582
Add 5% for parking, site work, landscaping, etc.	43,679
Total	917,261
Ft²	4,134
\$ per Ft²	222.00



**FACILITY VALUATION**

Library Building		
Facility		2,190,563
Equipment (5%)		109,528
Land (acres)	0.83	8,300
Total		2,308,391
Add 5% for parking, site work, landscaping, etc.		115,420
Total		2,423,811
Ft <sup>2</sup>		12,000
\$ per Ft <sup>2</sup>		202.00

**Town of Petawawa  
Service Standard Calculation Sheet**

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

**Quantity Measure**

Description	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014 Value (\$/item)
Books	39,853	39,853	39,853	39,853	39,853	42,585	45,074	48,620	52,178	55,462	\$ 20.25
Music, Audio books, Tapes, Magazines, Videos, DVDs, museum passes	4,338	4,338	4,338	4,338	4,338	4,041	4,628	5,245	6,014	5,552	\$ 32.70
Photocopier/Printer/Fax	1	1	1	1	1	2	2	2	2	2	\$ 120.00
Bicycles	-	-	-	-	-	-	-	-	-	4	\$ 300.00
Snowshoes	-	-	-	-	-	-	-	-	3	3	\$ 100.00
Helmets	-	-	-	-	-	-	-	-	-	4	\$ 40.00
GPS Units	-	-	-	-	-	-	-	-	2	2	\$ 150.00
Binoculars	-	-	-	-	-	-	-	-	2	2	\$ 40.00
<b>Total</b>	<b>44,192</b>	<b>44,192</b>	<b>44,192</b>	<b>44,192</b>	<b>44,192</b>	<b>46,628</b>	<b>49,704</b>	<b>53,867</b>	<b>58,201</b>	<b>61,031</b>	

Population	8,512	8,570	8,651	8,859	9,081	9,297	9,557	9,988	10,255	10,420
Per Capita Standard	5.1917	5.1566	5.1083	4.9884	4.8664	5.0154	5.2008	5.3932	5.6754	5.8571

	2004-2013
10 Year Average	
Quantity Standard	5.2453
Quality Standard	\$ 21
Service Standard	\$ 113

	10 Year
DC Amount (before deductions)	
Forecast Population	1,196
\$ per Capita	\$ 113
Eligible Amount	\$ 134,598









**FACILITY VALUATION**

<b>Salt Dome</b>	
Facility	55,505
Equipment (5%)	2,775
Land (acres)	0.08
Total	59,086
Add 5% for parking, site work, landscaping, etc.	2,954
Total	62,040
Ft <sup>2</sup>	1,170
\$ per Ft <sup>2</sup>	53.00

<b>Public Works Facility</b>	
Facility	665,112
Equipment (5%)	33,256
Land (acres)	6.91
Total	767,468
Add 5% for parking, site work, landscaping, etc.	38,373
Total	805,841
Ft <sup>2</sup>	10,700
\$ per Ft <sup>2</sup>	75.00

<b>Sand Dome</b>	
Facility	233,800
Equipment (5%)	11,690
Land (acres)	0.34
Total	248,934
Add 5% for parking, site work, landscaping, etc.	12,447
Total	261,380
Ft <sup>2</sup>	5,000
\$ per Ft <sup>2</sup>	52.00

**Town of Petawawa  
Service Standard Calculation Sheet**

Service: Roads and Related Vehicles  
Unit Measure: No. of vehicles and equipment

**Quantity Measure**

Description	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014 Value (\$/Vehicle)
1/2 ton Truck	1	1	1	2	2	2	2	2	2	2	\$ 35,000
3/4 ton Truck	1	1	1	1	1	1	1	1	1	1	\$ 45,000
Cargo Van	-	-	1	1	1	1	1	1	1	1	\$ 40,000
Dump Truck	1	1	1	1	1	1	1	1	1	1	\$ 55,000
Plough - Single Axle	3	3	3	3	3	3	3	2	2	2	\$ 230,000
Plough - Double Axle	2	2	2	2	2	2	2	3	3	3	\$ 260,000
Sidewalk Plough (w/ Attachments)	3	3	3	3	3	3	4	4	5	5	\$ 155,000
Mobile Radio Equipment	18	18	18	18	18	18	18	18	18	18	\$ 1,000
Portable Radio Equipment	5	5	5	5	5	5	3	3	3	3	\$ 700
Grader	1	1	1	1	1	1	1	1	1	1	\$ 259,000
Backhoe	2	2	2	2	2	2	2	2	2	2	\$ 100,000
Loader	2	2	2	2	2	2	2	2	2	2	\$ 240,000
Snowblower for Loader	1	1	1	1	1	1	1	1	1	1	\$ 151,000
Chipper	1	1	1	1	1	1	1	1	1	1	\$ 40,000
Trailer	1	1	1	1	1	1	1	1	1	1	\$ 10,000
<b>Total</b>	<b>42</b>	<b>42</b>	<b>43</b>	<b>44</b>	<b>44</b>	<b>44</b>	<b>43</b>	<b>43</b>	<b>44</b>	<b>44</b>	

Population	8,512	8,570	8,651	8,859	9,081	9,297	9,557	9,988	10,255	10,420
Per Capita Standard	0.0049	0.0049	0.0050	0.0050	0.0048	0.0047	0.0045	0.0043	0.0043	0.0042

	2004-2013
10 Year Average	
Quantity Standard	0.0047
Quality Standard	\$ 71,579
Service Standard	\$ 336

	10 Year
DC Amount (before deductions)	
Forecast Population	1,196
\$ per Capita	\$ 336
Eligible Amount	\$ 402,358

**Town of Petawawa  
Service Standard Calculation Sheet**

Service: Fire Facilities  
Unit Measure: ft<sup>2</sup> of building area

**Quantity Measure**

Description	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014 Bld'g Value (\$/ft <sup>2</sup> )	Value/ft <sup>2</sup> with land, site works, etc.
Fire Hall 1 - 23 Schwanz Rd.	8,848	8,848	8,848	8,848	8,848	8,848	8,848	8,848	8,848	8,848	\$ 149.84	\$ 166.00
Fire Hall 2 - 1111 Victoria St.	2,600	2,600	2,600	2,600	2,600	2,600	2,600	2,600	2,600	2,600	\$ 140.52	\$ 157.00
Training Facility - 19 Industrial Rd.	1,920	1,920	1,920	1,920	1,920	1,920	1,920	1,920	1,920	1,920	\$ 15.64	\$ 22.00
Portable Classroom - 19 Industrial Rd.	1,200	1,200	1,200	1,200	1,200	1,200	1,200	1,200	1,200	1,200	\$ 28.62	\$ 39.00
<b>Total</b>	14,568	14,568	14,568	14,568	14,568	14,568	14,568	14,568	14,568	14,568	14,568	14,568

Population	8,512	8,570	8,651	8,859	9,081	9,297	9,557	9,988	10,255	10,420
Per Capita Standard	1,7115	1,6999	1,6840	1,6444	1,6042	1,5669	1,5243	1,4585	1,4206	1,3981

	2004-2013
10 Year Average	1.5712
Quantity Standard	\$ 135
Quality Standard	\$ 212

	10 Year
DC Amount (before deductions)	\$ 1,196
Forecast Population	\$ 212
\$ per Capita	\$ 253,612
Eligible Amount	\$ 253,612

**FACILITY VALUATION**

Fire Hall 1 - 23 Schwanz Rd.	
Facility	1,325,773
Equipment (5%)	66,289
Land (acres)	0.93
Total	1,401,362
Add 5% for parking, site work, landscaping, etc.	70,068
Total	1,471,430
Ft²	8,848
\$ per Ft²	166.00

Training Facility - 19 Industrial Rd.	
Facility	30,029
Equipment (5%)	1,501
Land (acres)	0.88
Total	40,330
Add 5% for parking, site work, landscaping, etc.	2,017
Total	42,347
Ft²	1,920
\$ per Ft²	22.00

Fire Hall 2 - 1111 Victoria St.	
Facility	365,352
Equipment (5%)	18,268
Land (acres)	0.50
Total	388,620
Add 5% for parking, site work, landscaping, etc.	19,431
Total	408,051
Ft²	2,600
\$ per Ft²	157.00

Portable Classroom - 19 Industrial Rd.	
Facility	34,344
Equipment (5%)	1,717
Land (acres)	0.88
Total	44,861
Add 5% for parking, site work, landscaping, etc.	2,243
Total	47,104
Ft²	1,200
\$ per Ft²	39.00



**Town of Petawawa  
Service Standard Calculation Sheet**

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

**Quantity Measure**

Description	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014 Value (\$/item)
Portable Radios	12	12	12	12	12	13	23	33	33	33	\$ 1,500
Pagers & Chargers	44	44	44	44	44	44	44	44	43	43	\$ 400
Mobile Radios	18	18	18	18	18	18	18	16	16	16	\$ 900
Hose - 38 mm (50' unit)	69	69	69	69	69	69	69	69	69	69	\$ 170
Hose - 65 mm (50' unit)	69	69	69	69	69	69	69	69	69	69	\$ 250
Hose - 100 mm (100' unit)	30	30	30	30	30	30	30	30	30	30	\$ 600
Portable Pumps	2	2	2	2	2	5	5	5	5	5	\$ 5,000
Breathing Apparatus	16	16	16	16	16	18	18	18	18	18	\$ 5,500
Firefighter Training Equipment*	1	1	1	1	1	1	1	1	1	1	\$ 15,000
Fire Prevention Training Equipment**	-	-	-	-	-	-	-	-	-	-	\$ 15,000
Equipped Firefighters	37	37	37	37	37	37	37	37	37	37	\$ 4,500
<b>Total</b>	<b>298</b>	<b>298</b>	<b>298</b>	<b>298</b>	<b>298</b>	<b>304</b>	<b>314</b>	<b>322</b>	<b>322</b>	<b>332</b>	

Population	8,512	8,570	8,651	8,859	9,081	9,297	9,557	9,988	10,255	10,420
Per Capita Standard	0.0350	0.0348	0.0344	0.0336	0.0328	0.0327	0.0329	0.0322	0.0314	0.0319

	2004-2013
10 Year Average	
Quantity Standard	0.0332
Quality Standard	\$ 1,352
Service Standard	\$ 45

	10 Year
DC Amount (before deductions)	
Forecast Population	1,196
\$ per Capita	\$ 45
Eligible Amount	\$ 53,700

Note:

\* Firefighter Training Equipment is made up of 11 pieces of equipment totaling 1 unit

\*\* Fire Prevention Training Equipment is made up of digital screen, laser extinguisher, Bullex safety control panel, portable charger totaling 1 unit

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## **APPENDIX C**

### **LOCAL SERVICE POLICY**





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## APPENDIX C - LOCAL SERVICE POLICY

### GENERAL POLICY GUIDELINES ON DEVELOPMENT CHARGE AND LOCAL SERVICE FUNDING FOR ROAD-RELATED, STORMWATER MANAGEMENT, WATER AND WASTEWATER WORKS

Through discussions with Town staff, the following local service guidelines are proposed to delineate the jurisdiction for capital cost recovery (i.e. local service or development charges).

1. Collector Roads
  - Collector Roads Internal to Development – Direct developer responsibility under s.59 of the DCA (as a local service).
  - Collector Roads External to Development – If local service within the area to which the plan relates, direct developer responsibility under s.59 of the DCA.
  
2. Traffic Signals
  - New Arterial Roads and Arterial Road Improvements – Included as part of road costing funded through DC's.
  - Local Streets / Private Entrances / Entrances to Specific Developments – Direct developer responsibility under s.59 of the DCA (as a local service).
  - Minor Arterial / Collector Road Intersections with Regional Roads – Regional responsibility.
  
3. Streetlights
  - Streetlights on Regional (Arterial) Roads – Include in area municipal DC (based on ten-year standards as per s.5(1) of the DCA), or, in exceptional circumstances, may be direct developer responsibility through local service provisions (s.59 of the DCA).
  - Streetlights on Area Municipal (Collector) Roads – Linked to collector road funding source.
  
4. Sidewalks
  - Sidewalks on Regional (Arterial) Roads – direct developer responsibility through local service provisions (s.59 of the DCA).
  - Sidewalks on Area Municipal (Collector) Roads – Linked to collector road funding source.
  - Other sidewalks External to Development (which are local service within the area to which the plan relates) – Direct developer responsibility as a local service provision (under s.59 of the DCA).

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5. Traffic Control Signals

- Include in DC calculation, based on ten-year standards, as required under s.5(1) of the DCA.

6. Land Acquisition for Road Allowances

- Land Acquisition for Arterial Roads – Dedication under the Planning Act subdivision provisions (s.51) through development lands; in areas with limited or no development, include in the Regional DC (to the extent eligible).
- Land Acquisition for Collector Roads – Dedication under the Planning Act subdivision provision (s.51) through development lands (up to 26 metre right of way); in areas with limited or no development, include in area municipal DC (to the extent eligible).
- Land Acquisition for Grade Separations (beyond normal dedication requirements) – include in the DC to the extent eligible.

7. Storm Water Management

- Quality and Quantity Works – be direct developer responsibility through local service provisions (s.59 of the DCA).

8. Water

- Water mains external to subdivisions included in the DC, unless directly required by development.
- Marginal costs of waterworks within the subdivision included in DC above 8" nominal diameter.

9. Wastewater

- Wastewater mains external to subdivisions included in the DC, unless directly required by development.
- Pumping station works limited to a defined benefiting area to be direct developer responsibility.
- Marginal costs of wastewater main works within the subdivision may be included in DC based on site specific development approval conditions.

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**APPENDIX D**  
**LONG TERM CAPITAL AND OPERATING COST**  
**EXAMINATION**



## APPENDIX D - TOWN OF PETAWAWA ANNUAL CAPITAL AND OPERATING COST IMPACT

As a requirement of the *Development Charges Act, 1997* 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 saving attributable to economies of scale or cost sharing where applicable, and prorate the cost on a per unit basis (i.e. square foot of building space, per vehicle, etc.). This was undertaken through a review of the Town's 2012 Financial Information Return.

In addition to the operational impacts, over time the initial capital projects will require replacement. This replacement of capital is often referred to as life cycle cost. By definition, life cycle 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 life cycle 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:

ASSET	LIFE CYCLE COST FACTORS	
	AVERAGE USEFUL LIFE (YEARS)	FACTOR
Facilities, Buildings	40	0.01656
Roads	25	0.04116
Rolling Stock, Library Collection Materials	10	0.09133
Fire Vehicles	15	0.05783
Parks Related	20	0.04116

Table D-1 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 municipal 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 D-1**  
**OPERATING AND CAPITAL EXPENDITURE IMPACTS**  
**FOR FUTURE CAPITAL EXPENDITURES**

SERVICE	NET GROWTH RELATED EXPENDITURES	ANNUAL LIFECYCLE EXPENDITURES	ANNUAL OPERATING EXPENDITURES	TOTAL ANNUAL EXPENDITURES
1. Wastewater Services	3,430,700	17,700	-	17,700
2. Water Services	685,802	3,500	-	3,500
3. Transportation Services	1,683,500	69,300	21,838	91,138
4. Fire Protection Services	266,742	15,400	68,091	83,491
5. Parks and Recreation	545,592	13,400	123,015	136,415
6. Library Services	254,171	4,200	73,585	77,785
7. Administration - Studies	157,593	-	-	-



**APPENDIX E**  
**PROPOSED DEVELOPMENT CHARGE BY-LAW**





**THE CORPORATION OF THE TOWN OF PETAWAWA**

**BY-LAW NUMBER \_\_\_/14**

**A BY-LAW FOR THE IMPOSITION OF DEVELOPMENT CHARGE**

**WHEREAS** the Town of Petawawa will experience growth through development and re-development;

**AND WHEREAS** development and re-development requires the provision of physical and social services by the Town of Petawawa;

**AND WHEREAS** Council desires to ensure that the capital cost of meeting growth-related demands for or burden on municipal services does not place an excessive financial burden on the Town of Petawawa or its existing taxpayers while at the same time ensuring new taxpayers contribute no more than the net capital cost attributable to providing the current level of municipal services;

**AND WHEREAS** the *Development Charges Act, 1997* (the “Act”) provides that the council of a municipality may by by-law impose development charges against land to pay for increased capital costs required because of increased needs for services;

**AND WHEREAS** a development charge background study has been completed in accordance with the Act;

**AND WHEREAS** the Council of The Corporation of the Town of Petawawa has given notice of and held a public meeting on the 10<sup>th</sup> day of July, 2014 in accordance with the Act and the regulations thereto;

**NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE TOWN OF PETAWAWA ENACTS AS FOLLOWS:**

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## 1. INTERPRETATION

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

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

“apartment unit” means any residential unit within a building containing more than four dwelling units where the units are connected by an interior corridor;

“bedroom” means a habitable room which can be used as sleeping quarters, but does not include a bathroom, living room, dining room or kitchen;

“board of education” has the same meaning as set out in the *Education Act*, R.S.O. 1990, Chap. E.2, as amended, or any successor thereof;

“bona fide farm uses” means the proposed development that will qualify as a farm business operating with a valid Farm Business Registration Number issued by the Ontario Ministry of Agriculture, Food and Rural Affairs and be assessed in the Farmland Realty Tax Class by the Ontario Property Assessment Corporation;

“Building Code Act” means the *Building Code Act*, S.O. 1992, as amended, or any successor thereof;

“capital cost” means costs incurred or proposed to be incurred by the municipality or a local board thereof directly or by others on behalf of and as authorized by the municipality or local board,

- (a) to acquire land or an interest in land, including a leasehold interest,
- (b) to improve land,
- (c) to acquire, lease, construct or improve buildings and structures,
- (d) to acquire, construct or improve facilities including,
  - (i) furniture and equipment other than computer equipment, and
  - (ii) material acquired for circulation, reference or information purposes by a library board as defined in the *Public Libraries Act*, R.S.O. 1990, Chap. P.44, as amended, or any successor thereof; and
  - (iii) rolling stock with an estimated useful life of seven years or more, and

- (e) to undertake studies in connection with any matter under the Act and any of the matters in clauses (a) to (d) above, including the development charge background study required for the provision of services designated in this By-law within or outside the municipality, including interest on borrowing for those expenditures under clauses (a) to (e) above that are growth-related;

“commercial” means any use of land, structures or buildings for the purposes of buying or selling commodities and services, but does not include industrial or agricultural uses, but does include hotels, motels, motor inns and boarding, lodging and rooming houses;

“Council” means the Council of the Town of Petawawa;

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

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

“dwelling unit” means any part of a building or structure used, designed or intended to be used as a domestic establishment in which one or more persons may sleep and are provided with culinary and sanitary facilities for their exclusive use;

“existing” means the number, use and size that existed as of the date this by-law was passed;

“farm building” means that part of a bona fide farming operation encompassing barns, silos and other ancillary development to an agricultural use, but excluding a residential use;

“gross floor area” means:

- (a) in the case of a residential building or structure, the total area of all floors above grade of a dwelling unit measured between the outside surfaces of exterior walls or between the outside surfaces of exterior walls and the centre line of party walls dividing the dwelling unit from any other dwelling unit or other portion of a building; and
- (b) in the case of a non-residential building or structure, or in the case of a mixed-use building or structure in respect of the non-residential portion thereof, the total area of all building floors above or below grade measured between the outside surfaces

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of the exterior walls, or between the outside surfaces of exterior walls and the centre line of party walls dividing a non-residential use and a residential use, except for:

- (i) a room or enclosed area within the building or structure above or below that is used exclusively for the accommodation of heating, cooling, ventilating, electrical, mechanical or telecommunications equipment that service the building;
- (ii) loading facilities above or below grade; and
- (iii) a part of the building or structure below grade that is used for the parking of motor vehicles or for storage or other accessory use;

“industrial” means lands, buildings or structures used or designed or intended for use for manufacturing, processing, fabricating or assembly of raw goods, warehousing or bulk storage of goods, and includes office uses and the sale of commodities to the general public where such uses are accessory to an industrial use, but does not include the sale of commodities to the general public through a warehouse club;

“institutional” means land, buildings, structures or any part thereof used by any organization, group or association for promotion of charitable, educational or benevolent objectives and not for profit or gain;

“Local Board” means a school board, municipal service board, transportation commission, public library board, board of health, police services board, planning board, or any other board, commission, committee, body or local authority established or exercising any power or authority under any general or special Act with respect to any of the affairs or purposes, including school purposes, of a municipality or of two or more municipalities or parts thereof;

“local services” means those services, facilities or things which are under the jurisdiction of the Town of Petawawa and are related to a plan of subdivision or within the area to which the plan relates in respect of the lands under Sections 41, 51 or 53 of the *Planning Act*, R.S.O. 1990, Chap. P.13, as amended, or any successor thereof;

“mobile home” means any dwelling that is designed to be made mobile, and constructed or manufactured to provide a permanent residence for one or more persons, but does not include a travel trailer or tent trailer;

“multiple dwellings” means all dwellings other than single-detached, semi-detached, apartment unit dwellings;

“municipality” means the Corporation of the Town of Petawawa;

“non-residential use” means a building or structure of any kind whatsoever used, designed or intended to be used for other than a residential use;

“Official Plan” means the Official Plan adopted for the Town, as amended and approved;

“owner” means the owner of land or a person who has made application for an approval for the development of land upon which a development charge is imposed;

“place of worship” means that part of a building or structure that is exempt from taxation as a place of worship under the *Assessment Act*, R.S.O. 1990, Chap. A.31, as amended, or any successor thereof;

“rate” means the interest rate established weekly by the Bank of Canada based on Treasury Bills having a term of 91 days;

“regulation” means any regulation made pursuant to the Act;

“residential dwelling” means a building, occupied or capable of being occupied as a home, residence or sleeping place by one or more persons, containing one or more Dwelling Units but not including motels, hotels, tents, truck campers, tourist trailers, mobile camper trailers or boarding, lodging or rooming houses;

“residential use” means the use of a building or structure or portion thereof for one or more Dwelling Units. This also includes a Dwelling Unit on land that is used for an Agricultural Use;

“row dwelling” means a building containing three or more attached dwelling units in a single row, each of which dwelling units has an independent entrance from the outside and is vertically separated from any abutting dwelling unit;

“semi-detached dwelling” means a dwelling unit in a residential building consisting of two dwelling units having one vertical wall or one horizontal wall, but not other parts, attached or another dwelling unit where the residential unit are not connected by an interior corridor;

“service” means a service designed in Schedule “A” to this By-law, and “services” shall have a corresponding meaning;

“servicing agreement” means an agreement between a landowner and the municipality relative to the provision of municipal services to specified land within the municipality;

“single detached dwelling unit” means a residential building consisting of one dwelling unit and not attached to another structure;

“Town” means the area within the geographic limits of the Town of Petawawa; and

“Zoning By-Law” means the Zoning By-Law of the Town of Petawawa or any successor thereof passed pursuant to Section 34 of the Planning Act, S.O. 1998.

## **2. DESIGNATION OF SERVICES**

2.1 The categories of services for which development charges are imposed under this By-law are as follows:

- (a) Transportation Services;
- (b) Fire Protection Services;
- (c) Parks and Recreation Services;
- (d) Library Services;
- (e) Administration Services;
- (f) Water Services; and
- (g) Wastewater Services

2.2 The components of the services designated in section 2.1 are described in Schedule A.

## **3. APPLICATION OF BY-LAW RULES**

3.1 Development charges shall be payable in the amounts set out in this By-law where:

- (a) the lands are located in the area described in section 3.2; and
- (b) the development of the lands requires any of the approvals set out in subsection 3.4(a).

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### Area to Which By-law Applies

- 3.2 Subject to section 3.3, this By-law applies to all lands in the Town of Petawawa whether or not the land or use thereof is exempt from taxation under s.13 or the Assessment Act.
- 3.3. Notwithstanding clause 3.2 above, this by-law shall not apply to lands that are owned by and used for the purposes of:
- (a) the municipality or a local board thereof; or
  - (b) the County of Renfrew or any local board thereof;
  - (c) a board of education; or
  - (d) Garrison Petawawa.

### Approvals for Development

- 3.4 (a) Development charges shall be imposed on all lands, buildings or structures that are developed for residential or non-residential uses if the development requires:
- (i) the passing of a zoning by-law or of an amendment to a zoning by-law under section 34 of the *Planning Act*;
  - (ii) the approval of a minor variance under section 45 of the *Planning Act*;
  - (iii) a conveyance of land to which a by-law passed under subsection 50(7) of the *Planning Act* applies;
  - (iv) the approval of a plan of subdivision under section 51 of the *Planning Act*;
  - (v) a consent under section 53 of the *Planning Act*;
  - (vi) the approval of a description under section 50 of the *Condominium Act*, R.S.O. 1990, Chap. C.26, as amended, or any successor thereof; or
  - (vii) the issuing of a permit under the *Building Code Act* in relation to a building or structure.
- (b) No more than one development charge for each service designated in subsection 2.1 shall be imposed upon any lands, buildings or structures to which this By-law applies even though two or more of the actions described in subsection 3.4(a) are required before the lands, buildings or structures can be developed.
- (c) Despite subsection 3.4(b), if two or more of the actions described in subsection 3.4(a) occur at different times, additional development charges shall be imposed if the subsequent action has the effect of increasing the need for services.

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## Exemptions

- 3.5 Notwithstanding the provisions of this By-law, development charges shall not be imposed with respect to:
- (a) an enlargement to an existing dwelling unit;
  - (b) one or two additional dwelling units in an existing single detached dwelling; or
  - (c) one additional dwelling unit in any other existing residential building;
- 3.6 Notwithstanding section 3.5(b), development charges shall be imposed if the total gross floor area of the additional one or two units exceeds the gross floor area of the existing dwelling unit.
- 3.7 Notwithstanding section 3.5, development charges shall be imposed if the additional unit has a gross floor area greater than
- (a) in the case of a semi-detached or row dwelling, the gross floor area of the existing dwelling unit; and
  - (b) in the case of any other residential building, the gross floor area of the smallest dwelling unit contained in the residential building.
- 3.8 Exemption for Industrial Development:
- 3.8.1 Notwithstanding any other provision of this by-law, no development charge is payable with respect to an enlargement of the gross floor area of an existing industrial building where the gross floor area is enlarged by 50 percent or less.
- 3.8.2 If the gross floor area of an existing industrial building is enlarged by greater than 50 percent, the amount of the development charge payable in respect of the enlargement is the amount of the development charge that would otherwise be payable multiplied by the fraction determined as follows:
- (a) determine the amount by which the enlargement exceeds 50 percent of the gross floor area before the enlargement;
  - (b) divide the amount determined under subsection 3.8.2 (a) by the amount of the enlargement.
- 3.8.3 For the purpose of section 3.8 herein, “existing industrial building” is used as defined in the Regulation made pursuant to the Act.



### 3.9 Other Exemptions:

Notwithstanding the provision of this by-law, development charges shall not be imposed with respect to:

- (a) Lands, buildings or structures used or to be used for a place of worship or for the purposes of a churchyard or cemetery exempt from taxation under the *Assessment Act*; and
- (b) The development of non-residential farm buildings constructed for bona-fide farm uses.

### Amount of Charges

#### Residential

3.10 The development charges set out in Schedule B shall be imposed on residential uses of lands, buildings or structures, including a dwelling unit accessory to a non-residential use and, in the case of a mixed use building or structure, on the residential uses in the mixed use building or structure, according to the type of residential unit, and calculated with respect to each of the services according to the type of residential use.

#### Non-Residential

3.11 The development charges described in Schedule B to this by-law shall be imposed on non-residential uses of lands, buildings or structures, and, in the case of a mixed use building or structure, on the non-residential uses in the mixed use building or structure, and calculated with respect to each of the services according to the total floor area of the non-residential use.

### Reduction of Development Charges for Redevelopment

3.12 Despite any other provisions of this By-law, where, as a result of the redevelopment of land, a building or structure existing on the same land within 24 months prior to the date of payment of development charges in regard to such redevelopment was, or is to be demolished, in whole or in part, or converted from one principal use to another principal use on the same land, in order to facilitate the redevelopment, the development charges otherwise payable with respect to such redevelopment shall be reduced by the following amounts:

- (a) in the case of a residential building or structure, or in the case of a mixed-use building or structure, the residential uses in the mixed-use building or

structure, an amount calculated by multiplying the applicable development charge under subsection 3.11 by the number, according to type, of dwelling units that have been or will be demolished or converted to another principal use; and

- (b) in the case of a non-residential building or structure or, in the case of mixed-use building or structure, the non-residential uses in the mixed-use building or structure, an amount calculated by multiplying the applicable development charges under subsection 3.12, by the gross floor area that has been or will be demolished or converted to another principal use;

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

#### Time of Payment of Development Charges

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

3.14 Where development charges apply to land in relation to which a building permit is required, the building permit shall not be issued until the development charge has been paid in full.

#### **4. PAYMENT BY SERVICES**

4.1 Despite the payment required under subsections 3.11 and 3.12, Council may, by agreement, give a credit towards a development charge in exchange for work that relates to a service to which a development charge relates under this By-law.

#### **5. INDEXING**

5.1 Development charges imposed pursuant to this By-law shall be adjusted annually on January 1, without amendment to this By-law, in accordance with the second quarter of the prescribed index in the Act.

#### **6. SCHEDULES**

6.1 The following schedules shall form part of this By-law:

Schedule A - Components of Services Designated in subsection 2.1

Schedule B - Residential and Non-Residential Schedule of Development Charges

**7. CONFLICTS**

7.1 Where the Town and an owner or former owner have entered into an agreement with respect to land within the area to which this By-law applies, and a conflict exists between the provisions of this By-law and such agreement, the provisions of the agreement shall prevail to the extent that there is a conflict.

7.2 Notwithstanding section 7.1, where a development which is the subject of an agreement to which section 7.1 applies, is subsequently the subject of one or more of the actions described in subsection 3.4(a), an additional development charge in respect of the development permitted by the action shall be calculated, payable and collected in accordance with the provisions of this By-law if the development has the effect of increasing the need for services, unless such agreement provides otherwise.

**8. SEVERABILITY**

8.1 If, for any reason, any provision of this By-law is held to be invalid, it is hereby declared to be the intention of Council that all the remainder of this By-law shall continue in full force and effect until repealed, re-enacted, amended or modified.

**9. DATE BY-LAW IN FORCE**

9.1 This By-law shall come into effect at 12:01 AM on \_\_\_\_\_, 2014.

**10. DATE BY-LAW EXPIRES**

10.1 This By-law will expire at 12:01 AM on \_\_\_\_\_, 2019 unless it is repealed by Council at an earlier date.

PASSED THIS \_\_<sup>th</sup> day of \_\_\_\_\_, 2014

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Town Clerk

**SCHEDULE "A" TO BY-LAW \_\_\_/14**

**COMPONENTS OF SERVICES DESIGNATED IN SUBSECTION 2.1**

100% Eligible Services

Transportation Services

- Roads
- Sidewalks and Streetlights
- Public Works Facilities
- Public Works Rolling Stock

Fire Protection Services

- Fire Facilities
- Fire Vehicles
- Fire Small Equipment and Gear

Water Services

- Water Distribution
- Water Treatment

Wastewater Services

- Wastewater Collection
- Wastewater Treatment

90% Eligible Services

Parks and Recreation Services

- Parkland Development
- Parkland Trails
- Parkland Amenities
- Recreation Facilities
- Parks and Recreation Vehicles and Equipment

Library Services

- Library Facilities
- Library Collection Materials

Administration Services

- Growth Related Studies

## SCHEDULE "B" TO BY-LAW \_\_\_/14

## SCHEDULE OF DEVELOPMENT CHARGES

Service	RESIDENTIAL				NON-RESIDENTIAL (per ft <sup>2</sup> of Gross Floor Area)
	Single and Semi-Detached Dwelling	Apartments - 2 Bedrooms +	Apartments - Bachelor and 1 Bedroom	Other Multiples and Mobile Homes	
<b>Municipal Wide Services:</b>					
Transportation Services	1,332	726	521	1,172	1.26
Fire Protection Services	261	142	102	230	0.12
Parks and Recreation	641	349	251	564	0.06
Library Services	299	163	117	263	0.03
Administration - Studies	144	79	56	127	0.14
<b>Total Municipal Wide Services</b>	<b>\$ 2,677</b>	<b>\$ 1,459</b>	<b>\$ 1,047</b>	<b>\$ 2,356</b>	<b>\$ 1.61</b>
<b>Urban Services</b>					
Wastewater Services	1,671	911	654	1,470	1.13
Water Services	334	182	131	294	0.22
<b>Total Urban Services</b>	<b>\$ 2,005</b>	<b>\$ 1,093</b>	<b>\$ 785</b>	<b>\$ 1,764</b>	<b>\$ 1.35</b>
GRAND TOTAL RURAL AREA	\$ 2,677	\$ 1,459	\$ 1,047	\$ 2,356	\$ 1.61
GRAND TOTAL URBAN AREA - WATER ONLY	\$ 3,011	\$ 1,641	\$ 1,178	\$ 2,650	\$ 1.83
GRAND TOTAL URBAN AREA	\$ 4,682	\$ 2,552	\$ 1,832	\$ 4,120	\$ 2.96

