



Addendum to: 2019 Development Charges Background Study

Town of Petawawa

For Public Circulation and Comment

June 14, 2019

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1. Summary of Revisions made to the May 15, 2019 Development Charges Background Study

1.1 Background

Commensurate with the provisions of the *Development Charges Act* (D.C.A.), 1997, the Town of Petawawa (Town) has undertaken a Development Charges Background Study (D.C.B.S.) and has distributed the study and draft by-law to the public. The following provides a summary of the key dates in the Development Charges (D.C.) by-law process:

- May 15, 2019 – Release of the D.C.B.S.;
- June 17, 2019 – Public Meeting;
- July 15, 2019 – Anticipated passage of D.C. By-law

The purpose of the addendum to the May 15, 2019 D.C.B.S. is to provide for revisions to the calculation of the charges arising from changes to capital program for Water and Wastewater Services. The refinements are detailed in the subsequent sections of this report, and will form part of the D.C.B.S. for Council's consideration and approval prior to adoption of the D.C. By-law.

1.2 Discussion

Subsequent to the issuance of the May 15, 2019 D.C.B.S. and Council Workshop on May 13, 2019, feedback from Town staff identified revisions to the D.C.B.S. and draft D.C. by-law. These revisions include:

- Refinements to the anticipated capital needs for Water services to include a previously unfunded growth-related project;
- Refinements to the anticipated capital needs for Wastewater services to remove the sanitary upgrades on Petawawa Boulevard and to provide a breakdown and updated cost estimates of the Renfrew St. Pumping Station Expansion.

The following subsections summarize the necessary changes identified above.



1.2.1 Water Services

Further review by Town staff of the capital project included in the May 15, 2019 D.C.B.S. determined that previously completed oversizing of water infrastructure in the Portage Landing Subdivision has not yet been funded from development charges. Therefore, this unfunded amount has been included in the D.C.B.S. for future recovery from development charges.

This revision increases the Water Services D.C. recoverable costs by \$67,777, resulting in an increase in the D.C. of \$13.00/capita, or \$38 per single detached dwelling unit. The revised project listing for Water Services is presented in Table 1.

1.2.2 Wastewater Services

The May 15, 2019 D.C.B.S. included the costs for Petawawa Blvd Upgrade (Upstream Harry St to Pumping Stn). Further review by Town staff determined that this project was no longer required to be included in the D.C.B.S., as it would be funded from other sources. The May 15, 2019 D.C.B.S. also included costs for the Renfrew St. Pumping Station Expansion. Further review by Town staff determined that the capital cost estimates for this project should be updated, and that for clarity the project should be broken out into two separate components (i.e. Controls and Building, and Pumps and Additional Wet Well).

These revisions increase the Wastewater Services D.C. recoverable costs by \$85,300, resulting in an increase in the D.C. of \$16.59/capita, or \$48 per single detached dwelling unit. The revised project listing for Wastewater Services is presented in Table 2.



Table 1
Water 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	Portage Road Watermain Expansion from 150mm to 300mm Trunk main	2019-2021	950,000	-		950,000	285,000		665,000	485,450	179,550
2	Herman St. (John St to Mary St) Watermain Expansion from 150mm to 300mm	2019	170,000	-		170,000	51,000		119,000	86,870	32,130
3	Watermain Looping - Portage Landing Subdivision (Unfunded)	2016	67,777	-		67,777	-		67,777	49,478	18,300
	Reserve Fund Adjustment		-	-		-	-		(7,085)	(5,172)	(1,913)
			-	-		-	-		-	-	-
			-	-		-	-		-	-	-
			-	-		-	-		-	-	-
			-	-		-	-		-	-	-
			-	-		-	-		-	-	-
			-	-		-	-		-	-	-
			-	-		-	-		-	-	-
			-	-		-	-		-	-	-
			-	-		-	-		-	-	-
	Total		1,187,777	-	-	1,187,777	336,000	-	844,692	616,625	228,067



Table 2
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 74%	Non-Residential Share 26%
	2019-2036										
1	Renfrew St. Pumping Station Expansion - Controls and Building	2019-2021	550,000	-		550,000	-		550,000	407,000	143,000
2	Renfrew St. Pumping Station Expansion - Pumps and Additional Wet Well		300,000	-		300,000	-		300,000	222,000	78,000
3	Wastewater Treatment Plant Expansion - EA		646,700	-		646,700	-		646,700	478,558	168,142
4	Wastewater Treatment Plant Expansion		8,823,600	-		8,823,600	6,617,700		2,205,900	1,632,366	573,534
				-		-	-		-	-	-
				-		-	-		-	-	-
				-		-	-		-	-	-
				-		-	-		-	-	-
				-		-	-		-	-	-
				-		-	-		-	-	-
				-		-	-		-	-	-
	Reserve Fund Adjustment		-	-		-	-		(294,010)	(217,567)	(76,443)
	Total		10,320,300	-	-	10,320,300	6,617,700	-	3,408,590	2,522,357	886,233



1.2.3 Impacts on the Calculated Development Charge

The refinements presented in sections 1.2.1 and 1.2.2 impact the calculated charges in the D.C.B.S. Table 3 compares the Town’s current development charges with those presented in the May 15, 2019 D.C.B.S., and the amended development charges as contained herein. The comparison is provided for a single detached residential dwelling unit, and per square foot (sq.ft.) of non-residential gross floor area (G.F.A.)

By comparison to the charges in the D.C.B.S., the total amended charge for a single detached residential unit within the fully serviced urban area increases by \$86 from \$5,427 to \$5,513. For non-residential development the charge would increase by \$0.06/sq.ft., from \$3.33/sq.ft. to \$3.39/sq.ft.

By comparison to the Town’s current D.C. By-Law, the total amended charge for a single detached residential unit within the fully serviced urban area increases by \$338 from \$5,175 to \$5,513. For non-residential development in the urban serviced area, the charge would increase by \$0.14/sq.ft., from \$3.25/sq.ft. to \$3.39/sq.ft.

Table 3
Comparison of Calculated D.C.s

Residential (Single Detached)

Service	Current	Calculated (May 15, 2019)	Calculated (June 14, 2019)	Change (\$), May 15, 2019 vs. June 14, 2019	Change (%), May 15, 2019 vs. June 14, 2019
Municipal Wide Services:					
Transportation Services	\$ 1,473	\$ 1,320	\$ 1,320	\$ -	0%
Fire Protection Services	\$ 289	\$ 151	\$ 151	\$ -	0%
Parks and Recreation	\$ 708	\$ 1,266	\$ 1,266	\$ -	0%
Library Services	\$ 330	\$ 212	\$ 212	\$ -	0%
Administration - Studies	\$ 159	\$ 147	\$ 147	\$ -	0%
Total Municipal Wide Services	\$ 2,959	\$ 3,096	\$ 3,096	\$ -	0%
Urban Services:					
Wastewater Services	\$ 1,847	\$ 1,894	\$ 1,942	\$ 48	3%
Water Services	\$ 369	\$ 437	\$ 475	\$ 38	9%
Total Area Specific Services	\$ 2,216	\$ 2,331	\$ 2,417	\$ 86	4%
Grand Total - Rural Area	\$ 2,959	\$ 3,096	\$ 3,096	\$ -	0%
Grand Total - Urban Area	\$ 5,175	\$ 5,427	\$ 5,513	\$ 86	2%



Non-Residential (per sq.ft. of Gross Floor Area)

Service	Current	Calculated (May 15, 2019)	Calculated (June 14, 2019)	Change (\$), May 15, 2019 vs. June 14, 2019	Change (%), May 15, 2019 vs. June 14, 2019
Municipal Wide Services:					
Transportation Services	\$ 1.40	\$ 1.24	\$ 1.24	\$ -	0%
Fire Protection Services	\$ 0.13	\$ 0.14	\$ 0.14	\$ -	0%
Parks and Recreation	\$ 0.06	\$ 0.10	\$ 0.10	\$ -	0%
Library Services	\$ 0.03	\$ 0.02	\$ 0.02	\$ -	0%
Administration - Studies	\$ 0.15	\$ 0.14	\$ 0.14	\$ -	0%
Total Municipal Wide Services	\$ 1.77	\$ 1.64	\$ 1.64	\$ -	0%
Urban Services:					
Wastewater Services	\$ 1.25	\$ 1.39	\$ 1.42	\$ 0.03	2%
Water Services	\$ 0.23	\$ 0.30	\$ 0.33	\$ 0.03	10%
Total Area Specific Services	\$ 1.48	\$ 1.69	\$ 1.75	\$ 0.06	4%
Grand Total - Rural Area	\$ 1.77	\$ 1.64	\$ 1.64	\$ -	0%
Grand Total - Urban Area	\$ 3.25	\$ 3.33	\$ 3.39	\$ 0.06	2%

2. Changes to the Background Report

Based on the foregoing, the following revisions are made to the pages within the May 15, 2019 D.C.B.S. Accordingly, the revised pages are appended to this report:

- Page 1-3 – Revised to reflect this addendum;
- Pages 5-10, 5-11, and 5-12 – Reissued to reflect changes described in sections 1.2.1 and 1.2.2 of this Addendum;
- Chapter 6 – Updated to reflect changes in the calculated charge for Water Services and Wastewater Services;
- Page 7-5 – Reissued to reflect the issuance of this addendum
- Pages 8-3, and 8-4 – Updated reflective of impacts of changes in sections 1.2.1, 1.2.2, and 1.2.3;
- Page C-3 – Updated to reflect the changes to Water and Wastewater services described in sections 1.2.1 and 1.2.3; and
- Appendix E – Revised draft D.C. By-Law.



3. Process for Adoption of the D.C. By-law

The revisions provided herein form the basis for the D.C. By-Law and will be incorporated into the D.C.B.S. to be provided to Council and the general public prior to Council's consideration and adoption of the proposed D.C. By-Law on July 15, 2019.

If Council is satisfied with the above noted changes to the D.C.B.S. and D.C. By-Law, then prior to By-Law passage Council must:

- Approve the Development Charges Background Study, as amended;
- Determine that no further public meetings are required on the matter; and
- Adopt the new Development Charges By-Law.



Appendix A

Amended Pages



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. Council considers adoption of D.C. background study and passage of by-law	July 15, 2019
10. Newspaper notice given of by-law passage	By 20 days after passage
11. Last day for by-law appeal	40 days after passage
12. Town makes available D.C. pamphlet	By 60 days after in force date



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 74% residential and 26% 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 73% residential and 27% 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									74%	26%	
1	Renfrew St. Pumping Station Expansion - Controls and Building	2019-2021	550,000	-		550,000	-		550,000	407,000	143,000
2	Renfrew St. Pumping Station Expansion - Pumps and Additional Wet Well		300,000	-		300,000	-		300,000	222,000	78,000
3	Wastewater Treatment Plant Expansion - EA		646,700	-		646,700	-		646,700	478,558	168,142
4	Wastewater Treatment Plant Expansion		8,823,600	-		8,823,600	6,617,700		2,205,900	1,632,366	573,534
				-		-	-		-	-	-
				-		-	-		-	-	-
				-		-	-		-	-	-
				-		-	-		-	-	-
				-		-	-		-	-	-
				-		-	-		-	-	-
				-		-	-		-	-	-
	Reserve Fund Adjustment		-	-		-	-		(294,010)	(217,567)	(76,443)
	Total		10,320,300	-	-	10,320,300	6,617,700	-	3,408,590	2,522,357	886,233



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. 623,500 sq.ft. of G.F.A. for wastewater services, as compared to 694,000 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 \$5,513 for a single detached residential dwelling unit and \$3.39 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 represent a 6.5% (\$338) increase relative to the current charge of \$5,175 per unit. The calculated non-residential charge in the urban service area is 4.3% (\$0.14/sq.ft.) greater 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>	\$ 616,625	\$ 228,067	\$ 475	\$ 0.33
TOTAL	\$ 616,625	\$ 228,067	\$ 475	\$ 0.33
17-Year Gross Population/GFA Growth (sq.ft.)	3,805	694,000		
Cost Per Capita/Non-Residential GFA (sq.ft.)	\$ 162.06	\$ 0.33		
<u>By Residential Unit Type</u>	<u>P.P.U.</u>			
Single and Semi-Detached Dwelling	2.930	\$ 475		
Apartments - 2 Bedrooms +	1.578	\$ 256		
Apartments - Bachelor and 1 Bedroom	1.100	\$ 178		
Other Multiples and Mobile Homes	2.275	\$ 369		



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>	\$ 2,522,357	\$ 886,233	\$ 1,942	\$ 1.42
TOTAL	\$ 2,522,357	\$ 886,233	\$ 1,942	\$ 1.42
17-Year Gross Population/GFA Growth (sq.ft.)	3,805	623,500		
Cost Per Capita/Non-Residential GFA (sq.ft.)	\$ 662.91	\$ 1.42		
<u>By Residential Unit Type</u>	<u>P.P.U.</u>			
Single and Semi-Detached Dwelling	2.930	\$ 1,942		
Apartments - 2 Bedrooms +	1.578	\$ 1,046		
Apartments - Bachelor and 1 Bedroom	1.100	\$ 729		
Other Multiples and Mobile Homes	2.275	\$ 1,508		



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>	\$ 1,113,383	\$ 682,396	\$ 1,320	\$ 1.24
4. <u>Fire Protection Services</u>	\$ 127,703	\$ 78,269	\$ 151	\$ 0.14
5. <u>Parks and Recreation</u>	\$ 1,068,237	\$ 56,223	\$ 1,266	\$ 0.10
6. <u>Library Services</u>	\$ 178,726	\$ 9,407	\$ 212	\$ 0.02
7. <u>Administration - Studies</u>	\$ 123,933	\$ 75,959	\$ 147	\$ 0.14
TOTAL	\$ 2,611,982	\$ 902,254	\$ 3,096	\$ 1.64
10-Year Gross Population/GFA Growth (sq.ft.)	2,472	550,900		
Cost Per Capita/Non-Residential GFA (sq.ft.)	\$ 1,056.63	\$ 1.64		
<u>By Residential Unit Type</u>	<u>P.P.U.</u>			
Single and Semi-Detached Dwelling	2.930	\$ 3,096		
Apartments - 2 Bedrooms +	1.578	\$ 1,667		
Apartments - Bachelor and 1 Bedroom	1.100	\$ 1,162		
Other Multiples and Mobile Homes	2.275	\$ 2,404		



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	\$ 1,320	\$ 711	\$ 496	\$ 1,025	\$ 1.24
Fire Protection Services	\$ 151	\$ 81	\$ 57	\$ 117	\$ 0.14
Parks and Recreation	\$ 1,266	\$ 682	\$ 475	\$ 983	\$ 0.10
Library Services	\$ 212	\$ 114	\$ 80	\$ 165	\$ 0.02
Administration - Studies	\$ 147	\$ 79	\$ 55	\$ 114	\$ 0.14
Total Municipal Wide Services	\$ 3,096	\$ 1,667	\$ 1,163	\$ 2,404	\$ 1.64
Urban Services					
Wastewater Services	\$ 1,942	\$ 1,046	\$ 729	\$ 1,508	\$ 1.42
Water Services	\$ 475	\$ 256	\$ 178	\$ 369	\$ 0.33
Total Urban Services	\$ 2,417	\$ 1,302	\$ 907	\$ 1,877	\$ 1.75
GRAND TOTAL RURAL AREA	\$ 3,096	\$ 1,667	\$ 1,163	\$ 2,404	\$ 1.64
GRAND TOTAL URBAN AREA	\$ 5,513	\$ 2,969	\$ 2,070	\$ 4,281	\$ 3.39



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	\$ 1,320	\$ 1.40	\$ 1.24
Fire Protection Services	\$ 289	\$ 151	\$ 0.13	\$ 0.14
Parks and Recreation	\$ 708	\$ 1,266	\$ 0.06	\$ 0.10
Library Services	\$ 330	\$ 212	\$ 0.03	\$ 0.02
Administration - Studies	\$ 159	\$ 147	\$ 0.15	\$ 0.14
Total Municipal Wide Services	\$ 2,959	\$ 3,096	\$ 1.77	\$ 1.64
Urban Services:				
Wastewater Services	\$ 1,847	\$ 1,942	\$ 1.25	\$ 1.42
Water Services	\$ 369	\$ 475	\$ 0.23	\$ 0.33
Total Area Specific Services	\$ 2,216	\$ 2,417	\$ 1.48	\$ 1.75
Grand Total - Rural Area	\$ 2,959	\$ 3,096	\$ 1.77	\$ 1.64
Grand Total - Urban Area	\$ 5,175	\$ 5,513	\$ 3.25	\$ 3.39



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.”



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 \$468,000.
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 \$24.1 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 \$468,000 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	729,680
Annual Debt Payment on Post Period Capital ²	-
Annual Lifecycle - Town Wide Services	198,060
Annual Lifecycle - Area Specific Services	113,945
Incremental Operating Costs (for D.C. Services)	\$155,980
Total Expenditures	\$1,197,666
Revenue (Annualized)	
Total Existing Revenue ³	\$22,356,480
Incremental Tax and Non-Tax Revenue (User Fees, Fines, Licences, etc.)	\$1,728,621
Total Revenues	\$24,085,101

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



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

SERVICE	ANNUAL LIFECYCLE EXPENDITURES	ANNUAL OPERATING EXPENDITURES	TOTAL ANNUAL EXPENDITURES
Transportation Services	72,638	19,878	92,516
Fire Protection Services	11,573	6,695	18,268
Parks and Recreation	97,223	51,631	148,853
Library Services	16,626	2,741	19,367
Administration - Studies	-	-	-
Wastewater Services	94,034	60,360	154,394
Water Services	19,911	14,675	34,586
Total	312,006	155,980	467,986



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	\$ 1,320	\$ 711	\$ 496	\$ 1,025	\$ 1.24
Fire Protection Services	\$ 151	\$ 81	\$ 57	\$ 117	\$ 0.14
Parks and Recreation	\$ 1,266	\$ 682	\$ 475	\$ 983	\$ 0.10
Library Services	\$ 212	\$ 114	\$ 80	\$ 165	\$ 0.02
Administration - Studies	\$ 147	\$ 79	\$ 55	\$ 114	\$ 0.14
Total Municipal Wide Services	\$ 3,096	\$ 1,667	\$ 1,163	\$ 2,404	\$ 1.64
Urban Services					
Wastewater Services	\$ 1,942	\$ 1,046	\$ 729	\$ 1,508	\$ 1.42
Water Services	\$ 475	\$ 256	\$ 178	\$ 369	\$ 0.33
Total Urban Services	\$ 2,417	\$ 1,302	\$ 907	\$ 1,877	\$ 1.75
GRAND TOTAL RURAL AREA	\$ 3,096	\$ 1,667	\$ 1,163	\$ 2,404	\$ 1.64
GRAND TOTAL URBAN AREA	\$ 5,513	\$ 2,969	\$ 2,070	\$ 4,281	\$ 3.39