



 **Watson
& Associates**
ECONOMISTS LTD.

2019 Development Charges Background Study

Town of Petawawa

Consolidated Copy

May 15, 2019
(as amended June 14, 2019 and July 10, 2019)

Watson & Associates Economists Ltd.
905-272-3600
info@watsonecon.ca



Table of Contents

	Page
1. Introduction.....	1-1
1.1 Purpose of this Document.....	1-1
1.2 Summary of the Process.....	1-2
2. Town of Petawawa Current D.C. Policy	2-1
2.1 By-law Enactment.....	2-1
2.2 Services Covered	2-1
2.3 Timing of D.C. Calculation and Payment	2-1
2.4 Redevelopment Credit	2-2
2.5 Exemptions	2-2
3. Anticipated Development in the Town of Petawawa	3-1
3.1 Requirement 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
4. Approach to the Calculation of the Charge.....	4-1
4.1 Introduction.....	4-1
4.2 Services Potentially Involved	4-1
4.3 Increase in Need for Service.....	4-1
4.4 Local Service Policy.....	4-7
4.5 Capital Forecast.....	4-7
4.6 Treatment of Credits	4-8
4.7 Eligible Debt and Committed Excess Capacity	4-8
4.8 Existing Reserve Funds	4-9
4.9 Deductions.....	4-9
5. D.C. Eligible Cost Analysis by Service	5-1
5.1 Introduction.....	5-1



Table of Contents (Cont'd)

	Page
5.2 Service Levels and 10-Year Capital Costs for Municipal-wide D.C. Calculation	5-1
5.3 Service Levels and 17-Year Capital Costs for Area-Specific D.C. Calculation	5-10
6. D.C. Calculation	6-1
7. D.C. Policy Recommendations and D.C. Policy Rules	7-1
7.1 Introduction	7-1
7.2 D.C. By-law Structure	7-1
7.3 D.C. By-law Rules.....	7-2
7.4 Other D.C. By-law Provisions	7-4
7.5 Other Recommendations	7-5
8. Asset Management Plan	8-1
8.1 Introduction	8-1
9. By-Law Implementation	9-1
9.1 Public Consultation	9-1
9.2 Anticipated Impact of the Charge on Development.....	9-2
9.3 Implementation Requirements	9-2
Appendix A Background Information on Residential and Non-Residential Growth Forecast	A-1
Appendix B Historical Level of Service Calculations	B-1
Appendix C Long-Term Capital and Operating Cost Examination.....	C-1
Appendix D Local Service Policy	D-1
Appendix E Proposed D.C. By-Law	E-1



List of Acronyms and Abbreviations

Acronym	Full Description of Acronym
A.M.P.	Asset Management Plan
D.C.	Development charge
D.C.A.	Development Charges Act, 1997
G.F.A.	Gross floor area
L.P.A.T.	Local Planning Appeal Tribunal
N.A.I.C.S.	North American Industry Classification System
N.F.P.O.W.	No Fixed Place of Work
O.M.B.	Ontario Municipal Board
O.P.A.	Official Plan Amendment
O.Reg.	Ontario Regulation
P.O.A.	Provincial Offences Act
P.P.U.	Persons per unit
S.D.E.	Single detached equivalent
S.D.U.	Single detached unit
s.s.	Subsection
sq.ft.	square foot
sq.m.	square metre



Development Charges Background Study



Chapter 1

Introduction



1. Introduction

1.1 Purpose of this Document

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

The Town retained Watson & Associates Economists Ltd. (Watson) to undertake the D.C. study process in 2019. Watson worked with senior staff of the Town in preparing this D.C. analysis and the policy recommendations.

This D.C. background study, containing the proposed D.C. by-law, will be distributed to members of the public in order to provide interested parties with sufficient background information on the legislation, the study's recommendations, and an outline of the basis for these recommendations.

This report has been prepared, in the first instance, to meet the statutory requirements applicable to the Town's D.C. 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 D.C. policy (Chapter 2) and the policies underlying the proposed by-law, to make the exercise understandable to interested parties. Finally, the D.C. background study addresses post-adoption implementation requirements (Chapter 9) which are critical to the successful application of the new policy.

The chapters in the report are supported by Appendices containing the data required to explain and substantiate the calculation of the charge. A full discussion of the statutory requirements for the preparation of a background study and calculation of a D.C. is provided herein.



1.2 Summary of the Process

As required under Section 12 of the D.C.A., 1997, a Public Meeting has been scheduled for June 17, 2019. Its purpose is to present the study to the public and to solicit public input on the proposed D.C. 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 D.C. by-law. Table 1-1 outlines the proposed schedule to be followed with respect to the D.C. by-law adoption process.

In accordance with the legislation, the D.C. background study and proposed D.C. by-law will be available for public review on May 15, 2019.

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 consideration of the by-law.

Table 1-1
Schedule of Key D.C. Process Dates

Process Steps	Dates
1. Project initiation meetings with Town staff	January 4, 2019
2. Data collection, staff interviews, preparation of D.C. calculations	January 2019 - April 2019
3. Preparation of draft D.C. background study and review of draft findings with Town staff	May 7, 2019
4. Council workshop presentation	May 13, 2019
5. D.C. background study and proposed D.C. by-law available to public	May 15, 2019



Process Steps	Dates
6. Statutory notice of Public Meeting advertisement placed in newspaper(s)	20 days prior to public meeting
7. Amendment to the D.C. Background Study	June 14, 2019
8. Public Meeting of Council	June 17, 2019
9. 2 nd amendment to the D.C. Background Study	July 10, 2019
10. Council considers adoption of D.C. background study and passage of by-law	July 15, 2019
11. Newspaper notice given of by-law passage	By 20 days after passage
12. Last day for by-law appeal	40 days after passage
13. Town makes available D.C. pamphlet	By 60 days after in force date



Chapter 2

Town of Petawawa Current D.C. Policy



2. Town of Petawawa Current D.C. Policy

2.1 By-law Enactment

On July 21, 2014, the Town passed By-law 922/14 under the D.C.A, 1997, which came into force on July 22, 2014. The by-law imposes a uniform Town-wide D.C. for all municipal services, with the exception of water and wastewater services. D.C.s for water and wastewater services are imposed on an area-specific basis within the Town's defined urban service area.

2.2 Services Covered

The following services are covered under By-law 922/14:

Municipal-wide Services

- Transportation Services;
- Fire Protection Services;
- Parks and Recreation;
- Library Services;
- Administration – Studies;

Area-Specific – Urban Serviced Area Services

- Wastewater Services; and
- Water Services.

The by-law provides for mandatory annual indexing of the charges on January 1st of each year. Table 2-1 provides the residential and non-residential charges currently in effect, by service.

2.3 Timing of D.C. Calculation and Payment

D.C.s are due and payable in full to the Town on the date the first building permit issued for buildings or structure on land to which the D.C. applies. The By-law also allows the Town to enter into agreements with owners to pay D.C.s earlier or later than building permit issuance, as Council deems appropriate.



Table 2-1
Town of Petawawa
Schedule of Residential D.C.s (as of January 1, 2019)

Service	Residential				Non-Residential
	Single and Semi-Detached Dwelling	Other Multiples and Mobile Homes	Apartments - 2 Bedrooms +	Apartments - Bachelor and 1 Bedroom	per sq.ft. of Gross Floor Area
Municipal-Wide Services					
Transportation Services	1,473	1,296	801	575	1.40
Fire Protection Services	289	254	157	113	0.13
Parks and Recreation Services	708	624	386	278	0.06
Library Services	330	291	180	129	0.03
Administration Services	159	140	88	63	0.15
Total Municipal-Wide Services	2,959	2,605	1,612	1,158	1.77
Urban Services					
Wastewater Services	1,847	1,625	1,008	723	1.25
Water Services	369	325	202	146	0.23
Total Urban Services	2,216	1,950	1,210	869	1.48
Grand Total Rural Area	2,959	2,605	1,612	1,158	1.77
Grand Total Urban Area	5,175	4,555	2,822	2,027	3.25

2.4 Redevelopment Credit

The by-law provides for D.C. credits for residential and non-residential redevelopments for structures to be demolished or converted from one principal use to another. To be eligible to receive the credit, the demolition or conversion must have occurred within twenty-four (24) months from the date the D.C. is payable. The amount of the credit provided cannot exceed the total development charge that would otherwise be payable.

2.5 Exemptions

The Town's existing D.C. by-laws include statutory exemptions from payment of D.C.s with respect to:

- Industrial additions of up to and including 50% of the existing gross floor area (G.F.A.) of the building – for industrial additions which exceed 50% of the existing G.F.A., only the portion of the addition in excess of 50% is subject to D.C.s;
- Land used for Municipal or Board of Education purposes; 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 (as specified by O.Reg. 82/98).



The D.C. by-laws also provide non-statutory exemptions from payment of D.C.s with respect to:

- 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
- Non-residential farm buildings constructed for bona-fide farm uses.



Chapter 3

Anticipated Development in the Town of Petawawa



3. Anticipated Development in the Town of Petawawa

3.1 Requirement of the Act

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

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 (2019-2029) and a longer term (2019-2036) time horizon.

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

In compiling the growth forecast, the following specific information sources were consulted to assess the residential and non-residential development potential for the Town of Petawawa over the forecast period, including:

- Town of Petawawa 2014 Development Charge Background Study, June 25, 2014;
- County of Renfrew Official Plan, Official Plan Amendment No. 25 (Five Year Review) April 25, 2018;
- Historical residential and non-residential building permit data for 2009 to 2018 period; and
- Available Census data regarding population, housing and employment.

3.3 Summary of Growth Forecast

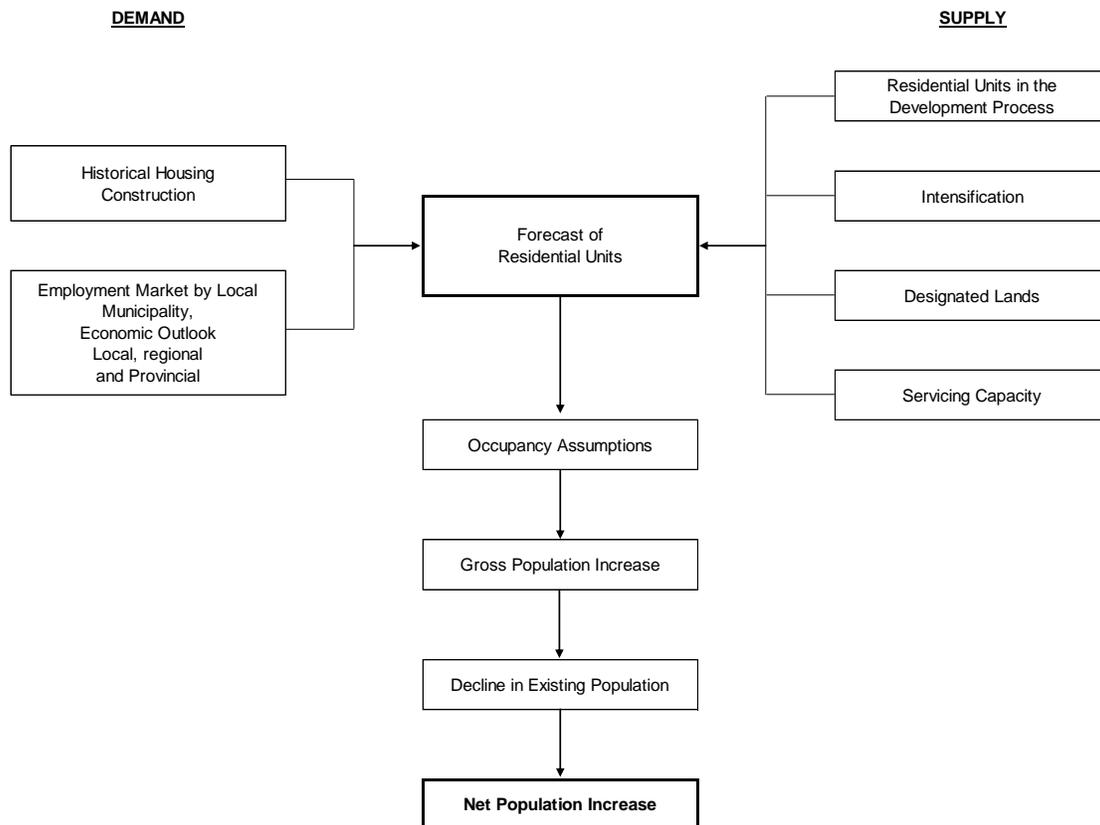
A detailed analysis of the residential and non-residential growth forecasts is provided in Appendix A and the methodology employed is illustrated in Figure 3-1. The discussion



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 (excluding Garrison Petawawa) is anticipated to reach approximately 12,730 by 2029 and 14,000 by 2036, resulting in an increase of approximately 1,260 and 2,520 persons, respectively, over the 10-year and longer term forecast periods¹

Figure 3-1
Population and Household Forecast Model



¹ The population figures used in the calculation of the 2019 D.C. exclude the net Census undercount, which is estimated at approximately 2.7% and excludes Garrison Petawawa's population.



Table 3-1
Town of Petawawa
Residential Growth Forecast Summary

	Year	Population (Including Census Undercount) ¹	Excluding Census Undercount			Housing Units					Person Per Unit (P.P.U.): Total Population/ Total Households
			Population	Garrison Petawawa Population	Population Excluding Garrison Petawawa	Singles & Semi- Detached	Multiple Dwellings ²	Apartments ³	Other	Total Households	
Historical	Mid 2006	15,050	14,651	6,000	8,651	4,060	730	495	35	5,320	2.754
	Mid 2011	16,420	15,988	6,000	9,988	4,591	847	584	15	6,037	2.648
	Mid 2016	17,650	17,187	6,000	11,187	4,845	915	555	20	6,335	2.713
Forecast	Mid 2019	17,950	17,475	6,000	11,475	5,007	937	608	20	6,572	2.659
	Mid 2029	19,240	18,732	6,000	12,732	5,833	954	621	20	7,428	2.522
	Mid 2036	20,540	19,999	6,000	13,999	6,334	993	686	20	8,033	2.490
Incremental	Mid 2006 - Mid 2011	1,370	1,337	0	1,337	531	117	89	-20	717	
	Mid 2011 - Mid 2016	1,230	1,199	0	1,199	254	68	-29	5	298	
	Mid 2016 - Mid 2019	300	288	0	288	162	22	53	0	237	
	Mid 2019 - Mid 2029	1,290	1,257	0	1,257	826	17	13	0	856	
	Mid 2019 - Mid 2036	2,590	2,524	0	2,524	1,327	56	78	0	1,461	

Source: Population forecast derived from County of Renfrew Official Plan (O.P.A. No. 25) for the Town of Petawawa.

¹ Census undercount estimated at approximately 2.7%. Note: Population including the undercount has been rounded.

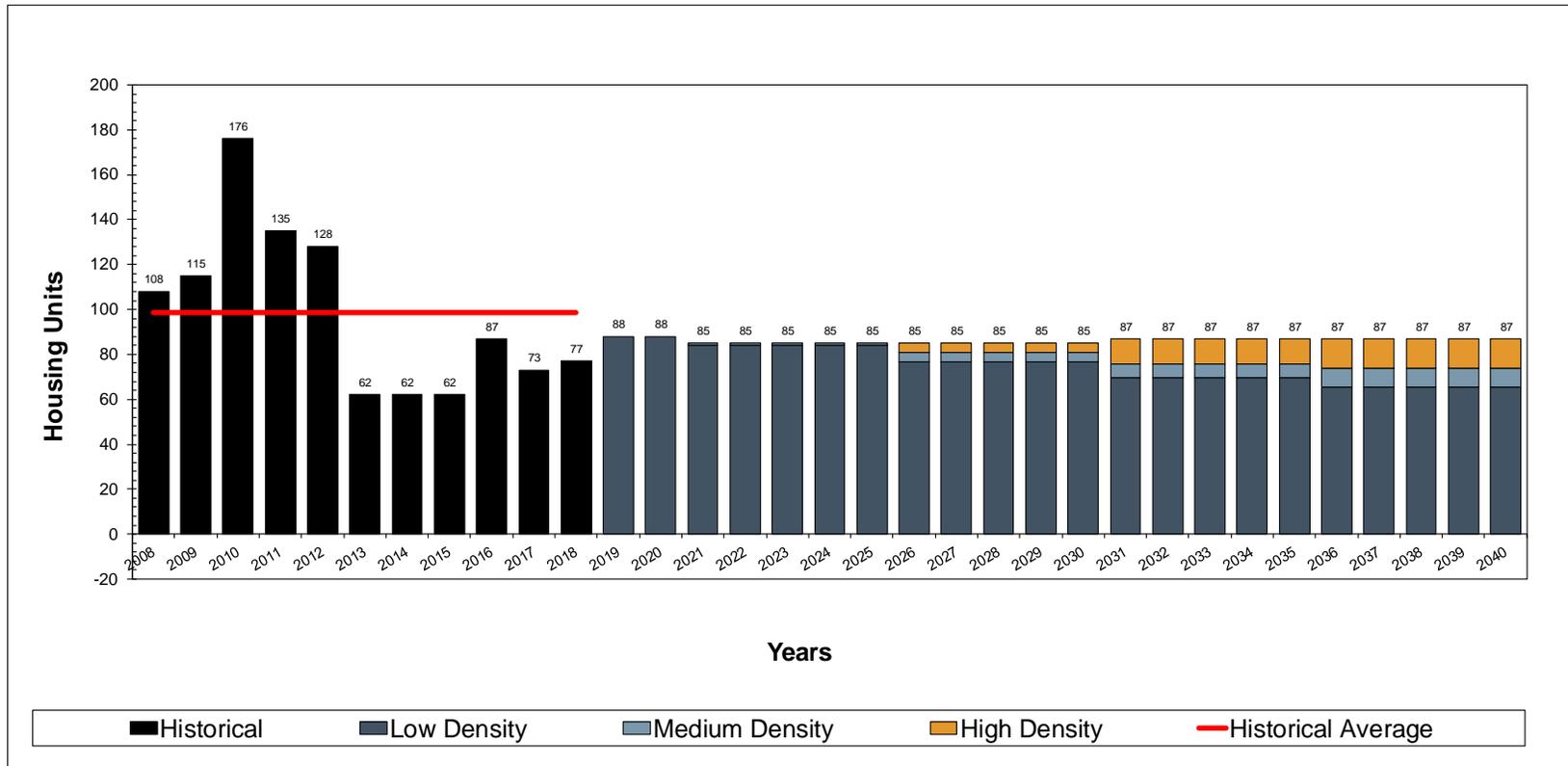
² Includes townhouses and apartments in duplexes.

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

Note: No future growth is assumed to occur in Garrison Petawawa. Numbers may not add up precisely due to rounding.



Figure 3-2
Town of Petawawa
Annual Housing Forecast



Source: Historical housing activity derived from Town of Petawawa, 2019.

¹ Growth forecast represents calendar year.



Provided below is a summary of the key assumptions and findings regarding the Town of Petawawa D.C. growth forecast update.

1. Housing Unit Mix (Appendix A – Schedules 1, 6 and 7)

- The housing unit mix for the Town was derived from the summary of housing supply (as per Schedule 6), as well as historical development activity (as per Schedule 7);
- Based on the above indicators, the 2019 to 2036 household growth forecast is comprised of a unit mix of 91% low density (single detached and semi-detached), 4% 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 full and private serviced areas; and
- The percentage of forecast housing growth between 2019 to 2036 by development location is summarized below.

Development Location	Percentage Housing Growth, 2019 to 2036
Town Proper (Full Services)	93%
Town Proper (Private Services)	7%
Garrison Petawawa	0%
Total	100%

3. Planning Period

- Short and longer-term time horizons are required for the D.C. process. The D.C.A. limits the planning horizon for certain services, such as parks, recreation and libraries, to a 10-year planning horizon. Services related to



a highway, public works, fire, police, stormwater, water and wastewater services utilize a longer planning period.

4. Population in New Housing Units (Appendix A - Schedules 2, 3, 4, 5, 8a and 8b)

- The number of permanent housing units to be constructed in the Town of Petawawa during the short- and long-term periods is presented on Figure 3-2. Over the 10-year and longer-term forecast periods, the Town is anticipated to average of approximately 86 new housing units.
- 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.
- Schedule 8a and 8b summarizes the P.P.U. for the new housing units by age and type of dwelling based on a 2016 custom Census data. The total calculated P.P.U. for all density types has been adjusted to account for the P.P.U. trends which has been recently experienced in both new and older units. Adjusted 25-year average P.P.U.s by dwelling type are as follows:
 - Low density: 2.930
 - Medium density: 2.275
 - High density: 1.352

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

- Existing households for 2019 are based on the 2016 Census households, plus estimated residential units constructed between 2017 and 2018 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 10-year and longer-term forecast period is approximately 1,220 and 1,600, respectively.

6. Employment (Appendix A, Schedules 10a, 10b, 10c, 11 and 12)

- Employment projections are 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.

- 2016 employment data (place of work) for the Town of Petawawa is outlined in Schedule 10a. The 2016 employment base is comprised of the following sectors:
 - 25 primary (<1%);
 - 325 work at home employment (4%);
 - 578 industrial (7%);
 - 1,493 commercial/population related (18%); and
 - 5,825 institutional (71%).
- The 2016 employment by usual place of work, including work at home, is estimated at 8,245.
- Schedule 10b, Appendix A, summarizes the employment forecast, excluding work at home employment, which is the basis for the D.C. employment forecast. The impact on municipal services from these employees has already been included in the population forecast.
- Total employment for the Town of Petawawa (excluding work at home employment) is anticipated to reach approximately 8,860 by 2029 and 9,140 by 2036. This represents an employment increase of approximately 710 and 980 over the 10-year and longer-term forecast periods, respectively.

7. Non-Residential Sq.ft. Estimates G.F.A. (Appendix A, Schedule 10b)

- Square feet estimates were calculated in Schedule 10b 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 G.F.A. increase is anticipated to be 550,900 sq.ft. over the 10-year forecast period and 764,500 sq.ft. over the longer term forecast period.
- In terms of percentage growth, the longer term incremental G.F.A. forecast by sector is broken down as follows:
 - industrial – 19%;



- commercial/population-related – 62%; and
 - institutional – 19%.
- The percentage of forecast employment growth between 2019 and 2036 by development location is summarized below. It should be noted that the forecast G.F.A. in the urban serviced area is lower for wastewater services than water services reflecting the private septic servicing of the Industrial Park.

Development Location	Percentage Employment Growth, 2019-2036
Town Proper	95%
Town Proper (Private Sewer Services)	5%
Garrison Petawawa	0%
Total	100%



Chapter 4

Approach to the Calculation of the Charge



4. Approach to the Calculation of the Charge

4.1 Introduction

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

4.2 Services Potentially Involved

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

A number of these services are defined in s.s.2(4) of the D.C.A., 1997 as being ineligible for inclusion in D.C.s. These are shown as “ineligible” on Table 4-1. In addition, two ineligible costs defined in s.s.5(3) of the D.C.A. are “computer equipment” and “rolling stock with an estimated useful life of [less than] seven years...” In addition, local roads are covered separately under subdivision agreements and related means (as are other local services). Services which are potentially eligible for inclusion in the Town’s D.C.s are indicated with a “Yes.”

4.3 Increase in Need for Service

The D.C. calculation commences with an estimate of “the increase in the need for service attributable to the anticipated development,” for each service to be covered by the by-law. There must be some form of link or attribution between the anticipated development and the estimated increase in the need for service. While the need could conceivably be expressed generally in terms of units of capacity, 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.



Figure 4-1
The Process of Calculating a D.C. under the Act

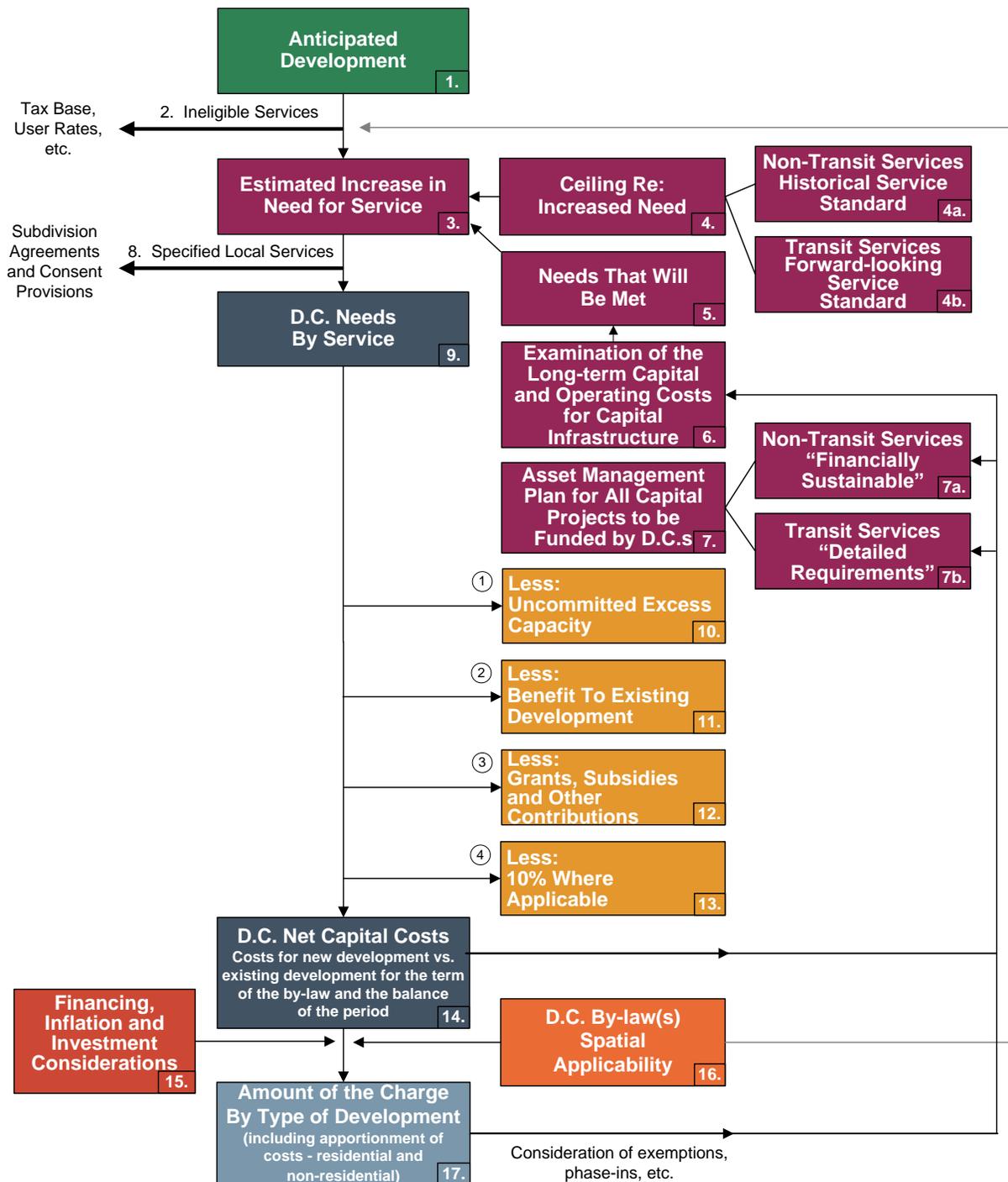




Table 4-1
Categories of Municipal Services
To Be Addressed as Part of the Calculation

Categories of Municipal Services	Eligibility for Inclusion in the D.C. Calculation	Service Components	Maximum Potential D.C. Recovery %
1. Services Related to a Highway	Yes	1.1 Arterial roads	100
	Yes	1.2 Collector roads	100
	Yes	1.3 Bridges, Culverts and Roundabouts	100
	No	1.4 Local municipal roads	0
	Yes	1.5 Traffic signals	100
	Yes	1.6 Sidewalks and streetlights	100
	Yes	1.7 Active Transportation	100
2. Other Transportation Services	n/a	2.1 Transit vehicles ¹ & facilities	100
	n/a	2.2 Other transit infrastructure	100
	n/a	2.3 Municipal parking spaces - indoor	90
	n/a	2.4 Municipal parking spaces - outdoor	90
	Yes	2.5 Works Yards	100
	Yes	2.6 Rolling stock ¹	100
	n/a	2.7 Ferries	90
	No	2.8 Airport	90
3. Stormwater Drainage and Control Services	Yes	3.1 Main channels and drainage trunks	100
	No	3.2 Channel connections	100
	No	3.3 Retention/detention ponds	100
4. Fire Protection Services	Yes	4.1 Fire stations	100
	Yes	4.2 Fire pumpers, aerials and rescue vehicles ¹	100
	Yes	4.3 Small equipment and gear	100
5. Outdoor Recreation Services (i.e.	Ineligible	5.1 Acquisition of land for parks, woodlots and E.S.A.s	0
	Yes	5.2 Development of area municipal parks	90

¹with 7+ year life time

*same percentage as service component to which it pertains
computer equipment excluded throughout



Categories of Municipal Services	Eligibility for Inclusion in the D.C. Calculation	Service Components	Maximum Potential D.C. Recovery %
Parks and Open Space)	Yes	5.3 Development of district parks	90
	Yes	5.4 Development of municipal-wide parks	90
	Yes	5.5 Development of special purpose parks	90
	Yes	5.6 Parks rolling stock ¹ and yards	90
6. Indoor Recreation Services	Yes	6.1 Arenas, indoor pools, fitness facilities, community centres, etc. (including land)	90
	Yes	6.2 Recreation vehicles and equipment ¹	90
7. Library Services	Yes	7.1 Public library space (incl. furniture and equipment)	90
	Yes	7.2 Library vehicles ¹	90
	n/a	7.3 Library materials	90
8. Electrical Power Services	Ineligible	8.1 Electrical substations	0
	Ineligible	8.2 Electrical distribution system	0
	Ineligible	8.3 Electrical system rolling stock	0
9. Provision of Cultural, Entertainment and Tourism Facilities and Convention Centres	Ineligible	9.1 Cultural space (e.g. art galleries, museums and theatres)	0
	Ineligible	9.2 Tourism facilities and convention centres	0
10. Wastewater Services	Yes	10.1 Treatment plants	100
	Yes	10.2 Sewage trunks	100
	No	10.3 Local systems	0
	Yes	10.4 Vehicles and equipment ¹	100
11. Water Supply Services	Yes	11.1 Treatment plants	100
	Yes	11.2 Distribution systems	100
	No	11.3 Local systems	0
	Yes	11.4 Vehicles and equipment ¹	100
12. Waste Management Services	Ineligible	12.1 Landfill collection, transfer vehicles and equipment	0

¹with 7+ year life time



Categories of Municipal Services	Eligibility for Inclusion in the D.C. Calculation	Service Components	Maximum Potential D.C. Recovery %
	Ineligible	12.2 Landfills and other disposal facilities	0
	n/a	12.3 Waste diversion facilities	90
	n/a	12.4 Waste diversion vehicles and equipment ¹	90
13. Police Services	No	13.1 Police detachments	100
	n/a	13.2 Police rolling stock ¹	100
	n/a	13.3 Small equipment and gear	100
14. Homes for the Aged	n/a	14.1 Homes for the aged space	90
	n/a	14.2 Vehicles ¹	90
15. Child Care	n/a	15.1 Child care space	90
	n/a	15.2 Vehicles ¹	90
16. Health	n/a	16.1 Health department space	90
	n/a	16.2 Health department vehicles ¹	90
17. Social Housing	n/a	17.1 Social Housing space	90
18. Provincial Offences Act (P.O.A.)	n/a	18.1 P.O.A. space	90
19. Social Services	n/a	19.1 Social service space	90
20. Ambulance	n/a	20.1 Ambulance station space	90
	n/a	20.2 Vehicles ¹	90
21. Hospital Provision	Ineligible	21.1 Hospital capital contributions	0
22. Provision of Headquarters for the General Administration of Municipalities and Area Municipal Boards	Ineligible	22.1 Office space	0
	Ineligible	22.2 Office furniture	0
	Ineligible	22.3 Computer equipment	0

¹with 7+ year life time



Categories of Municipal Services	Eligibility for Inclusion in the D.C. Calculation	Service Components	Maximum Potential D.C. Recovery %
23. Other Services	Yes	23.1 Studies in connection with acquiring buildings, rolling stock, materials and equipment, and improving land ² and facilities, including the D.C. background study cost	0-100
	Yes	23.2 Interest on money borrowed to pay for growth-related capital	0-100

¹with a 7+ year life time

²same percentage as service component to which it pertains

Eligibility for Inclusion in the D.C. Calculation	Description
Yes	Town provides the service – service has been included in the D.C. calculation.
No	Town provides the service – service has not been included in the D.C. calculation.
n/a	Town does not provide the service.
Ineligible	Service is ineligible for inclusion in the D.C. calculation.



4.4 Local Service Policy

Some of the need for services generated by additional development consists of local services related to a plan of subdivision. As such, they will be required as a condition of subdivision agreements or consent conditions. The Town's general policy guidelines on D.C. and local service funding is detailed in Appendix D to this report.

4.5 Capital Forecast

Paragraph 7 of s.s.5(1) of the D.C.A. requires that, “the capital costs necessary to provide the increased services must be estimated.” The Act goes on to require two 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:

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

In order for an increase in need for service to be included in the D.C. 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.

4.6 Treatment of Credits

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

The Town has no outstanding D.C. credit obligations for services that have been emplaced by developers on behalf of the Town.

4.7 Eligible Debt and Committed Excess Capacity

Section 66 of the D.C.A., 1997 states that for the purposes of developing a D.C. 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 D.C.s or other similar charges. For example, this may have been done as part of previous D.C. processes.

Outstanding debt payments related to the growth-related costs of the library expansion have been included in the 2019 D.C. calculations.



4.8 Existing Reserve Funds

Section 35 of the D.C.A. states that:

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

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

The Town’s D.C. Reserve Funds balances, by service, are presented in Table 4-2 below. These balances have been applied against future spending requirements for all services.

Table 4-2
Town of Petawawa
Estimated D.C. Reserve Funds Balances (as at December 31, 2018)

Service	Totals
Transportation Services	\$302,943.12
Fire Protection Services	\$238,529.28
Parks and Recreation Services	\$468,676.22
Library Services	\$2,899.55
Administration Services	\$77,068.45
Wastewater Services	\$294,009.64
Water Services	\$7,085.46
Total	\$1,391,211.72

4.9 Deductions

The D.C.A. 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
- a 10% reduction for certain services.



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

4.9.1 Reduction Required by Level of Service Ceiling

This is designed to ensure that the increase in need, for non-transit services, 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 Town 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.”

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.

With respect to transit services, the D.C.A requires that the estimate for the increase in the need cannot exceed the planned level of service over the 10-year period immediately following the preparation of the background study. The planned level of service for transit must not include a portion of the service that is intended to benefit anticipated development after the 10-year period immediately following the preparation of the background study or excess capacity at the end of the 10-year period immediately following the preparation of the background study.

Moreover, for transit services, the background study, must also include:

- a) an assessment of ridership forecasts for all modes of transit services proposed to be funded by the D.C. over the 10-year period immediately following the preparation of the background study, categorized by development types, and whether the forecasted ridership will be from existing or planned development; and



- b) an assessment of the ridership capacity for all modes of transit services proposed to be funded by the D.C. over the 10-year period immediately following the preparation of the background study.

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

4.9.2 Reduction for Uncommitted Excess Capacity

Paragraph 5 of 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 increased traffic is not required because sufficient excess capacity is already available, then widening would not be included as an increase in need, in the first instance.

4.9.3 Reduction for Benefit to Existing Development

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 section 4.9.1 is related, but is not the identical requirement.

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.

4.9.4 Reduction for Anticipated Grants, Subsidies, and Other Contributions

This step involves reducing the capital costs necessary to provide the increased services by capital grants, subsidies and other contributions 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 D.C. projects, given that the contribution is not being made in respect of specific growth-related capital projects.

4.9.5 The 10% Reduction

Paragraph 8 of s.s.(1) of the D.C.A. 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 and libraries. 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 cost sheets in Chapter 5.



Chapter 5

D.C. Eligible Cost Analysis by Service



5. D.C. Eligible Cost Analysis by Service

5.1 Introduction

This chapter outlines the basis for calculating D.C. eligible costs for the D.C.s to be applied on a uniform basis. The required calculation process set out in s.5(1) paragraphs 2 to 8 in the D.C.A., 1997, and described in Chapter 4, was followed in determining D.C. 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-wide D.C. Calculation

This section evaluates the development-related capital requirements for municipal-wide services over the 10-year planning period (mid-2019 to mid-2029). Each service component is evaluated on two format sheets: the average historical 10-year level of service calculation (see Appendix B), which "caps" the D.C. amounts; and the infrastructure cost calculation, which determines the potential D.C. recoverable cost.

5.2.1 *Transportation Services*

The Town has 64 centreline-kilometres of rural, semi-urban, and urban roadways. In addition, the Town owns and maintains 46 kilometres of sidewalks, 992 streetlights, 16,870 square feet (sq.ft.) of public works facility space, and 43 public works vehicles. The total inventory of assets over the past 10-years results in an invested historical level of service of \$3,534 per capita. When applied to the Town-wide forecast population growth to 2029, a maximum D.C. eligible cost of approximately \$4.4 million could be expected to meet the future increase in needs for service.

Review of the Town's roads needs for the forecast period identified approximately \$4.4 million in gross capital costs. These costs include various road urbanization projects, a new sand dome, expansion of the active transportation network, new sidewalks and paved shoulders, and new vehicles and equipment. Recognizing the benefit to existing



development, \$2.3 million has been deducted from the gross capital costs. Additionally, approximately \$303,000 has been deducted to reflect money previously collected from development charges and available in the D.C. reserve fund. As a result, approximately \$1.8 million in growth-related needs have been included in the calculation of the D.C.

The allocation of net growth-related costs for Roads between residential and non-residential development is 64% residential and 36% non-residential, based on forecast incremental population and employment growth over the 10-year period.

5.2.2 Fire Protection Services

There are currently two fire stations and one training/classroom facility located in the Town, with a combined gross floor area of 15,848 sq.ft. The Town also maintains 8 fire vehicles, 37 sets of firefighter equipment, and 279 items of additional equipment. In total, the average level of service provided through the capital infrastructure over the past ten years has been \$517 per capita. In aggregate, the maximum D.C. eligible amount that could be included in the calculation of the charge for Fire Protection Services is approximately \$650,000.

Based on discussions with the Town's staff, the anticipated capital needs include the construction of a new fire hall, additional space for live fire training, and a boat for water rescue. The gross capital costs for these needs total \$530,000. Deductions of approximately \$86,000 and \$239,000 have been made to reflect the benefit to the existing community and funds available in the Fire Services D.C. reserve fund, respectively. In total, approximately \$206,000 in growth-related needs have been included in the calculation of the D.C.

The allocation of net growth-related costs for Fire Services between residential and non-residential development is 64% residential and 36% non-residential, based on forecast incremental population and employment growth.



5.2.3 Parks and Recreation Services

The Town currently maintains approximately 94 acres of developed parkland, 2.8 kilometres of trails, 22 vehicles, and 35,947 sq.ft. of indoor facility space for the provision of parks and recreation services. The Town's level of service over the historical 10-year period averaged \$1,734 per capita. In total, the maximum D.C. eligible amount for Parks and Recreation Services over the 10-year forecast period is approximately \$2.2 million based on the established level of service.

The 10-year capital needs for Parks and Recreation Services to accommodate growth have a total gross capital cost of approximately \$2.4 million. These capital needs include development of trails and parks, as well as a new pick-up truck. Deductions of \$620,000 have been made to reflect benefit to existing development, \$469,000 to reflect funds available in the D.C. reserve fund, and \$177,000 for the statutory 10% deduction.

The resulting net growth-related capital costs for inclusion in the D.C. calculation total approximately \$1.1 million.

As the predominant users of Parks and Recreation Services tend to be residents of the Town, the forecast growth-related costs have been allocated 95% to residential and 5% to non-residential.

5.2.4 Library Services

The Town's Library Services are provided through 12,000 sq.ft. of library space and 53,596 collection materials. The average level of service over the past 10 years was approximately \$416 per capita. Based on the application of this level of service to the incremental forecast population growth, the Town would be eligible to collect approximately \$523,000 from D.C.s for library services over the forecast period.

The capital needs required to accommodate growth have a total gross capital cost estimate of \$208,000. These costs include the repayment of debt incurred for the library expansion and a provision for expansion of the library's collection materials. The statutory 10% deduction required for library services totals approximately \$16,000. Lastly, approximately \$3,000 has been deducted from the calculation of the charge in recognition of the funds collected from prior development charges and available in the D.C. reserve fund.



Resultantly, approximately \$190,000 of growth-related costs have been included in the calculation of the charge for the 10-year forecast period.

As with Parks and Recreation Services, the predominant users of Library Services are residents of the Town, and therefore, the forecast growth-related costs have been allocated 95% to residential and 5% to non-residential.

5.2.5 Administration Studies

The D.C.A. permits the inclusion of studies undertaken to facilitate the completion of the Town's capital works program and to support the preparation of future D.C. background studies. The Town has made provisions for the inclusion of two D.C. background studies, a Parks and Recreation Master Plan, an Official Plan and a Zoning By-law update, two infrastructure studies, and two Fire Master Plans.

The costs of these projects total approximately \$449,000 over the 10-year forecast period. A Deduction of \$159,000 for benefit to existing development has been applied. Further deductions of approximately \$13,000 and \$77,000 have been included to reflect the 10% statutory deduction requirement and the funds collected from prior development charges and available in the D.C. reserve fund, respectively.

The resultant net growth-related capital costs included in the calculation of the charge total approximately \$200,000. These 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.



Infrastructure Costs Covered in the D.C. Calculation – Transportation Services

Prj .No	Increased Service Needs Attributable to Anticipated Development 2019-2029	Timing (year)	Gross Capital Cost Estimate (2019\$)	Post Period Benefit	Other Deductions	Net Capital Cost	Less:		Potential D.C. Recoverable Cost		
							Benefit to Existing Development	Grants, Subsidies and Other Contributions Attributable to New Development	Total	Residential Share 64%	Non-Residential Share 36%
1	Portage Road Urbanization - Petawawa Blvd to Dustin Rd	2019-2021	1,575,670	-		1,575,670	787,835		787,835	504,215	283,621
2	Civic Centre Road Urbanization - Petawawa Blvd to Laurentian Drive (Unfunded)		249,292	-		249,292	-		249,292	159,547	89,745
3	Industrial Avenue Urbanization		611,800	-		611,800	367,080		244,720	156,621	88,099
4	Sand Dome	2019	750,000	-		750,000	426,136		323,864	207,273	116,591
5	Twinning of Algonquin Trail - Murphy Road to Portage Road	2019-2020	200,000	-		200,000	180,156		19,844	12,700	7,144
6	Addition of Sidewalks and Paved Shoulders	on-going	500,000	-		500,000	450,391		49,609	31,750	17,859
7	Trackless Unit (Sidewalk Plow)	2019	170,000	-		170,000	17,000		153,000	97,920	55,080
8	Tandem Plow (Double-Axle)	2020	300,000	-		300,000	30,000		270,000	172,800	97,200
			-	-		-	-		-	-	-
	Reserve Fund Adjustment		-	-		-	-		(302,943)	(193,884)	(109,060)
	Total		4,356,762	-	-	4,356,762	2,258,599	-	1,795,221	1,148,941	646,279



Infrastructure Costs Covered in the D.C. Calculation – Parks and Recreation Services

Prj.No	Increased Service Needs Attributable to Anticipated Development	Timing (year)	Gross Capital Cost Estimate (2019\$)	Post Period Benefit	Other Deductions	Net Capital Cost	Less:		Subtotal	Less:	Potential D.C. Recoverable Cost		
							Benefit to Existing Development	Grants, Subsidies and Other Contributions Attributable to New Development		Other (e.g. 10% Statutory Deduction)	Total	Residential Share	Non-Residential Share
												95%	5%
	2019-2029												
1	Mountain Bike Trail Development	2019-2024	150,000	-		150,000	75,000		75,000	7,500	67,500	64,125	3,375
2	Hydro Corridor Trail Development (Jackpine Trail 1.1km)	2019-2028	45,000	-		45,000	13,500		31,500	3,150	28,350	26,933	1,418
3	Hydro Corridor Trail Development (Laurentian Trail 1.1km)	2019-2028	50,000	-		50,000	15,000		35,000	3,500	31,500	29,925	1,575
4	Hydro Corridor Trail Development (Limestone Trail 0.6km)	2019-2028	21,000	-		21,000	6,300		14,700	1,470	13,230	12,569	662
5	Woodland Trail Development	2020-2023	48,500	-		48,500	14,550		33,950	3,395	30,555	29,027	1,528
6	Laurentian Highlands Park Development	2022	345,000	-		345,000	-		345,000	34,500	310,500	294,975	15,525
7	Portage Landing Park Development	2023	105,000	-		105,000	-		105,000	10,500	94,500	89,775	4,725
8	Pick-up Truck	2021	45,000	-		45,000	-		45,000	4,500	40,500	38,475	2,025
9	Radtke Estates Community Park Development (including EA)		1,500,000	-		1,500,000	450,000		1,050,000	105,000	945,000	897,750	47,250
10	Radtke Estates Neighbourhood Park Development		30,000	-		30,000	-		30,000	3,000	27,000	25,650	1,350
11	Twinning of the Algonquin Trail (Town Centre to Portage Road)	2019-2020	50,000	-		50,000	45,039		4,961	496	4,465	4,242	223
	Reserve Fund Adjustment		-	-		-	-		(468,676)	-	(468,676)	(445,242)	(23,434)
	Total		2,389,500	-	-	2,389,500	619,389	-	1,301,435	177,011	1,124,424	1,068,202	56,221



5.3 Service Levels and 17-Year Capital Costs for Area-Specific D.C. Calculation

This D.C. Background Study provides for the uniform application of wastewater and water charges within the municipally serviced urban area. The anticipated development-related capital requirements for these services have been considered over the 17-year (mid-2019 to mid-2036) forecast period.

5.3.1 Wastewater Services

The capital plan for wastewater services includes a pumping station expansion, expansion of the wastewater treatment plant, and a wastewater main upgrade along Petawawa Blvd.

In total, the gross capital cost estimates amount to \$10.3 million. A deduction of \$6.6 million for benefit to existing development has been observed. Additionally, approximately \$294,000 has been deducted to reflect the positive balance of the D.C. reserve fund. The net capital costs identified for inclusion in the calculation total approximately \$3.4 million.

These costs have been allocated 73% residential and 27% non-residential, based on the incremental growth in population to employment in the wastewater serviced area for the 17-year forecast period.

5.3.2 Water Services

The capital plan for water services includes water main upgrades. In total, the gross capital cost estimates amount to \$1.2 million. A deduction of \$336,000 for benefit to existing development has been observed. Additionally, approximately \$7,000 has been deducted to reflect the positive balance of the D.C. reserve fund. The net capital costs identified for inclusion in the calculation total approximately \$845,000.

These costs have been allocated 72% residential and 28% non-residential, based on the incremental growth in population to employment in the water serviced area for the 17-year forecast period.



Infrastructure Costs Covered in the D.C. Calculation – Wastewater Services

Prj.No	Increased Service Needs Attributable to Anticipated Development	Timing (year)	Gross Capital Cost Estimate (2019\$)	Post Period Benefit	Other Deductions	Net Capital Cost	Less:		Potential D.C. Recoverable Cost		
							Benefit to Existing Development	Grants, Subsidies and Other Contributions Attributable to New Development	Total	Residential Share	Non-Residential Share
	2019-2036									73%	27%
1	Renfrew St. Pumping Station Expansion - Controls and Building	2019-2021	550,000	-		550,000	-		550,000	401,500	148,500
2	Renfrew St. Pumping Station Expansion - Pumps and Additional Wet Well		300,000	-		300,000	-		300,000	219,000	81,000
3	Wastewater Treatment Plant Expansion - EA		646,700	-		646,700	-		646,700	472,091	174,609
4	Wastewater Treatment Plant Expansion		8,823,600	-		8,823,600	6,617,700		2,205,900	1,610,307	595,593
				-		-	-		-	-	-
				-		-	-		-	-	-
				-		-	-		-	-	-
				-		-	-		-	-	-
				-		-	-		-	-	-
				-		-	-		-	-	-
				-		-	-		-	-	-
	Reserve Fund Adjustment		-	-		-	-		(294,010)	(214,627)	(79,383)
	Total		10,320,300	-	-	10,320,300	6,617,700	-	3,408,590	2,488,271	920,319



Chapter 6

D.C. Calculation



6. D.C. Calculation

Table 6-1 to Table 6-3 calculate the proposed D.C. for the growth-related capital costs identified in Chapter 5. Table 6-1 and Table 6-2 presents the Area-Specific D.C. calculations for Water and Wastewater-related services over the 17-year planning horizon, respectively. It should be noted, that the forecast G.F.A. in the urban serviced area is lower for wastewater services than water services reflecting the private septic servicing of the Industrial Park (i.e. 694,000 sq.ft. of G.F.A. for wastewater services, as compared to 764,500 sq.ft. for water services). Table 6-3 presents the Municipal-wide D.C. calculation for all remaining services 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 other multiples/mobile homes). The non-residential development charge has been calculated on a per square foot of gross floor area basis for non-residential development (i.e. industrial, commercial, and institutional).

The D.C.-eligible costs for each service component are provided in Chapter 5 for all municipal services, based on their proposed capital programs.

Table 6-4 summarizes the calculated schedule of charges, reflecting the maximum D.C.s by residential dwelling type and per sq.ft. of G.F.A. for non-residential development.

Table 6-5 compares the Town's existing charges to the charges proposed herein (as presented in Table 6-4), for a single detached residential dwelling unit and per sq.ft. of G.F.A. for non-residential development. The calculated charges are \$5,525 for a single detached residential dwelling unit and \$3.19 per sq.ft. of non-residential G.F.A., for development with the urban area. The calculated residential charge for a single detached dwelling unit within the urban area represents a 6.8% (\$350) increase relative to the current charge of \$5,175 per unit. The calculated non-residential charge in the urban service area is 1.9% (\$0.06/sq.ft.) lower than the current charge of \$3.25 per sq.ft.



Table 6-1
Water Serviced Area D.C. Calculation
2019-2036

SERVICE	2019\$ D.C.-Eligible Cost		2019\$ D.C.-Eligible Cost	
	Residential	Non-Residential	S.D.U.	per sq.ft.
1. <u>Water Services</u>	\$ 608,178	\$ 236,514	\$ 468	\$ 0.31
TOTAL	\$ 608,178	\$ 236,514	\$ 468	\$ 0.31
17-Year Gross Population/GFA Growth (sq.ft.)	3,810	764,500		
Cost Per Capita/Non-Residential GFA (sq.ft.)	\$ 159.63	\$ 0.31		
<u>By Residential Unit Type</u>	<u>P.P.U.</u>			
Single and Semi-Detached Dwelling	2.930	\$ 468		
Apartments - 2 Bedrooms +	1.578	\$ 252		
Apartments - Bachelor and 1 Bedroom	1.100	\$ 176		
Other Multiples and Mobile Homes	2.275	\$ 363		



Table 6-2
Wastewater Serviced Area D.C. Calculation
2019-2036

SERVICE	2019\$ D.C.-Eligible Cost		2019\$ D.C.-Eligible Cost	
	Residential	Non-Residential	S.D.U.	per sq.ft.
2. <u>Wastewater Services</u>	\$ 2,488,271	\$ 920,319	\$ 1,914	\$ 1.33
TOTAL	\$ 2,488,271	\$ 920,319	\$ 1,914	\$ 1.33
17-Year Gross Population/GFA Growth (sq.ft.)	3,810	694,000		
Cost Per Capita/Non-Residential GFA (sq.ft.)	\$ 653.09	\$ 1.33		
<u>By Residential Unit Type</u>	<u>P.P.U.</u>			
Single and Semi-Detached Dwelling	2.930	\$ 1,914		
Apartments - 2 Bedrooms +	1.578	\$ 1,031		
Apartments - Bachelor and 1 Bedroom	1.100	\$ 718		
Other Multiples and Mobile Homes	2.275	\$ 1,486		



Table 6-3
Municipal-wide Services D.C. Calculation
2019-2029

SERVICE	2019\$ D.C.-Eligible Cost		2019\$ D.C.-Eligible Cost	
	Residential	Non-Residential	S.D.U.	per sq.ft.
3. <u>Transportation Services</u>	\$ 1,148,941	\$ 646,279	\$ 1,359	\$ 1.17
4. <u>Fire Protection Services</u>	\$ 131,774	\$ 74,123	\$ 156	\$ 0.13
5. <u>Parks and Recreation</u>	\$ 1,068,202	\$ 56,221	\$ 1,264	\$ 0.10
6. <u>Library Services</u>	\$ 180,048	\$ 9,476	\$ 213	\$ 0.02
7. <u>Administration - Studies</u>	\$ 127,931	\$ 71,961	\$ 151	\$ 0.13
TOTAL	\$ 2,656,896	\$ 858,061	\$ 3,143	\$ 1.55
10-Year Gross Population/GFA Growth (sq.ft.)	2,477	550,900		
Cost Per Capita/Non-Residential GFA (sq.ft.)	\$ 1,072.63	\$ 1.56		
<u>By Residential Unit Type</u>	<u>P.P.U.</u>			
Single and Semi-Detached Dwelling	2.930	\$ 3,143		
Apartments - 2 Bedrooms +	1.578	\$ 1,693		
Apartments - Bachelor and 1 Bedroom	1.100	\$ 1,180		
Other Multiples and Mobile Homes	2.275	\$ 2,440		



Table 6-4
Schedule of Calculated D.C.s

Service	RESIDENTIAL				NON-RESIDENTIAL
	Single and Semi-Detached Dwelling	Apartments - 2 Bedrooms +	Apartments - Bachelor and 1 Bedroom	Other Multiples and Mobile Homes	(per sq.ft. of Gross Floor Area)
Municipal Wide Services:					
Transportation Services	\$ 1,359	\$ 732	\$ 510	\$ 1,055	\$ 1.17
Fire Protection Services	\$ 156	\$ 84	\$ 59	\$ 121	\$ 0.13
Parks and Recreation	\$ 1,264	\$ 681	\$ 475	\$ 981	\$ 0.10
Library Services	\$ 213	\$ 115	\$ 80	\$ 165	\$ 0.02
Administration - Studies	\$ 151	\$ 81	\$ 57	\$ 117	\$ 0.13
Total Municipal Wide Services	\$ 3,143	\$ 1,693	\$ 1,181	\$ 2,439	\$ 1.55
Urban Services					
Wastewater Services	\$ 1,914	\$ 1,031	\$ 719	\$ 1,486	\$ 1.33
Water Services	\$ 468	\$ 252	\$ 176	\$ 363	\$ 0.31
Total Urban Services	\$ 2,382	\$ 1,283	\$ 895	\$ 1,849	\$ 1.64
GRAND TOTAL RURAL AREA	\$ 3,143	\$ 1,693	\$ 1,181	\$ 2,439	\$ 1.55
GRAND TOTAL URBAN AREA	\$ 5,525	\$ 2,976	\$ 2,076	\$ 4,288	\$ 3.19



Table 6-5
Comparison of Current and Calculated D.C.s

Service	Residential (Single Detached)		Non-Residential (per sq.ft. of Gross Floor Area)	
	Current	Calculated	Current	Calculated
Municipal Wide Services:				
Transportation Services	\$ 1,473	\$ 1,359	\$ 1.40	\$ 1.17
Fire Protection Services	\$ 289	\$ 156	\$ 0.13	\$ 0.13
Parks and Recreation	\$ 708	\$ 1,264	\$ 0.06	\$ 0.10
Library Services	\$ 330	\$ 213	\$ 0.03	\$ 0.02
Administration - Studies	\$ 159	\$ 151	\$ 0.15	\$ 0.13
Total Municipal Wide Services	\$ 2,959	\$ 3,143	\$ 1.77	\$ 1.55
Urban Services:				
Wastewater Services	\$ 1,847	\$ 1,914	\$ 1.25	\$ 1.33
Water Services	\$ 369	\$ 468	\$ 0.23	\$ 0.31
Total Area Specific Services	\$ 2,216	\$ 2,382	\$ 1.48	\$ 1.64
Grand Total - Rural Area	\$ 2,959	\$ 3,143	\$ 1.77	\$ 1.55
Grand Total - Urban Area	\$ 5,175	\$ 5,525	\$ 3.25	\$ 3.19



Chapter 7

D.C. Policy Recommendations and D.C. By-Law Rules



7. D.C. Policy Recommendations and D.C. Policy Rules

7.1 Introduction

This chapter outlines the D.C. policy recommendations and by-law rules.

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 subsection 5(1) goes on to state that the rules may provide for exemptions, phasing in and/or indexing of D.C.s.

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

- the total of all D.C.s that would be imposed on anticipated development must not exceed the capital costs determined under 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 D.C.s that exceed the capital costs that arise from the increase in the need for service for that type of development; however, this requirement does not relate to any particular development;
- if the rules provide for a type of development to have a lower D.C. than is allowed, the rules for determining D.C.s may not provide for any resulting shortfall to be made up via other development; and
- with respect to “the rules,” subsection 6 states that a D.C. by-law must expressly address the matters referred to above re s.s.5(1) para. 9 and 10, as well as how the rules apply to the redevelopment of land.

7.2 D.C. By-law Structure

It is recommended that:

- the Town impose a uniform municipal-wide D.C. calculation for all municipal services, except for water and wastewater services



- D.C.s for water and wastewater services be imposed in the water and wastewater-serviced area only; and
- one municipal D.C. by-law be used for all services.

7.3 D.C. By-law Rules

The following sets out the recommended rules governing the calculation, payment and collection of D.C.s in accordance with subsection 6 of the D.C.A., 1997.

It is recommended that the following provides the basis for the D.C.s:

7.3.1 *Payment in any Particular Case*

In accordance with the D.C.A., 1997, s.2(2), a D.C. be calculated, payable and collected where the development requires one or more of the following:

- a) the passing of a zoning by-law or of an amendment to a zoning by-law under Section 34 of the *Planning Act*;
- b) the approval of a minor variance under Section 45 of the *Planning Act*;
- c) a conveyance of land to which a by-law passed under 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 10 years. Costs allocated to non-residential uses will be assigned to industrial, agricultural, and other non-residential uses based on the G.F.A. 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. These are summarized in Chapter 5 herein.

7.3.3 Application to Redevelopment of Land (Demolition and Conversion)

If a development involves the demolition 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:

- the number of dwelling units demolished/converted multiplied by the applicable residential D.C. in place at the time the D.C. is payable; and/or
- the G.F.A. of the building demolished/converted multiplied by the current non-residential D.C. in place at the time the D.C. is payable.

The credit is allowed only if the demolition or conversion occurred within twenty-four (24) months from the date the D.C. is payable. No credit shall be given with respect to the redevelopment, conversions, demolition, or change of use of a building or structure or part thereof where the existing building or structure or part thereof would have been exempt from D.C.s in accordance with the active by-law. The credit can, in no case, exceed the amount of D.C.s that would otherwise be payable.

7.3.4 Exemptions (full or partial)

Statutory exemptions

- Industrial building additions of up to and including 50% of the existing G.F.A. (defined in O.Reg. 82/98, s.1) of the building; for industrial building additions which exceed 50% of the existing G.F.A., only the portion of the addition in excess of 50% is subject to D.C.s (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).



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
- Non-residential farm buildings constructed for bona-fide farm uses.

The proposed D.C. By-law will come into effect at the time of By-law passage, and no transition policy has been proposed.

7.3.5 Timing of Collection

The D.C.s 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 D.C.A., 1997.

7.3.6 Indexing

All D.C.s will be subject to mandatory indexing annually on January 1st of each year, in accordance with provisions under the D.C.A.

7.4 Other D.C. By-law Provisions

7.4.1 Categories of Services for Reserve Fund and Credit Purposes

It is recommended that the Town's D.C. collections be contributed into seven (7) separate reserve funds, including: Transportation Services; Fire Protection Services; Parks and Recreation; Library Services; Administration Studies; Water Services; and Wastewater Services.

7.4.2 By-law In-force Date

The proposed by-law under D.C.A., 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 D.C. Background Study dated May 15, 2019, subject to further annual review during the capital budget process;”

“Approve the D.C. Background Study dated May 15, 2019, as amended”

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

“Approve the D.C. By-law as set out in Appendix E.”



Chapter 8

Asset Management Plan



8. Asset Management Plan

8.1 Introduction

The changes to the D.C.A. (new section 10(c.2)) in 2016 require that the background study must include an Asset Management Plan (A.M.P) related to new infrastructure. Section 10 (3) of the D.C.A. provides:

The A.M.P. shall,

- a) deal with all assets whose capital costs are proposed to be funded under the development charge by-law;**
- b) demonstrate that all the assets mentioned in clause (a) are financially sustainable over their full life cycle;**
- c) contain any other information that is prescribed; and**
- d) be prepared in the prescribed manner.**

In regard to the above, subsection 8(3) of the Regulations was amended to include specific detailed requirements for transit services A.M.P.s. As contained in this subsection there are specific requirements to the content of the A.M.P., particularly the state of local infrastructure, proposed level of service, asset management strategy, and financial strategy. For all services except transit, there are no prescribed requirements at this time, thus requiring municipalities to define the approach to include within the background study.

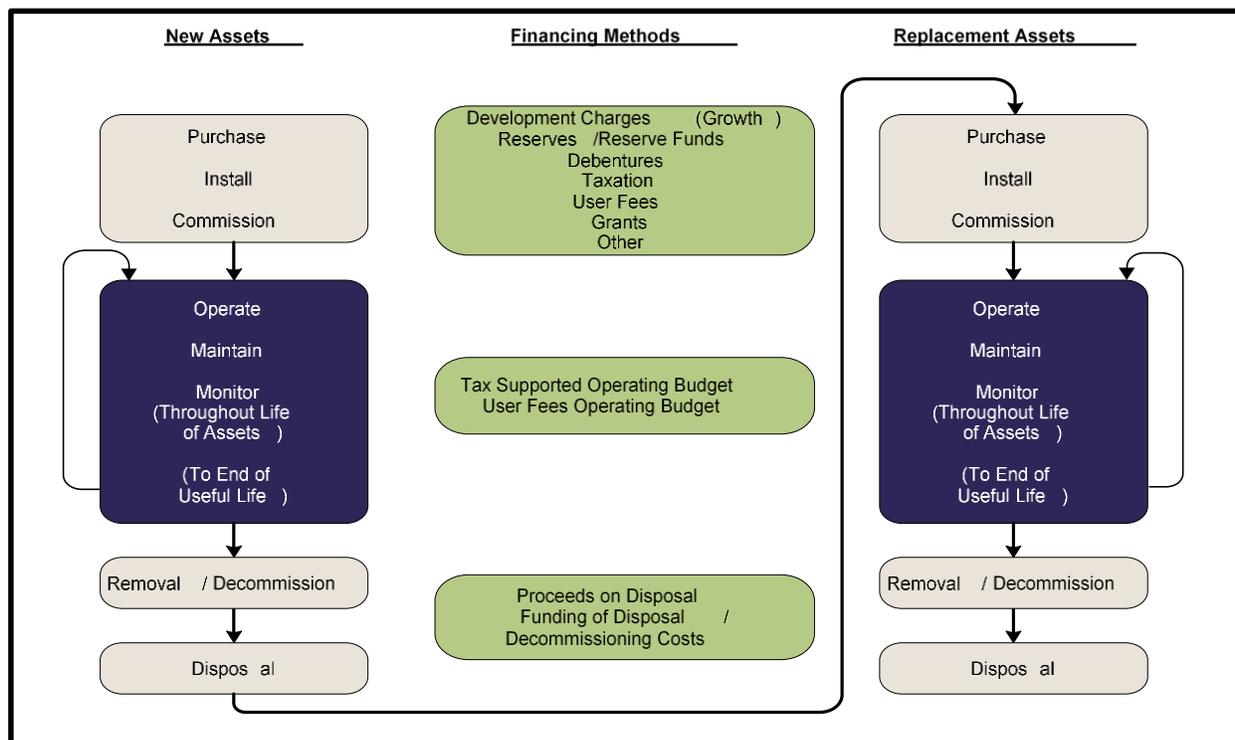
At a broad level, the A.M.P. provides for the long-term investment in an asset over its entire useful life along with the funding. The schematic below identifies the costs for an asset through its entire lifecycle. For growth-related works, the majority of capital costs will be funded by the D.C. Non-growth-related expenditures will then be funded from non-D.C. revenues as noted below. During the useful life of the asset, there will be minor maintenance costs to extend the life of the asset along with additional program related expenditures to provide the full services to the residents. At the end of the life of the asset, it will be replaced by non-D.C. financing sources.

In 2012, the Province developed Building Together: Guide for Municipal Asset Management Plans which outlines the key elements for an A.M.P., as follows:



State of local infrastructure: asset types, quantities, age, condition, financial accounting valuation and replacement cost valuation.

Desired levels of service: defines levels of service through performance measures and discusses any external trends or issues that may affect expected levels of service or the municipality's ability to meet them (for example, new accessibility standards, climate change impacts).



Asset management strategy: the asset management strategy is the set of planned actions that will seek to generate the desired levels of service in a sustainable way, while managing risk, at the lowest lifecycle cost.

Financing strategy: having a financial plan is critical for putting an A.M.P. into action. By having a strong financial plan, municipalities can also demonstrate that they have made a concerted effort to integrate the A.M.P. with financial planning and municipal budgeting, and are making full use of all available infrastructure financing tools.

The above provides for the general approach to be considered by Ontario municipalities. At this time, there is not a mandated approach for municipalities hence leaving discretion to individual municipalities as to how they plan for the long-term



replacement of their assets. In 2013, the Town completed an A.M.P. for roads, sidewalks, stormwater, water, and wastewater assets. The 2013 A.M.P. is now outdated and the Town will be undertaking an update in the near future. As a result, the asset management requirement for this D.C. has been undertaken independently of the 2013 A.M.P.

In recognition to the schematic in Section 8.1, the following table (presented in 2019\$) has been developed to provide the annualized expenditures and revenues associated with new growth. Note that the D.C.A. does not require an analysis of the non-D.C. capital needs or their associated operating costs so these are omitted from the table below. Furthermore, the following does not represent a fiscal impact assessment (including future tax/rate increases) but provides insight into the potential affordability of the new assets:

1. The non-D.C. recoverable portion of the projects which will require financing from municipal financial resources (i.e. taxation, rates, fees, etc.). This amount has been presented on an annual debt charge amount based on 20-year financing, totalling approximately \$730,000.
2. Lifecycle costs for the 2019 D.C. capital works have been presented based on a sinking fund basis. The assets have been considered over their estimated useful lives.
3. Incremental operating costs for the D.C. services (only) have been included.
4. Total incremental costs attributable to the growth-related expenditures (i.e. annual lifecycle costs and incremental operating costs) total approximately \$464,000.
5. The resultant total annualized expenditures are approximately \$1.2 million.
6. Consideration was given to the potential new taxation and user fee revenues which will be generated as a result of new growth. These revenues will be available to finance the expenditures identified above. The additional operating revenues generated as a result of the anticipated population and employment growth are estimated at \$1.7 million. This amount, totalled with the existing operating revenues of \$22.4 million, provides annual revenues of approximately \$24 million by the end of the forecast period.



7. The incremental operating revenues of \$1.7 million will adequately cover the incremental growth-related expenditures of approximately \$464,000 and \$730,000 of non-D.C. recoverable expenditures.
8. In consideration of the above, the capital plan is deemed to be financially sustainable.

Table 8-1
Town of Petawawa
Asset Management – Future Expenditures and Associated Revenues (2019\$)

	2036 (Total)
Expenditures (Annualized)	
Annual Debt Payment on Non-Growth Related Capital ¹	729,729
Annual Debt Payment on Post Period Capital ²	-
Annual Lifecycle - Town Wide Services	198,201
Annual Lifecycle - Area Specific Services	113,945
Incremental Operating Costs (for D.C. Services)	\$151,752
Total Expenditures	\$1,193,627
Revenue (Annualized)	
Total Existing Revenue ³	\$22,356,480
Incremental Tax and Non-Tax Revenue (User Fees, Fines, Licences, etc.)	\$1,669,091
Total Revenues	\$24,025,571

¹ Non-Growth Related component of Projects including 10% mandatory deduction on soft services

² Interim Debt Financing for Post Period Benefit

³ As per Sch. 10 of FIR



Chapter 9

By-Law Implementation



9. By-Law Implementation

9.1 Public Consultation

This chapter addresses the mandatory, formal public consultation process (subsection 9.1.2), as well as the optional, informal consultation process (subsection 9.1.3). The latter is designed to seek the co-operation and involvement of those involved, in order to produce the most suitable policy. Section 9.2 addresses the anticipated impact of the D.C. on development, from a generic viewpoint.

9.1.1 Public Meeting of Council

Section 12 of the D.C.A., 1997 indicates that before passing a D.C. by-law, Council must hold at least one public meeting, giving at least 20 clear days' notice thereof, in accordance with the Regulation. Council must also ensure that the proposed by-law and background report are made available to the public at least two weeks prior to the (first) meeting.

Any person who attends such a meeting may make representations related to the proposed by-law.

If a proposed by-law is changed following such a meeting, the Council must determine whether a further meeting (under this section) is necessary. For example, 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 Local Planning Appeal Tribunal (L.P.A.T.) (formerly the Ontario Municipal Board (O.M.B.)).

9.1.2 Other Consultation Activity

There are three broad groupings of the public who are generally the most concerned with municipal D.C. policy:

1. The residential development community, consisting of land developers and builders, who are typically responsible for generating the majority of the D.C. revenues. Others, such as realtors, are directly impacted by D.C. policy. They are, therefore, potentially interested in all aspects of the charge, particularly the



quantum by unit type, projects to be funded by the D.C. and the timing thereof, and municipal policy with respect to development agreements, D.C. credits and front-ending requirements.

2. The second public grouping embraces the public at large and includes taxpayer coalition groups and others interested in public policy.
3. The third grouping is the industrial/commercial/institutional development sector, consisting of land developers and major owners or organizations with significant construction plans, such as hotels, entertainment complexes, shopping centres, offices, industrial buildings and institutions. Also involved are organizations such as Industry Associations, the Chamber of Commerce, the Board of Trade and the Economic Development Agencies, who are all potentially interested in municipal D.C. policy. Their primary concern is frequently with the quantum of the charge, G.F.A. exclusions such as basement, mechanical or indoor parking areas, or exemptions and phase-in or capping provisions in order to moderate the impact.

9.2 Anticipated Impact of the Charge on Development

The establishment of sound D.C. policy often requires the achievement of an acceptable balance between two competing realities. The first is that high non-residential D.C.s can, to some degree, represent a barrier to increased economic activity and sustained industrial/commercial growth, particularly for capital intensive uses. Also, in many cases, increased residential D.C.s can ultimately be expected to be recovered via higher housing prices and can impact project feasibility in some cases (e.g. rental apartments).

On the other hand, D.C.s or other 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.

9.3 Implementation Requirements

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 provides an overview of the requirements in each case.

9.3.1 Notice of Passage

In accordance with s.13 of the D.C.A., when a D.C. 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; and
- s.s.10 (5) lists the eight items which the notice must cover.

9.3.2 By-law Pamphlet

In addition to the "notice" information, the Town must prepare a "pamphlet" explaining each D.C. by-law in force, setting out:

- a description of the general purpose of the D.C.s;
- the "rules" for determining if a charge is payable in a particular case and for determining the amount of the charge;
- the services to which the D.C.s relate; and
- a 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 L.P.A.T., 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.

9.3.3 Appeals

Sections 13 to 19 of the D.C.A., 1997 set out requirements relative to making and processing a D.C. by-law appeal and an L.P.A.T. Hearing in response to an appeal. Any person or organization may appeal a D.C. by-law to the L.P.A.T. by filing a notice of appeal with the municipal clerk, setting out the objection to the by-law and the reasons supporting the objection. This must be done by the last day for appealing the by-law, which is 40 days after the by-law is passed.

9.3.4 Complaints

A person required to pay a D.C., 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 D.C. was incorrectly determined; or
- there was an error in the application of the D.C.

Sections 20 to 25 of the D.C.A., 1997 set out the requirements that exist, including the fact that a complaint may not be made later than 90 days after a D.C. (or any part of it) is payable. A complainant may appeal the decision of municipal council to the L.P.A.T.

9.3.5 Credits

Sections 38 to 41 of the D.C.A., 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 D.C. by-law.

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



9.3.6 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 Town to which the D.C. by-law applies. Such an agreement can provide for the costs to be borne by one or more parties to the agreement who are, in turn, reimbursed in future by persons who develop land defined in the agreement.

Part III of the D.C.A., 1997 (Sections 44 to 58) addresses front-ending agreements and removes some of the obstacles to their use which were contained in the D.C.A., 1989. Accordingly, the Town assesses whether this mechanism is appropriate for its use, as part of funding projects prior to municipal funds being available.

9.3.7 Severance and Subdivision Agreement Conditions

Section 59 of the D.C.A., 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 D.C.A., 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 D.C.s 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 D.C.A., 1997 it would need to provide to the approval authority, information regarding the applicable municipal D.C.s 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 D.C.



The most effective way to ensure that purchasers are aware of this condition would be to require it as a provision in a registered subdivision agreement, so that any purchaser of the property would be aware of the charges at the time the title was searched prior to closing a transaction conveying the lands.



Appendices



Appendix A

Background Information on Residential and Non- Residential Growth Forecast



Schedule 1 Town of Petawawa Residential Growth Forecast Summary

	Year	Population (Including Census Undercount) ¹	Excluding Census Undercount				Housing Units				Person Per Unit (P.P.U.): Total Population/ Total Households
			Population	Garrison Petawawa Population	Population Excluding Garrison Petawawa	Singles & Semi-Detached	Multiple Dwellings ²	Apartments ³	Other	Total Households	
Historical	Mid 2006	15,050	14,651	6,000	8,651	4,060	730	495	35	5,320	2.754
	Mid 2011	16,420	15,988	6,000	9,988	4,591	847	584	15	6,037	2.648
	Mid 2016	17,650	17,187	6,000	11,187	4,845	915	555	20	6,335	2.713
Forecast	Mid 2019	17,950	17,475	6,000	11,475	5,007	937	608	20	6,572	2.659
	Mid 2029	19,240	18,732	6,000	12,732	5,833	954	621	20	7,428	2.522
	Mid 2036	20,540	19,999	6,000	13,999	6,334	993	686	20	8,033	2.490
Incremental	Mid 2006 - Mid 2011	1,370	1,337	0	1,337	531	117	89	-20	717	
	Mid 2011 - Mid 2016	1,230	1,199	0	1,199	254	68	-29	5	298	
	Mid 2016 - Mid 2019	300	288	0	288	162	22	53	0	237	
	Mid 2019 - Mid 2029	1,290	1,257	0	1,257	826	17	13	0	856	
	Mid 2019 - Mid 2036	2,590	2,524	0	2,524	1,327	56	78	0	1,461	

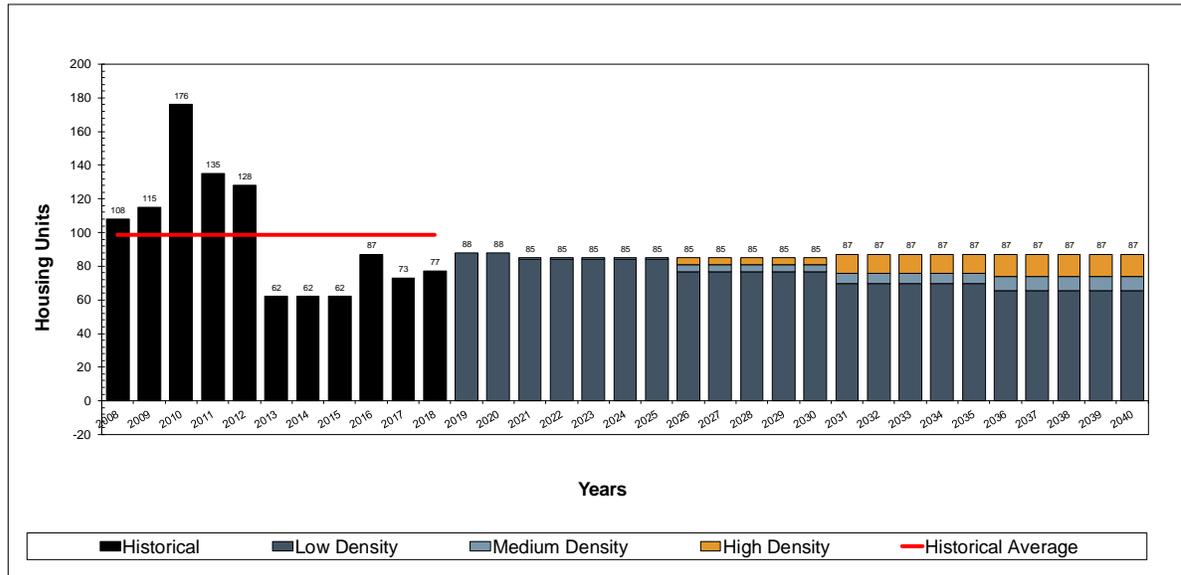
Source: Population forecast derived from County of Renfrew Official Plan (O.P.A. No. 25) for the Town of Petawawa.

¹ Census undercount estimated at approximately 2.7%. Note: Population including the undercount has been rounded.

² Includes townhouses and apartments in duplexes.

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

Note: No future growth is assumed to occur in Garrison Petawawa. Numbers may not add up precisely due to rounding.



Source: Historical housing activity derived from Town of Petawawa, 2019.

¹ Growth forecast represents calendar year.



Schedule 2
Town of Petawawa

Estimate of the Anticipated Amount, Type and Location of Residential Development for which Development Charges Can Be Imposed

Development Location	Timing	Single & Semi-Detached	Multiples ¹	Apartments ²	Total Residential Units	Gross Population In New Units	Existing Unit Population Change	Net Population Increase, Excluding Institutional	Institutional Population	Net Population Including Institutional
Town Proper (Fully Serviced)	2019 - 2029	760	17	13	790	2,283	(943)	1,340	0	1,340
	2019 - 2036	1,221	56	78	1,355	3,810	(1,234)	2,576	0	2,576
Town Proper (Private Services)	2019 - 2029	66	-	-	66	194	(277)	(83)	0	(83)
	2019 - 2036	106	-	-	106	311	(363)	(52)	0	(52)
Garrison Petawawa	2019 - 2029	-	-	-	-	-	-	-	-	-
	2019 - 2036	-	-	-	-	-	-	-	-	-
Town of Petawawa	2019 - 2029	826	17	13	856	2,477	(1,220)	1,257	0	1,257
	2019 - 2036	1,327	56	78	1,461	4,121	(1,597)	2,524	0	2,524

Source: Population forecast derived from County of Renfrew Official Plan (O.P.A. No. 25) for the Town of Petawawa..

¹ Includes townhouses and apartments in duplexes.

² Includes accessory apartments, bachelor, 1-bedroom and 2-bedroom+ apartments.

Note: Numbers may not add up precisely due to rounding.



Schedule 3
Town of Petawawa
Current Year Growth Forecast
Mid 2016 to Mid 2019

		Population
Mid 2016 Population		17,187
Occupants of New Housing Units, Mid 2016 to Mid 2019	<i>Units (2)</i>	237
	<i>multiplied by P.P.U. (3)</i>	2,459
	<i>gross population increase</i>	583
Occupants of New Equivalent Institutional Units, Mid 2016 to Mid 2019	<i>Units</i>	0
	<i>multiplied by P.P.U. (3)</i>	1,100
	<i>gross population increase</i>	0
Decline in Housing Unit Occupancy, Mid 2016 to Mid 2019	<i>Units (4)</i>	6,335
	<i>multiplied by P.P.U. decline rate (5)</i>	-0.047
	<i>total decline in population</i>	-295
Population Estimate to Mid 2019		17,475
<i>Net Population Increase, Mid 2016 to Mid 2019</i>		<i>288</i>

- (1) 2016 population based on Statistics Canada Census unadjusted for Census undercount.
- (2) Estimated residential units constructed, Mid-2016 to the beginning of the growth period assuming a six-month lag between construction and occupancy.
- (3) Average number of persons per unit (P.P.U.) is assumed to be:

Structural Type	Persons Per Unit ¹ (P.P.U.)	% Distribution of Estimated Units ²	Weighted Persons Per Unit Average
<i>Singles & Semi Detached</i>	2.800	68%	1.914
<i>Multiples (6)</i>	2.254	9%	0.209
<i>Apartments (7)</i>	1.500	22%	0.335
Total		100%	2.459

¹ Based on 2016 Census custom database

² Based on Building permit/completion activity

- (4) 2016 households taken from Statistics Canada Census.
- (5) Decline occurs due to aging of the population and family life cycle changes, lower fertility rates and changing economic conditions.
- (6) Includes townhouses and apartments in duplexes.
- (7) Includes bachelor, 1-bedroom and 2-bedroom+ apartments.



Schedule 4
Town of Petawawa
10-Year Growth Forecast
Mid 2019 to Mid 2029

		Population
Mid 2019 Population		17,475
Occupants of New Housing Units, Mid 2019 to Mid 2029	<i>Units (2)</i>	856
	<i>multiplied by P.P.U. (3)</i>	2,894
	<i>gross population increase</i>	2,477
Occupants of New Equivalent Institutional Units, Mid 2019 to Mid 2029	<i>Units</i>	0
	<i>multiplied by P.P.U. (3)</i>	1,100
	<i>gross population increase</i>	0
Decline in Housing Unit Occupancy, Mid 2019 to Mid 2029	<i>Units (4)</i>	6,572
	<i>multiplied by P.P.U. decline rate (5)</i>	-0.186
	<i>total decline in population</i>	-1,220
Population Estimate to Mid 2029		18,732
<i>Net Population Increase, Mid 2019 to Mid 2029</i>		1,257

(1) Mid 2019 Population based on:

2016 Population (17,187) + Mid 2016 to Mid 2019 estimated housing units to beginning of forecast period (237 x 2.459 = 583) + (x 1.1 =) + (6,335 x -0.047 = -295) = 17,475

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

(3) Average number of persons per unit (P.P.U.) is assumed to be:

Structural Type	Persons Per Unit ¹ (P.P.U.)	% Distribution of Estimated Units ²	Weighted Persons Per Unit Average
<i>Singles & Semi Detached</i>	2.930	97%	2.828
<i>Multiples (6)</i>	2.275	2%	0.045
<i>Apartments (7)</i>	1.352	1%	0.020
<i>one bedroom or less</i>	1.100		
<i>two bedrooms or more</i>	1.578		
Total		100%	2.894

¹ Persons per unit based on adjusted Statistics Canada Custom 2016 Census database.

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

(4) Mid 2019 households based upon 2016 Census (6,335 units) + Mid 2016 to Mid 2019 unit estimate (237 units) = 6,572 units.

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

(6) Includes townhouses and apartments in duplexes.

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



Schedule 5
Town of Petawawa
Long Term Growth Forecast
Mid 2019 to Mid 2036

		Population
Mid 2019 Population		17,475
Occupants of New Housing Units, Mid 2019 to Mid 2036	<i>Units (2)</i>	1,461
	<i>multiplied by P.P.U. (3)</i>	2,821
	<i>gross population increase</i>	4,121
Occupants of New Equivalent Institutional Units, Mid 2019 to Mid 2036	<i>Units</i>	0
	<i>multiplied by P.P.U. (3)</i>	1,100
	<i>gross population increase</i>	0
Decline in Housing Unit Occupancy, Mid 2019 to Mid 2036	<i>Units (4)</i>	6,572
	<i>multiplied by P.P.U. decline rate (5)</i>	-0.243
	<i>total decline in population</i>	-1,597
Population Estimate to Mid 2036		19,999
<i>Net Population Increase, Mid 2019 to Mid 2036</i>		<i>2,524</i>

(1) Mid 2019 Population based on:

2016 Population (17,187) + Mid 2016 to Mid 2019 estimated housing units to beginning of forecast period (237 x 2.459 = 583) + (x 1.1 =) + (6,335 x -0.047 = -295) = 17,475

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

(3) Average number of persons per unit (P.P.U.) is assumed to be:

Structural Type	Persons Per Unit ¹ (P.P.U.)	% Distribution of Estimated Units ²	Weighted Persons Per Unit Average
<i>Singles & Semi Detached</i>	2.930	91%	2.662
<i>Multiples (6)</i>	2.275	4%	0.087
<i>Apartments (7)</i>	1.352	5%	0.072
<i>one bedroom or less</i>	1.100		
<i>two bedrooms or more</i>	1.578		
Total		100%	2.821

¹ Persons per unit based on Statistics Canada Custom 2016 Census database.

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

(4) Mid 2019 households based upon 2016 Census (6,335 units) + Mid 2016 to Mid 2019 unit estimate (237 units) = 6,572 units.

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

(6) Includes townhouses and apartments in duplexes.

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



Schedule 6
Town of Petawawa
Summary of Housing Units in the Development Process as of 2019

Stage of Development	Density Type			
	Singles & Semi-Detached	Multiples ¹	Apartments ²	Total
Registered Not Built	61	34	0	95
<i>% Breakdown</i>	<i>64%</i>	<i>36%</i>	<i>0%</i>	<i>100%</i>
Draft Plans Approved	413	0	0	413
<i>% Breakdown</i>	<i>100%</i>	<i>0%</i>	<i>0%</i>	<i>100%</i>
Application Under Review	13			13
<i>% Breakdown</i>	<i>100%</i>	<i>0%</i>	<i>0%</i>	<i>100%</i>
Total	487	34	0	521
<i>% Breakdown</i>	<i>93%</i>	<i>7%</i>	<i>0%</i>	<i>100%</i>

Source: Data provided by the Town of Petawawa, 2019.

¹ Includes townhomes and apartments in duplexes.

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



Schedule 7
Town of Petawawa
Historical Residential Building Permits
Years 2009 to 2018

Year	Residential Building Permits			
	Singles & Semi Detached	Multiples ¹	Apartments ²	Total
2009	75	32	8	115
2010	139	29	8	176
2011	91	36	8	135
2012	78	50	0	128
2013	52	10	0	62
Sub-total	435	157	24	616
Average (2009 - 2013)	87	31	5	123
% Breakdown	70.6%	25.5%	3.9%	100.0%
2014	56	6	0	62
2015	51	11	0	62
2016	57	16	14	87
2017	73	0	0	73
2018	32	6	39	77
Sub-total	269	39	53	361
Average (2014 - 2018)	54	8	11	72
% Breakdown	74.5%	10.8%	14.7%	100.0%
2009 - 2018				
Total	704	196	77	977
Average	70	20	8	98
% Breakdown	72.1%	20.1%	7.9%	100.0%

Source: Town of Petawawa Planning Department, 2019.

¹ Includes townhouses and apartments in duplexes.

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



Schedule 8a
Town of Petawawa
Person Per Unit by Age and Type of Dwelling
(2016 Census)

Age of Dwelling	Singles and Semi-Detached						Historical 25 Year Average	Adjusted Forecast 25 Year Average ³
	< 1 BR	1 BR	2 BR	3/4 BR	5+ BR	Total		
1-5	-	-	-	2.684	3.438	2.800		
6-10	-	-	-	3.343	4.095	3.441		
11-15	-	-	-	3.059	-	3.000		
16-20	-	-	-	2.712	-	2.839		
20-25	-	-	-	2.743	-	2.854	2.987	2.930
25-35	-	-	2.167	2.584	-	2.602		
35+	-	-	1.819	2.753	4.100	2.587		
Total	-	1.643	1.831	2.791	3.826	2.747		

Age of Dwelling	Multiples ¹					Total	Historical 25 Year Average	Adjusted Forecast 25 Year Average ³
	< 1 BR	1 BR	2 BR	3/4 BR	5+ BR			
1-5	-	-	-	2.941	-	2.696		
6-10	-	-	-	-	-	1.625		
11-15	-	-	-	-	-	-		
16-20	-	-	-	-	-	1.917		
20-25	-	-	-	-	-	-		
25-35	-	-	-	2.063	-	2.056		
35+	-	-	-	2.615	-	2.758		
Total	-	-	2.368	2.447	-	2.457		

Age of Dwelling	Apartments ²					Total	Historical 25 Year Average	Adjusted Forecast 25 Year Average ³
	< 1 BR	1 BR	2 BR	3/4 BR	5+ BR			
1-5	-	-	-	-	-	-		
6-10	-	-	-	-	-	-		
11-15	-	-	-	-	-	-		
16-20	-	-	-	-	-	-		
20-25	-	-	-	-	-	1.143		
25-35	-	-	-	-	-	1.313		
35+	-	1.250	1.688	2.143	-	1.588		
Total	-	1.138	1.450	2.150	-	1.429		

Age of Dwelling	All Density Types					
	< 1 BR	1 BR	2 BR	3/4 BR	5+ BR	Total
1-5	-	-	1.765	2.767	3.733	2.717
6-10	-	-	1.588	3.187	3.913	3.086
11-15	-	-	-	3.056	-	2.875
16-20	-	-	-	2.629	-	2.600
20-25	-	-	1.500	2.691	-	2.550
25-35	-	-	1.783	2.562	-	2.378
35+	-	1.424	1.806	2.685	3.536	2.481
Total	-	1.306	1.739	2.730	3.695	2.573

¹ Includes townhouses and apartments in duplexes.

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

³ Adjusted based on 2001-2016 historical trends.

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

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



Schedule 8b
Renfrew County
Person Per Unit by Age and Type of Dwelling
(2016 Census)

Age of Dwelling	Singles and Semi-Detached						Historical 25 Year Average	Adjusted Forecast 25 Year Average ³
	< 1 BR	1 BR	2 BR	3/4 BR	5+ BR	Total		
1-5	-	1.364	1.830	2.791	4.594	2.756		
6-10	-	-	1.942	2.875	4.214	2.883		
11-15	-	-	1.906	2.772	3.846	2.673		
16-20	-	-	1.745	2.714	3.966	2.621		
20-25	-	-	1.984	2.722	3.500	2.631	2.713	2.693
25-35	-	1.636	1.868	2.507	3.604	2.462		
35+	-	1.432	1.789	2.470	3.386	2.339		
Total	-	1.487	1.817	2.556	3.678	2.453		

Age of Dwelling	Multiples ¹						Historical 25 Year Average	Adjusted Forecast 25 Year Average ³
	< 1 BR	1 BR	2 BR	3/4 BR	5+ BR	Total		
1-5	-	-	1.762	2.553	-	2.254		
6-10	-	-	1.750	2.037	-	1.868		
11-15	-	-	-	-	-	1.882		
16-20	-	-	-	2.136	-	2.000		
20-25	-	-	1.813	2.056	-	1.833	1.967	2.275
25-35	-	-	1.720	2.259	-	1.982		
35+	-	1.148	1.887	2.615	-	2.255		
Total	-	1.429	1.826	2.447	-	2.128		

Age of Dwelling	Apartments ²						Historical 25 Year Average	Adjusted Forecast 25 Year Average ³
	< 1 BR	1 BR	2 BR	3/4 BR	5+ BR	Total		
1-5	-	-	-	-	-	1.500		
6-10	-	-	-	-	-	1.500		
11-15	-	-	1.429	-	-	1.333		
16-20	-	-	1.417	-	-	1.250		
20-25	-	1.077	1.577	-	-	1.298	1.376	1.352
25-35	-	1.083	1.418	-	-	1.281		
35+	-	1.141	1.634	2.582	-	1.477		
Total	1.100	1.126	1.568	2.493	-	1.426		

Age of Dwelling	All Density Types					
	< 1 BR	1 BR	2 BR	3/4 BR	5+ BR	Total
1-5	-	1.211	1.741	2.763	4.710	2.627
6-10	-	2.000	1.851	2.794	4.211	2.740
11-15	-	1.444	1.797	2.740	4.040	2.571
16-20	-	1.294	1.688	2.642	3.833	2.499
20-25	-	1.132	1.789	2.658	3.500	2.432
25-35	-	1.128	1.695	2.502	3.625	2.264
35+	-	1.239	1.757	2.476	3.406	2.227
Total	0.909	1.240	1.754	2.545	3.694	2.320

¹ Includes townhouses and apartments in duplexes.

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

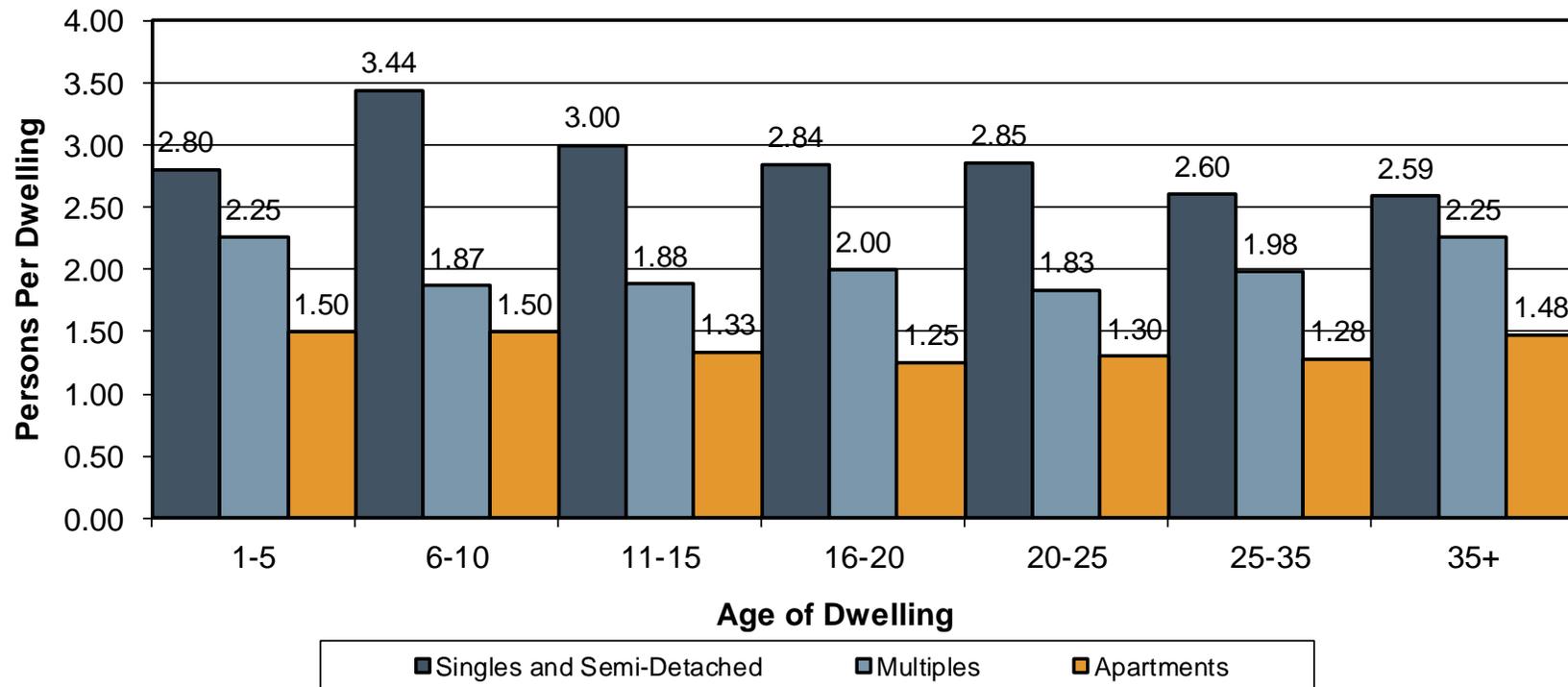
³ Adjusted based on 2001-2016 Provincial historical trends.

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

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



Schedule 9
Town of Petawawa
Person Per Unit Structural Type and Age of Dwelling
(2016 Census)



Multiple and Apartment P.P.U.'s are based on Renfrew County.



Schedule 10a
Town of Petawawa
Employment Forecast, 2019 to 2036

Period	Population Excluding Garrison Petawawa	Activity Rate						Employment						Employment Total (Excluding Work at Home)
		Primary	Work at Home	Industrial	Commercial/ Population Related	Institutional	Total	Primary	Work at Home	Industrial	Commercial/ Population Related	Institutional	Total	
Mid 2006	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
Mid 2011	9,988	0.002	0.025	0.038	0.124	0.626	0.814	20	250	380	1,235	6,250	8,135	7,885
Mid 2016	11,187	0.002	0.029	0.052	0.133	0.521	0.737	25	325	578	1,493	5,825	8,245	7,920
Mid 2019	11,475	0.002	0.029	0.054	0.147	0.508	0.740	25	330	615	1,692	5,825	8,487	8,157
Mid 2029	12,732	0.002	0.028	0.054	0.169	0.472	0.724	25	352	685	2,149	6,005	9,216	8,864
Mid 2036	13,999	0.002	0.026	0.051	0.169	0.431	0.678	25	363	714	2,368	6,029	9,499	9,136
Incremental Change														
Mid 2006 - Mid 2011	1,337	-0.002	-0.006	0.002	0.006	0.034	0.035	-15	-15	70	220	1,130	1,390	1,405
Mid 2011 - Mid 2016	1,199	0.000	0.004	0.014	0.010	-0.105	-0.077	5	75	198	258	-425	110	35
Mid 2016 - Mid 2019	288	0.000	0.000	0.002	0.014	-0.013	0.003	0	5	38	200	0	242	237
Mid 2019 - Mid 2029	1,257	0.000	-0.001	0.000	0.021	-0.036	-0.016	0	22	70	457	180	729	707
Mid 2019 - Mid 2036	2,524	0.000	-0.003	-0.003	0.022	-0.077	-0.061	0	33	99	676	204	1,012	979
Annual Average														
Mid 2006 - Mid 2011	267	0.000	-0.001	0.000	0.001	0.007	0.007	-3	-3	14	44	226	278	281
Mid 2011 - Mid 2016	240	0.000	0.001	0.003	0.002	-0.021	-0.015	1	15	40	52	-85	22	7
Mid 2016 - Mid 2019	96	0.000	0.000	0.001	0.005	-0.004	0.001	0	2	13	67	0	81	79
Mid 2019 - Mid 2029	126	0.000	0.000	0.000	0.002	-0.004	-0.002	0	2	7	46	18	73	71
Mid 2019 - Mid 2036	148	0.000	0.000	0.000	0.001	-0.005	-0.004	0	2	6	40	12	60	58

Source: Population forecast derived from County of Renfrew Official Plan (O.P.A. No. 25) for the Town of Petawawa..



Schedule 10b
Town of Petawawa
Employment and Gross Floor Area (G.F.A.) Forecast, 2019 to 2036

Period	Population Excluding Garison Petawawa	Employment					Gross Floor Area in Square Feet (Estimated) ¹			
		Primary	Industrial	Commercial/ Population Related	Institutional	Total	Industrial	Commercial/ Population Related	Institutional	Total
Mid 2006	8,651	35	310	1,015	5,120	6,480				
Mid 2011	9,988	20	380	1,235	6,250	7,885				
Mid 2016	11,187	25	578	1,493	5,825	7,920				
Mid 2019	11,475	25	615	1,692	5,825	8,157				
Mid 2029	12,732	25	685	2,149	6,005	8,864				
Mid 2036	13,999	25	714	2,368	6,029	9,136				
Incremental Change										
Mid 2006 - Mid 2011	1,337	-15	70	220	1,130	1,405				
Mid 2011 - Mid 2016	1,199	5	198	258	-425	35				
Mid 2016 - Mid 2019	288	0	38	200	0	237	56,200	139,600	0	195,800
Mid 2019 - Mid 2029	1,257	0	70	457	180	707	105,000	319,900	126,000	550,900
Mid 2019 - Mid 2036	2,524	0	99	676	204	979	148,500	473,200	142,800	764,500
Annual Average										
Mid 2006 - Mid 2011	267	-3	14	44	226	281				
Mid 2011 - Mid 2016	240	1	40	52	-85	7				
Mid 2016 - Mid 2019	96	0	13	67	0	79	18,733	46,533	0	65,267
Mid 2019 - Mid 2029	126	0	7	46	18	71	10,500	31,990	12,600	55,090
Mid 2019 - Mid 2036	148	0	6	40	12	58	8,735	27,835	8,400	44,971

Source: Population forecast derived from County of Renfrew Official Plan (O.P.A. No. 25) for the Town of Petawawa..

¹ Square foot per employee assumptions

Industrial	1,500
Commercial/ Population Related	700
Institutional	700



Schedule 10c
Town of Petawawa

Estimate of the Anticipated Amount, Type and Location of Non-Residential Development for Which Development Charges Can be Imposed

Development Location	Timing	Industrial G.F.A. S.F. ¹	Commercial G.F.A. S.F. ¹	Institutional G.F.A. S.F. ¹	Total Non-Residential G.F.A. S.F.	Employment Increase
Town Proper	2019 - 2029	57,000	319,900	126,000	502,900	675
	2019 - 2036	78,000	473,200	142,800	694,000	932
Town Proper (Private Sewer Services)	2019 - 2029	48,000	-	-	48,000	32
	2019 - 2036	70,500	-	-	70,500	47
Garrison Petawawa	2019 - 2029	-	-	-	-	-
	2019 - 2036	-	-	-	-	-
Town of Petawawa	2019 - 2029	105,000	319,900	126,000	550,900	707
	2019 - 2036	148,500	473,200	142,800	764,500	979

Source: Watson & Associates Economists Ltd., 2019.

¹ Square feet per employee assumptions:

Industrial	1,500
Commercial	700
Institutional	700



Schedule 11
Town of Petawawa
Non-Residential Construction Value
Years 2007 to 2016
(000's 2018 \$)

YEAR	Industrial				Commercial				Institutional				Total			
	New	Improve	Additions	Total	New	Improve	Additions	Total	New	Improve	Additions	Total	New	Improve	Additions	Total
2007	0	0	0	0	4,713	388	0	5,101	0	112	0	112	4,713	499	0	5,212
2008	513	0	0	513	9,120	99	0	9,219	21	0	0	21	9,654	99	0	9,753
2009	45	0	0	45	136	198	0	333	622	0	0	622	802	198	0	1,000
2010	0	0	0	0	335	128	335	797	6,939	88	0	7,027	7,273	216	335	7,824
2012	0	330	0	330	1,286	120	0	1,406	26,800	102	0	26,902	28,086	552	0	28,638
2013	352	11	0	363	3,180	1,534	0	4,714	18	14	1,894	1,925	3,551	1,558	1,894	7,002
2014	0	4	0	4	2,001	682	0	2,683	18	0	1,888	1,905	2,019	686	1,888	4,592
2015	0	0	0	0	1,035	234	0	1,269	0	15	0	15	1,035	250	0	1,284
2016	417	213	0	630	1,433	492	0	1,925	0	82	0	82	1,850	788	0	2,638
Subtotal	1,372	558	0	1,930	23,271	4,564	335	28,170	34,416	494	3,781	38,691	59,059	5,616	4,116	68,791
Percent of Total	71%	29%	0%	100%	83%	16%	1%	100%	89%	1%	10%	100%	86%	8%	6%	100%
Average	274	140	0	276	2,327	456	335	2,817	5,736	71	1,891	3,869	5,906	562	1,372	6,879
2007 - 2011 Period Total				603				16,172				7,862				24,637
2007 - 2011 Average				121				3,234				1,572				4,927
% Breakdown				2.4%				65.6%				31.9%				100.0%
2012 - 2016 Period Total				1,328				11,998				30,829				44,155
2012 - 2016 Average				266				2,400				6,166				8,831
% Breakdown				3.0%				27.2%				69.8%				100.0%
2007 - 2016 Period Total				1,930				28,170				38,691				68,791
2007 - 2016 Average				193				2,817				3,869				6,879
% Breakdown				2.8%				40.9%				56.2%				100.0%

Source: Statistics Canada Publication, 64-001-XIB

Note: Inflated to year-end 2017 (January, 2019) dollars using Reed Construction Cost Index



Schedule 12
Town of Petawawa
Employment to Population Ratio by Major Employment Sector, 2006 to 2016

NAICS		Year			Change		Comments
		2006	2011	2016	06-11	11-16	
Employment by industry							
Primary Industry Employment							
11	<i>Agriculture, forestry, fishing and hunting</i>	10	30	25	20	-5	Categories which relate to local land-based resources
21	<i>Mining and oil and gas extraction</i>	25	0	0	-25	0	
Sub-total		35	30	25	-5	-5	
Industrial and Other Employment							
22	<i>Utilities</i>	15	0	10	-15	10	Categories which relate primarily to industrial land supply and demand
23	<i>Construction</i>	100	100	205	0	105	
31-33	<i>Manufacturing</i>	120	85	160	-35	75	
41	<i>Wholesale trade</i>	45	25	20	-20	-5	
48-49	<i>Transportation and warehousing</i>	25	100	75	75	-25	
56	<i>Administrative and support</i>	43	115	133	73	18	
Sub-total		348	425	603	78	178	
Population Related Employment							
44-45	<i>Retail trade</i>	370	375	500	5	125	Categories which relate primarily to population growth within the municipality
51	<i>Information and cultural industries</i>	35	45	55	10	10	
52	<i>Finance and insurance</i>	30	60	55	30	-5	
53	<i>Real estate and rental and leasing</i>	70	120	70	50	-50	
54	<i>Professional, scientific and technical services</i>	50	115	125	65	10	
55	<i>Management of companies and enterprises</i>	0	0	0	0	0	
56	<i>Administrative and support</i>	43	115	133	73	18	
71	<i>Arts, entertainment and recreation</i>	75	70	75	-5	5	
72	<i>Accommodation and food services</i>	270	270	395	0	125	
81	<i>Other services (except public administration)</i>	150	175	195	25	20	
Sub-total		1,093	1,345	1,603	253	258	
Institutional							
61	<i>Educational services</i>	305	160	315	-145	155	
62	<i>Health care and social assistance</i>	205	300	335	95	35	
91	<i>Public administration</i>	4,760	5,880	5,345	1,120	-535	
Sub-total		5,270	6,340	5,995	1,070	-345	
Total Employment		6,745	8,140	8,225	1,395	85	
Population		14,651	15,988	17,187	1,337	1,199	
Employment to Population Ratio							
Industrial and Other Employment		0.02	0.03	0.04	0.00	0.01	
Population Related Employment		0.07	0.08	0.09	0.01	0.01	
Institutional Employment		0.36	0.40	0.35	0.04	-0.05	
Primary Industry Employment		0.00	0.00	0.00	0.00	0.00	
Total		0.46	0.51	0.48	0.05	-0.03	

Source: Statistics Canada Employment by Place of Work

Note: 2006-2016 employment figures are classified by North American Industry Classification System (NAICS) Code



Appendix B

Historical Level of Service Calculations



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

Description	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019 Value (\$/Vehicle)
1/2 ton Truck	2	2	2	2	2	2	2	2	2	3	\$40,000
1 ton Dump Truck	1	1	1	1	1	1	1	1	1	1	\$100,000
Cargo Van	1	1	1	1	1	1	1	1	1	1	\$50,000
Dump Truck	1	1	1	1	1	-	-	-	-	-	\$100,000
Plough - Single Axle	3	3	2	2	2	1	1	1	-	-	\$150,000
Plough - Double Axle	2	2	3	3	3	4	4	4	5	5	\$270,000
Sidewalk Plough (w/ Attachments)	3	4	4	5	5	5	4	4	4	4	\$150,000
Mobile Radio Equipment	18	18	18	18	18	18	18	18	18	18	\$1,100
Portable Radio Equipment	5	3	3	3	3	3	3	3	3	3	\$800
Grader	1	1	1	1	1	1	1	1	1	1	\$297,000
Backhoe	2	2	2	2	2	2	2	2	2	2	\$140,000
Loader	2	2	2	2	2	1	1	1	1	1	\$250,000
Snowblower for Loader	1	1	1	1	1	1	1	1	1	1	\$180,000
Chipper	1	1	1	1	1	1	1	1	1	1	\$45,900
Trailer	1	1	1	1	1	1	1	1	1	1	\$11,500
3 ton, 4 door, c/w blade	-	-	-	-	-	-	-	1	1	1	\$150,000
Total	44	43	43	44	44	42	41	42	42	43	

Population	9,246	9,529	9,988	10,342	10,666	10,838	11,015	11,188	11,305	11,412
Per Capita Standard (per 1,000 population)	4.7588	4.5125	4.3052	4.2545	4.1253	3.8753	3.7222	3.7540	3.7152	3.7680

10 Year Average	2009-2018
Quantity Standard (per 1,000 population)	4.0791
Quality Standard	\$77,890
Service Standard	\$318

D.C. Amount (before deductions)	10 Year
Forecast Population	1,257
\$ per Capita	\$318
Eligible Amount	\$399,374



Service: Fire Facilities
 Unit Measure: ft² of building area

Description	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019 Bld'g Value (\$/sq.ft.)	Value/sq.ft. 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	\$172	\$ 200
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	\$161	\$ 188
Training Facility - 19 Industrial Rd.	1,920	1,920	1,920	1,920	1,920	1,920	3,200	3,200	3,200	3,200	\$8	\$ 12
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	\$33	\$ 46
Total	14,568	14,568	14,568	14,568	14,568	14,568	15,848	15,848	15,848	15,848		

Population	9,246	9,529	9,988	10,342	10,666	10,838	11,015	11,188	11,305	11,412
Per Capita Standard	1.5756	1.5288	1.4585	1.4086	1.3658	1.3442	1.4388	1.4165	1.4019	1.3887

10 Year Average	2009-2018
Quantity Standard	1.4327
Quality Standard	\$156
Service Standard	\$223

D.C. Amount (before deductions)	10 Year
Forecast Population	1,257
\$ per Capita	\$223
Eligible Amount	\$280,361



Service: Fire Vehicles
 Unit Measure: No. of vehicles

Description	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019 Value (\$/Vehicle)
Pumper	3	3	3	3	3	3	4	4	4	4	\$548,500
Tanker	1	1	1	1	1	1	1	1	1	1	\$400,000
Van	1	1	1	1	1	1	-	-	-	-	\$45,900
Bush Truck	1	1	1	1	1	1	1	1	1	1	\$140,000
Command	1	1	1	1	1	1	1	1	1	1	\$60,000
Water Rescue	1	1	1	1	1	1	1	1	1	1	\$80,000
Total	8										

Population	9,246	9,529	9,988	10,342	10,666	10,838	11,015	11,188	11,305	11,412
Per Capita Standard (per 1,000 population)	0.8652	0.8395	0.8010	0.7735	0.7500	0.7381	0.7263	0.7151	0.7077	0.7010

10 Year Average	2009-2018
Quantity Standard (per 1,000 population)	0.7617
Quality Standard	\$319,955
Service Standard	\$244

D.C. Amount (before deductions)	10 Year
Forecast Population	1,257
\$ per Capita	\$244
Eligible Amount	\$306,343



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

Description	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019 Value (\$/item)
Portable Radios	13	23	33	33	33	33	33	33	33	33	\$1,700
Pagers & Chargers	44	44	44	43	43	43	43	43	43	43	\$500
Mobile Radios	18	18	16	10	10	10	10	10	10	10	\$1,000
Hose - 38 mm (50' unit)	69	69	69	69	69	69	69	69	69	69	\$200
Hose - 65 mm (50' unit)	69	69	69	69	69	69	69	69	69	69	\$300
Hose - 100 mm (100' unit)	30	30	30	30	30	30	30	30	30	30	\$700
Portable Pumps	5	5	5	5	5	5	5	5	5	5	\$5,700
Breathing Apparatus	18	18	18	18	18	18	18	18	18	18	\$6,300
Firefighter Training Equipment*	1	1	1	1	1	1	1	1	1	1	\$17,200
Fire Prevention Training Equipment**	-	-	-	1	1	1	1	1	1	1	\$17,200
Equipped Firefighters	37	37	37	37	37	37	37	37	37	37	\$6,000
Total	304	314	322	316							

Population	9,246	9,529	9,988	10,342	10,666	10,838	11,015	11,188	11,305	11,412
Per Capita Standard	0.0329	0.0330	0.0322	0.0306	0.0296	0.0292	0.0287	0.0282	0.0280	0.0277

10 Year Average	2009-2018
Quantity Standard	0.0300
Quality Standard	\$1,690
Service Standard	\$51

D.C. Amount (before deductions)	10 Year
Forecast Population	1,257
\$ per Capita	\$51
Eligible Amount	\$63,742

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



Service: Parkland Development
 Unit Measure: Acres of Parkland

Description	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019 Value (\$/Acre)
Civic Centre Park	40.0	40.0	40.0	40.0	42.0	42.0	42.0	42.0	42.0	42.0	\$60,000
Centennial Park	19.9	19.9	19.9	19.9	19.9	19.9	19.9	19.9	19.9	19.9	\$60,000
Petawawa Point Park	4.3	4.3	4.3	4.3	4.3	4.3	4.3	4.3	4.3	4.3	\$60,000
Nature's Acre Park	1.4	1.4	1.4	1.4	1.4	1.4	1.4	1.4	1.4	1.4	\$150,000
Briar Patch Park	1.7	1.7	1.7	1.7	1.7	1.7	1.7	1.7	1.7	1.7	\$150,000
Woodland Park	0.2	0.2	0.2	0.2	0.2	0.2	0.2	0.2	0.2	0.2	\$150,000
Indian Diamond Park	7.0	7.0	7.0	7.0	7.0	7.0	7.0	7.0	7.0	7.0	\$150,000
Civitan Kiddyland Park	5.8	5.8	5.8	5.8	5.8	5.8	5.8	5.8	5.8	5.8	\$150,000
Enchanted Forest Park	1.4	1.4	1.4	1.4	1.4	1.4	1.4	1.4	1.4	1.4	\$150,000
Jack Pine Park	2.2	2.2	2.2	2.2	2.2	2.2	2.2	2.2	2.2	2.2	\$150,000
Fish Hatchery Park	1.3	1.3	1.3	1.3	1.3	1.3	1.3	1.3	1.3	1.3	\$150,000
Kramers Korner Park	2.6	2.6	2.6	2.6	2.6	2.6	2.6	2.6	2.6	2.6	\$150,000
Turtle Park	0.4	0.4	0.4	0.4	0.4	0.4	0.4	0.4	0.4	0.4	\$150,000
Pine Ridge Park	2.1	2.1	2.1	2.1	2.1	2.1	2.1	2.1	2.1	2.1	\$150,000
Lakeview Park	1.2	1.2	1.2	1.2	1.2	1.2	1.2	1.2	1.2	1.2	\$150,000
Expo 150 Parkette	-	-	-	0.3	0.3	0.3	0.3	0.3	0.3	0.3	\$150,000
Coureur De Bois Parkette	-	-	-	0.2	0.2	0.2	0.2	0.2	0.2	0.2	\$150,000
Total	91.4	91.4	91.4	91.9	93.9	93.9	93.9	93.9	93.9	93.9	

Population	9,246	9,529	9,988	10,342	10,666	10,838	11,015	11,188	11,305	11,412
Per Capita Standard	0.01	0.01	0.01	0.01	0.01	0.01	0.01	0.01	0.01	0.01

10 Year Average	2009-2018
Quantity Standard	0.0089
Quality Standard	\$86,170
Service Standard	\$767

D.C. Amount (before deductions)	10 Year
Forecast Population	1,257
\$ per Capita	\$767
Eligible Amount	\$964,006



Service: Parkland Trails
 Unit Measure: Linear Metres of Paths and Trails

Description	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019 Value (\$/ Linear Metre)
Fitness Trails/Millennium Trail	1,600	1,600	1,600	1,600	1,600	1,600	1,600	1,600	1,600	1,600	\$400
Woodland Trail	1,230	1,230	1,230	1,230	1,230	1,230	1,230	1,230	1,230	1,230	\$60
Total	2,830										

Population	9,246	9,529	9,988	10,342	10,666	10,838	11,015	11,188	11,305	11,412
Per Capita Standard	0.31	0.30	0.28	0.27	0.27	0.26	0.26	0.25	0.25	0.25

10 Year Average	2009-2018
Quantity Standard	0.2695
Quality Standard	\$252
Service Standard	\$68

D.C. Amount (before deductions)	10 Year
Forecast Population	1,257
\$ per Capita	\$68
Eligible Amount	\$85,438



Service: Parks and Recreation Vehicles and Equipment
 Unit Measure: No. of vehicles and equipment

Description	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019 Value (\$/Vehicle)
Tractor w/ Implements	1	1	1	1	1	1	1	1	1	1	\$47,000
1/2 ton Pick-up Truck	1	1	2	2	2	2	2	2	2	2	\$45,000
Utility Vehicle	2	2	3	3	3	3	3	3	3	3	\$12,000
Rotary Deck Mower	2	2	2	2	2	2	2	2	2	2	\$17,200
Trailer	2	2	2	3	3	3	3	3	3	3	\$17,600
Ice Resurfacer	1	1	1	1	1	1	1	1	1	1	\$87,100
Weed Steamer	1	1	1	1	1	1	1	1	1	1	\$17,200
Sports Field Implements	5	5	5	5	5	5	5	5	5	5	\$3,400
Handwash Station	-	-	1	1	1	1	1	1	1	1	\$3,400
Pick-up Truck	-	-	-	-	-	-	-	-	-	1	\$45,000
Stageline Mobile Stage (trailer)	-	-	-	-	-	-	1	1	1	1	\$70,000
North Canoes & Trailer (Two 25' Canoes and One Trailer)	-	-	-	-	-	-	-	1	1	1	\$35,000
Total	15	15	18	19	19	19	20	21	21	22	

Population	9,246	9,529	9,988	10,342	10,666	10,838	11,015	11,188	11,305	11,412
Per Capita Standard (per 1,000 population)	1.62	1.57	1.80	1.84	1.78	1.75	1.82	1.88	1.86	1.93

10 Year Average	2009-2018
Quantity Standard (per 1,000 population)	1.7848
Quality Standard	\$21,644
Service Standard	\$39

D.C. Amount (before deductions)	10 Year
Forecast Population	1,257
\$ per Capita	\$39
Eligible Amount	\$48,558



Service: Indoor Recreation Facilities
 Unit Measure: ft² of building area

Description	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019 Bld'g Value (\$/sq.ft.)	Value/sq.ft. with land, site works, etc.
Petawawa Civic Centre	30,256	30,256	30,256	30,256	30,256	30,256	30,256	30,256	30,256	30,256	\$224	\$ 253
Norman Behnke Hall	4,134	4,134	4,134	4,134	4,134	4,134	4,134	4,134	4,134	4,134	\$213	\$ 237
Outdoor Rink Change Facility/Garage	877	877	877	877	877	877	877	877	877	877	\$107	\$ 130
Washrooms/Rental Building at Petawawa Point	680	680	680	680	680	680	680	680	680	680	\$399	\$ 420
Total	35,947											

Population	9,246	9,529	9,988	10,342	10,666	10,838	11,015	11,188	11,305	11,412
Per Capita Standard	3.8878	3.7724	3.5990	3.4758	3.3702	3.3168	3.2635	3.2130	3.1797	3.1499

10 Year Average	2009-2018
Quantity Standard	3.4228
Quality Standard	\$251
Service Standard	\$860

D.C. Amount (before deductions)	10 Year
Forecast Population	1,257
\$ per Capita	\$860
Eligible Amount	\$1,081,297



Service: Library Facilities
 Unit Measure: ft² of building area

Description	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019 Bld'g Value (\$/sq.ft.)	Value/sq.ft. with land, site works, etc.
Library Building (Civic Centre)	12,000	12,000	12,000	12,000	12,000	12,000	12,000	12,000	12,000	12,000	\$224	\$253
Total	12,000											

Population	9,246	9,529	9,988	10,342	10,666	10,838	11,015	11,188	11,305	11,412
Per Capita Standard	1.2979	1.2593	1.2014	1.1603	1.1251	1.1072	1.0894	1.0726	1.0615	1.0515

10 Year Average	2009-2018
Quantity Standard	1.1426
Quality Standard	\$253
Service Standard	\$289

D.C. Amount (before deductions)	10 Year
Forecast Population	1,257
\$ per Capita	\$289
Eligible Amount	\$363,374



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

Description	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019 Value (\$/item)
Books	42,585	45,074	48,620	52,178	55,462	57,599	61,450	59,945	51,595	47,810	\$23
Music, Audio Books, Magazines, DVDs, Video Games	4,041	4,628	5,245	6,014	5,552	5,352	4,817	4,787	5,191	5,765	\$25
Photocopier/Printer/Fax	2	2	2	2	2	3	3	3	3	3	\$200
Bicycles	-	-	-	-	4	4	10	10	-	-	\$300
Snowshoes	-	-	-	3	3	3	3	10	11	12	\$70
Helmets	-	-	-	-	4	10	10	10	-	-	\$46
GPS Units	-	-	-	2	2	2	2	2	2	2	\$200
Binoculars	-	-	-	2	2	2	2	2	2	2	\$46
E-books	-	-	-	-	-	0.17	-	0.01	0.96	1.00	\$4,758
Databases	-	-	-	-	1.12	0.68	1.01	1.98	0.04	1.00	\$8,007
Total	46,628	49,704	53,867	58,201	61,032	62,976	66,298	64,771	56,805	53,596	

Population	9,246	9,529	9,988	10,342	10,666	10,838	11,015	11,188	11,305	11,412
Per Capita Standard	5.04	5.22	5.39	5.63	5.72	5.81	6.02	5.79	5.02	4.70

10 Year Average	2009-2018
Quantity Standard	5.4342
Quality Standard	\$23
Service Standard	\$127

D.C. Amount (before deductions)	10 Year
Forecast Population	1,257
\$ per Capita	\$127
Eligible Amount	\$159,186



Appendix C

Long-Term Capital and Operating Cost Examination



Appendix C: Long-Term Capital and Operating Cost Examination

As a requirement of the D.C.A., 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 D.C. As part of this analysis, it was deemed necessary to isolate the incremental operating expenditures directly associated with these capital projects, factor in cost savings attributable to economies of scale or cost sharing where applicable, and prorate the cost on a per unit basis (i.e. sq.ft. of building space, per vehicle, etc.). This was undertaken through a review of the Town's 2017 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 lifecycle cost. By definition, lifecycle costs are all the costs which are incurred during the life of a physical asset, from the time its acquisition is first considered, to the time it is taken out of service for disposal or redeployment. The method selected for lifecycle costing is the sinking fund method which provides that money will be contributed annually and invested, so that those funds will grow over time to equal the amount required for future replacement.

Table C-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 C-1
Operating and Capital Expenditure Impacts for Future Capital Expenditures

SERVICE	ANNUAL LIFECYCLE EXPENDITURES	ANNUAL OPERATING EXPENDITURES	TOTAL ANNUAL EXPENDITURES
Transportation Services	72,621	19,705	92,326
Fire Protection Services	11,569	6,638	18,207
Parks and Recreation	97,221	51,195	148,416
Library Services	16,790	2,745	19,534
Administration - Studies	-	-	-
Wastewater Services	94,034	57,492	151,526
Water Services	19,911	13,978	33,889
Total	312,146	151,752	463,898



Appendix D

Local Service Policy



Appendix D: Local Service Policy

This Appendix sets out the Town's General Policy Guidelines on Development Charges (D.C.) and local service funding. The guidelines outline, in general terms, the size and nature of engineered infrastructure that is included in the study as a D.C. project, versus infrastructure that is considered as a local service, to be emplaced separately by landowners, pursuant to a development agreement.

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

1. Collector Roads

- Collector Roads Internal to Development – Direct developer responsibility under s.59 of the D.C.A. (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 D.C.A.

2. Traffic Signals

- New Arterial Roads and Arterial Road Improvements – Included as part of road costing funded through D.C.s.
- Local Streets / Private Entrances / Entrances to Specific Developments – Direct developer responsibility under s.59 of the D.C.A. (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 D.C.A.), or, in exceptional circumstances, may be direct developer responsibility through local service provisions (s.59 of the D.C.A.).



- 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 D.C.A.).
- 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 D.C.A.).

5. Traffic Control Signals

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

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 D.C. (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 D.C. (to the extent eligible).
- Land Acquisition for Grade Separations (beyond normal dedication requirements) – include in the D.C. to the extent eligible.

7. Stormwater Management

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

8. Water

- Water mains external to subdivisions included in the D.C., unless directly required by development.



- Marginal costs of waterworks within the subdivision included in D.C. above 8” nominal diameter.

9. Wastewater

- Wastewater mains external to subdivisions included in the D.C., 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 D.C. based on site specific development approval conditions.



Appendix E

Proposed D.C. By-Law



CORPORATION OF THE TOWN OF PETAWAWA

BY-LAW NUMBER ___/19

BEING A BY-LAW FOR THE IMPOSITION OF DEVELOPMENT CHARGES

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 17th day of June, 2019 in accordance with the Act and the regulations thereto;

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

DEFINITIONS

1. In this by-law,



- (1) “Act” means the *Development Charges Act*, as amended, or any successor thereof;
- (2) “apartment unit” means any residential unit within a building containing more than four dwelling units where the units are connected by an interior corridor;
- (3) “bedroom” means a habitable room which can be used as sleeping quarters, but does not include a bathroom, living room, dining room or kitchen;
- (4) “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;
- (5) “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;
- (6) “Building Code Act” means the *Building Code Act*, S.O. 1992, as amended, or any successor thereof;
- (7) “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;
- (8) “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;
- (9) “Council” means the Council of the Town of Petawawa;
- (10) “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;
- (11) “development charge” means a charge imposed with respect to this By-law;
- (12) “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;
- (13) “existing” means the number, use and size that existed as of the date this by-law was passed;
- (14) “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;



- (15) “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 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;
- (16) “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;
- (17) “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;



- (18) “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;
- (19) “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;
- (20) “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;
- (21) “multiple dwellings” means all dwellings other than single-detached, semi-detached, apartment unit dwellings;
- (22) “municipality” means the Corporation of the Town of Petawawa;
- (23) “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;
- (24) “Official Plan” means the Official Plan adopted for the Town, as amended and approved;
- (25) “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;
- (26) “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;
- (27) “rate” means the interest rate established weekly by the Bank of Canada based on Treasury Bills having a term of 91 days;



- (28) “regulation” means any regulation made pursuant to the Act;
- (29) “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;
- (30) “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;
- (31) “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;
- (32) “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;
- (33) “service” means a service designed in Schedule “A” to this By-law, and “services” shall have a corresponding meaning;
- (34) “servicing agreement” means an agreement between a landowner and the municipality relative to the provision of municipal services to specified land within the municipality;
- (35) “single detached dwelling unit” means a residential building consisting of one dwelling unit and not attached to another structure;
- (36) “Town” means the area within the geographic limits of the Town of Petawawa; and
- (37) “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).

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.

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 3.10 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 3.11, 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 3.10 and 3.11, 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 _____, 2019.

10. DATE BY-LAW EXPIRES

10.1 This By-law will expire at 12:01 AM on _____, 2024 unless it is repealed by Council at an earlier date.

READ a FIRST, SECOND and THIRD TIME and FINALLY PASSED on this 15th day of July, 2019.

Mayor

Clerk



SCHEDULE "A" to BY-LAW ___/19

COMPONENTS OF SERVICES DESIGNATED IN SUBSECTION 2.1

Municipal-Wide 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

- 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

Area-Specific Services

- Water Services
 - Water Distribution
 - Water Treatment

- Wastewater Services
 - Wastewater Collection
 - Wastewater Treatment



SCHEDULE “B” to BY-LAW ___/19
SCHEDULE OF DEVELOPMENT CHARGES

Service	RESIDENTIAL				NON-RESIDENTIAL (per sq.ft. of Gross Floor Area)
	Single and Semi-Detached Dwelling	Apartments - 2 Bedrooms +	Apartments - Bachelor and 1 Bedroom	Other Multiples and Mobile Homes	
Municipal Wide Services:					
Transportation Services	\$ 1,359	\$ 732	\$ 510	\$ 1,055	\$ 1.17
Fire Protection Services	\$ 156	\$ 84	\$ 59	\$ 121	\$ 0.13
Parks and Recreation	\$ 1,264	\$ 681	\$ 475	\$ 981	\$ 0.10
Library Services	\$ 213	\$ 115	\$ 80	\$ 165	\$ 0.02
Administration - Studies	\$ 151	\$ 81	\$ 57	\$ 117	\$ 0.13
Total Municipal Wide Services	\$ 3,143	\$ 1,693	\$ 1,181	\$ 2,439	\$ 1.55
Urban Services					
Wastewater Services	\$ 1,914	\$ 1,031	\$ 719	\$ 1,486	\$ 1.33
Water Services	\$ 468	\$ 252	\$ 176	\$ 363	\$ 0.31
Total Urban Services	\$ 2,382	\$ 1,283	\$ 895	\$ 1,849	\$ 1.64
GRAND TOTAL RURAL AREA	\$ 3,143	\$ 1,693	\$ 1,181	\$ 2,439	\$ 1.55
GRAND TOTAL URBAN AREA	\$ 5,525	\$ 2,976	\$ 2,076	\$ 4,288	\$ 3.19