



# 2019 Development Charges Background Study

Town of Hawkesbury

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For Public Circulation and Comment

December 20, 2019

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## List of Acronyms and Abbreviations

<b>Acronym</b>	<b>Full Description of Acronym</b>
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 Development Charges (D.C.s) and policies for the Town of Hawkesbury (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 3. It also addresses the forecast amount, type, and location of growth (Chapter 2), the requirement for "rules" governing the imposition of the charges (Chapter 6), 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 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 8) which are critical to the successful application of the new policy.

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



## 1.2 Summary of the Process

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As required under Section 12 of the D.C.A., 1997, a public meeting will be held 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 and methodology. 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 December 20, 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	February 22, 2019
2. Data collection, staff interviews, preparation of D.C. calculations	March-October 2019
3. Preparation of draft D.C. background study and review of draft findings with Town staff	November 2019
4. Council draft findings presentation	November 25, 2019
5. D.C. background study and proposed D.C. by-law available to public	December 20, 2019
6. Statutory notice of Public Meeting advertisement placed in newspaper(s)	20 days prior to public meeting



Process Steps	Dates
7. Public Meeting of Council	To be determined
8. Council considers adoption of D.C. background study and passage of by-law	To be determined
9. Newspaper notice given of by-law passage	By 20 days after passage
10. Last day for by-law appeal	40 days after passage
11. Town makes available D.C. pamphlet	By 60 days after in force date

### **1.3 More Homes, More Choice Act – An Act to amend Various Statutes with Respect to Housing, Other Development, and Various Matters**

On May 2, 2019, the Province introduced Bill 108 (More Homes, More Choice Act) which proposes changes to the D.C.A. The Bill was introduced as part of the Province's "More Homes, More Choice: Ontario's Housing Supply Action Plan". The Bill received royal assent on June 6, 2019.

While having received royal assent, many of the amendments to the D.C.A. do not come into effect until they are proclaimed by the Lieutenant Governor. At the time of writing the following provisions have been proclaimed:

- However, transitional provisions with respect to soft services, as well as other provisions clarifying definitions and administrative powers to make regulations, are in effect as of the date of royal assent. Regarding the transitional provisions for soft services, as noted below, services not identified under the new subsection 2(4) (i.e. soft services) will no longer be eligible to be included in D.C. by-law once proclaimed. Soft services within an existing D.C. by-law can



remain in effect, even if the by-law expires, until the earlier of the prescribed date (currently anticipated to be January 1, 2021), the date a Community Benefits Charge By-law is passed, or the date when the existing D.C. by-law is repealed.

- Effective January 1, 2020, rental housing and institutional developments will pay D.C.s in six equal annual payments commencing at occupancy. Non-profit housing developments will pay D.C.s in 21 equal annual payments. Interest may be charged on the installments, and any unpaid amounts may be added to the property and collected as taxes.
- Effective January 1, 2020 the D.C. amount for all developments occurring within 2 years of a Site Plan or Zoning By-law Amendment planning approval (for application submitted after this section is proclaimed), shall be determined based on the D.C. charge in effect on the day of Site Plan or Zoning By-law Amendment application. If the development is not proceeding via these planning approvals, then the amount is determined the earlier of the date of issuance of a building permit or occupancy.

A summary of further the changes to the D.C.A. to take effect upon proclamation by the Lieutenant Governor is provided below:

**Changes to Eligible Services** – the Bill will remove “Soft Services” from the D.C.A. These services will be considered as part of a new Community Benefit Charge (discussed below) imposed under the authority of the *Planning Act*. Once the new s.s. 2(4) is proclaimed, eligible services under the D.C.A. include:

- Water supply services, including distribution and treatment services;
- Wastewater services, including sewers and treatment services;
- Storm water drainage and control services;
- Services related to a highway as defined in subsection 1 (1) of the Municipal Act, 2001 or subsection 3 (1) of the City of Toronto Act, 2006, as the case may be;
- Electrical power services;
- Policing services;
- Ambulance services;
- Fire protection services;



- Toronto-York subway extension, as defined in subsection 5.1 (1);
- Transit services other than the Toronto-York subway extension;
- Waste diversion services; and
- Other services as prescribed.

**Waste Diversion and Ambulance** – the Bill will remove the mandatory 10% deduction for these services.

**Soft Services to be Included in a new Community Benefit Charge under the Planning Act** – it is proposed that a municipality may by by-law impose community benefits charges against land to pay for the capital costs of facilities, services and matters required because of development or redevelopment in the area to which the by-law applies. These services may not include services authorized by the D.C.A. Various provisions are provided as follows:

- Before passing a community benefits charge by-law, the municipality shall prepare a community benefits charge strategy that, (a) identifies the facilities, services and matters that will be funded with community benefits charges and (b) complies with any prescribed requirements;
- The amount of a community benefits charge payable shall not exceed an amount equal to the prescribed percentage of the value of the land as of the valuation date;
- The valuation date is the day before building permit issuance;
- Valuations will be based on appraised value of land. Various requirements are set out in this regard;
- All money received by the municipality under a community benefits charge by-law shall be paid into a special account;
- In each calendar year, a municipality shall spend or allocate at least 60 percent of the monies that are in the special account at the beginning of the year;
- Requirements for annual reporting shall be prescribed; and
- Transitional provisions are set out regarding the D.C. reserve funds and D.C. credits.



# Chapter 2

## Anticipated Development in the Town of Hawkesbury



## 2. Anticipated Development in the Town of Hawkesbury

### 2.1 Requirement of the Act

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Chapter 3 provides the methodology for calculating a D.C. as per the D.C.A. Figure 3-1 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 Hawkesbury will be required to provide services, over a 10-year (early-2020 to early-2030), a longer-term time horizon (early-2020 to mid-2035) and buildout time horizon.

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

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The D.C. growth forecast has been derived by Watson & Associates Economists Ltd. In preparing the growth forecast, the following information sources were consulted to assess the residential and non-residential development potential for the Town of Hawkesbury over the forecast periods, including:

- United Counties of Prescott and Russell Official Plan, April 2016;
- Town of Hawkesbury Sanitary, Storm, Water Infrastructure Master Plan, October 2018;
- 2006, 2011 and 2016 population, household and employment Census data;
- Historical residential and non-residential building permit data; and
- Discussions with planning staff regarding potential residential and non-residential development opportunities for the Town.



## 2.3 Summary of Growth Forecast

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A detailed analysis of the residential and non-residential growth forecasts is provided in Appendix A and the methodology employed is illustrated in Figure 2-1. 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 2-1 below, and Schedule 1 in Appendix A.

As identified in Table 2-1 and Appendix A, Schedule 1, the Town's population is anticipated to reach approximately 11,440 by early-2030, 12,765 by early-2035 and 20,575 by buildout, resulting in an increase of approximately 1,100, 2,430, and 10,240 persons, respectively, over the 10-year, longer-term, and buildout forecast periods<sup>1</sup>.

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

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

- The forecast housing unit mix for the Town was derived from a detailed review of historical development activity (as per Schedule 6), as well as a review of the Infrastructure Master Plans short, medium and long-term demand and discussions with Town staff regarding anticipated development trends for Hawkesbury.
- Based on the above indicators, the 2020 to 2030 household growth forecast is comprised of a unit mix of 76% low density (single detached and semi-detached), 7% medium density (multiples except apartments) and 17% high density (bachelor, 1-bedroom and 2-bedroom apartments).

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<sup>1</sup> The population figures used in the calculation of the 2019 D.C. exclude the net Census undercount, which is estimated at approximately 4%.

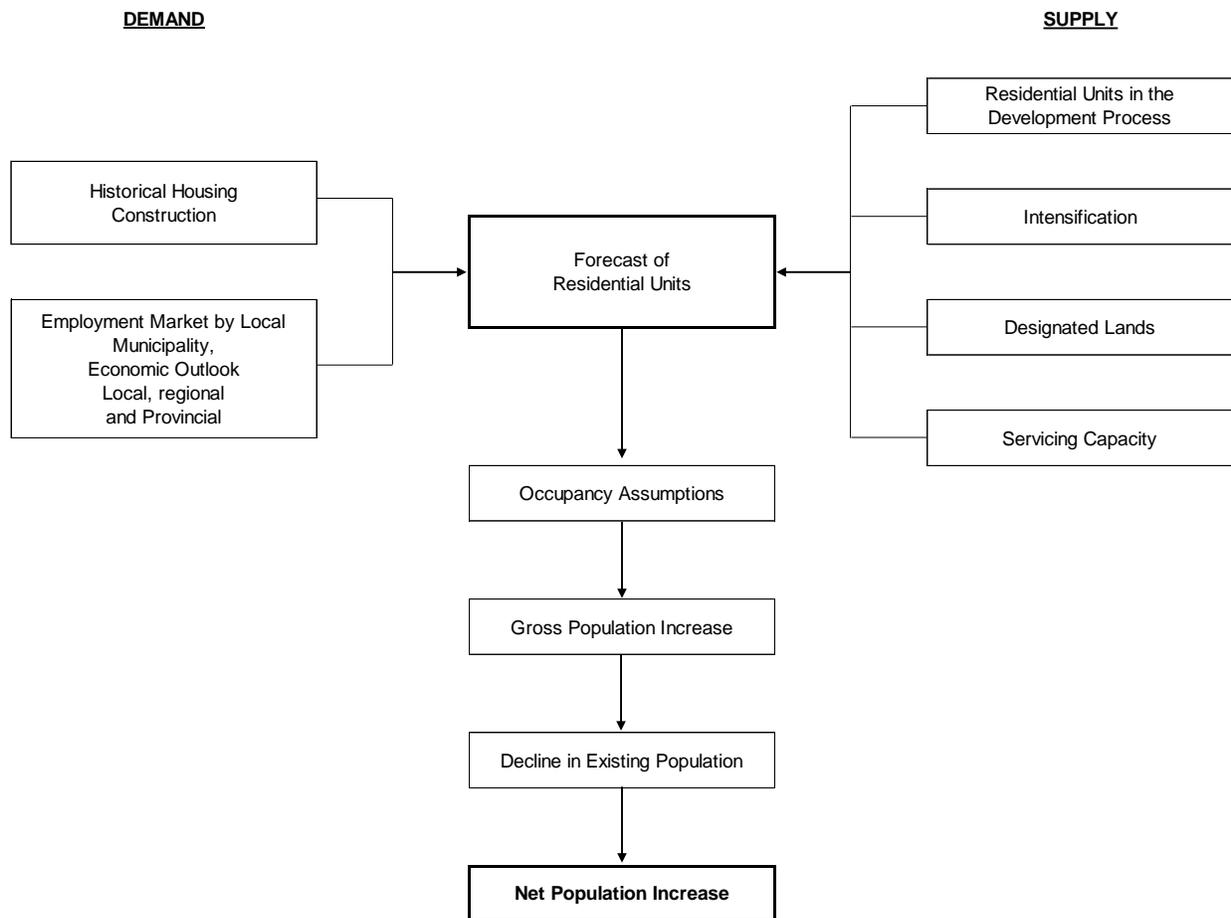
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## 2. Planning Period

- 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 can utilize a longer planning period.

Figure 2-1  
Population and Household Forecast Model





**Table 2-1  
Town of Hawkesbury  
Residential Growth Forecast Summary**

	Year	Population (Including Census Undercount) <sup>1</sup>	Excluding Census Undercount			Housing Units				Person Per Unit (P.P.U.): Total Population/ Total Households	
			Population	Institutional Population	Population Excluding Institutional Population	Singles & Semi-Detached	Multiple Dwellings <sup>2</sup>	Apartments <sup>3</sup>	Other		Total Households
Historical	<i>Mid 2006</i>	11,300	10,869	549	10,320	2,280	745	1,660	40	4,725	2.300
	<i>Mid 2011</i>	10,970	10,551	426	10,125	2,416	1,087	1,406	39	4,948	2.132
	<i>Mid 2016</i>	10,670	10,263	448	9,815	2,465	1,070	1,390	30	4,955	2.071
Forecast	<i>Early 2020</i>	10,750	10,335	451	9,884	2,493	1,070	1,402	30	4,995	2.069
	<i>Early 2030</i>	11,900	11,441	500	10,941	2,883	1,107	1,488	30	5,509	2.077
	<i>Mid 2035</i>	13,280	12,766	558	12,208	3,267	1,169	1,665	30	6,131	2.082
	<i>Buildout</i>	21,397	20,573	932	19,641	5,626	1,912	2,496	30	10,063	2.044
Incremental	<b>Mid 2006 - Mid 2011</b>	<b>-330</b>	<b>-318</b>	<b>-123</b>	<b>-195</b>	<b>136</b>	<b>342</b>	<b>-254</b>	<b>-1</b>	<b>223</b>	
	<b>Mid 2011 - Mid 2016</b>	<b>-300</b>	<b>-288</b>	<b>22</b>	<b>-310</b>	<b>49</b>	<b>-17</b>	<b>-16</b>	<b>-9</b>	<b>7</b>	
	<b>Mid 2016 - Early 2020</b>	<b>80</b>	<b>72</b>	<b>3</b>	<b>69</b>	<b>28</b>	<b>0</b>	<b>12</b>	<b>0</b>	<b>40</b>	
	<b>Early 2020 - Early 2030</b>	<b>1,150</b>	<b>1,106</b>	<b>49</b>	<b>1,057</b>	<b>390</b>	<b>37</b>	<b>86</b>	<b>0</b>	<b>514</b>	
	<b>Early 2020 - Mid 2035</b>	<b>2,530</b>	<b>2,431</b>	<b>107</b>	<b>2,324</b>	<b>774</b>	<b>99</b>	<b>263</b>	<b>0</b>	<b>1,136</b>	
	<b>Early 2020 - Buildout</b>	<b>10,647</b>	<b>10,238</b>	<b>481</b>	<b>9,757</b>	<b>3,133</b>	<b>842</b>	<b>1,094</b>	<b>0</b>	<b>5,068</b>	

Derived from United Counties of Prescott and Russell Official Plan, April 2016 forecast for the Town of Hawkesbury, and buildout based upon the 'Long-Term Development', Town of Hawkesbury Sanitary, Storm, Water Infrastructure Master Plan, October 16, 2018.

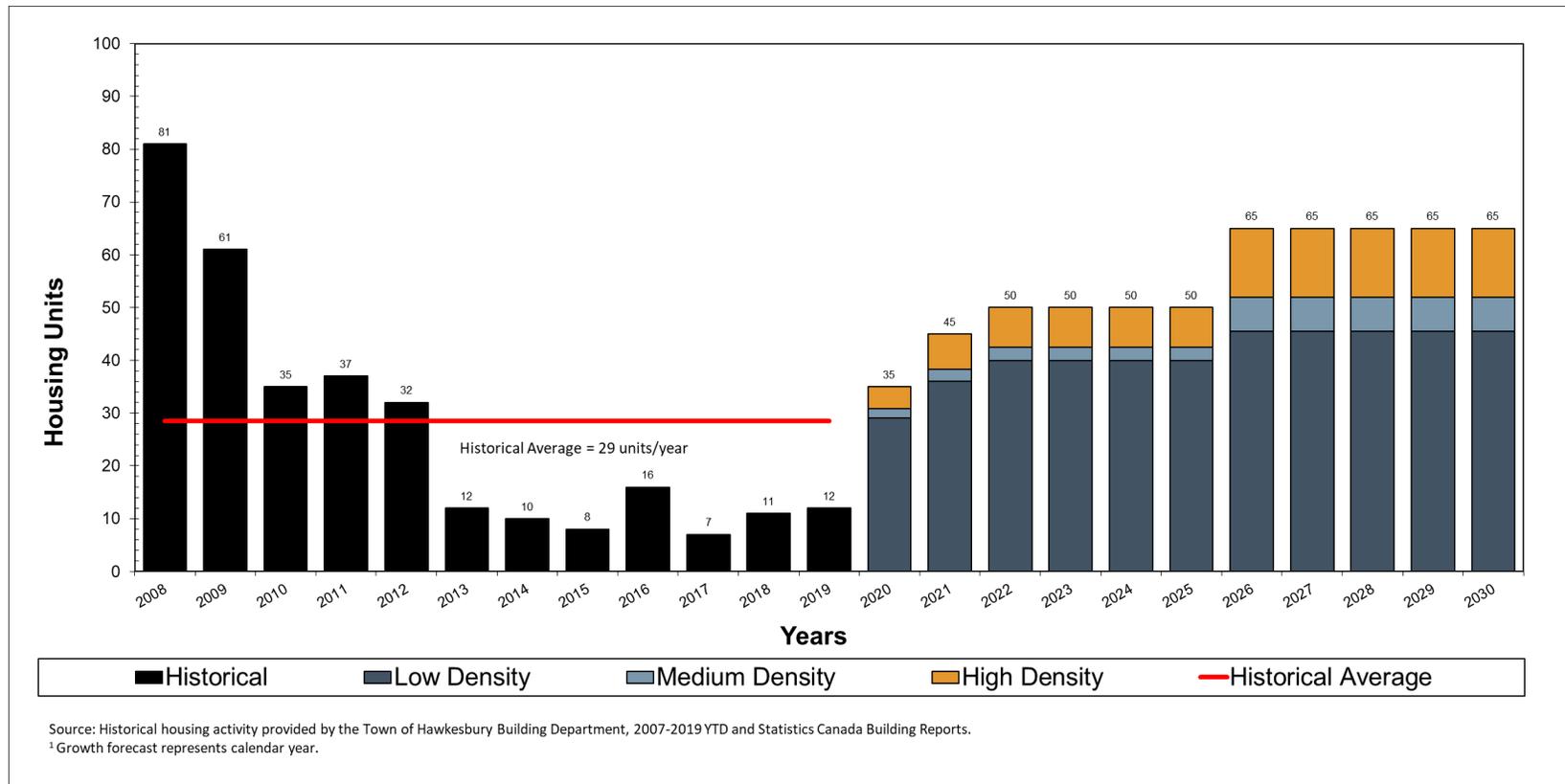
<sup>1</sup> Census undercount estimated at approximately 4.0%. Note: Population including the undercount has been rounded.

<sup>2</sup> Includes townhouses and apartments in duplexes.

<sup>3</sup> Includes bachelor, 1-bedroom and 2-bedroom+ apartments.



Figure 2-2  
Town of Hawkesbury  
Annual Housing Forecast





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

- The number of housing units to be constructed in the Town during the short- and long-term periods is presented on Figure 3-2. Over the 2020 to 2030 forecast period, the Town is anticipated to average approximately 50 new housing units per year.
- Institutional population<sup>1</sup> is anticipated to grow modestly by 50 persons between 2020 to 2030.
- Population is anticipated to reach approximately 20,575 by buildout, growth of approximately 10,240 persons from early 2020.
- Population in new units is derived from Schedules 2, 3, 4 and 5, which incorporate historical development activity, anticipated units (see unit mix discussion) and average persons per unit (P.P.U.) by dwelling type for new units.
- Schedule 7a summarizes the average P.P.U. assumed for the new housing units by age and type of dwelling based on a 2016 custom Census data for the Town of Hawkesbury (low density). Due to data limitations, the medium and high density PPU's were derived from the United Counties of Prescott and Russell, which includes the Town of Hawkesbury, as outlined in Schedule 7b. The P.P.U.s calculated based upon a 20-year average by unit type are as follows:
  - Low density: 2.235
  - Medium density: 2.125
  - High density<sup>2</sup>: 1.650

### 4. Existing Units and Population Change (Appendix A - Schedules 2, 3, 4 and 5)

- Existing households for early-2020 are based on the 2016 Census households, plus estimated residential units constructed between 2016 and June-2019 assuming a 6-month lag between construction and occupancy (see Schedule 2).

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<sup>1</sup> Institutional includes special care facilities such as nursing home or residences for senior citizens. A P.P.U. of 1.10 depicts 1-bedroom and 2-or-more-bedroom units in these special care facilities.

<sup>2</sup> Includes bachelor, 1-bedroom and 2-or-more-bedroom apartments.



- The decline in average occupancy levels for existing housing units is calculated in Schedules 2 through 5, by aging the existing population over the forecast period. The forecast population decline in existing households over the 2020 to 2030 forecast period is approximately 37.

#### 5. Employment (Appendix A, Schedules 9a, 9b and 10)

- The employment forecast is largely based on the activity rate method, which is defined as the number of jobs in a municipality divided by the number of residents. Key employment sectors include primary, industrial, commercial/ population-related, institutional, and work at home, which are considered individually below.
- 2016 employment data<sup>1</sup> (place of work) for the Town of Hawkesbury is outlined in Schedule 9a and 10. The 2016 employment base is comprised of the following sectors:
  - 10 primary (<1%);
  - 150 work at home employment (2%);
  - 1,360 industrial (22%);
  - 2,920 commercial/population related (48%); and
  - 1,650 institutional (27%).
- The 2020 employment by usual place of work, including work at home, is approximately 6,090. An additional 260 employees have been identified for the Town in 2016 that have no fixed place of work (N.F.P.O.W.)<sup>2</sup>. The 2016 employment base, including N.F.P.O.W., totals approximately 6,350.
- Total employment, including work at home and N.F.P.O.W. for the Town of Hawkesbury is anticipated to reach approximately 7,530 by early-2030 and 8,390 by 2035. This represents an employment increase of 860 for the 10-year forecast period and 1,720 for the longer-term forecast.

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<sup>1</sup> 2016 employment is based on Statistics Canada 2016 Place of Work Employment dataset by Watson & Associates Economists Ltd.

<sup>2</sup> Statistics Canada defines "No Fixed Place of Work" (N.F.P.O.W.) employees as, "persons who do not go from home to the same work place location at the beginning of each shift. Such persons include building and landscape contractors, travelling salespersons, independent truck drivers, etc."



- Schedule 9b, Appendix A, summarizes the employment forecast, excluding work at home employment and N.F.P.O.W. employment, which is the basis for the D.C. employment forecast. The impact on municipal services from work at home employees has already been included in the population forecast. The need for municipal services related to N.F.P.O.W. employees has largely been included in the employment forecast by usual place of work (i.e. employment and gross floor area generated from N.F.P.O.W. construction employment). Furthermore, since these employees have no fixed work address, they cannot be captured in the non-residential gross floor area (G.F.A.) calculation.
- Total employment for the Town of Hawkesbury (excluding work at home and N.F.P.O.W. employment) is anticipated to reach approximately 7,050 by early-2030, 7,860 by mid-2035 and 8,450 by buildout. This represents an employment increase of 810, 1,620 and 2,210 over the 10-year, and longer-term forecast periods, respectively.

#### 7. Non-Residential Sq.ft. Estimates (Gross Floor Area (G.F.A.), Appendix A, Schedule 9b)

- Square footage estimates were calculated in Schedule 9b based on the following employee density assumptions:
  - 1,300 sq.ft. per employee for industrial;
  - 550 sq.ft. per employee for commercial/population-related; and
  - 700 sq.ft. per employee for institutional employment.
- The Town-wide incremental Gross Floor Area (G.F.A.) is anticipated to increase by approximately 650,400 sq.ft. over the 10-year forecast period, 1,271,500 sq.ft. over the longer-term forecast period and 1,743,900 by buildout.
- In terms of percentage growth, the 2020 to 2030 incremental G.F.A. forecast by sector is broken down as follows:
  - industrial – 44%;
  - commercial/population-related – 27%; and
  - institutional – 29%



# Chapter 3

## Approach to the Calculation of the Charge



## 3. Approach to the Calculation of the Charge

### 3.1 Introduction

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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 3-1.

### 3.2 Services Potentially Involved

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Table 3-1 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.”

### 3.3 Increase in Need for Service

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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 3-1  
The Process of Calculating a D.C. under the Act

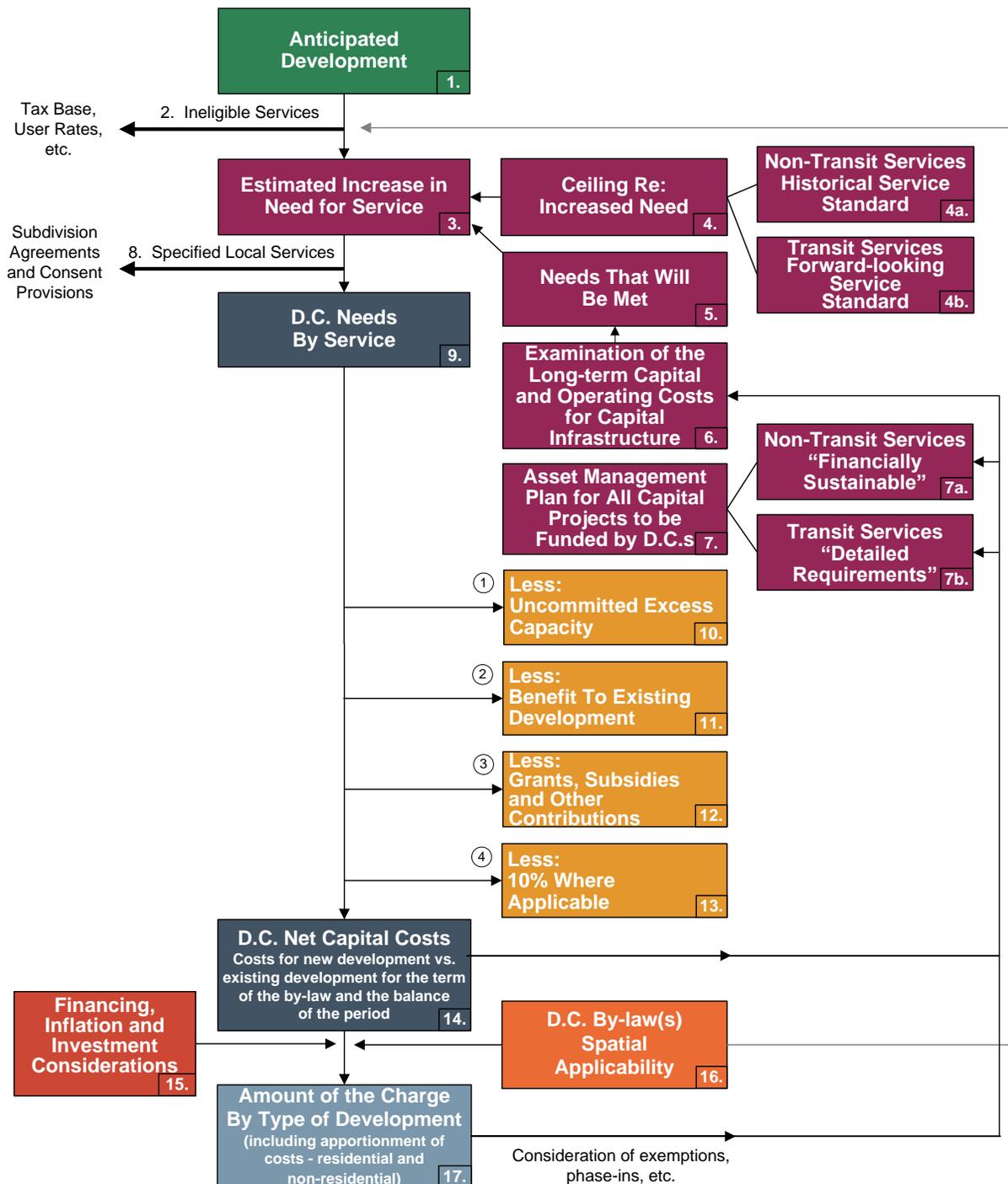




Table 3-1  
Categories of Municipal Services  
To Be Addressed as Part of the Calculation

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 <sup>1</sup> & facilities	100
	n/a	2.2 Other transit infrastructure	100
	No	2.3 Municipal parking spaces - indoor	90
	No	2.4 Municipal parking spaces - outdoor	90
	Yes	2.5 Works Yards	100
	Yes	2.6 Rolling stock <sup>1</sup>	100
	n/a	2.7 Ferries	90
	n/a	2.8 Airport	90
3. Stormwater Drainage and Control Services	No	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 <sup>1</sup>	100
	Yes	4.3 Small equipment and gear	100
5. Outdoor Recreation Services (i.e. Parks and Open Space)	Ineligible	5.1 Acquisition of land for parks, woodlots and E.S.A.s	0
	Yes	5.2 Development of area municipal parks	90
	Yes	5.3 Development of district parks	90

<sup>1</sup>with 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 %
	Yes	5.4 Development of municipal-wide parks	90
	Yes	5.5 Development of special purpose parks	90
	Yes	5.6 Parks rolling stock <sup>1</sup> 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 <sup>1</sup>	90
7. Library Services	Yes	7.1 Public library space (incl. furniture and equipment)	90
	n/a	7.2 Library vehicles <sup>1</sup>	90
	Yes	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
	Yes	10.3 Local systems	0
	Yes	10.4 Vehicles and equipment <sup>1</sup>	100
11. Water Supply Services	Yes	11.1 Treatment plants	100
	Yes	11.2 Distribution systems	100
	Yes	11.3 Local systems	0
	Yes	11.4 Vehicles and equipment <sup>1</sup>	100
12. Waste Management Services	Ineligible	12.1 Landfill collection, transfer vehicles and equipment	0

<sup>1</sup>with 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
	No	12.3 Waste diversion facilities	90
	No	12.4 Waste diversion vehicles and equipment <sup>1</sup>	90
13. Police Services	No	13.1 Police detachments	100
	No	13.2 Police rolling stock <sup>1</sup>	100
	No	13.3 Small equipment and gear	100
14. Homes for the Aged	No	14.1 Homes for the aged space	90
	No	14.2 Vehicles <sup>1</sup>	90
15. Child Care	No	15.1 Child care space	90
	No	15.2 Vehicles <sup>1</sup>	90
16. Health	No	16.1 Health department space	90
	No	16.2 Health department vehicles <sup>1</sup>	90
17. Social Housing	No	17.1 Social Housing space	90
18. Provincial Offences Act (P.O.A.)	No	18.1 P.O.A. space	90
19. Social Services	No	19.1 Social service space	90
20. Ambulance	No	20.1 Ambulance station space	90
	No	20.2 Vehicles <sup>1</sup>	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

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<sup>1</sup>with 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 <sup>2</sup> 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

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

<sup>2</sup>same 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.

### 3.4 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.



## 3.5 Capital Forecast

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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.

## 3.6 Treatment of Credits

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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.

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

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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.

### **3.8 Existing Reserve Funds**

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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. As the Town does not currently collect D.C.s there are no existing D.C. Reserve Funds balances.



## 3.9 Deductions

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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:

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

This is designed to ensure that the increase in need, for non-transit services, included in 3.2 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.

### ***3.9.2 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 3.6).

"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.

### ***3.9.3 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 3.9.1 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.

### ***3.9.4 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.

### ***3.9.5 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 4.

### **3.10 Municipal-Wide vs. Area Rating**

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This step involves determining whether all of the subject costs are to be recovered on a uniform municipal-wide basis or whether some or all are to be recovered on an area-specific basis. Under the D.C.A., it is now mandatory to “consider” area-rating of services (providing charges for specific areas and services), however, it is not mandatory to implement area-rating. Further discussion is provided in section 6.3.8.

### **3.11 Allocation of Development**

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This step involves relating the costs involved to anticipated development for each period under consideration and using allocations between residential and non-residential development and between one type of development and another, to arrive at a schedule of charges



# Chapter 4

## D.C. Eligible Cost Analysis by Service



## 4. D.C. Eligible Cost Analysis by Service

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 3, 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.

### 4.1 Service Levels and 10-Year Capital Costs for Municipal-wide D.C. Calculation

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This section evaluates the development-related capital requirements for municipal-wide services over the 10-year planning period (early-2020 to early-2030). 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.

#### 4.1.1 Fire Protection Services

Fire Protection Services in the Town are provided by one fire station for use in the Town, with approximately 12,460 square feet (sq.ft.) of gross floor area. The Town also maintains 7 vehicles and 62 items of firefighter equipment. In total, the average level of service provided through the capital infrastructure has been \$717 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 \$758,000.

Based on discussions with the Town's staff, the anticipated capital needs include a provision to fully equip seven (7) additional firefighters and conduct a Fire Master Plan. The gross capital costs for these needs total approximately \$117,000. Approximately \$40,750 has been deducted as a benefit to existing development. As such, \$76,250 has been included in the calculation of the D.C.



The allocation of net growth-related costs for Fire Protection Services between residential and non-residential development is 57% residential and 43% non-residential, based on forecast incremental population and employment growth over the 10-year period.

#### **4.1.2 Parks and Recreation Services**

The Town currently maintains approximately 45 acres of parkland development, 20 parks and outdoor spaces, 12 vehicles/equipment, and approximately 73,815 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 \$2,618 per capita. In total, the maximum D.C. eligible amount for Parks and Recreation Services over the 10-year forecast period is approximately \$2.3 million based on the established level of service.

The 10-year capital needs for Parks and Recreation Services include a provision for the development of 4 hectares of parkland, a provision for 9,000 sq.ft. of recreation space, and a Parks and Recreation Master Plan. The gross capital costs for these needs total approximately \$2.2 million. Deductions of approximately \$446,000 to reflect benefit to existing development, and \$906,000 to reflect grants and contributions attributable to new development has been made. Additionally, \$87,000 has been deduced for the statutory 10% deduction for soft services.

In total, approximately \$784,000 in growth-related needs have been included in the calculation of the D.C. 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.

#### **4.1.3 By-Law Enforcement Services**

By-law Enforcement Services in the Town are provided by approximately 1,950 sq.ft. of gross floor area and 7 equipment/vehicles. In total, the average level of service provided through the capital infrastructure has been \$72 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 \$76,000.

Based on discussions with the Town's staff, the anticipated capital needs include a provision to fully equip one (1) additional by-law officer. A deduction of approximately



\$650 has been made to reflect the 10% statutory deduction. In total, approximately \$5,900 in growth-related needs have been included in the calculation of the D.C.

The allocation of net growth-related costs for By-law Enforcement Services between residential and non-residential development is 57% residential and 43% non-residential, based on forecast incremental population and employment growth over the 10-year period.

#### **4.1.4 Library Services**

The Town's Library Services is provided through a joint-service arrangement with neighbouring municipalities, and service is offered through one branch of approximately 5,720 sq.ft. of library space, and through the provision of approximately 61,753 collection items. The average level of service over the past 10 years was approximately \$292 per capita. Based on the application of this level of service to the incremental forecast growth, the Town would be eligible to collect approximately \$308,000 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 \$139,000. These costs consist of the provision of purchase of additional collection materials and a library strategic plan. Deductions of approximately \$6,500 recognizing the benefit to existing development and approximately \$13,000 for the statutory 10% deduction required for library services have been made.

In total, approximately \$119,000 in growth-related needs have been included in the calculation of the D.C. Similar to Parks and Recreation Services, as the predominant users of Library Services tend to be residents of the Town, the forecast growth-related costs have been allocated 95% to residential and 5% to non-residential.

#### **4.1.5 Administration Studies and D.C. Background 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, an asset management plan, an official plan update, a zoning by-law update, housing strategies, and a municipal strategic plan.



The costs of these projects are expected to total approximately \$289,000 over the 10-year forecast period. A deduction of approximately \$162,000 for benefit to existing development has been made. A deduction of approximately \$13,000 is provided to satisfy the 10% statutory deduction requirement of the D.C.A.

The resultant net growth-related capital costs included in the calculation of the charge total approximately \$114,00. These costs have been allocated 57% residential and 43% non-residential based on the incremental growth in population to employment for the 10-year forecast period.













## 4.2 Service Levels and 17-Year Capital Costs for Municipal-wide D.C. Calculation

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This section evaluates the development-related capital requirements for select services related to the 17-year planning period (early-2020 to mid-2035). 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.

### 4.2.1 Roads and Related Services

The Town has approximately 55 kilometres of asphalt roads, 10 bridges, 6 major culverts, 2 bridges, 23 kilometres of sidewalks, and 1,620 traffic lights and lamps. In addition, the Town utilizes approximately 29 vehicles and equipment items in the provision of Roads and Related Services. This total inventory of assets over the past 10 years results in an average historical level of service of \$7,054 per capita. When applied to the municipal-wide forecast population growth to 2035, a maximum D.C. eligible cost of approximately \$16.4 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 \$2.7 million in gross capital costs. These costs include road improvement projects to accommodate future development, additional sidewalks, a traffic signal, and several studies. Recognizing the benefit to existing development arising from these projects, approximately \$50,000 has been deducted from the gross capital costs. As a result, approximately \$2.7 million in growth-related needs have been included in the calculation of the D.C.

The allocation of net growth-related costs for Roads and Related Services between residential and non-residential development is 59% residential and 41% non-residential, based on forecast incremental population and employment growth over the 17-year period.



## Infrastructure Costs Covered in the D.C. Calculation – Roads and Related

Prj .No	Increased Service Needs Attributable to Anticipated Development  2019-2035	Timing (year)	Gross Capital Cost Estimate (2019\$)	Post Period Benefit	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
									59%	41%
1	Tupper St - Paved shoulder	2024	100,000	-	100,000	-	-	100,000	59,000	41,000
2	James St - Nelson/Higginson - Sidewalk	2021	45,000	-	45,000	-	-	45,000	26,550	18,450
3	West St - ESCRH driveway to Brunneau St - Upgrade local to collector w/ SW	2027	250,000	-	250,000	-	-	250,000	147,500	102,500
4	Nelson St West - Chartrand/West - Sidewalk each side	2028	250,000	-	250,000	-	-	250,000	147,500	102,500
5	Duplicate St - At grade crossing CNR	2028	600,000	-	600,000	-	-	600,000	354,000	246,000
6	Duplicate St - Road Extension and upgrade from local to collector	2028	250,000	-	250,000	-	-	250,000	147,500	102,500
7	Siversky St - Upgrade local rural to local urban with SW	2028	450,000	-	450,000	-	-	450,000	265,500	184,500
8	Cty Road 17 and PPG Dev. entrance - Traffic Signal	2028	250,000	-	250,000	-	-	250,000	147,500	102,500
9	Chartrand St - Nelson W./Cty rd 4 - Upgrade local to collector	2025	350,000	-	350,000	-	-	350,000	206,500	143,500
10	Roads Needs Study	2022	30,000	-	30,000	15,000	-	15,000	8,850	6,150
11	Transportation Masterplan	2020	75,000	-	75,000	18,750	-	56,250	33,188	23,063
12	Stormwater Master Plan	2023	66,700	-	66,700	16,675	-	50,025	29,515	20,510
	<b>Total</b>		<b>2,716,700</b>	<b>-</b>	<b>2,716,700</b>	<b>50,425</b>	<b>-</b>	<b>2,666,275</b>	<b>1,573,102</b>	<b>1,093,173</b>



## **4.3 Capital Costs for Area-Specific D.C. Calculation**

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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 urban buildout forecast period.

### **4.3.1 Wastewater Services**

The capital plan for Wastewater Services reflects capital cost estimates for projects contained in the Town's Storm, Sewer, Water Infrastructure Master Plan. These projects include sewer separations, improvement/reconstruction projects for sewer mains, a pump station, an environmental assessment, and several studies.

In total, the gross capital cost estimates amount to \$10.9 million. Deductions of approximately \$2.8 million for benefit to existing development and \$126,000 for other contributions attributable to new development have been provided. The net capital costs identified for inclusion in the calculation total approximately \$8.0 million.

These costs have been allocated 82% residential and 18% non-residential, based on incremental population to employment growth over the forecast period.

### **4.3.2 Water Services**

Similar to wastewater services, the capital plan for Water Services reflects capital cost estimates for projects contained in the Town's Storm, Sewer, Water Infrastructure Master Plan. These projects include the upgrades to the water filtration plant, watermain looping and watermain installations, increases to the raw water supply, and a water master plan.

In total, the gross capital cost estimates amount to approximately \$21.2 million. Deductions of approximately \$15.4 million for benefit to existing development and \$2.2 million for other contributions attributable to new development have been provided. The net capital costs identified for inclusion in the calculation total approximately \$3.6 million.

These costs have been allocated 82% residential and 18% non-residential, based on incremental population to employment growth over the forecast period.



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

Prj. No.	IMP Prj. No.	Increased Service Needs Attributable to Anticipated Development	Timing (year)	Gross Capital Cost Estimate (2019\$)	Post Period Benefit	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 82%	Non-Residential Share 18%
<b>2019-Urban Buildout</b>											
1		Cameron Rehabilitation (Aberdeen-Main) (Road/W/WW/Storm)	2020	300,000	-	300,000	150,000	126,280	23,720	19,450	4,270
2	XP1	James Street at Nelson St - Combined Sewer Separation	2019	290,000	-	290,000	180,000		110,000	90,200	19,800
3	XP2	Montcalm St, Nelson St, Wolfe St and Dollard St - Combined Sewer Separation	2019	1,050,000	-	1,050,000	510,000		540,000	442,800	97,200
4	XP3	Atlantic St and William St - Combined Sewer Separation	2019	1,640,000	-	1,640,000	120,000		1,520,000	1,246,400	273,600
5	XP4	Cameron St - Combined Sewer Separation	2019	710,000	-	710,000	670,000		40,000	32,800	7,200
6	XP5	Mary St - Combined Sewer Separation	2019	490,000	-	490,000	220,000		270,000	221,400	48,600
7	X01	Sanitary Sewer Upgrade Main St East - Hamilton to Cameron	2019	760,000	-	760,000	420,000		340,000	278,800	61,200
8	PS1	Rupert St Pump Station	2018-2023	1,200,000	-	1,200,000	-		1,200,000	984,000	216,000
9	WM1	West St - Sanitary Sewer Upgrade	2023-2028	160,000	-	160,000	16,000		144,000	118,080	25,920
10	WL1	West St at Main St - Sanitary Sewer Upgrade	2028-Build out	50,000	-	50,000	-		50,000	41,000	9,000
11	WL2	Genevieve St south of Main St East - Sanitary Sewer Upgrade	2028-Build out	170,000	-	170,000	-		170,000	139,400	30,600
12	WL3	Cameron St and Spence Ave - Sanitary Sewer Upgrade	2028-Build out	2,020,000	-	2,020,000	404,000		1,616,000	1,325,120	290,880
13	PL1	Nelson St Pump Station	2028-Build out	1,650,000	-	1,650,000	-		1,650,000	1,353,000	297,000
14		WWTP Upgrade Class EA	2028-Build out	250,000	-	250,000	62,500		187,500	153,750	33,750
15		Wastewater Master Plan	2023	66,700	-	66,700	16,675		50,025	41,021	9,005
16		Wastewater Treatment Plant Strategic Plan	2023	125,000	-	125,000	31,250		93,750	76,875	16,875
		<b>Total</b>		<b>10,931,700</b>	<b>-</b>	<b>10,931,700</b>	<b>2,800,425</b>	<b>126,280</b>	<b>8,004,995</b>	<b>6,564,096</b>	<b>1,440,899</b>



## Infrastructure Costs Covered in the D.C. Calculation – Water

Prj. No	Increased Service Needs Attributable to Anticipated Development	Timing (year)	Gross Capital Cost Estimate (2019\$)	Post Period Benefit	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 82%	Non-Residential Share 18%
<b>2019-Urban Buildout</b>										
	<b>Water Filtration Plant</b>									
1	WTP Chemical Feeds Upgrade (OCIF Top-up)	2020	950,000	-	950,000	738,889	112,133	98,978	81,162	17,816
2	WTP - High Lift Pumps and Treated Water Storage	2029-2033	6,500,000	-	6,500,000	5,055,556	767,224	677,220	555,320	121,900
3	WTP - Replacements/Upgrades to Full Capacity	2029-2033	10,000,000	-	10,000,000	7,777,778	1,180,345	1,041,877	854,339	187,538
	<b>Water Distribution Network</b>									
4	Riordon St & Bon Pasteur St - Watermain looping	2018-2023	200,000	-	200,000	-	100,000	100,000	82,000	18,000
5	Atlantic, du Chenail, Belle-Rive and John St Watermain looping	2018-2023	1,263,000	-	1,263,000	634,591		628,409	515,295	113,114
6	Chenail Blvd. between Main and Belle-Rive St Watermain installation	2028-Buildout	1,681,000	-	1,681,000	844,615		836,385	685,836	150,549
7	Laurier St Between Aberdeen and Cecile St - Watermain installation	2028-Buildout	300,000	-	300,000	150,734		149,266	122,398	26,868
8	Raw Water Supply	2029-2033	250,000	-	250,000	194,444	29,509	26,047	21,358	4,688
9	Water Master Plan	2023	66,700	-	66,700	16,675		50,025	41,021	9,005
	<b>Total</b>		<b>21,210,700</b>	<b>-</b>	<b>21,210,700</b>	<b>15,413,282</b>	<b>2,189,211</b>	<b>3,608,207</b>	<b>2,958,730</b>	<b>649,477</b>



# Chapter 5

## D.C. Calculation



## 5. D.C. Calculation

This chapter presents the calculation of the development charge for residential and non-residential types of development. Table 5-1 calculates the proposed D.C. for the growth-related capital costs identified in Chapter 4. The D.C. eligible costs for each service component are provided in Chapter 4 for all municipal services, based on their proposed capital programs.

Table 5-1 to Table 5-3 present the area-specific D.C. calculations for services to urban buildout, municipal-wide D.C. calculations for services over the 17-year period to 2035, and municipal-wide D.C. calculations for services over the 10-year period to 2030, respectively. The calculation for residential development is generated on a per capita basis and is based upon four housing types (single and semi-detached, apartments 2+ bedrooms, bachelor and 1-bedroom apartments, and other multiples). 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).

Table 5-4 summarizes the calculated schedule of charges, reflecting the maximum D.C.s by residential dwelling type and per square foot of G.F.A. for non-residential development.

The calculated municipal-wide charges are \$4,635 for a single detached residential dwelling unit and \$2.04 per sq.ft. of G.F.A. for non-residential development.

As discussed in Chapter 1, the More Homes, More Choice Act amendments will further restrict the services that can be included collected under the D.C.A. to only include hard services. The last line in Table 5-4 presents the total municipal-wide charges that would be eligible for inclusion once the More Homes, More Choice Act (Bill 108) is fully proclaimed and in effect. By comparison to the total calculated charges for all services presented above, this charge would total \$3,657 for a single detached residential dwelling unit, and \$2.15 per sq.ft. of G.F.A. for non-residential development. Based on discussions with Town staff, these charges are being presented for future consideration by Town Council.



Table 5-1  
Area-Specific Services D.C. Calculation  
2019-Urban Buildout

SERVICE	2019\$ D.C.-Eligible Cost		2019\$ D.C.-Eligible Cost	
	Residential	Non-Residential	S.D.U.	per sq.ft.
	\$	\$	\$	\$
1. Wastewater Services	6,564,096	1,440,899	1,385	0.83
2. Water Services	2,958,730	649,477	624	0.37
<b>TOTAL</b>	<b>\$9,522,825</b>	<b>\$2,090,376</b>	<b>\$2,009</b>	<b>1.20</b>
Urban Buildout Gross Population/GFA Growth (sq.ft.)	10,594	1,743,900		
<b>Cost Per Capita/Non-Residential GFA (sq.ft.)</b>	<b>\$898.89</b>	<b>\$1.20</b>		
<b><u>By Residential Unit Type</u></b>				
	<b><u>P.P.U.</u></b>			
Single and Semi-Detached Dwelling	2.235	\$2,009		
Apartments - 2 Bedrooms +	1.728	\$1,553		
Apartments - Bachelor and 1 Bedroom	1.300	\$1,169		
Other Multiples	2.125	\$1,910		



Table 5-2  
Municipal-wide Services D.C. Calculation  
2019-2035

SERVICE	2019\$ D.C.-Eligible Cost		2019\$ D.C.-Eligible Cost	
	Residential	Non-Residential	S.D.U.	per sq.ft.
3. Roads & Related Services	\$ 1,573,102	\$ 1,093,173	\$ 1,481	\$ 0.86
	1,573,102	1,093,173	1,481	0.86
<b>TOTAL</b>	<b>\$1,573,102</b>	<b>\$1,093,173</b>	<b>\$1,481</b>	<b>\$0.86</b>
D.C.-Eligible Capital Cost	\$1,573,102	\$1,093,173		
10-Year Gross Population/GFA Growth (sq.ft.)	2,374	1,271,500		
<b>Cost Per Capita/Non-Residential GFA (sq.ft.)</b>	<b>\$662.64</b>	<b>\$0.86</b>		
<b><u>By Residential Unit Type</u></b>	<b><u>P.P.U.</u></b>			
Single and Semi-Detached Dwelling	2.235	\$1,481		
Apartments - 2 Bedrooms +	1.728	\$1,145		
Apartments - Bachelor and 1 Bedroom	1.300	\$861		
Other Multiples	2.125	\$1,408		
Special Care/Special Dwelling Units	1.100	\$729		



Table 5-3  
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.
	\$	\$	\$	\$
4. Fire Protection Services	43,463	32,788	89	0.05
5. Parks & Recreation Services	744,669	39,193	1,523	0.06
6. By-law Enforcement Services	3,335	2,516	7	-
7. Library Services	113,352	5,966	232	0.01
8. Administration Studies	27,230	20,542	56	0.03
9. D.C. Background Studies	37,962	28,638	78	0.04
<b>TOTAL</b>	<b>\$970,009</b>	<b>\$129,642</b>	<b>\$1,985</b>	<b>\$0.19</b>
10-Year Gross Population/GFA Growth (sq.ft.)	1,093	650,400		
<b>Cost Per Capita/Non-Residential GFA (sq.ft.)</b>	<b>\$887.47</b>	<b>\$0.20</b>		
<b><u>By Residential Unit Type</u></b>	<b><u>P.P.U.</u></b>			
Single and Semi-Detached Dwelling	2.235	\$1,984		
Apartments - 2 Bedrooms +	1.728	\$1,534		
Apartments - Bachelor and 1 Bedroom	1.300	\$1,154		
Other Multiples	2.125	\$1,886		



Table 5-4  
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	(per sq.ft. of Gross Floor Area)
<b>Municipal Wide Services:</b>					
Roads & Related Services	1,481	1,145	861	1,408	0.86
Fire Protection Services	89	69	52	85	0.05
Parks & Recreation Services	1,523	1,178	886	1,448	0.06
By-law Enforcement Services	7	5	4	7	0.00
Library Services	232	179	135	221	0.01
Administration Studies	56	43	33	53	0.03
D.C. Background Studies	78	60	45	74	0.04
<b>Total Municipal Wide Services</b>	<b>3,466</b>	<b>2,679</b>	<b>2,016</b>	<b>3,296</b>	<b>1.05</b>
<b>Urban Services</b>					
Wastewater Services	1,385	1,071	806	1,317	0.83
Water Services	624	482	363	593	0.37
<b>Total Urban Services</b>	<b>2,009</b>	<b>1,553</b>	<b>1,169</b>	<b>1,910</b>	<b>1.20</b>
<b>GRAND TOTAL URBAN AREA</b>	<b>5,475</b>	<b>4,232</b>	<b>3,185</b>	<b>5,206</b>	<b>2.25</b>
<b>Total D.C. Eligible Services Under Bill 108</b>	<b>3,657</b>	<b>2,827</b>	<b>2,127</b>	<b>3,477</b>	<b>2.15</b>



# Chapter 6

## D.C. Policy Recommendations and D.C. By-law Rules



## 6. D.C. Policy Recommendations and D.C. By-law Rules

### 6.1 Introduction

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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.



## 6.2 D.C. By-law Structure

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### It is recommended that:

- the Town impose a uniform municipal-wide D.C. calculation for all municipal hard services (i.e. roads and related services, fire protection services, and D.C. studies), except for water and wastewater services
- D.C.s for water and wastewater services be imposed in the municipal serviced area only; and
- one municipal D.C. by-law be used for all services.

## 6.3 D.C. By-law Rules

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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:

#### 6.3.1 *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.



### **6.3.2 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, commercial, 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 4 herein.

### **6.3.3 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 demolition credit is allowed only if the building permit for the replacement building or structure was issued less than five (5) years after the date of issuance of the demolition permit.

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.



### **6.3.4 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**

- Industrial development; and
- Residential development that results in only the creation of a second dwelling unit, including structures ancillary to the principal residential dwelling, as per O.Reg. 454/19 which amends O.Reg. 82/98.

### **6.3.5 Phase in Provision(s)**

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

### **6.3.6 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.

Commencing January 1, 2020, rental housing and institutional developments will pay D.C.s in six equal annual payments commencing at occupancy. Non-profit housing developments will pay D.C.s in 21 equal annual payments. Moreover, the D.C. amount for all developments occurring within 2 years of a Site Plan or Zoning By-law Amendment planning approval (for application submitted after this section is proclaimed), shall be determined based on the D.C. charge in effect on the day of Site Plan or Zoning By-law Amendment application.



### **6.3.7 Indexing**

All D.C.s will be subject to mandatory indexing annually on January 1<sup>st</sup>, in accordance with provisions under the D.C.A.

### **6.3.8 D.C. Spatial Applicability**

The D.C.A. historically has provided the opportunity for a municipality to impose municipal-wide charges or area specific charges. Sections 2(7) and 2(8) of the D.C.A. provide that a D.C. by-law may apply to the entire municipality or only part of it and more than one D.C. by-law may apply to the same area. Amendments to the D.C.A. now require municipalities to consider the application of municipal-wide and area-specific D.C.s. s.10(2)(c.1) requires Council to consider the use of more than one D.C. by-law to reflect different needs from services in different areas. Most municipalities in Ontario have established uniform, municipal-wide D.C.s. When area-specific charges are used, it is generally to underpin master servicing and front-end financing arrangements for more localized capital costs.

Based on the foregoing and discussions with the Town's staff, no area-specific D.C.s are recommended at this time.

## **6.4 Other D.C. By-law Provisions**

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

It is recommended that the 's D.C. collections be contributed into five (5) separate reserve funds, including: Roads and Related; Fire Protection; Administration – Studies; Wastewater; and Water.

### **6.4.2 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.

### **6.4.3 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).



## 6.5 Other Recommendations

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**It is recommended that Council:**

“Approve the capital project listing set out in Chapter 4 of the D.C. Background Study dated December 20, 2019, subject to further annual review during the capital budget process;”

“Approve the D.C. Background Study dated December 20, 2019”

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

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



# Chapter 7

## Asset Management Plan



## 7. Asset Management Plan

### 7.1 Introduction

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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 for 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.

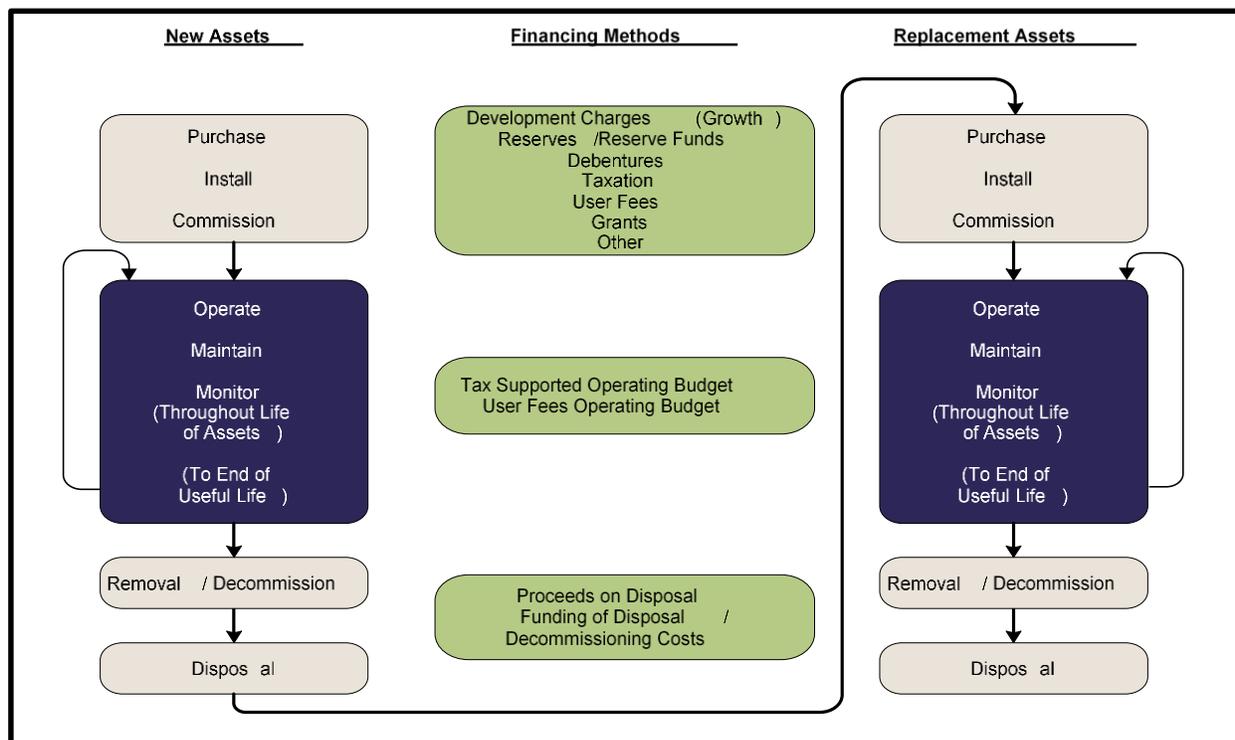
In 2012, the Province developed Building Together: Guide for Municipal Asset Management Plans which outlines the key elements for an A.M.P., as follows:

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**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 2016, the Town completed an A.M.P. for all assets and growth-related needs were not considered. As a result, the asset management requirement for this D.C. has been undertaken independently of the 2016 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 \$1.5 million.
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 \$596,000.
5. The resultant total annualized expenditures are approximately \$2.1 million.
6. Consideration was given to the potential new taxation and user fee revenues which could be generated as a result of new growth. These revenues will be available to finance the expenditures identified above. The new operating revenues are approximately \$7.0 million. This amount, totalled with the existing operating revenues of \$25.0 million, would provide total annual revenues of approximately \$32.0 million by the end of the forecast period.
7. The incremental operating revenues of \$7.0 million will adequately cover the incremental expenditures of approximately \$2.1 million.
8. In consideration of the above, the capital plan is deemed to be financially sustainable.



Table 7-1  
Town of Hawkesbury  
Asset Management – Future Expenditures and Associated Revenues (2019\$)

	Urban Build Out (Total)
<b>Expenditures (Annualized)</b>	
Annual Debt Payment on Non-Growth Related Capital <sup>1</sup>	1,502,841
Annual Debt Payment on Post Period Capital <sup>2</sup>	-
Annual Lifecycle - Town-Wide Services	66,075
Annual Lifecycle - Urban Area Services	242,565
<b>Incremental Operating Costs (for D.C. Services)</b>	\$287,036
<b>Total Expenditures</b>	<b>\$2,098,518</b>
<b>Revenue (Annualized)</b>	
Total Existing Revenue <sup>3</sup>	\$25,034,926
Incremental Tax and Non-Tax Revenue (User Fees, Fines, Licences, etc.)	\$6,968,699
<b>Total Revenues</b>	<b>\$32,003,625</b>

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

<sup>2</sup> Interim Debt Financing for Post Period Benefit

<sup>3</sup> As per Sch. 10 of FIR



# Chapter 8

## By-law Implementation



## 8. By-law Implementation

### 8.1 Public Consultation

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This chapter addresses the mandatory, formal public consultation process (subsection 8.1.1), as well as the optional, informal consultation process (subsection 8.1.2). The latter is designed to seek the co-operation and involvement of those involved, in order to produce the most suitable policy. Section 8.2 addresses the anticipated impact of the D.C. on development, from a generic viewpoint.

#### **8.1.1 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.)).

#### **8.1.2 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 (e.g. in encouraging a higher non-automobile modal split).
3. The third grouping is the industrial/commercial/institutional development sector, consisting of land developers and major owners or organizations with significant construction plans, such as hotels, entertainment complexes, shopping centres, offices, industrial buildings and institutions. Also involved are organizations such as Industry Associations, the Chamber of Commerce, the Board of Trade and the Economic Development Agencies, who are all potentially interested in municipal 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.

## **8.2 Anticipated Impact of the Charge on Development**

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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.



## 8.3 Implementation Requirements

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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.

### **8.3.1 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 no 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.

### **8.3.2 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.

### **8.3.3 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.

### **8.3.4 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.

### **8.3.5 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.

### **8.3.6 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.

### **8.3.7 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 Hawkesbury  
Residential Growth Forecast Summary

	Year	Population (Including Census Undercount) <sup>1</sup>	Excluding Census Undercount			Housing Units					Person Per Unit (P.P.U.): Total Population/ Total Households
			Population	Institutional Population	Population Excluding Institutional Population	Singles & Semi- Detached	Multiple Dwellings <sup>2</sup>	Apartments <sup>3</sup>	Other	Total Households	
Historical	<i>Mid 2006</i>	11,300	10,869	549	10,320	2,280	745	1,660	40	4,725	2.300
	<i>Mid 2011</i>	10,970	10,551	426	10,125	2,416	1,087	1,406	39	4,948	2.132
	<i>Mid 2016</i>	10,670	10,263	448	9,815	2,465	1,070	1,390	30	4,955	2.071
Forecast	<i>Early 2020</i>	10,750	10,335	451	9,884	2,493	1,070	1,402	30	4,995	2.069
	<i>Early 2030</i>	11,900	11,441	500	10,941	2,883	1,107	1,488	30	5,509	2.077
	<i>Mid 2035</i>	13,280	12,766	558	12,208	3,267	1,169	1,665	30	6,131	2.082
	<i>Buildout</i>	21,397	20,573	932	19,641	5,626	1,912	2,496	30	10,063	2.044
Incremental	<b>Mid 2006 - Mid 2011</b>	<b>-330</b>	<b>-318</b>	<b>-123</b>	<b>-195</b>	<b>136</b>	<b>342</b>	<b>-254</b>	<b>-1</b>	<b>223</b>	
	<b>Mid 2011 - Mid 2016</b>	<b>-300</b>	<b>-288</b>	<b>22</b>	<b>-310</b>	<b>49</b>	<b>-17</b>	<b>-16</b>	<b>-9</b>	<b>7</b>	
	<b>Mid 2016 - Early 2020</b>	<b>80</b>	<b>72</b>	<b>3</b>	<b>69</b>	<b>28</b>	<b>0</b>	<b>12</b>	<b>0</b>	<b>40</b>	
	<b>Early 2020 - Early 2030</b>	<b>1,150</b>	<b>1,106</b>	<b>49</b>	<b>1,057</b>	<b>390</b>	<b>37</b>	<b>86</b>	<b>0</b>	<b>514</b>	
	<b>Early 2020 - Mid 2035</b>	<b>2,530</b>	<b>2,431</b>	<b>107</b>	<b>2,324</b>	<b>774</b>	<b>99</b>	<b>263</b>	<b>0</b>	<b>1,136</b>	
	<b>Early 2020 - Buildout</b>	<b>10,647</b>	<b>10,238</b>	<b>481</b>	<b>9,757</b>	<b>3,133</b>	<b>842</b>	<b>1,094</b>	<b>0</b>	<b>5,068</b>	

Derived from United Counties of Prescott and Russell Official Plan, April 2016 forecast for the Town of Hawkesbury, and buildout based upon the 'Long-Term Development', Town of Hawkesbury Sanitary, Storm, Water Infrastructure Master Plan, October 16, 2018.

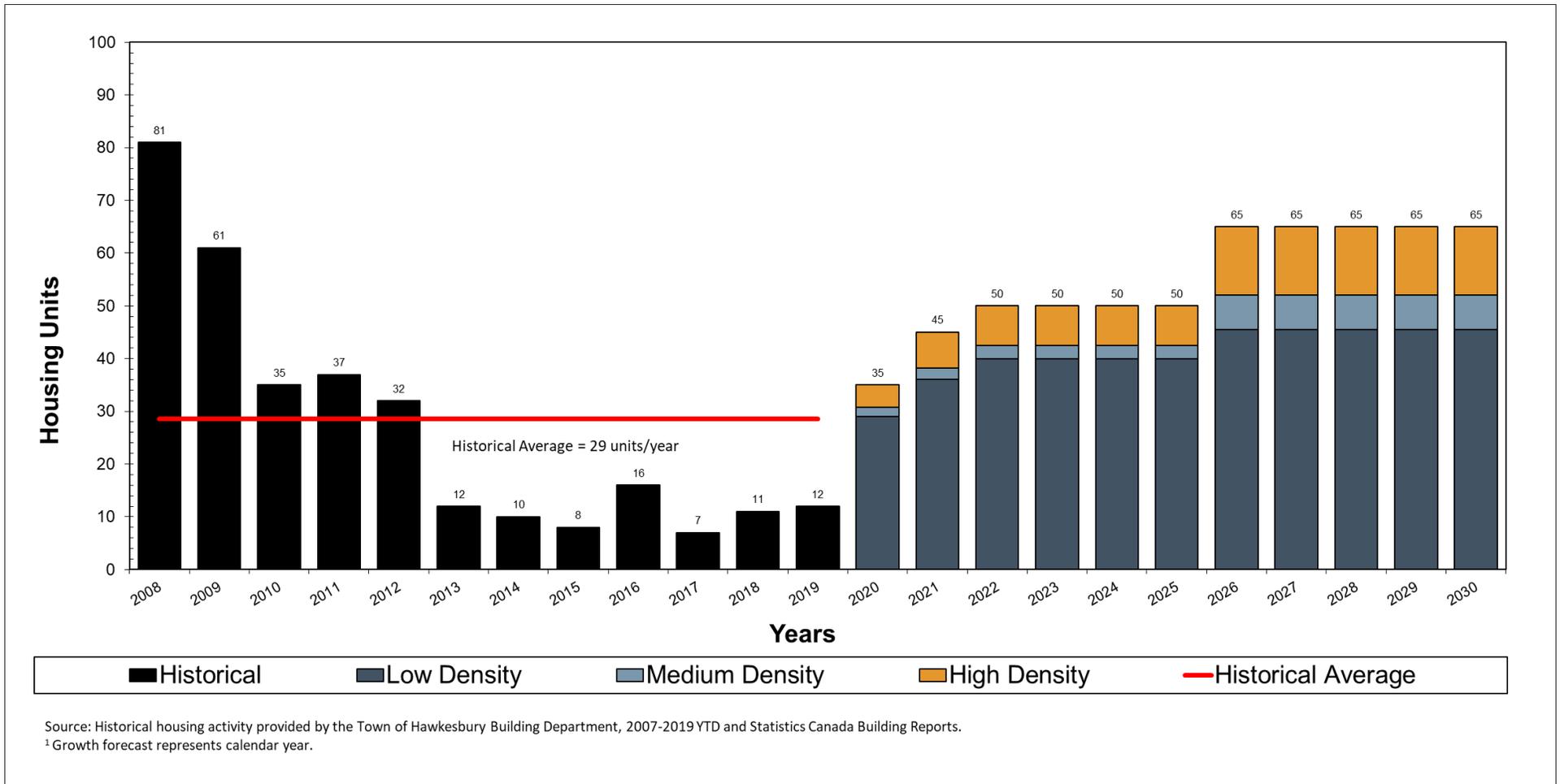
<sup>1</sup> Census undercount estimated at approximately 4.0%. Note: Population including the undercount has been rounded.

<sup>2</sup> Includes townhouses and apartments in duplexes.

<sup>3</sup> Includes bachelor, 1-bedroom and 2-bedroom+ apartments.



Figure A-1  
Town of Hawkesbury  
Annual Housing Forecast<sup>1</sup>





Schedule 2  
Town of Hawkesbury  
Current Year Growth Forecast  
Mid 2016 to Early 2020

		Population
Mid 2016 Population		10,263
Occupants of New Housing Units, Mid 2016 to Early 2020	<i>Units (2)</i>	40
	<i>multiplied by P.P.U. (3)</i>	1.898
	<i>gross population increase</i>	76
		76
Occupants of New Equivalent Institutional Units, Mid 2016 to Early 2020	<i>Units</i>	3
	<i>multiplied by P.P.U. (3)</i>	1.100
	<i>gross population increase</i>	3
		3
Decline in Housing Unit Occupancy, Mid 2016 to Early 2020	<i>Units (4)</i>	4,955
	<i>multiplied by P.P.U. decline rate (5)</i>	-0.001
	<i>total decline in population</i>	-7
		-7
Population Estimate to Early 2020		10,335
<i>Net Population Increase, Mid 2016 to Early 2020</i>		72

- (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 <sup>1</sup> (P.P.U.)	% Distribution of Estimated Units <sup>2</sup>	Weighted Persons Per Unit Average
<i>Singles &amp; Semi Detached</i>	2.000	70%	1.400
<i>Multiples (6)</i>	2.478	0%	0.000
<i>Apartments (7)</i>	1.659	30%	0.498
Total		100%	1.898

<sup>1</sup> Based on 2016 Census custom database

<sup>2</sup> 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.

Note: Numbers may not add to totals due to rounding.



**Schedule 3  
Town of Hawkesbury  
10-Year Growth Forecast  
Early 2020 to Early 2030**

		Population
<b>Early 2020 Population</b>		<b>10,335</b>
Occupants of New Housing Units, Early 2020 to Early 2030	<i>Units (2)</i>	514
	<i>multiplied by P.P.U. (3)</i>	2,129
	<i>gross population increase</i>	1,093
Occupants of New Equivalent Institutional Units, Early 2020 to Early 2030	<i>Units</i>	45
	<i>multiplied by P.P.U. (3)</i>	1,100
	<i>gross population increase</i>	50
Decline in Housing Unit Occupancy, Early 2020 to Early 2030	<i>Units (4)</i>	4,995
	<i>multiplied by P.P.U. decline rate (5)</i>	-0.007
	<i>total decline in population</i>	-37
<b>Population Estimate to Early 2030</b>		<b>11,441</b>
<b>Net Population Increase, Early 2020 to Early 2030</b>		<b>1,106</b>

(1) Early 2020 Population based on:

2016 Population (10,263) + Mid 2016 to Early 2020 estimated housing units to beginning of forecast period (40 x 1.898 = 76) + (3 x 1.1 = 3) + (4,955 x -0.001 = -7) = 10,335

(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 <sup>1</sup> (P.P.U.)	% Distribution of Estimated Units <sup>2</sup>	Weighted Persons Per Unit Average
<i>Singles &amp; Semi Detached</i>	2.235	76%	1.699
<i>Multiples (6)</i>	2.125	7%	0.152
<i>Apartments (7)</i>	1.650	17%	0.278
<i>one bedroom or less</i>	1.300		
<i>two bedrooms or more</i>	1.728		
<b>Total</b>		<b>100%</b>	<b>2.129</b>

<sup>1</sup> Persons per unit based on adjusted Statistics Canada Custom 2016 Census database.

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

(4) Early 2020 households based upon 2016 Census (4,955 units) + Mid 2016 to Early 2020 unit estimate (40 units) = 4,995 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.

Note: Numbers may not add to totals due to rounding.



**Schedule 4  
Town of Hawkesbury  
Long Term Growth Forecast  
Early 2020 to Mid 2035**

		Population
<b>Early 2020 Population</b>		<b>10,335</b>
Occupants of New Housing Units, Early 2020 to Mid 2035	<i>Units (2)</i>	1,136
	<i>multiplied by P.P.U. (3)</i>	2,090
	<i>gross population increase</i>	2,374
Occupants of New Equivalent Institutional Units, Early 2020 to Mid 2035	<i>Units</i>	97
	<i>multiplied by P.P.U. (3)</i>	1,100
	<i>gross population increase</i>	107
Decline in Housing Unit Occupancy, Early 2020 to Mid 2035	<i>Units (4)</i>	4,995
	<i>multiplied by P.P.U. decline rate (5)</i>	-0.010
	<i>total decline in population</i>	-50
<b>Population Estimate to Mid 2035</b>		<b>12,766</b>
<i>Net Population Increase, Early 2020 to Mid 2035</i>		<i>2,431</i>

(1) Early 2020 Population based on:

2016 Population (10,263) + Mid 2016 to Early 2020 estimated housing units to beginning of forecast period (40 x = 76) + (4,955 x -0.0008 = -4) = 10,335

(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 <sup>1</sup> (P.P.U.)	% Distribution of Estimated Units <sup>2</sup>	Weighted Persons Per Unit Average
<i>Singles &amp; Semi Detached</i>	2.235	68%	1.522
<i>Multiples (6)</i>	2.125	9%	0.185
<i>Apartments (7)</i>	1.650	23%	0.383
<i>one bedroom or less</i>	1.300		
<i>two bedrooms or more</i>	1.728		
<b>Total</b>		<b>100%</b>	<b>2.090</b>

<sup>1</sup> Persons per unit based on Statistics Canada Custom 2016 Census database.

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

(4) Early 2020 households based upon 4,955 (2016 Census) + 40 (Mid 2016 to Early 2020 unit estimate) = 4,995

(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.

Note: Numbers may not add to totals due to rounding.



**Schedule 5  
Town of Hawkesbury  
Buildout Forecast  
Early 2020 to Buildout**

		Population
Early 2020 Population		10,335
Occupants of New Housing Units, Early 2020 to Buildout	<i>Units (2)</i>	5,068
	<i>multiplied by P.P.U. (3)</i>	2,090
	<i>gross population increase</i>	10,594
Occupants of New Equivalent Institutional Units, Early 2020 to Buildout	<i>Units</i>	437
	<i>multiplied by P.P.U. (3)</i>	1,100
	<i>gross population increase</i>	481
Decline in Housing Unit Occupancy, Early 2020 to Buildout	<i>Units (4)</i>	5,068
	<i>multiplied by P.P.U. decline rate (5)</i>	-0.165
	<i>total decline in population</i>	-837
Population Estimate to Buildout		20,573
<i>Net Population Increase, Early 2020 to Buildout</i>		<i>10,238</i>

(1) Early 2020 Population based on:

2016 Population (10,263) + Mid 2016 to Early 2020 estimated housing units to beginning of forecast period (40 x = 76) + (4,955 x -0.0008 = -4) = 10,335

(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 <sup>1</sup> (P.P.U.)	% Distribution of Estimated Units <sup>2</sup>	Weighted Persons Per Unit Average
<i>Singles &amp; Semi Detached</i>	2.235	62%	1.382
<i>Multiples (6)</i>	2.125	17%	0.353
<i>Apartments (7)</i>	1.650	22%	0.356
<i>one bedroom or less</i>	1.300		
<i>two bedrooms or more</i>	1.728		
<b>Total</b>		100%	2.090

<sup>1</sup> Persons per unit based on Statistics Canada Custom 2016 Census database.

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

(4) Early 2020 households based upon 4,955 (2016 Census) + 40 (Mid 2016 to Early 2020 unit estimate) = 4,995

(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.

Note: Numbers may not add to totals due to rounding.



Schedule 6  
Town of Hawkesbury  
Historical Residential Building Permits  
Years 2009 to 2019

Year	Residential Building Permits			
	Singles & Semi Detached	Multiples <sup>1</sup>	Apartments <sup>2</sup>	Total
2007	19	0	30	49
2008	69	0	12	81
2009	28	0	33	61
2010	35	0	0	35
2011	26	0	11	37
Sub-total	177	0	86	263
<b>Average (2007 - 2011)</b>	<b>35</b>	<b>0</b>	<b>17</b>	<b>53</b>
% Breakdown	67.3%	0.0%	32.7%	100.0%
2012	32	0	0	32
2013	5	0	7	12
2014	7	0	3	10
2015	2	0	6	8
2016	4	0	12	16
Sub-total	50	0	28	78
<b>Average (2012 - 2016)</b>	<b>10</b>	<b>0</b>	<b>6</b>	<b>16</b>
% Breakdown	64.1%	0.0%	35.9%	100.0%
2017	7	0	0	7
2018	11	0	0	11
2019	12	0	0	12
Sub-total	30	0	0	30
% Breakdown	100.0%	0.0%	0.0%	100.0%
2007 - 2019				
Total	257	0	114	371
<b>Average</b>	<b>21</b>	<b>0</b>	<b>10</b>	<b>34</b>
% Breakdown	69.3%	0.0%	30.7%	100.0%

Source: Statistics Canada Publication, 64-001XIB

<sup>1</sup> Includes townhouses and apartments in duplexes.

<sup>2</sup> Includes bachelor, 1 bedroom and 2 bedroom+ apartments.

Note: 2019 building permits are estimates.



Schedule 7a  
Town of Hawkesbury  
Person Per Unit by Age and Type of Dwelling  
(2016 Census)

Age of Dwelling	Singles and Semi-Detached						20 Year Average
	< 1 BR	1 BR	2 BR	3/4 BR	5+ BR	Total	
1-5	-	-	-	-	-	<b>2.000</b>	
6-10	-	-	1.583	-	-	<b>1.900</b>	
11-15	-	-	-	-	-	<b>2.929</b>	
16-20	-	-	-	2.474	-	<b>2.111</b>	2.235
20-25	-	-	1.722	2.781	-	<b>2.592</b>	
25-35	-	-	1.706	2.717	-	<b>2.600</b>	
35+	-	-	1.919	2.467	-	<b>2.312</b>	
<b>Total</b>	<b>0.727</b>	<b>-</b>	<b>1.818</b>	<b>2.544</b>	<b>3.706</b>	<b>2.364</b>	

<sup>1</sup> Includes townhouses and apartments in duplexes.

<sup>2</sup> Includes bachelor, 1 bedroom and 2 bedroom+ apartments.

<sup>3</sup> 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 7b  
United Counties of Prescott and Russell  
Person Per Unit by Age and Type of Dwelling  
(2016 Census)

Age of Dwelling	Multiples <sup>1</sup>						20 Year Average
	< 1 BR	1 BR	2 BR	3/4 BR	5+ BR	Total	
1-5	-	-	-	2.829	-	2.478	
6-10	-	-	1.871	2.067	-	2.050	
11-15	-	-	1.769	-	-	1.800	
16-20	-	-	2.080	3.000	-	2.170	2.125
20-25	-	-	1.800	2.889	-	2.222	
25-35	-	1.231	1.822	2.853	-	2.214	
35+	-	1.041	1.782	2.586	-	1.955	
<b>Total</b>	-	1.156	1.835	2.648	3.308	2.082	

Age of Dwelling	Apartments <sup>2</sup>						20 Year Average
	< 1 BR	1 BR	2 BR	3/4 BR	5+ BR	Total	
1-5	-	1.182	1.700	-	-	1.659	
6-10	-	1.111	1.655	-	-	1.587	
11-15	-	1.231	1.553	-	-	1.623	
16-20	-	-	1.629	-	-	1.733	1.650
20-25	-	1.133	1.655	-	-	1.522	
25-35	-	1.237	1.600	-	-	1.465	
35+	-	1.103	1.637	2.806	-	1.538	
<b>Total</b>	-	1.152	1.636	2.788	-	1.560	

Age of Dwelling	All Density Types					
	< 1 BR	1 BR	2 BR	3/4 BR	5+ BR	Total
1-5	-	1.409	1.897	2.909	4.091	2.591
6-10	-	1.240	1.756	3.010	3.774	2.647
11-15	-	1.440	1.745	3.093	3.972	2.729
16-20	-	1.594	1.802	2.825	4.286	2.500
20-25	-	1.208	1.789	2.847	3.676	2.599
25-35	-	1.356	1.800	2.769	3.879	2.557
35+	-	1.201	1.792	2.572	3.533	2.278
<b>Total</b>	-	1.280	1.796	2.761	3.770	2.466

<sup>1</sup> Includes townhouses and apartments in duplexes.

<sup>2</sup> Includes bachelor, 1 bedroom and 2 bedroom+ apartments.

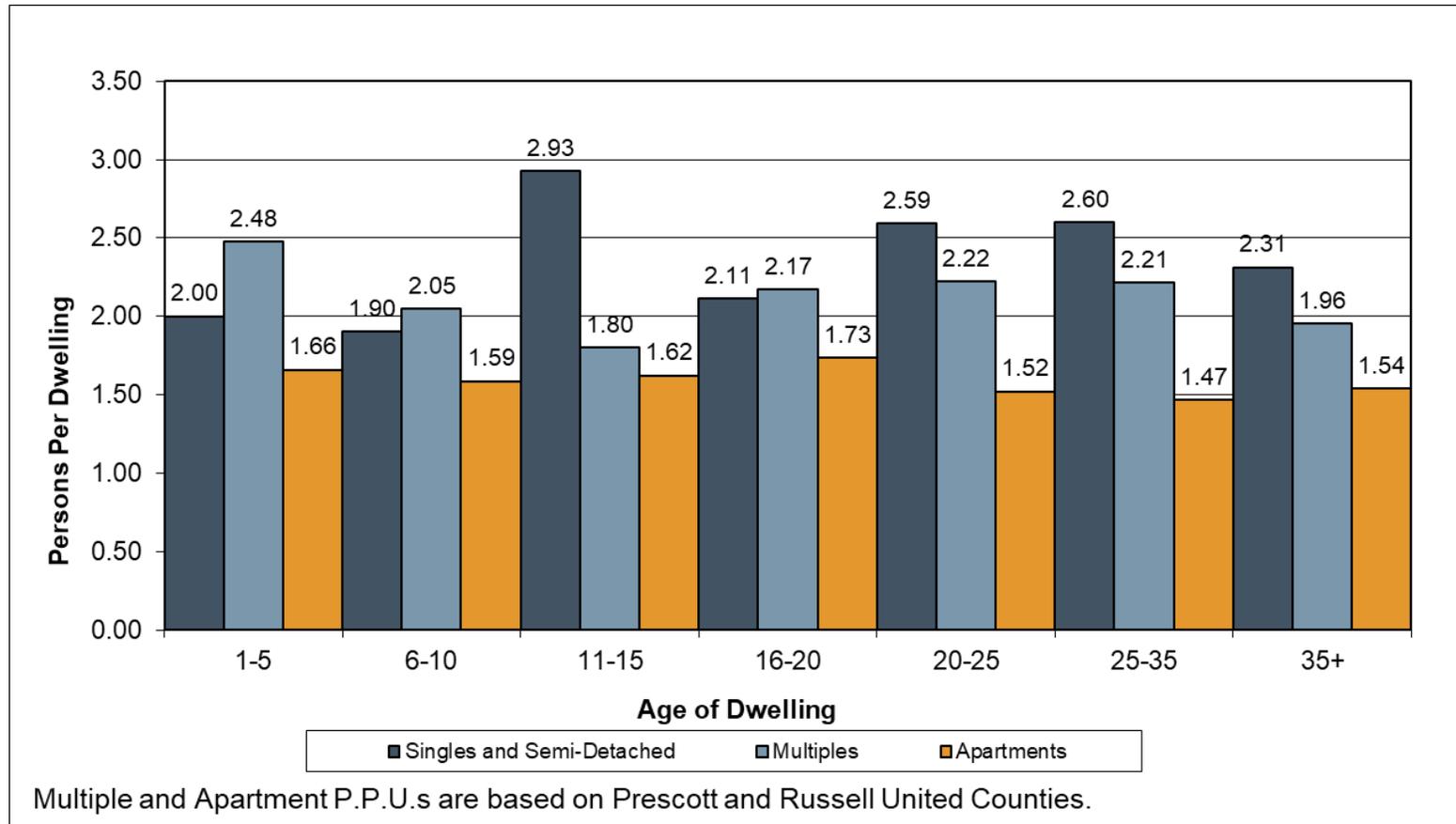
<sup>3</sup> Adjusted based on 2001-2016 historical trends.

*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 8  
Town of Hawkesbury  
Person Per Unit Structural Type and Age of Dwelling  
(2016 Census)





## Schedule 9a Town of Hawkesbury Employment Forecast, 2020 to Buildout

Period	Population	Activity Rate								Employment								Total (Excluding Work at Home and N.F.P.O.W.)
		Primary	Work at Home	Industrial	Commercial/Population Related	Institutional	Total	N.F.P.O.W. <sup>1</sup>	Total Including NFPOW	Primary	Work at Home	Industrial	Commercial/Population Related	Institutional	Total	N.F.P.O.W. <sup>1</sup>	Total Employment (Including N.F.P.O.W.)	
Mid 2006	10,869	0.003	0.011	0.201	0.255	0.146	0.616	0.031	0.647	30	120	2,188	2,768	1,590	6,695	335	7,030	6,575
Mid 2011	10,551	0.000	0.009	0.145	0.265	0.147	0.566	0.030	0.597	0	95	1,530	2,800	1,550	5,975	320	6,295	5,880
Mid 2016	10,263	0.001	0.015	0.133	0.285	0.161	0.593	0.025	0.619	10	150	1,360	2,920	1,650	6,090	260	6,350	5,940
Early 2020	10,335	0.001	0.015	0.134	0.297	0.172	0.619	0.027	0.646	10	160	1,384	3,065	1,779	6,398	274	6,672	6,238
Early 2030	11,441	0.001	0.015	0.140	0.296	0.179	0.631	0.027	0.658	10	167	1,602	3,390	2,048	7,217	313	7,530	7,050
Mid 2035	12,766	0.001	0.014	0.141	0.297	0.177	0.630	0.028	0.657	10	181	1,795	3,797	2,257	8,040	352	8,392	7,859
Buildout	20,573	0.000	0.014	0.095	0.198	0.117	0.425	0.028	0.453	10	292	1,960	4,075	2,407	8,744	568	9,312	8,452
Incremental Change																		
Mid 2006 - Mid 2011	-318	-0.003	-0.002	-0.056	0.011	0.001	-0.050	0.000	-0.050	-30	-25	-658	33	-40	-720	-15	-735	-695
Mid 2011 - Mid 2016	-288	0.0010	0.0056	-0.0125	0.0191	0.0139	0.0271	-0.0050	0.0221	10	55	-170	120	100	115	-60	55	60
Mid 2016 - Early 2020	72	0.0000	0.0009	0.0014	0.0120	0.0114	0.0257	0.0012	0.0268	0	10	24	145	129	308	14	322	298
Early 2020 - Early 2030	1,106	-0.0001	-0.0009	0.0061	-0.0003	0.0069	0.0117	0.0009	0.0126	0	7	218	325	269	819	40	859	812
Early 2020 - Mid 2035	2,431	-0.0002	-0.0013	0.0067	0.0008	0.0047	0.0107	0.0011	0.0118	0	21	411	732	478	1,642	78	1,720	1,621
Early 2020 - Buildout	10,238	-0.0005	-0.0013	-0.0386	-0.0985	-0.0551	-0.1940	0.0011	-0.1929	0	132	576	1,010	628	2,346	294	2,640	2,214
Annual Average																		
Mid 2006 - Mid 2011	-64	-0.00055	-0.00041	-0.01125	0.00215	0.00012	-0.00993	-0.00010	-0.01003	-6	-5	-132	7	-8	-144	-3	-147	-139
Mid 2011 - Mid 2016	-58	0.0002	0.0011	-0.0025	0.0038	0.0028	0.0054	-0.0010	0.0044	2	11	-34	24	20	23	-12	11	12
Mid 2016 - Early 2020	21	0.0000	0.0002	0.0004	0.0034	0.0032	0.0073	0.0003	0.0077	0	3	7	41	37	88	4	92	85
Early 2020 - Early 2030	111	-0.00001	-0.00009	0.00061	-0.00003	0.00069	0.00117	0.00009	0.00126	0	1	22	33	27	82	4	86	81
Early 2020 - Mid 2035	157	-0.00001	-0.00008	0.00043	0.00005	0.00030	0.00069	0.00007	0.00076	0	1	27	47	31	106	5	111	105
Early 2020 - Buildout	172	-0.00001	-0.00002	-0.00065	-0.00165	-0.00093	-0.00326	0.00002	-0.00324	0	2	10	17	11	39	5	44	37

Derived from United Counties of Prescott and Russell Official Plan, April 2016 forecast for the Town of Hawkesbury, and buildout based upon the 'Long-Term Development', Town of Hawkesbury Sanitary, Storm, Water Infrastructure Master Plan, October 16, 2018.  
<sup>1</sup> Statistics Canada defines no fixed place of work (N.F.P.O.W.) employees as "persons who do not go from home to the same work place location at the beginning of each shift". Such persons include building and landscape contractors, travelling salespersons, independent truck drivers, etc.



Schedule 9b  
Town of Hawkesbury  
Employment and Gross Floor Area (G.F.A.) Forecast, 2020 to Buildout

Period	Population	Employment					Gross Floor Area in Square Feet (Estimated) <sup>1</sup>			
		Primary	Industrial	Commercial/ Population Related	Institutional	Total	Industrial	Commercial/ Population Related	Institutional	Total
Mid 2006	10,869	30	2,188	2,768	1,590	6,575				
Mid 2011	10,551	0	1,530	2,800	1,550	5,880				
Mid 2016	10,263	10	1,360	2,920	1,650	5,940				
Early 2020	10,335	10	1,384	3,065	1,779	6,238				
Early 2030	11,441	10	1,602	3,390	2,048	7,050				
Mid 2035	12,766	10	1,795	3,797	2,257	7,859				
Buildout	20,573	10	1,960	4,075	2,407	8,452				
<b>Incremental Change</b>										
Mid 2006 - Mid 2011	-318	-30	-658	33	-40	-695				
Mid 2011 - Mid 2016	-288	10	-170	120	100	60				
Mid 2016 - Early 2020	72	0	24	145	129	298	31,200	79,800	90,300	201,300
Early 2020 - Early 2030	1,106	0	218	325	269	812	283,400	178,700	188,300	650,400
Early 2020 - Mid 2035	2,431	0	411	732	478	1,621	534,300	402,600	334,600	1,271,500
Early 2020 - Buildout	10,238	0	576	1,010	628	2,214	748,800	555,500	439,600	1,743,900
<b>Annual Average</b>										
Mid 2006 - Mid 2011	-64	-6	-132	7	-8	-139				
Mid 2011 - Mid 2016	-58	2	-34	24	20	12				
Mid 2016 - Early 2020	21	0	7	41	37	85	8,914	22,800	25,800	57,514
Early 2020 - Early 2030	111	0	22	33	27	81	28,340	17,870	18,830	65,040
Early 2020 - Mid 2035	157	0	27	47	31	105	34,471	25,974	21,587	82,032
Early 2020 - Buildout	172	0	10	17	11	37	12,576	9,330	7,383	29,289

Derived from United Counties of Prescott and Russell Official Plan, April 2016 forecast for the Town of Hawkesbury, and buildout based upon the 'Long-Term Development', Town of Hawkesbury Sanitary, Storm, Water Infrastructure Master Plan, October 16, 2018.

<sup>1</sup> Square Foot Per Employee Assumptions  
 Industrial 1,300  
 Commercial/ Population Related 550  
 Institutional 700

Note: Numbers may not add to totals due to rounding.



Schedule 10  
Town of Hawkesbury  
Employment to Population Ratio by Major Employment Sector, 2006 to 2016

NAICS		Year			Change		Comments
		2006	2011	2016	06-11	11-16	
<b>Employment by industry</b>							
	<b>Primary Industry Employment</b>						Categories which relate to local land-based resources
11	<i>Agriculture, forestry, fishing and hunting</i>	35	0	10	-35	10	
21	<i>Mining and oil and gas extraction</i>	0	0	0	0	0	
	<b>Sub-total</b>	<b>35</b>	<b>0</b>	<b>10</b>	<b>-35</b>	<b>10</b>	
	<b>Industrial and Other Employment</b>						Categories which relate primarily to industrial land supply and demand
22	<i>Utilities</i>	0	0	10	0	10	
23	<i>Construction</i>	220	240	245	20	5	
31-33	<i>Manufacturing</i>	1,450	1,030	685	-420	-345	
41	<i>Wholesale trade</i>	235	135	170	-100	35	
48-49	<i>Transportation and warehousing</i>	155	100	195	-55	95	
56	<i>Administrative and support</i>	138	50	70	-88	20	
	<b>Sub-total</b>	<b>2,198</b>	<b>1,555</b>	<b>1,375</b>	<b>-643</b>	<b>-180</b>	
	<b>Population Related Employment</b>						Categories which relate primarily to population growth within the municipality
44-45	<i>Retail trade</i>	1,325	1,625	1,495	300	-130	
51	<i>Information and cultural industries</i>	120	70	70	-50	0	
52	<i>Finance and insurance</i>	205	175	185	-30	10	
53	<i>Real estate and rental and leasing</i>	140	45	100	-95	55	
54	<i>Professional, scientific and technical services</i>	175	235	245	60	10	
55	<i>Management of companies and enterprises</i>	0	0	0	0	0	
56	<i>Administrative and support</i>	138	50	70	-88	20	
71	<i>Arts, entertainment and recreation</i>	45	55	25	10	-30	
72	<i>Accommodation and food services</i>	455	385	510	-70	125	
81	<i>Other services (except public administration)</i>	250	205	320	-45	115	
	<b>Sub-total</b>	<b>2,853</b>	<b>2,845</b>	<b>3,020</b>	<b>-8</b>	<b>175</b>	
	<b>Institutional</b>						
61	<i>Educational services</i>	330	300	290	-30	-10	
62	<i>Health care and social assistance</i>	1,050	975	1,190	-75	215	
91	<i>Public administration</i>	230	300	205	70	-95	
	<b>Sub-total</b>	<b>1,610</b>	<b>1,575</b>	<b>1,685</b>	<b>-35</b>	<b>110</b>	
	<b>Total Employment</b>	<b>6,695</b>	<b>5,975</b>	<b>6,090</b>	<b>-720</b>	<b>115</b>	
	<b>Population</b>	<b>10,869</b>	<b>10,551</b>	<b>10,263</b>	<b>-318</b>	<b>-288</b>	
	<b>Employment to Population Ratio</b>						
	<b>Industrial and Other Employment</b>	<b>0.20</b>	<b>0.15</b>	<b>0.13</b>	<b>-0.05</b>	<b>-0.01</b>	
	<b>Population Related Employment</b>	<b>0.26</b>	<b>0.27</b>	<b>0.29</b>	<b>0.01</b>	<b>0.02</b>	
	<b>Institutional Employment</b>	<b>0.15</b>	<b>0.15</b>	<b>0.16</b>	<b>0.00</b>	<b>0.01</b>	
	<b>Primary Industry Employment</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	
	<b>Total</b>	<b>0.62</b>	<b>0.57</b>	<b>0.59</b>	<b>-0.05</b>	<b>0.03</b>	

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  
 Unit Measure: km of roadways

Description	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019 Value (\$/km)
Asphalt Roads	54.1	54.1	54.1	54.8	54.6	55.5	55.0	55.0	55.0	55.0	\$1,000,000
<b>Total</b>	<b>54.1</b>	<b>54.1</b>	<b>54.1</b>	<b>54.8</b>	<b>54.6</b>	<b>55.5</b>	<b>55.0</b>	<b>55.0</b>	<b>55.0</b>	<b>55.0</b>	

Population	10,345	10,257	10,125	10,095	10,061	9,983	9,903	9,815	9,841	9,853
Per Capita Standard	0.0052	0.0053	0.0053	0.0054	0.0054	0.0056	0.0056	0.0056	0.0056	0.0056

10 Year Average	2009-2018
Quantity Standard	0.0055
Quality Standard	\$992,218
Service Standard	\$5,457

D.C. Amount (before deductions)	15 Year
Forecast Population	2,324
\$ per Capita	\$5,457
Eligible Amount	\$12,682,533



Service: Bridges, Culverts & Structures  
 Unit Measure: Number of Bridges, Culverts & Structures

Description	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019 Value (\$/item)
West Culvert	1	1	1	1	1	1	1	-	-	-	\$514,800
Kitchener Culvert	1	1	1	1	1	1	1	1	1	1	\$465,600
Prospect Culvert	1	1	1	1	1	1	1	1	1	1	\$396,000
St Dominique Church Culvert	1	1	1	1	1	1	1	1	1	1	\$297,600
Tupper Culvert	-	-	-	-	-	-	1	1	1	1	\$418,500
West Culvert	-	-	-	-	-	-	-	1	1	1	\$514,800
Cecile Bridge	1	1	1	1	1	1	1	1	1	1	\$1,900,000
Bon Pasteur Bridge	1	1	1	1	1	1	1	1	1	1	\$850,000
<b>Total</b>	<b>6</b>	<b>6</b>	<b>6</b>	<b>6</b>	<b>6</b>	<b>6</b>	<b>7</b>	<b>7</b>	<b>7</b>	<b>7</b>	

Population	10,345	10,257	10,125	10,095	10,061	9,983	9,903	9,815	9,841	9,853
Per Capita Standard	0.0006	0.0006	0.0006	0.0006	0.0006	0.0006	0.0007	0.0007	0.0007	0.0007

10 Year Average	2009-2018
Quantity Standard	0.0006
Quality Standard	\$763,667
Service Standard	\$458

D.C. Amount (before deductions)	15 Year
Forecast Population	2,324
\$ per Capita	\$458
Eligible Amount	\$1,064,857



Service: Sidewalks  
 Unit Measure: km of roadways

Description	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019 Value (\$/km)
Sidewalks	19.8	19.8	19.8	20.5	21.3	22.2	23.2	23.2	23.2	23.2	\$300,000
<b>Total</b>	<b>19.8</b>	<b>19.8</b>	<b>19.8</b>	<b>20.5</b>	<b>21.3</b>	<b>22.2</b>	<b>23.2</b>	<b>23.2</b>	<b>23.2</b>	<b>23.2</b>	

Population	10,345	10,257	10,125	10,095	10,061	9,983	9,903	9,815	9,841	9,853
Per Capita Standard	0.0019	0.0019	0.0020	0.0020	0.0021	0.0022	0.0023	0.0024	0.0024	0.0023

10 Year Average	2009-2018
Quantity Standard	0.0022
Quality Standard	\$294,500
Service Standard	\$648

D.C. Amount (before deductions)	15 Year
Forecast Population	2,324
\$ per Capita	\$648
Eligible Amount	\$1,505,720



Service: Traffic Signals & Streetlights  
 Unit Measure: No. of Traffic Signals

Description	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019 Value (\$/item)
Traffic Lights	30	30	30	30	30	32	32	32	32	28	\$62,500
Lamps	465	465	465	465	805	805	805	1,592	1,592	1,592	\$523
<b>Total</b>	<b>495</b>	<b>495</b>	<b>495</b>	<b>495</b>	<b>835</b>	<b>837</b>	<b>837</b>	<b>1,624</b>	<b>1,624</b>	<b>1,620</b>	

Population	10,345	10,257	10,125	10,095	10,061	9,983	9,903	9,815	9,841	9,853
Per Capita Standard	0.0478	0.0483	0.0489	0.0490	0.0830	0.0838	0.0845	0.1655	0.1650	0.1644

10 Year Average	2009-2018
Quantity Standard	0.0940
Quality Standard	\$2,538
Service Standard	\$239

D.C. Amount (before deductions)	15 Year
Forecast Population	2,324
\$ per Capita	\$239
Eligible Amount	\$554,506



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)
Van	1	1	1	1	1	2	2	2	2	2	\$48,500
Snow plow	1	1	1	1	1	1	1	1	1	1	\$300,000
Plow	2	2	2	2	2	2	2	3	3	3	\$275,000
Mechanic service truck	1	1	1	1	1	1	1	1	1	1	\$35,000
Pick-Up	1	1	1	1	2	4	4	4	4	5	\$45,000
Water flusher	1	1	1	1	1	1	1	1	1	1	\$146,456
Street sweeper	1	1	1	1	1	1	1	1	1	1	\$182,465
Asphalt roller	1	1	1	1	1	1	1	1	1	1	\$27,421
Loader	-	-	-	-	-	-	1	2	2	2	\$275,000
Mini-loader	-	-	-	1	1	1	1	1	1	1	\$75,000
Sidewalk machine	1	2	2	2	2	2	2	2	2	2	\$160,000
Backhoe	1	1	1	1	1	1	1	1	1	1	\$130,000
Lawn tractor	-	-	-	-	-	-	-	-	1	1	\$99,820
Tractor	1	1	1	1	1	1	1	1	1	1	\$25,000
Compressor	1	1	1	1	1	1	1	1	1	1	\$19,000
Generator	-	-	-	-	-	1	1	1	1	1	\$85,000
Trailer	1	1	1	1	1	1	1	2	2	2	\$15,000
Blower	1	1	1	1	1	1	1	1	1	1	\$150,000
Sweeprite	1	1	1	1	1	1	1	1	1	1	\$44,000
<b>Total</b>	<b>16</b>	<b>17</b>	<b>17</b>	<b>18</b>	<b>19</b>	<b>23</b>	<b>24</b>	<b>27</b>	<b>28</b>	<b>29</b>	

Population	10,345	10,257	10,125	10,095	10,061	9,983	9,903	9,815	9,841	9,853
Per Capita Standard	0.0015	0.0017	0.0017	0.0018	0.0019	0.0023	0.0024	0.0028	0.0028	0.0029

10 Year Average	2009-2018
Quantity Standard	0.0022
Quality Standard	\$114,518
Service Standard	\$252

D.C. Amount (before deductions)	15 Year
Forecast Population	2,324
\$ per Capita	\$252
Eligible Amount	\$585,509



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	12,460	12,460	12,460	12,460	12,460	12,460	12,460	12,460	12,460	12,460	\$250	\$292
<b>Total</b>	<b>12,460</b>											

Population	10,345	10,257	10,125	10,095	10,061	9,983	9,903	9,815	9,841	9,853
Per Capita Standard	1.2044	1.2148	1.2306	1.2343	1.2384	1.2481	1.2582	1.2695	1.2661	1.2646

10 Year Average	2009-2018
Quantity Standard	1.2429
Quality Standard	\$292
Service Standard	\$363

D.C. Amount (before deductions)	10 Year
Forecast Population	1,057
\$ per Capita	\$363
Eligible Amount	\$383,617



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	2	2	2	2	\$455,500
Aerial Fire Truck	1	1	1	1	1	1	1	1	1	1	\$1,500,000
Rescue	1	1	1	1	1	1	1	1	1	1	\$175,000
Fire Chiefs Vehicle	-	-	-	-	-	1	1	1	1	1	\$42,000
Pick Up Truck	-	-	-	-	-	-	-	1	1	1	\$35,900
Fire Prevention and Public Education Vehicle	1	1	1	1	1	1	1	1	1	1	\$38,700
<b>Total</b>	<b>6</b>	<b>6</b>	<b>6</b>	<b>6</b>	<b>6</b>	<b>7</b>	<b>6</b>	<b>7</b>	<b>7</b>	<b>7</b>	

Population	10,345	10,257	10,125	10,095	10,061	9,983	9,903	9,815	9,841	9,853
Per Capita Standard	0.0006	0.0006	0.0006	0.0006	0.0006	0.0007	0.0006	0.0007	0.0007	0.0007

10 Year Average	2009-2018
Quantity Standard	0.0006
Quality Standard	\$486,633
Service Standard	\$292

D.C. Amount (before deductions)	10 Year
Forecast Population	1,057
\$ per Capita	\$292
Eligible Amount	\$308,623



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)
Number of Equipped Firefighters	33	33	33	33	33	33	33	33	33	33	\$6,000
Confined Space Equipment	1	1	1	1	1	1	1	1	1	1	\$17,300
Thermal Image Camera	1	1	1	1	1	1	1	1	2	2	\$16,300
High Angle Rescue Equipment	1	1	1	1	1	1	1	1	1	1	\$18,500
Fire Expert	1	1	1	1	1	1	1	1	1	1	\$120,500
Breathing Apparatus	16	16	16	16	16	18	18	18	18	18	\$10,400
High Pressure Breathing Air System	-	-	-	-	-	1	1	1	1	1	\$57,600
Pince De Desincarceration (Extrication equipment)	-	-	-	-	-	1	1	1	1	1	\$15,200
Electrical Power cutter	-	-	-	1	1	1	1	1	1	1	\$12,000
Electrical Ram	-	-	-	-	-	-	-	1	1	1	\$15,000
Air Bags kit	1	1	1	-	-	-	-	1	1	1	\$10,000
Water & Ice Rescue kit	1	1	1	1	1	1	1	1	1	1	\$13,000
<b>Total</b>	<b>55</b>	<b>55</b>	<b>55</b>	<b>55</b>	<b>55</b>	<b>59</b>	<b>59</b>	<b>61</b>	<b>62</b>	<b>62</b>	

Population	10,345	10,257	10,125	10,095	10,061	9,983	9,903	9,815	9,841	9,853
Per Capita Standard	0.0053	0.0054	0.0054	0.0054	0.0055	0.0059	0.0060	0.0062	0.0063	0.0063

10 Year Average	2009-2018
Quantity Standard	0.0058
Quality Standard	\$10,660
Service Standard	\$62

D.C. Amount (before deductions)	10 Year
Forecast Population	1,057
\$ per Capita	\$62
Eligible Amount	\$65,354



Service: Parkland Development  
 Unit Measure: Acres of Parkland

Description	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019 Value (\$/Acre)
Cadieus Park	4.76	4.76	4.76	4.76	4.76	4.76	4.76	4.76	4.76	4.76	\$12,200
Confederation Park	20.00	20.00	20.00	20.00	20.00	20.00	20.00	20.00	20.00	20.00	\$72,633
Cyr-de-LaSalle Park	7.20	7.20	7.20	7.20	7.20	7.20	7.20	7.20	7.20	7.20	\$61,000
Larocque Park	2.09	2.09	2.09	2.09	2.09	2.09	2.09	2.09	2.09	2.09	\$13,900
Old Mill Park	2.41	2.41	2.41	2.41	2.41	2.41	2.41	2.41	2.41	2.41	\$61,300
Sidney Park	1.37	1.37	1.37	1.37	1.37	1.37	1.37	1.37	1.37	1.37	\$48,000
Pioneers' Park	4.28	4.28	4.28	4.28	4.28	4.28	4.28	4.28	4.28	4.28	\$239,400
Memorial Park	2.96	2.96	2.96	2.96	2.96	2.96	2.96	2.96	2.96	2.96	\$72,633
<b>Total</b>	<b>45.07</b>										

Population	10,345	10,257	10,125	10,095	10,061	9,983	9,903	9,815	9,841	9,853
Per Capita Standard	0.0044	0.0044	0.0045	0.0045	0.0045	0.0045	0.0046	0.0046	0.0046	0.0046

10 Year Average	2009-2018
Quantity Standard	0.0045
Quality Standard	\$76,080
Service Standard	\$342

D.C. Amount (before deductions)	10 Year
Forecast Population	1,057
\$ per Capita	\$342
Eligible Amount	\$361,875



Service: Parkland Amenities  
 Unit Measure: No. of parkland amenities

Description	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019 Value (\$/item)
<b>Cadieux Park</b>											
Outdoor Rink	1	1	1	1	1	1	1	1	1	1	\$6,663
Playground	1	1	1	1	1	1	1	1	1	1	\$41,067
Splashpad	1	1	1	1	1	1	1	1	1	1	\$92,684
<b>Confederation Park</b>											
Boat ramp	1	1	1	1	1	1	1	1	1	1	\$9,880
9 petanque lanes	1	1	1	1	1	1	1	1	1	1	\$3,010
Richelieu Gazebo	1	1	1	1	1	1	1	1	1	1	\$160,526
Picnic area	1	1	1	1	1	1	1	1	1	1	\$6,663
<b>Cyr-de- LaSalle Park</b>											
Baseball field	1	1	1	1	1	1	1	1	1	1	\$6,663
Boat ramp	1	1	1	1	1	1	1	1	1	1	\$9,880
Dog park	-	-	-	-	-	1	1	1	1	1	\$6,663
<b>Larocque Park</b>											
Basketball field	1	1	1	1	1	1	1	1	1	1	\$24,000
Outdoor rink	1	1	1	1	1	1	1	1	1	1	\$6,663
Playground	1	1	1	1	1	1	1	1	1	1	\$13,900
Wading pool	1	1	1	-	-	-	-	-	-	-	\$125,173
Splash pad	-	-	-	1	1	1	1	1	1	1	\$94,825
<b>Old Mill Park</b>											
Outdoor rink	1	1	1	1	1	1	1	1	1	1	\$6,663
Playground	1	1	1	1	1	1	1	1	1	1	\$61,300
Wading pool	1	1	1	1	1	1	1	1	1	-	\$125,173
Splash pad	-	-	-	-	-	-	-	-	-	1	\$93,754



Service: Parkland Amenities  
 Unit Measure: No. of parkland amenities

Description	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019 Value (\$/item)
<b>Sidney Park</b>											
Playground	1	1	1	1	1	1	1	1	1	1	\$48,000
<b>Pioneers' Park</b>											
Playground	1	1	1	1	1	1	1	1	1	1	\$41,067
Outdoor stage	1	1	1	1	1	1	1	1	1	1	\$219,650
<b>Total</b>	<b>19</b>	<b>19</b>	<b>19</b>	<b>19</b>	<b>19</b>	<b>20</b>	<b>20</b>	<b>20</b>	<b>20</b>	<b>20</b>	

Population	10,345	10,257	10,125	10,095	10,061	9,983	9,903	9,815	9,841	9,853
Per Capita Standard	0.0018	0.0019	0.0019	0.0019	0.0019	0.0020	0.0020	0.0020	0.0020	0.0020

10 Year Average	2009-2018
Quantity Standard	0.0019
Quality Standard	\$51,837
Service Standard	\$98

D.C. Amount (before deductions)	10 Year
Forecast Population	1,057
\$ per Capita	\$98
Eligible Amount	\$104,104



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

Description	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019 Value (\$/Vehicle)
Trailer	1	1	1	1	1	1	1	1	1	1	\$3,500
Resurfacer	1	1	1	1	1	1	1	2	2	2	\$100,000
Van	-	-	-	-	-	-	-	-	-	1	\$48,500
Pick Up Trucks	2	2	2	2	3	3	3	3	3	4	\$45,000
Lawn Tractor	3	3	3	3	3	3	3	3	3	4	\$42,190
<b>Total</b>	<b>7</b>	<b>7</b>	<b>7</b>	<b>7</b>	<b>8</b>	<b>8</b>	<b>8</b>	<b>9</b>	<b>9</b>	<b>12</b>	

Population	10,345	10,257	10,125	10,095	10,061	9,983	9,903	9,815	9,841	9,853
Per Capita Standard (per 1,000)	0.6767	0.6825	0.6914	0.6934	0.7951	0.8014	0.8078	0.9170	0.9145	1.2179

10 Year Average	2009-2018
Quantity Standard (per 1,000)	0.8198
Quality Standard	\$47,670
Service Standard	\$39

D.C. Amount (before deductions)	10 Year
Forecast Population	1,057
\$ per Capita	\$39
Eligible Amount	\$41,308



Service: Indoor Recreation Facilities  
 Unit Measure: ft<sup>2</sup> 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.
Robert Hartley Sportsplex	68,985	68,985	68,985	73,815	73,815	73,815	73,815	73,815	73,815	73,815	\$253	\$296
<b>Total</b>	<b>68,985</b>	<b>68,985</b>	<b>68,985</b>	<b>73,815</b>								

Population	10,345	10,257	10,125	10,095	10,061	9,983	9,903	9,815	9,841	9,853
Per Capita Standard	6.6684	6.7257	6.8133	7.3120	7.3367	7.3941	7.4538	7.5206	7.5008	7.4916

10 Year Average	2009-2018
Quantity Standard	7.2217
Quality Standard	\$296
Service Standard	\$2,138

D.C. Amount (before deductions)	10 Year
Forecast Population	1,057
\$ per Capita	\$2,138
Eligible Amount	\$2,259,475



Service: By-law Enforcement Facilities  
 Unit Measure: ft<sup>2</sup> 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.
By-law enforcement space	1,950	1,950	1,950	1,950	1,950	1,950	1,950	1,950	1,950	1,950	\$290	\$323
<b>Total</b>	<b>1,950</b>											

Population	10,345	10,257	10,125	10,095	10,061	9,983	9,903	9,815	9,841	9,853
Per Capita Standard	0.1885	0.1901	0.1926	0.1932	0.1938	0.1953	0.1969	0.1987	0.1982	0.1979

10 Year Average	2009-2018
Quantity Standard	0.1945
Quality Standard	\$323
Service Standard	\$63

D.C. Amount (before deductions)	10 Year
Forecast Population	1,057
\$ per Capita	\$63
Eligible Amount	\$66,411



Service: By-law Enforcement Vehicles  
 Unit Measure: No. of vehicles and equipment

Description	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019 Value (\$/Vehicle)
2002 Ford Ranger XTL	1	1	1	1	1	1	1	1	1	-	\$31,800
Nissan Frontier 4x4	-	-	-	-	1	1	1	2	2	2	\$35,000
Ford Escape 2018	-	-	-	-	-	-	-	-	-	1	\$31,800
Officer Equipment	4	4	4	4	4	4	4	4	4	4	\$6,500
<b>Total</b>	<b>5</b>	<b>5</b>	<b>5</b>	<b>5</b>	<b>6</b>	<b>6</b>	<b>6</b>	<b>7</b>	<b>7</b>	<b>7</b>	

Population	10,345	10,257	10,125	10,095	10,061	9,983	9,903	9,815	9,841	9,853
Per Capita Standard (per 1,000)	0.4833	0.4875	0.4938	0.4953	0.5964	0.6010	0.6059	0.7132	0.7113	0.7104

10 Year Average	2009-2018
Quantity Standard (per 1,000)	0.5898
Quality Standard	\$15,175
Service Standard	\$9

D.C. Amount (before deductions)	10 Year
Forecast Population	1,057
\$ per Capita	\$9
Eligible Amount	\$9,460







# 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 2018 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
Roads & Related Services	64,635	34,249	98,884
Fire Protection Services	1,440	626	2,066
D.C. Background Studies	-	-	-
Wastewater Services	163,516	181,587	345,103
Water Services	79,049	70,574	149,623
<b>TOTAL</b>	<b>308,640</b>	<b>287,036</b>	<b>595,677</b>



# Appendix D

## Local Service Policy



# Appendix D: Local Service Policy

## 1. Collector and Internal Roads

- Roads Internal to development up to 8.5m width plus one sidewalk and two lifts of asphalt - Direct developer responsibility under s.59 of the D.C.A. (as a local service)
- Roads (collector and arterial) external to development and oversizing of collector roads internal to development - Include in D.C. calculation to the extent permitted under s.5(1) of the D.C.A. (dependent on local circumstances)

## 2. Traffic Signals

- Traffic signalization within or external to development – Include in D.C. calculation to the extent permitted under s.5(1) of the D.C.A.

## 3. Intersection Improvements

- New roads (collector and arterial) and road (collector and arterial) improvements – Include as part of road costing noted in item 1, to limits of ROW.
- Intersections improvements within specific developments and all works necessary to connect to entrances (private and specific subdivision) to the roadway - Direct developer responsibility under s.59 of D.C.A. (as a local service).
- Intersection improvements on other roads due to development growth increasing traffic – Include in D.C. calculation.

## 4. Streetlights

- Streetlights on external roads – Include in D.C. (linked to collector road funding source in item 1).
- Streetlights within specific developments – Direct developer responsibility under s.59 of D.C.A. (as a local service).



## 5. Sidewalks

- Sidewalks on Municipal roads - Linked to collector road funding source in item 1.
- Other sidewalks external to development (which are a local service within the area to which the plan relates) - Direct developer responsibility as a local service provision (under s.59 of D.C.A.).

## 6. Bike Routes/Bike Lanes/Bike Paths/Multi-Use Trails/Naturalized Walkways

- Bike routes and bike lanes, within road allowance, external to development – Include in D.C. road costs, consistent with the service standard provisions of the D.C.A., s.5(1).
- Bike paths/multi-use trails/naturalized walkways external to development – Include in Municipal D.C.s consistent with the service standard provisions of the D.C.A., s.5(1).
- Bike lanes, within road allowance, internal to development – Direct developer responsibility under s.59 of the D.C.A. (as a local service).

## 7. Noise Abatement Measures

- Internal to Development - Direct developer responsibility through local service provisions (s.59 of D.C.A.).

## 8. Traffic Control Systems

- Include in DC calculation.

## 9. 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 Municipal 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 27 metre right-of-way); in areas with limited or no development, include in Municipal D.C. (to the extent eligible).
- Land Acquisition for grade separations (beyond normal dedication requirements) – Include in the Municipal D.C. to the extent eligible.



## 10. Land Acquisition for Easements

- Easement costs external to subdivisions shall be included in D.C. calculation.

## 11. Storm Water Management

- Quality and Quantity Works, direct developer responsibility through local service provisions (s. 59 of D.C.A.).
- Oversizing of stormwater management works for development external to developments will be subject to best efforts clauses by the Town.

## 12. Water

- Supply, treatment, pumping stations and works associated with Zone boundaries, external to plan of subdivision, to be included within the D.C.
- Watermains external to subdivisions included in the D.C.
- Marginal costs of waterworks within the subdivision included in D.C. at 200 mm nominal diameter or above.
- Connections to trunk mains and pumping stations to service specific areas, to be direct developer responsibility.

## 13. Wastewater

- Treatment, and pumping stations shall be included in the D.C.
- Sanitary sewers external to subdivisions included in the D.C.
- Connections to trunk mains and pumping stations to service specific areas, to be direct developer responsibility.
- Marginal costs of sanitary sewer works within the subdivision included in D.C. at 250mm nominal diameter and above and extra depth to accommodate external lands.



# Appendix E

## Proposed D.C. By-law



**THE CORPORATION OF THE TOWN OF HAWKESBURY**  
**By-Law No. \_\_\_\_-2020**

*A By-law to Establish Development Charges  
for the Corporation of the Town of Hawkesbury*

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**Whereas** Section 2(1) of the *Development Charges Act, 1997, S.O. 1997, c. 27* (hereinafter called the Act) enables the Council of a municipality to pass by-laws for the imposition of development charges against land located in the municipality for increased capital costs required because of the increased need for services arising from development in the area to which the by-law applies;

**And whereas** the Council of the Corporation of the Town of Hawkesbury, at its meeting of \_\_\_\_\_, 2020, approved a report entitled Town of Hawkesbury 2019 Development Charges Background Study;

**And whereas** the Council has given Notice in accordance with Section 12 of the Development Charges Act, 1997 of its development charges proposal and held a public meeting on \_\_\_\_\_, 2020;

**And whereas** the Council has heard all persons who applied to be heard in objection to, or in support of, the development charges proposal at such public meeting and provided a subsequent period for written communications to be made;

**And whereas** the Council, in adopting the Town of Hawkesbury 2019 Development Charges Background Study on \_\_\_\_\_, 2019, directed that development charges be imposed on land under development or redevelopment within the geographical limits of the municipality as hereinafter provided.

**Now, therefore, the Council of the Corporation of the Town of Hawkesbury enacts as follows:**



## 1. DEFINITIONS

In this by-law,

- (1) “Act” means the *Development Charges Act, 1997, S.O. 1997, c. 27, as amended*;
- (2) “administration service” means any and all development-related studies carried out by the municipality which are with respect to eligible services for which a development charge by-law may be imposed under the Act;
- (3) “accessory use” means where used to describe a use, building, or structure that the use, building or structure is naturally and normally incidental, subordinate in purpose of floor area or both, and exclusively devoted to a principal use, building or structure;
- (4) “agricultural use” means a bona fide farming operation;
- (5) “apartment unit” means any residential unit within a building containing three or more dwelling units where access to each residential unit is obtained through a common entrance or entrances from the street level and the residential units are connected by an interior corridor;
- (6) “bedroom” means a habitable room larger than seven square metres, including a den, study, or other similar area, but does not include a living room, dining room or kitchen;
- (7) “benefiting area” means an area defined by map, plan or legal description in a front-ending agreement as an area that will receive a benefit from the construction of a service;
- (8) “board of education” means a board defined in s.s. 1(1) of the *Education Act*;
- (9) “Building Code Act” means the *Building Code Act, 1992, S.O. 1992, c.23, as amended*;
- (10) "capital costs" means costs incurred or proposed to be incurred by the municipality or a local board thereof directly or under an agreement,



- (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, lease, construct or improve facilities including:
    - (i) rolling stock, furniture and equipment with an estimated useful life of seven years or more,
    - (ii) materials acquired for circulation, reference or information purposes by a library board as defined in the *Public Libraries Act, 1984, S. 0, 1984, c. 57*,
    - (iii) furniture and equipment, other than computer equipment,
  - (e) to undertake studies in connection with any matter under the Act and any of the matters in clauses (a) to (d), 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), (b), (c) and (d) that are growth-related;
- (11) “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;
- (12) “Council” means the Council of the Corporation of the Town of Hawkesbury;
- (13) “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;
- (14) “development charge” means a charge imposed pursuant to this by-law;
- (15) “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;
- (16) “existing” means existing as of the date of the passing of this By-law;



- (17) “grade” means the average level of finished ground adjoining a building at all exterior walls;
- (18) “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;
- (19) “hospital” means land, buildings, or structures used, or designed or intended for use as defined in the *Public Hospitals Act, R.S.O. 1990, c. P.40, as amended*;
- (20) “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;



- (21) “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. For the purposes of s.s.7(2) herein, means development of a building or structure intended for use,
- (a) as a long-term care home within the meaning of subsection 2 (1) of the Long-Term Care Homes Act, 2007;
  - (b) as a retirement home within the meaning of subsection 2 (1) of the Retirement Homes Act, 2010;
  - (c) by any of the following post-secondary institutions for the objects of the institution:
    - (i) a university in Ontario that receives direct, regular and ongoing operating funding from the Government of Ontario,
    - (ii) a college or university federated or affiliated with a university described in subclause (i), or
    - (iii) an Indigenous Institute prescribed for the purposes of section 6 of the Indigenous Institutes Act, 2017;
  - (d) as a memorial home, clubhouse or athletic grounds by an Ontario branch of the Royal Canadian Legion; or
  - (e) as a hospice to provide end of life care.;
- (22) “Local Board” means a school board, public utility, commission, transportation commission, public library board, board of park management, local board of health, board of commissioners of police, 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 the municipality or any part or parts thereof;
- (23) “local services” means those services, facilities or things which are under the jurisdiction of the Town of Brockville 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*, or any successor thereof;



- (24) “multiple dwellings” means all dwellings other than single-detached, semi-detached and apartment unit dwellings;
- (25) “Municipality” means The Corporation of the Town of Hawkesbury;
- (26) “non-profit housing” means development of a building or structure intended for use as residential premises by,
  - (a) a corporation without share capital to which the Corporations Act applies, that is in good standing under that Act and whose primary object is to provide housing;
  - (b) a corporation without share capital to which the Canada Not-for-profit Corporations Act applies, that is in good standing under that Act and whose primary object is to provide housing; or
  - (c) a non-profit housing co-operative that is in good standing under the Co-operative Corporations Act;
- (27) “non-residential use” means land, buildings, or structures or portions thereof used, or designed or intended for a use other than a residential use;
- (28) “Official Plan” means the Official Plan adopted for the municipality, as amended and approved;
- (29) “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;
- (30) “Planning Act” means the *Planning Act, 1990, R.S.O. 1990, c.P.13, as amended*;
- (31) “rate” means the interest rate established weekly by the Bank of Canada based on Treasury Bills having a term of 91 days;
- (32) “regulation” means any regulation made pursuant to the Act;
- (33) “rental housing” means development of a building or structure with four or more dwelling units all of which are intended for use as rented residential premises;



- (34) “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;
- (35) “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;
- (36) “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;
- (37) “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;
- (38) “service” means a service designed in Schedule “A” to this By-law, and “services” shall have a corresponding meaning;
- (39) “servicing agreement” means an agreement between a landowner and the Municipality relative to the provision of municipal services to specified land within the Municipality;
- (40) “single-detached dwelling” means a dwelling containing only a dwelling unit, or a dwelling unit and an accessory apartment, and not attached to another structure;
- (41) “Zoning By-Law” means the Zoning By-Law of the Municipality or any successor thereof passed pursuant to Section 34 of the *Planning Act*.

## **2. SCHEDULE OF DEVELOPMENT CHARGES**

- (1) Subject to the provisions of this by-law, development charges against land shall be calculated and collected in accordance with the base rates set out in Schedule "B", which relate to the services set out in Schedule "A".



- (2) The development charge with respect to the use of any land, buildings or structures shall be calculated as follows:
  - (a) in the case of residential development, 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, based upon the number and type of dwelling units;
  - (b) in the case of non-residential development, including the non-residential uses in a mixed-use building or structure, based upon the gross floor area of such development;
- (3) Council hereby determine that the development of land, buildings or structures for residential or non-residential uses will require the provision, enlargement, expansion, or improvement of the services referenced in Schedule "A".

### **3. APPLICABLE LANDS**

- (1) Subject to Section 6, this by-law applies to all lands in the Municipality, whether or not the land or use is exempt from taxation under Section 3 of the *Assessment Act, 1990, c.A..31*.
- (2) Notwithstanding the provisions of this By-law, development charges shall not be imposed with respect to land that is owned by and used for purposes of:
  - (a) the Municipality, or any local board thereof;
  - (b) the Corporation of the United Counties of Prescott and Russell, or any local board thereof; and
  - (c) a board of education as defined in subsection 1(1) of the *Education Act*.

### **4. APPLICATION OF CHARGES**

- (1) Development charges shall be imposed on all lands, buildings, or structures that are developed for residential or non-residential uses if the development requires:



- (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 Subsection 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, R.S.O. 1990, Chap. C.26, as amended*, or any successor thereof; or
  - (g) the issuing of a permit under the *Building Code Act* in relation to a building or structure.
- (2) Subsection (2) shall not apply in respect of local services as described in s.s.59(2) (a) and (b) of the Act;

## 5. MULTIPLE CHARGES

- (1) Where two or more of the actions described in Section 4(1) are required before land to which a development charge applies can be developed, only one development charge shall be calculated and collected in accordance with the provisions of this by-law.
- (2) Notwithstanding Subsection (1), if two or more of the actions described in Section 4(1) occur at different times, and if the subsequent action has the effect of increasing the need for municipal services as designated in Schedule "A", an additional development charge on the additional residential units and/or non-residential gross floor area shall be calculated and collected in accordance with the provisions of this by-law.

## 6. EXEMPTIONS

- (1) Section 2 of this by-law shall not apply to that category of exempt development described in s.s. 2(3) of the Act, namely:
  - (a) the enlargement of an existing dwelling unit;



- (b) the creation of one or two additional dwelling units in an existing single-detached dwelling, or ancillary to it, provided the total gross floor area of the additional one or two units does not exceed the gross floor area of the existing dwelling unit; or
  - (c) the creation of one additional dwelling unit in, or ancillary to, any other type of existing residential building, provided that:
    - (i) in the case of a semi-detached dwelling, the gross floor area of the additional dwelling unit does not exceed the gross floor area of the existing dwelling unit already contained in the residential dwelling, and
    - (ii) in the case of all other types of existing residential buildings, the gross floor area of the additional dwelling unit does not exceed the gross floor area of the smallest existing dwelling unit already contained in the residential building.
- (2) Section 2 of this by-law shall not apply to that category of exempt development described in s.4 of the Act, and s.1 of O.Reg. 82/98, namely:
- (a) the enlargement of the gross floor area of an existing industrial building, if the gross floor area is enlarged by 50 percent or less;
  - (b) for the purpose of (a), the terms “gross floor area” and “existing industrial building” shall have the same meaning as those terms have in O.Reg. 82/98 under the Act; and
  - (c) notwithstanding subsection (a), if the gross floor area is enlarged by more than 50 per cent, development charges shall be payable and collected and the amount payable shall be calculated in accordance with s.4(3) of the Act.
- (3) Notwithstanding the provisions of this By-law, development charges shall not be imposed with respect to Industrial development.

## **7. TIMING OF CALCULATION AND PAYMENT**

- (1) Development Charges are due and payable in full to the Municipality on the date the first building permit is issued for any land, buildings, or structures affected by the applicable development charge and a building permit with respect to a building or structure shall be withheld where the



applicable development charge has not been paid pursuant to Section 28 of the Act.

- (2) Notwithstanding Subsection 7(1), Development Charges for rental housing and institutional developments are due and payable in 6 installments commencing with the first installment payable on the date of occupancy, and each subsequent installment, including interest, payable on the anniversary date each year thereafter.
- (3) Notwithstanding Subsection 7(1), Development Charges for non-profit housing developments are due and payable in 21 installments commencing with the first installment payable on the date of occupancy, and each subsequent installment, including interest, payable on the anniversary date each year thereafter.
- (4) Where the development of land results from the approval of a Site Plan or Zoning Bylaw amendment received on or after January 1, 2020, the Development Charges under Subsections 7(1), 7(2) and 7(3) shall be calculated on the base rates set out in Schedule "B" on the date of the planning application. Where both planning applications apply Development Charges under Subsections 7(1), 7(2) and 7(3) shall be calculated on the base rates set out in Schedule "B" on the date of the planning application
- (5) Subject to Section 27 of the Act, Council, at its discretion may, enter into an agreement for payment of development charges in whole or under a payment schedule before or after the date of the issuing of the building permit.
- (6) If the Development Charge or any part thereof imposed by the Municipality remains unpaid after the due date, in the absence of an agreement to address the amount unpaid amount per article 2.6.1 (a) or Subsection (2), then the amount unpaid shall be added to the tax roll as taxes as prescribed by in Section 32 of the Act.



## **8. SERVICE STANDARDS**

- (1) The approved service standards for the Municipality are those contained in the Development Charges Background Study.

## **9. SERVICES IN LIEU**

- (1) Council may authorize an owner, through an agreement under Section 38 of the Act, to substitute the whole or such part of the development charge applicable to the owner's development as may be specified in an agreement by the provision at the sole expense of the owner, of services in lieu. Such agreement shall further specify that where the owner provides services in lieu in accordance with the agreement, Council shall give to the owner a credit against the development charge otherwise applicable to the development, equal to the reasonable cost to the owner of providing the services in lieu, provided such credit shall not exceed the total development charge payable by an owner to the municipality.

## **10. DEVELOPMENT CHARGE CREDITS**

- (1) 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 five (5) years 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 Section 2(2) 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 greater of the applicable development charges under Section 2(2) by the gross floor area that has been or will be demolished or converted to another principal use;

- (2) No redevelopment credit shall be made in excess of the development charge payable for a redevelopment.

## **11. BY-LAW REGISTRATION**

- (1) A certified copy of this by-law may be registered on title to any land to which this by-law applies.

## **12. RESERVE FUNDS**

- (1) Monies received from payment of development charges shall be maintained in a separate reserve funds, and shall be used only to meet the growth-related net capital costs for which the development charge was levied under this by-law.
- (2) Council directs the Treasurer to divide the reserve fund(s) created hereunder into the separate subaccounts in accordance with the service categories set out in Schedule "A" to which the development charge payments shall be credited in accordance with the amounts shown, plus interest earned thereon.
- (3) Where any development charge, or part thereof, remains unpaid after the due date, the amount unpaid shall be added to the tax roll and shall be collected as taxes.
- (4) Where any unpaid development charges are collected as taxes under Subsection (3), the monies so collected shall be credited to the development charge reserve fund or funds referred to in Subsection (1).
- (5) The Treasurer is hereby directed to prepare an annual financial statement for the development charges reserve fund as prescribed under Section 12 of Ontario Regulation 82/98 and to submit the statement for Council's consideration and within 60 days thereafter, to submit such statement to the Minister of Municipal Affairs and Housing.



### **13. BY-LAW AMENDMENT OR REPEAL**

- (1) Where this by-law or any development charge prescribed thereunder is amended or repealed by order of the Local Planning Appeals Tribunal or by resolution of the Council, the Treasurer shall calculate forthwith the amount of any overpayment to be refunded as a result of said amendment or repeal.
- (2) Refunds that are required to be paid under Subsection (1) shall be paid to the registered owner of the land on the date on which the refund is paid.
- (3) Refunds that are required to be paid under Subsection (1) shall be paid with interest to be calculated as follows:
  - (a) interest shall be calculated from the date on which the overpayment was collected to the day on which the refund is paid;
  - (b) interest shall be paid at the Bank of Canada rate in effect on the date of enactment of this by-law.

### **14. DEVELOPMENT CHARGE SCHEDULE INDEXING**

- (1) The development charges referred to in Schedule “B” shall be adjusted annually, without amendment to this by-law, on January 1<sup>st</sup> of each year, in accordance with Statistics Canada *Table 18-10-0135-01 Building construction price indexes, by type of building*.

### **15. BY-LAW ADMINISTRATION**

- (1) This by-law shall be administered by the Treasurer.

### **16. SCHEDULES TO THE BY-LAW**

- (1) The following schedules to this by-law form an integral part of this by-law:  
Schedule “A” – Designated Municipal Services Under this By-law  
Schedule “B” – Schedule of Development Charges



**17. SEVERABILITY**

- (1) If, for any reason, any provision, section, subsection, or paragraph of this by-law is held to be invalid, it is hereby declared to be the intention of Council that all of the remainder of this by-law shall continue in full force and effect until repealed, re-enacted, or amended, in whole or in part or dealt with in any other way.

**18. SHORT TITLE**

- (1) This by-law may be cited as the Development Charge By-law.

**19. DATE BY-LAW EFFECTIVE**

- (1) This by-law shall come into force and effect on \_\_\_\_\_, 2020.

**20. DAYE BY-LAW EXPIRES**

- (1) This by-law will expire at 12:01 AM on \_\_\_\_\_, 2020 unless it is repealed by Council at an earlier date.

Read a first, second, and a third time and finally passed this \_\_ day of \_\_\_\_\_, 2020.

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Clerk



**SCHEDULE “A” TO BY-LAW \_\_\_\_**  
**THE CORPORATION OF THE TOWN OF HAWKESBURY**

**Designated Municipal Services Under this By-law**

**Municipal-wide Services**

1. Roads & Related
2. Fire Protection
3. Administration – Studies
4. Wastewater
5. Water



**SCHEDULE “B” TO BY-LAW \_\_\_\_**  
**THE CORPORATION OF THE TOWN OF HAWKESBURY**

**Schedule of Development Charges**

Service	RESIDENTIAL				NON-RESIDENTIAL
	Single and Semi-Detached Dwelling	Apartments - 2 Bedrooms +	Apartments - Bachelor and 1 Bedroom	Other Multiples	(per sq.ft. of Gross Floor Area)
<b>Municipal Wide Services:</b>					
Roads & Related Services	1,481	1,145	861	1,408	0.86
Fire Protection Services	89	69	52	85	0.05
D.C. Background Studies	78	60	45	74	0.04
<b>Total Municipal Wide Services</b>	<b>1,648</b>	<b>1,274</b>	<b>958</b>	<b>1,567</b>	<b>0.95</b>
<b>Urban Services</b>					
Wastewater Services	1,385	1,071	806	1,317	0.83
Water Services	624	482	363	593	0.37
<b>Total Urban Services</b>	<b>2,009</b>	<b>1,553</b>	<b>1,169</b>	<b>1,910</b>	<b>1.20</b>
<b>GRAND TOTAL RURAL AREA</b>	<b>1,648</b>	<b>1,274</b>	<b>958</b>	<b>1,567</b>	<b>0.95</b>
<b>GRAND TOTAL URBAN AREA</b>	<b>3,657</b>	<b>2,827</b>	<b>2,127</b>	<b>3,477</b>	<b>2.15</b>