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Watson
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Development Charges Background Study

Town of Greater Napanee

July 14, 2022

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List of Acronyms and Abbreviations

Acronym	Full Description of Acronym
A.M.P.	Asset management plan
CANSIM	Canadian Socio-Economic Information Management System (Statistics Canada)
D.C.	Development charge
D.C.A.	<i>Development Charges Act, 1997, as amended</i>
F.I.R.	Financial Information Return
G.F.A.	Gross floor area
LPAT	Local Planning Appeal Tribunal
N.F.P.O.W.	No fixed place of work
OLT	Ontario Land Tribunal
O.M.B.	Ontario Municipal Board
O.P.A.	Official Plan Amendment
O. Reg.	Ontario Regulation
P.O.A.	<i>Provincial Offences Act</i>
P.P.U.	Persons per unit
S.D.E.	Single detached equivalent
S.D.U.	Single detached unit
S.W.M.	Stormwater management
sq.ft.	square foot
sq.m	square metre



Executive Summary



Executive Summary

1. The report provided herein represents the Development Charges (D.C.) Background Study for the Town of Greater Napanee required by the *Development Charges Act, 1997*, as amended (D.C.A.). This report has been prepared in accordance with the methodology required under the D.C.A. The contents include the following:

- Chapter 1 – Overview of the legislative requirements of the Act;
- Chapter 2 – Review of present D.C. policies of the Town;
- Chapter 3 – Summary of the residential and non-residential growth forecasts for the Town;
- Chapter 4 – Approach to calculating the D.C.;
- Chapter 5 – Review of historical service standards and identification of future capital requirements to service growth and related deductions and allocations;
- Chapter 6 – Calculation of the D.C.s;
- Chapter 7 – D.C. policy recommendations and rules; and
- Chapter 8 – By-law implementation.

2. D.C.s provide for the recovery of growth-related capital expenditures from new development. The D.C.A. is the statutory basis to recover these charges. The methodology is detailed in Chapter 4; a simplified summary is provided below.

- 1) Identify amount, type and location of growth.
- 2) Identify servicing needs to accommodate growth.
- 3) Identify capital costs to provide services to meet the needs.
- 4) Deduct:

- Grants, subsidies and other contributions;
- Benefit to existing development;
- Amounts in excess of 10-year historical service calculation;
- D.C. reserve funds (where applicable);

- 5) Net costs are then allocated between residential and non-residential benefit.



- 6) Net costs divided by growth to provide the D.C.
3. A number of changes to the D.C. process need to be addressed as a result of the *Smart Growth for Our Communities Act, 2015* (Bill 73). These changes have been incorporated throughout the report and in the updated draft by-law, as necessary. These items include:
 - a. Area-rating: Council must consider the use of area-specific charges.
 - b. Asset Management Plan for New Infrastructure: The D.C. background study must include an asset management plan (A.M.P.) that deals with all assets proposed to be funded, in whole or in part, by D.C.s. The A.M.P. must show that the assets are financially sustainable over their full lifecycle.
 - c. 60-day Circulation Period: The D.C. background study must be released to the public at least 60-days prior to passage of the D.C. by-law.
 - d. Timing of Collection of Development Charges: The D.C.A. now requires D.C.s to be collected at the time of the first building permit.
 4. Further changes to the D.C.A. were introduced through four bills passed in the Ontario legislature: Bill 108, Bill 138, Bill 197, and Bill 213. The following provides a brief summary of the proposed changes.

Bill 108: More Homes, More Choice: Ontario's Housing Supply Action Plan

In May 2019, the Province introduced Bill 108, More Homes, More Choice Act, 2019 which would make changes to the current D.C. legislation. The Bill was passed and given Royal Assent on June 6, 2019. While the legislation has been passed, much of the detailed changes were to be implemented by Regulation, however, these changes were not implemented (subject to Bill 197 discussed later). The following items are currently in effect:

- a. Effective January 1, 2020, rental housing and institutional developments shall pay D.C.s in six (6) equal annual payments commencing at first occupancy. Non-profit housing developments shall pay D.C.s in 21 equal annual payments. Interest may be charged on the instalments, and any



unpaid amounts inclusive of interest payable shall be added to the property tax roll and collected in the same manner as taxes.

- b. Effective January 1, 2020, the D.C. amount for all developments occurring within two years of a Site Plan or Zoning By-law Amendment planning approval (for applications made after January 1, 2020), shall be determined based on the D.C. by-law in effect on the day of Site Plan or Zoning By-law Amendment application.

Bill 138: Plan to Build Ontario Together Act, 2019

On November 6, 2019, the Province released Bill 138 which provided further amendments to the D.C.A. and Planning Act. This Bill received Royal Assent on December 10, 2019 and was proclaimed which resulted in sections related to the D.C.A. (schedule 10) becoming effective on January 1, 2020. With respect to the D.C.A., this Bill removed instalment payments for commercial and industrial developments that were originally identified in Bill 108.

Bill 197: COVID-19 Economic Recovery Act, 2020

In March 2020, Canada was impacted by the COVID-19 global pandemic. As a result, the economy was put into a state of emergency in an effort to slow the spread of the virus. In response, the Province tabled legislation on July 13, 2020 which amended a number of Acts, including the D.C.A. and the Planning Act. With Bill 197, many changes proposed in Bill 108 have now been revised. With respect to the above noted changes from Bill 108, the following changes are provided in Bill 197:

- **Eligible Services:** The list of eligible services for the D.C. has now been expanded to include most services eligible under the D.C.A. prior to Bill 108. For the Town of Greater Napanee, this means that services currently provided in the D.C. by-law remain eligible.
- **Mandatory 10% Deduction:** The mandatory 10% deduction is removed (consistent with Bill 108). This applies to all D.C.-eligible services.
- **Community Benefits Charges:** a municipality may, by by-law impose a C.B.C. to pay for the capital costs for formerly-eligible D.C. services in addition to parkland dedication and bonus zoning contributions. A C.B.C. strategy has not been examined as part of this study process.



Bill 213: Better for People, Smarter for Business Act, 2020

On December 8, 2020, Bill 213 received Royal Assent. One of the changes of the Bill that took effect upon Royal Assent included amending the Ministry of Training, Colleges and Universities Act by introducing a new section that would exempt the payment of D.C.s for developments of land intended for use by a university that receives operating funds from the Government.

These changes to the D.C.A. were proclaimed on September 18, 2020 and are further discussed in Section 1.3 of this report.

- 5. The growth forecast (Chapter 3) on which the Town-wide D.C. is based, projects the following population, housing, and non-residential floor area for the 10-year (2022 to 2031), 15-year (2022 to 2036) and urban buildout (2022 to urban buildout) periods.

Table ES-1
Summary of Growth Forecast by Planning Period

Measure	10 Year 2022 to 2031	15 Year 2022 to 2036	Urban Buildout 2022 to Urban Buildout
(Net) Population Increase	1,506	2,168	4,291
Residential Unit Increase	779	1,091	2,085
Non-Residential Gross Floor Area Increase (sq.ft.)	568,400	775,800	966,100

Source: Watson & Associates Economists Ltd. forecast 2022

- 6. The Town’s D.C. currently in effect is \$7,380 for single detached dwelling units for all services. The non-residential charge is \$2.29 per sq.ft. (\$24.64 per sq.m) for all services. This report has undertaken a recalculation of the charges based on future identified needs (presented in Schedule ES-1 for residential and non-residential). Charges have been provided on a Town-wide basis for all services. The corresponding single detached unit charge for Town-wide services is \$7,707. The non-residential charge is \$3.45 per sq.ft. (\$37.13 per sq.m) of building area. With respect to the urban serviced areas of the Town (with water and wastewater servicing), the single detached charge is \$20,672 and the non-residential charge



is \$9.98 per sq.ft. (\$107.42 per sq.m) of building area. These rates are submitted to Council for its consideration.

7. The D.C.A. requires a summary be provided of the gross capital costs and the net costs to be recovered over the life of the by-law. This calculation is provided by service and is presented in Table 6-5. A summary of these costs is provided below:

Table ES-2
Summary of Expenditures Anticipated Over the Life of the By-law

Summary of Expenditures Anticipated Over the Life of the By-law	Expenditure Amount
Total gross expenditures planned over the next five years	\$56,585,494
Less: Benefit to existing development	\$25,549,283
Less: Post planning period benefit	\$72,375
Less: Ineligible re: Level of Service	\$12,000
Less: Grants, subsidies and other contributions	\$14,000,000
Net costs to be recovered from development charges	\$16,951,836

This suggests that for the non-D.C. cost over the five-year D.C. by-law (benefit to existing development, ineligible services, and grants, subsidies and other contributions), \$39.56 million (or an annual amount of \$7.91 million) will need to be contributed from taxes and rates, or other sources. With respect to the post period benefit amount of \$0.07 million, it will be included in subsequent D.C. study updates to reflect the portion of capital that benefits growth in the post period D.C. forecasts.

Based on the above table, the Town plans to spend \$56.59 million over the next five years, of which \$16.95 million (30%) is recoverable from D.C.s. Of this net amount, \$13.13 million is recoverable from residential development and \$3.82 million from non-residential development. It is noted also that any exemptions or reductions in the charges would reduce this recovery further.

8. Considerations by Council – The background study represents the service needs arising from residential and non-residential growth over the forecast periods.



The following services are calculated based on an urban buildout forecast:

- Wastewater Services; and
- Water Services.

The following services are calculated based on an 15-year forecast:

- Services Related to a Highway; and
- Fire Protection Services.

All other services are calculated based on a 10-year forecast. These include:

- Parks and Recreation Services; and
- Provincial Offences Act (P.O.A.) including By-law Enforcement.

In addition, classes of services have been established for Growth Studies – formerly Administration (based on a Town-wide 10-year forecast) and Public Works (based on a Town-wide 15-year forecast).

Council will consider the findings and recommendations provided in the report and, in conjunction with public input, approve such policies and rates it deems appropriate. These directions will refine the draft D.C. by-law which is appended in Appendix G. These decisions may include:

- adopting the charges and policies recommended herein;
- considering additional exemptions to the by-law; and
- considering reductions in the charge by class of development (obtained by removing certain services on which the charge is based and/or by a general reduction in the charge).



**Table ES-3
Schedule of Development Charges**

Service/Class of Service	RESIDENTIAL					NON-RESIDENTIAL	
	Single and Semi-Detached Dwelling	Multiples	Apartments - 2 Bedrooms +	Apartments - Bachelor and 1 Bedroom	Special Care/Special Dwelling Units	(per sq.ft. of Gross Floor Area)	(per sq.m of Gross Floor Area)
Municipal Wide Services/Class of Service:							
Services Related to a Highway	2,915	2,165	1,922	1,289	1,162	1.57	16.90
Public Works (Facilities and Fleet)	1,705	1,266	1,124	754	680	0.93	10.01
Fire Protection Services	896	666	591	396	357	0.48	5.17
Parks and Recreation Services	1,534	1,139	1,012	678	611	0.11	1.18
Growth Studies	605	449	399	267	241	0.33	3.55
P.O.A. including By-law Enforcement	52	39	34	23	21	0.03	0.32
Total Municipal Wide Services/Class of Services	7,707	5,724	5,082	3,407	3,072	3.45	37.13
Urban Services							
Wastewater Services	7,822	5,810	5,158	3,458	3,117	3.94	42.41
Water Services	5,143	3,820	3,391	2,273	2,050	2.59	27.88
Total Urban Services	12,965	9,630	8,549	5,731	5,167	6.53	70.29
GRAND TOTAL RURAL AREA	7,707	5,724	5,082	3,407	3,072	3.45	37.13
GRAND TOTAL URBAN AREA	20,672	15,354	13,631	9,138	8,239	9.98	107.42



Report



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, 1997*, as amended, (D.C.A.) (section 10) and, accordingly, recommends new development charges (D.C.s) and policies for the Town of Greater Napanee.

The Town retained Watson & Associates Economists Ltd. (Watson), to undertake the D.C. study process throughout the latter part of 2021 into 2022. Watson worked with Town staff in preparing the D.C. analysis and policy recommendations.

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

This report has been prepared, in the first instance, to meet the statutory requirements applicable to the Town's D.C. background study, as summarized in Chapter 4. It also addresses the requirement for "rules" (contained in Chapter 7) and the proposed by-law to be made available as part of the approval process (included as Appendix G).

In addition, the report is designed to set out sufficient background on the legislation (Chapter 4), Greater Napanee's current D.C. policies (Chapter 2) and the policies underlying the proposed by-law, to make the exercise understandable to those who are involved.

Finally, it 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

The public meeting required under section 12 of the D.C.A. has been scheduled for August 9, 2022. Its purpose is to present the study to the public and to solicit public input. The meeting is also being held to answer any questions regarding the study's purpose, methodology, and the proposed modifications to the Town's D.C.s.

In accordance with the legislation, the background study and proposed D.C. by-law will be available for public review on July 14, 2022.

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;
- refinements to the report, if required; and
- Council consideration of the by-law subsequent to the public meeting.

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

Figure 1-1
Schedule of Key D.C. Process Dates for the Town of Greater Napanee

Schedule of Study Milestone	Dates
1. Data collection, staff review, D.C. calculations and policy work	March to June 2022
2. Public release of final D.C. Background study and proposed by-law	July 14, 2022
3. Public meeting advertisement placed in newspaper(s)	No later than July 19, 2022
4. Public meeting of Council	August 9, 2022
5. Council considers adoption of background study and passage of by-law	September 13, 2022
6. Newspaper notice given of by-law passage	By 20 days after passage
7. Last day for by-law appeal	40 days after passage
8. Town makes pamphlet available (where by-law not appealed)	By 60 days after in force date



1.3 Changes to the D.C.A.: Bill 108, 138, 197 and 213

1.3.1 Bill 108: 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, which proposed 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. would not come into effect until they are proclaimed by the Lieutenant Governor (many of these changes were revised through Bill 197). At the time of writing, the following provisions have been proclaimed:

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 instalments, 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. 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.

On February 28, 2020, the Province released updated draft regulations related to the D.C.A. and the Planning Act. A summary of these changes that were to take effect upon proclamation by the Lieutenant Governor is provided below:

Changes to Eligible Services – Prior to Bill 108, the D.C.A. provided a list of ineligible services whereby municipalities could include growth related costs for any service that was not listed. With Bill 108, the changes to the D.C.A. would now specifically list the services that are eligible for inclusion in the by-law. Further, the initial list of eligible services under Bill 108 was limited to "hard services", with the "soft services" being



removed from the D.C.A. These services would be considered as part of a new community benefits charge (discussed below) imposed under the Planning Act. As noted in the next section this list of services has been amended through Bill 197.

Mandatory 10% deduction - The amending legislation would have removed the mandatory 10% deduction for all services that remain eligible under the D.C.A.

Remaining Services to be Included in a New Community Benefits Charge (C.B.C.) Under the Planning Act - It was proposed that a municipality may, by by-law, impose a C.B.C. 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. The C.B.C. was proposed to include formerly eligible D.C. services that are not included in the above listing, in addition to parkland dedication and bonus zoning contributions.

1.3.2 Bill 138: Plan to Build Ontario Together Act, 2019

On November 6, 2019, the Province release Bill 138 which provided further amendments to the D.C.A. and Planning Act. This Bill received Royal Assent on December 10, 2019 and was proclaimed which resulted in sections related to the D.C.A. (schedule 10) becoming effective on January 1, 2020. The amendments to the D.C.A. included removal of instalment payments for commercial and industrial developments that were originally included in Bill 108.

1.3.3 Bill 197: COVID-19 Economic Recovery Act

In response to the global pandemic that began affecting Ontario in early 2020, the Province released Bill 197 which provided amendments to a number of Acts, including the D.C.A. and Planning Act. This Bill also revised some of the proposed changes identified in Bill 108. Bill 197 was tabled on July 13, 2020, received Royal Assent on July 21, 2020, and was proclaimed on September 18, 2020. The following provides a summary of the changes:

1.3.3.1 D.C.-Related Changes

List of D.C. Eligible Services

As noted above, under Bill 108 some services were to be included under the D.C.A. and some would be included under the C.B.C. authority. Bill 197, however, revised this



proposed change and has included all services (with some exceptions) under the D.C.A. These services are as follows:

- 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
- Electrical power services
- Toronto-York subway extension
- Transit services
- Waste diversion services
- Policing services
- Fire protection services
- Ambulance services
- Library services
- Long-term Care services
- Parks and Recreation services, but not the acquisition of land for parks
- Public Health services
- Childcare and early years services
- Housing services
- Provincial Offences Act services
- Services related to emergency preparedness
- Services related to airports, but only in the Region of Waterloo
- Additional services as prescribed

Classes of Services – D.C.

Pre-Bill 108/197 legislation (i.e. D.C.A., 1997) allowed for categories of services to be grouped together into a minimum of two categories (90% and 100% services).

The Act (as amended) repeals and replaces the above with the four following subsections:

- A D.C. by-law may provide for any eligible service or capital cost related to any eligible service to be included in a class, set out in the by-law.



- A class may be composed of any number or combination of services and may include parts or portions of the eligible services or parts or portions of the capital costs in respect of those services.
- A D.C. by-law may provide for a class consisting of studies in respect of any eligible service whose capital costs are described in paragraphs 5 and 6 of s. 5 of the D.C.A.
- A class of service set out in the D.C. by-law is deemed to be a single service with respect to reserve funds, use of monies, and credits.

As well, the removal of the 10% deduction for soft services under Bill 108 has been maintained.

Note: An initial consideration of “class” appears to mean any group of services.

1.3.3.2 C.B.C.-Related Changes

C.B.C. Eligibility

The C.B.C. is limited to lower-tier and single tier municipalities; upper-tier municipalities will not be allowed to impose this charge. O. Reg. 509/20 was filed on September 18, 2020. This regulation provides for the following:

- A maximum rate will be set as a percentage of the market value of the land the day before building permit issuance. The maximum rate is set at 4%. The C.B.C. may only be imposed on developing or redeveloping buildings which have a minimum height of five stories and contain no less than 10 residential units.
- Bill 197 states that before passing a C.B.C. by-law, the municipality shall prepare a C.B.C. strategy that (a) identifies the facilities, services, and matters that will be funded with C.B.C.s; and (b) complies with any prescribed requirements.
- Only one C.B.C. by-law may be in effect in a local municipality at a time.

1.3.3.3 Combined D.C. and C.B.C. Impacts

D.C. vs. C.B.C. Capital Cost

A C.B.C. may be imposed with respect to the services listed in s. 2 (4) of the D.C.A. (eligible services), “provided that the capital costs that are intended to be funded by the



community benefits charge are not capital costs that are intended to be funded under a development charge by-law.”

Transition – D.C. and C.B.C.

The specified date for municipalities to transition to the D.C. and C.B.C. is two years after Schedules 3 and 17 of the *COVID-19 Economic Recovery Act* comes into force (i.e. September 18, 2022).

Generally, for existing reserve funds (related to D.C. services that will be ineligible):

- If a C.B.C. is passed, the funds are transferred to the C.B.C. special account;
- If no C.B.C. is passed, the funds are moved to a general reserve fund for the same purpose;
- If a C.B.C. is passed subsequent to moving funds to a general reserve fund, those monies are then moved again to the C.B.C. special account.

For reserve funds established under s. 37 of the Planning Act (e.g. bonus zoning)

- If a C.B.C. is passed, the funds are transferred to the C.B.C. special account;
- If no C.B.C. is passed, the funds are moved to a general reserve fund for the same purpose;
- If a C.B.C. is passed subsequent to moving funds to a general reserve fund, those monies are then moved again to the C.B.C. special account.

At this time, no decision has been made with respect to developing a C.B.C. therefore, this report does not address any community benefit charges.

1.3.4 Bill 213: Better for People, Smarter for Business Act, 2020

On December 8, 2020, Bill 213 received Royal Assent. One of the changes of the Bill that took effect upon Royal Assent included amending the *Ministry of Training, Colleges and Universities Act* by introducing a new section that would exempt the payment of D.C.s for developments of land intended for use by a university that receives operating funds from the Government. As a result, this mandatory exemption will be included in the D.C. by-law.



Chapter 2

Current Town of Greater Napanee Policy



2. Current Town of Greater Napanee D.C. Policy

2.1 Schedule of Charges

Greater Napanee's D.C. By-law (2017-0008) imposes D.C.s for residential and non-residential development in the Town. The table below provides the rates currently in effect.

Table 2-1
Town of Greater Napanee
Current D.C. Rates
(as of January 1, 2022)

Service	Residential			Non-Residential
	Single Detached Dwelling	Semi-Detached, Duplex Dwelling	Row Dwelling, Apartment Building and Other Residential	per sq.m.
Services Related to a Highway	4,708.96	4,384.85	3,240.98	21.89
Fire Protection Services	455.83	424.46	313.73	2.32
Parks and Recreation Services	2,059.67	1,917.90	1,417.58	-
Growth Studies	135.05	125.75	92.92	0.43
Provincial Offences Act including By-Law Enforcement	20.16	18.78	13.87	-
Total	7,379.66	6,871.73	5,079.11	24.64

2.2 Services Covered

The following services are covered under By-law 2017-0008:

- Services Related to a Highway;
- Fire Protection Services;
- Parks and Recreation Services;
- Growth Studies (Administration); and
- Provincial Offences Act including By-law Enforcement (Protection of People and Property).



2.3 Timing of D.C. Calculation and Payment

D.C.s are payable at the time of building permit issuance (subject to the amendments to the D.C.A.) and are collected by the Town of Greater Napanee Building and Planning Department.

2.4 Indexing

Rates may be adjusted annually on January 1st of each year by the percentage change recorded in the average annual Non-Residential Building Construction Price Index produced by Statistics Canada.

2.5 Demolition Credit

Upon presentation of satisfactory evidence to the Municipality of the pre-demolition development of the property, where there is a redevelopment of land on which there was formerly erected a building or structure, the following credit shall be allowed against the Development Charge otherwise payable pursuant to the by-law which credit shall be calculated:

- (a) With respect to a residential building or structure or the residential portion of a mixed-use building or structure that has been demolished, by multiplying the number of dwelling units demolished within two years of the date of building permit application by the Development Charge for the relevant demolished units in effect on the date when the units are demolished or October 1, 1998, whichever is the later date.

- (b) With respect to a non-residential building or the non-residential portion of a mixed-use building or structure that has been demolished by multiplying the Gross Floor Area of that portion of the building demolished within two years of the date of the building permit application by the applicable Development Charge for the relevant demolished building or structure in effect on the date when the building or structure was demolished on October 1, 1998 whichever is the later date.



- (c) The replacement of a building destroyed by fire or similar unintended action shall be exempt from payment of a Development Charge so long as the replacement occurs in a reasonable time and the replacement is for the same number of residential units or for a non-residential building of the same floor area. Additional residential units or non-residential floor area shall be subject to the normal provisions of the by-law.

2.6 Exemptions

In addition to the mandatory exemptions required under the D.C.A., the following non-statutory exemptions are provided under by-law 2017-0008:

- Buildings or structures to be used as hospitals;
- Buildings or structures used as farm buildings; and
- The first 250 m² of non-residential development.



Chapter 3

Anticipated Development in the Town of Greater Napanee



3. Anticipated Development in the Town of Greater Napanee

3.1 Requirement of the Act

The growth forecast contained in this chapter (with supplemental tables in Appendix A) provides for the anticipated development for which the Town of Greater Napanee will be required to provide services over a 10-year (2022 to 2032), 2022 to 2036 and 2022 to urban buildout time horizon.

Chapter 4 provides the methodology for calculating a D.C. as per the D.C.A. Figure 4-1 presents this methodology graphically. It is noted in the first box of the schematic that in order to determine the D.C. that may be imposed, it is a requirement of subsection 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.”

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

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

- County of Lennox & Addington Official Plan, Consolidated Version February 13, 2018;
- Town of Greater Napanee Development Charges Update Background Study, Clark Consulting Services, December 2016;
- Napanee WPCP Upgrades TM #1 – Design Criteria Report, EVB Engineering, April 27, 2022;
- 2006, 2011, 2016 and 2021 population and household Census data;
- 2006, 2011 and 2016 employment Census data;
- Historical residential building permit data over the 2012 to 2021 period;
- Residential and non-residential supply opportunities as identified by Town of Greater Napanee staff; and



- Discussions with Town staff regarding anticipated residential and non-residential development in the Town of Greater Napanee.

3.3 Summary of Growth Forecast

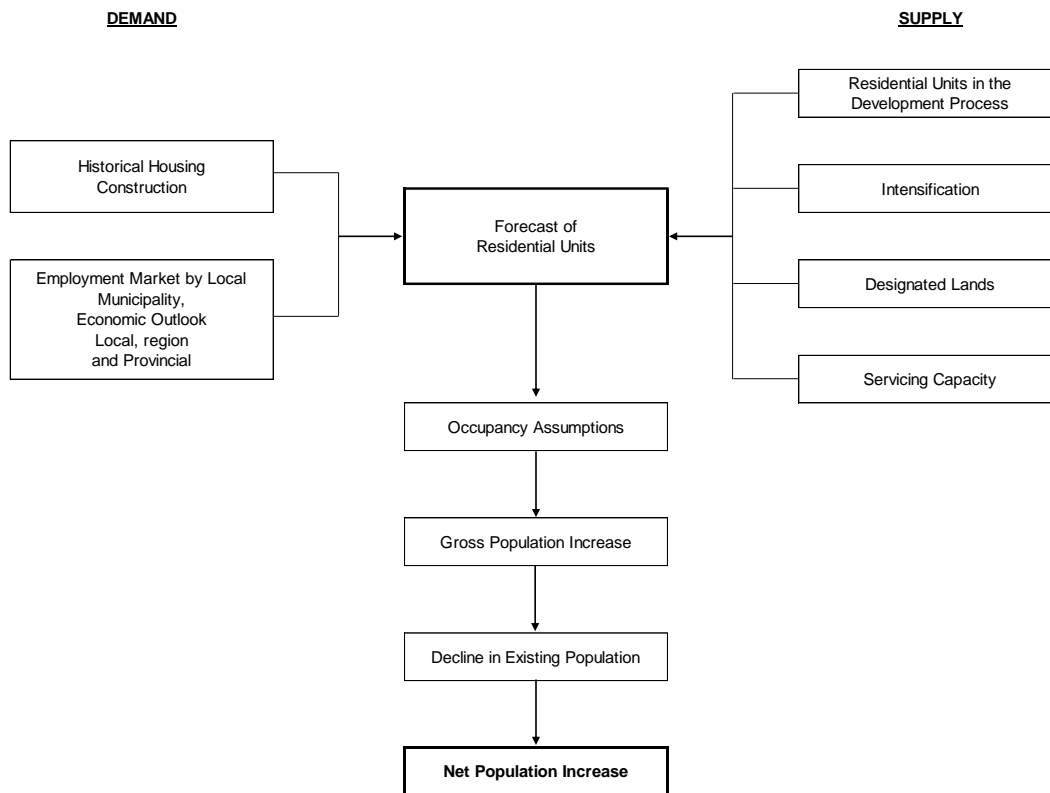
A detailed analysis of the residential and non-residential growth forecasts is provided in Appendix A and the methodology employed is illustrated in Figure 3-1. The discussion provided herein summarizes the anticipated growth for the Town and describes the basis for the forecast. The results of the residential growth forecast analysis are summarized in Table 3-1 below, and *Schedule 1* in Appendix A.

As identified in Table 3-1 and Appendix A, *Schedule 1*, the permanent population in Greater Napanee is anticipated to reach approximately 18,510 by mid-2032, 19,170 by mid-2036 and 21,300 by buildout, resulting in an increase of approximately 1,510, 2,170 and 4,300 persons, respectively.^[1] The Town's seasonal population is forecast to increase to remain stable at 2,130 persons in 2032, 2036 and buildout. The Town's total population (permanent and seasonal population) is forecast to reach 20,640 by 2032, 21,300 by 2036 and 23,430 by buildout.

¹ The population figures used in the calculation of the 2022 D.C. exclude the net Census undercount, which is estimated at approximately 2.5%.



Figure 3-1
Household Formation-based Population and Household Projection Model





**Table 3-1
Town of Greater Napanee
Residential Growth Forecast Summary**

	Year	Permanent Population (Including Census Undercount)	Excluding Census Undercount					Housing Units							Permanent Person Per Unit (P.P.U.)	Permanent + Seasonal Person Per Unit (P.P.U.)	
			Permanent Population ⁽¹⁾	Institutional Population	Permanent Population Excluding Institutional ⁽¹⁾	Seasonal Population	Total Permanent and Seasonal Population	Singles & Semi-Detached	Multiples ⁽²⁾	Apartments ⁽³⁾	Other	Total Households	Seasonal Households	Total Households Including Seasonal			Equivalent Institutional Households
Historical	Mid 2006	15,787	15,400	525	14,875	2,075	17,475	4,810	250	995	65	6,120	580	6,700	477	2.52	2.61
	Mid 2011	15,901	15,511	496	15,015	2,000	17,511	4,948	319	1,028	32	6,327	558	6,885	451	2.45	2.54
	Mid 2016	16,291	15,892	532	15,360	2,240	18,132	5,165	305	1,085	25	6,580	626	7,206	484	2.42	2.52
	Mid 2021	17,303	16,879	565	16,314	2,125	19,004	5,340	320	1,175	30	6,865	593	7,458	514	2.46	2.55
Forecast	Mid 2022	17,433	17,006	569	16,437	2,125	19,131	5,376	321	1,197	30	6,924	593	7,517	517	2.46	2.55
	Mid 2032	18,977	18,512	754	17,758	2,125	20,637	5,845	439	1,389	30	7,703	593	8,296	685	2.40	2.49
	Mid 2036	19,656	19,174	825	18,349	2,125	21,299	6,026	489	1,471	30	8,015	593	8,608	750	2.39	2.47
	Buildout ⁽⁴⁾	21,837	21,302	917	20,385	2,125	23,427	6,588	644	1,747	30	9,009	593	9,602	834	2.36	2.44
	Mid 2006 - Mid 2011	114	111	-29	140	-75	36	138	69	33	-33	207	-22	185	-26		
Incremental	Mid 2011 - Mid 2016	391	381	36	345	240	621	217	-14	57	-7	253	68	321	33		
	Mid 2016 - Mid 2021	1,012	987	33	954	-115	872	175	15	90	5	285	-33	252	30		
	Mid 2021 - Mid 2022	130	127	4	123	0	127	36	1	22	0	59	0	59	33		
	Mid 2022 - Mid 2032	1,544	1,506	185	1,321	0	1,506	469	118	192	0	779	0	779	168		
	Mid 2022 - Mid 2036	2,223	2,168	256	1,912	0	2,168	650	168	274	0	1,091	0	1,091	233		
Mid 2022 - Buildout ⁽⁴⁾	4,404	4,296	348	3,948	0	4,296	1,212	323	550	0	2,085	0	2,085	317			

[1] Population excludes net Census Undercount of approximately 2.5%.

[2] Includes townhouses and apartments in duplexes.

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

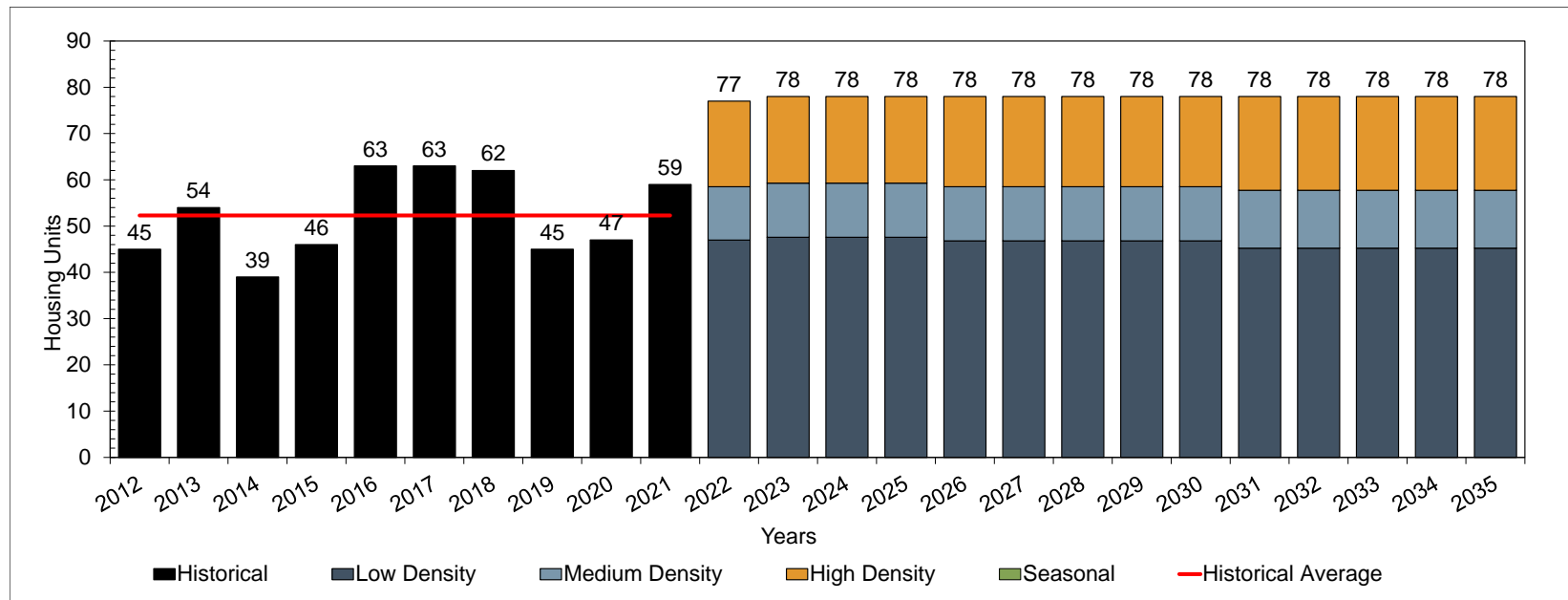
[4] Buildout is based on wastewater servicing capacity and provision for rural growth.

Note: Population including the Census undercount has been rounded.

Source: Derived from the County of Lennox & Addington Official Plan, Consolidated Version February 13, 2018, and wastewater servicing capacity, by Watson & Associates Economists Ltd.



Figure 3 2
Town of Greater Napanee
Annual Housing Forecast^[1]



[1] Growth Forecast represents start year.

Source: Historical housing activity (2012 to 2021) derived from Statistics Canada building permit data for the Town of Greater Napanee.



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

1. Unit Mix (Appendix A – Schedules 1, 5 and 6)

- The housing unit mix for the Town was derived from a detailed review of historical development activity (as per Schedule 6), as well as active residential development applications (as per Schedule 5) and discussions with Town staff regarding anticipated development trends for the Town of Greater Napanee.
- Based on the above indicators, the 2022 to 2036 household growth forecast for the Town is comprised of a unit mix of 60% low density units (single detached and semi-detached), 15% medium density (multiples except apartments), 25% high density (bachelor, 1-bedroom and 2-bedroom apartments) and 0% seasonal units.

2. Geographic Location of Residential Development (Appendix A – Schedule 2)

- Schedule 2 summarizes the anticipated amount, type, and location of development by servicing area for the Town of Greater Napanee.
- In accordance with forecast demand and available land supply, the amount and percentage of forecast housing growth between 2022 and 2036 by development location is summarized below.

Development Location	Amount of Housing Growth, 2022 to 2036	Percentage of Housing Growth, 2022 to 2036
Municipally Serviced	990	91%
Unserviced	100	9%
Town of Greater Napanee Total^[1]	1,090	100%

Note: Figures may not sum precisely due to rounding.

3. Planning Period

- Short- and longer-term time horizons are required for the D.C. process. The D.C.A. limits the planning horizon for transit services to a 10-year



planning horizon. All other services can utilize a longer planning period if the municipality has identified the growth-related capital infrastructure needs associated with the longer-term growth planning period.

4. Population in New Units (Appendix A – Schedules 3, 4 and 5)

- The number of housing units to be constructed by 2036 in the Town of Greater Napanee over the forecast period is presented in Table 3-1. Over the 2022 to 2036 forecast period, the Town is anticipated to average 78 new permanent and seasonal housing units per year.
- Institutional population^[1] is anticipated to increase by approximately 256 people between 2022 to 2036.
- Population in new units is derived from Schedules 3, 4, and 5, which incorporate historical development activity, anticipated units (see unit mix discussion) and average persons per unit (P.P.U.) by dwelling type for new units.
- Schedule 8a summarizes the average P.P.U. assumed for new housing units by age and type of dwelling based on Statistics Canada 2016 custom Census data for the Town of Greater Napanee. Due to data limitations, medium and high density P.P.U. data was derived from the Regional Area (County of Lennox and Addington, County of Frontenac and Hastings County), which includes the Town of Greater Napanee, and is outlined in Schedule 8b. The total calculated 20-year average P.P.U.s by dwelling type are as follows:
 - Low density: 2.765
 - Medium density: 2.049
 - High density^[2]: 1.603

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

- Existing households for mid-2022 are based on the 2021 Census households, plus estimated residential units constructed between mid-

^[1] Institutional population largely includes special care facilities such as nursing home or residences for senior citizens. A P.P.U. of 1.100 depicts 1-bedroom and 2- or more bedroom units in collective households.

^[2] Includes bachelor, 1-bedroom and 2- or more bedroom apartments.



2021 to the beginning of the growth period, assuming a 6-month lag between construction and occupancy (see Schedule 3).

- The decline in average occupancy levels for existing housing units is calculated in Schedules 3 through 5, by aging the existing population over the forecast period. The forecast population decline in existing households over the 2022 to 2036 forecast period is approximately 670.

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

- The employment projections provided herein are largely based on the activity rate method, which is defined as the number of jobs in the Town 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^[1] (place of work) for the Town of Greater Napanee is outlined in Schedule 10a. The 2016 employment base is comprised of the following sectors:
 - 120 primary (2%);
 - 495 work at home employment (7%);
 - 2,138 industrial (29%);
 - 2,548 commercial/population-related (34%); and
 - 2,060 institutional (28%).
- The 2016 employment by usual place of work, including work at home, is 7,360.
- Total employment, including work at home for the Town is anticipated to reach approximately 8,640 by mid-2032, 8,950 by mid-2036 and 9,630 by buildout. This represents an employment increase of approximately 830 for the 10-year forecast period, 1,130 for the 2022 to 2036 forecast period and 1,820 for the 2022 to buildout forecast period.
- Schedule 10b, Appendix A, summarizes the employment forecast, excluding work at home employment, which is the basis for the D.C. employment forecast. The impact on municipal services from work at home employees has already been included in the population forecast.

[1] 2016 employment is based on Statistics Canada 2016 Place of Work Employment dataset by Watson & Associates Economists Ltd.



- Total employment for the Town (excluding work at home employment) is anticipated to reach approximately 8,010 by mid-2032, 8,270 by mid-2036 and 8,860 by buildout. This represents an employment increase of approximately 740 for the 10-year forecast period, 1,000 for the 2022 to 2036 forecast period and 1,590 for the 2022 to buildout forecast period.^[1]

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

- Square footage estimates were calculated in Schedule 10b based on the following employee density assumptions:
 - 3,000 sq.ft. per employee for primary;
 - 1,500 sq.ft. per employee for industrial;
 - 550 sq.ft. per employee for commercial/population-related; and
 - 670 sq.ft. per employee for institutional employment.
- The Town-wide incremental Gross Floor Area (G.F.A.) is anticipated to increase by 568,400 sq.ft. over the 10-year forecast period, 775,800 sq.ft. over the 2022 to 2036 forecast period and 1.2 million sq.ft. over the 2022 to buildout forecast period.
- In terms of percentage growth, the 2022 to 2036 incremental G.F.A. forecast by sector is broken down as follows:
 - Primary – 2%
 - industrial – 53%;
 - commercial/population-related – 33%; and
 - institutional – 12%.

^[1] G.F.A. and employment associated within special care institutional dwellings treated as residential, resulting in an institutional employment difference between Schedules 10a and 10b. Total employment growth in Schedule 10b (excluding work at home and N.F.P.O.W. employment) has been downwardly adjusted to account for institutional employment associated with special care facilities. Total employment in Schedule 10b is anticipated to reach approximately 7,910 by mid-2032, 8,140 by mid-2036 and 8,680 by buildout.



8. Geographic Location of Residential Development (Appendix A – Schedule 10c)

- Schedule 10c summarizes the anticipated amount, type and location of non-residential development by servicing area for the Town of Greater Napanee by servicing area.
- The amount and percentage of forecast total non-residential growth between 2022 and 2036 by development location is summarized below.

Development Location	Amount of Non-Residential G.F.A. (sq.ft.), 2022 to 2036	Percentage of Non-Residential G.F.A., 2022 to 2036
Municipally Serviced	601,000	77%
Unserviced	174,800	23%
Town of Greater Napanee Total	775,800	100%

Note: Figures may not sum precisely due to rounding.



Chapter 4

The Approach to the Calculation of the Charge



4. The Approach to the Calculation of the Charge

4.1 Introduction

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

4.2 Services Potentially Involved

Table 4-1 lists the full range of municipal services that are provided within the Town.

A number of these services are not listed as an eligible service for inclusion in the D.C. by-law as per subsection 2 (4) of the D.C.A. These are shown as “ineligible” on Table 4-1. Two ineligible costs defined in subsection 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 that are potentially eligible for inclusion in the Town’s D.C. are indicated with a “Yes.”

4.3 Increase in the Need for Service

The D.C. calculation commences with an estimate of “the increase in the need for service attributable to the anticipated development,” for each service to be covered by the by-law. There must be some form of link or attribution between the anticipated development and the estimated increase in the need for service. While the need could conceivably be expressed generally in terms of units of capacity, subsection 5 (1) 3, which requires that Town Council indicate that it intends to ensure that such an increase in need will be met, suggests that a project-specific expression of need would be most appropriate.



Figure 4-1
The Process of Calculating a Development Charge under the Act
that must be followed

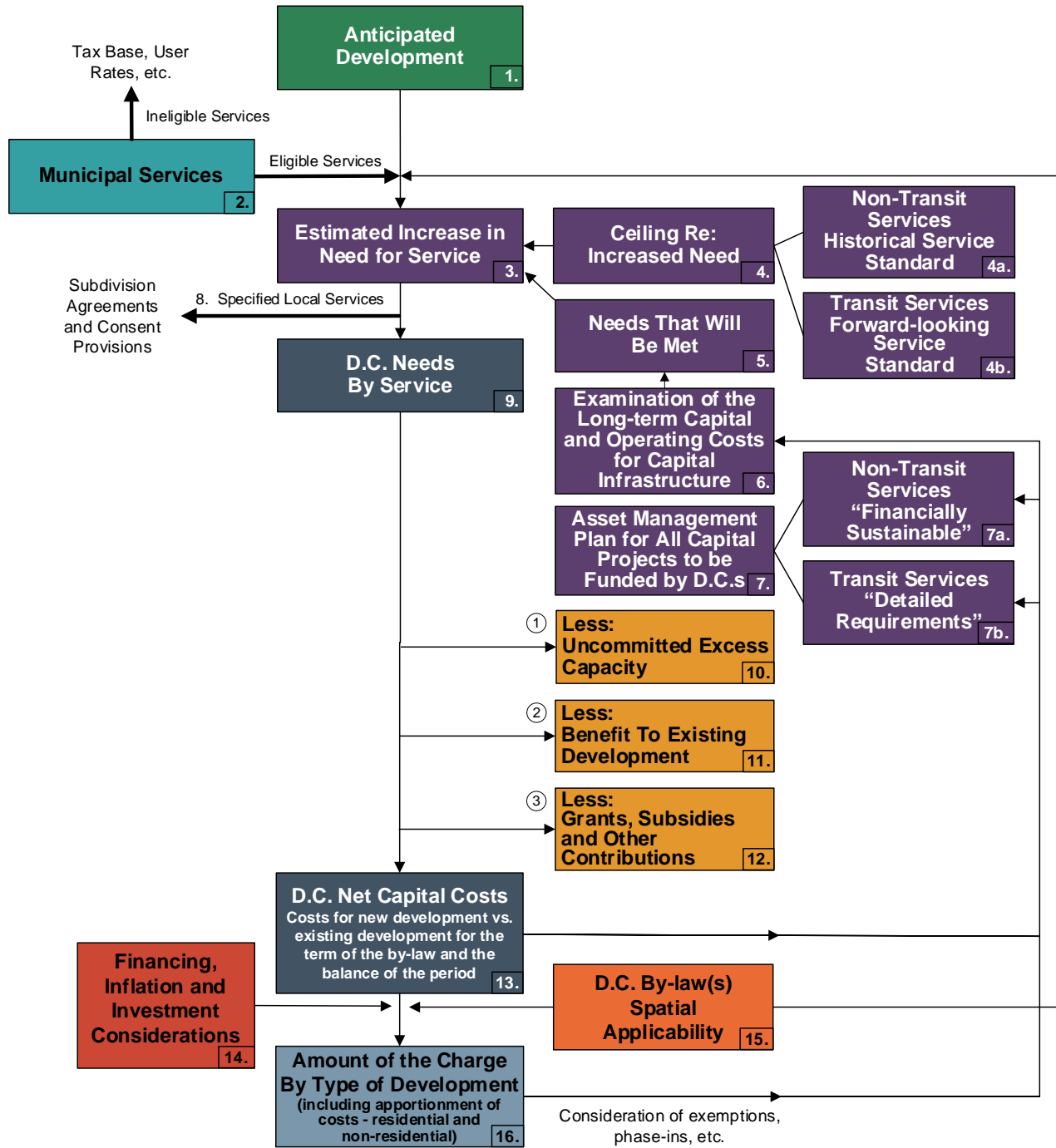




Table 4-1
Categories of Municipal Services to be Addressed as Part of the Calculation

Eligibility for Inclusion in the D.C. Calculation	Description
Yes	Municipality provides the service – service has been included in the D.C. calculation.
No	Municipality provides the service – service has not been included in the D.C. calculation.
n/a	Municipality does not provide the service.
Ineligible	Service is ineligible for inclusion in the D.C. 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	No	2.1 Transit vehicles ¹ & facilities	100
	No	2.2 Other transit infrastructure	100
	No	2.3 Municipal parking spaces - indoor	0
	No	2.4 Municipal parking spaces - outdoor	0
	Yes	2.5 Works yards	100
	Yes	2.6 Rolling stock ¹	100
	n/a	2.7 Ferries	100
	n/a	2.8 Airport ²	100

¹ with 7+ year lifetime

² only eligible for the Region of Waterloo



Categories of Municipal Services	Eligibility for Inclusion in the D.C. Calculation	Service Components	Maximum Potential D.C. Recovery %
3. Stormwater Drainage and Control Services	Yes	3.1 Main channels and drainage trunks	100
	No	3.2 Channel connections	100
	No	3.3 Retention/detention ponds	100
4. Fire Protection Services	Yes	4.1 Fire stations	100
	Yes	4.2 Fire pumpers, aerials and rescue vehicles ¹	100
	Yes	4.3 Small equipment and gear	100
5. Parks Services (i.e., Parks and Open Space)	Ineligible	5.1 Acquisition of land for parks, woodlots and E.S.A.s	100
	Yes	5.2 Development of area municipal parks	100
	n/a	5.3 Development of district parks	100
	Yes	5.4 Development of municipal-wide parks	100
	Yes	5.5 Development of special purpose parks	100
	Yes	5.6 Parks rolling stock ¹ and yards	100
6. Recreation Services	Yes	6.1 Arenas, indoor pools, fitness facilities, community centres, etc. (including land)	100
	Yes	6.2 Recreation vehicles and equipment ¹	100
7. Library Services	No	7.1 Public library space (incl. furniture and equipment)	100
	n/a	7.2 Library vehicles ¹	100
	No	7.3 Library materials	100
8. Emergency Preparedness Services	No	8.1 Facility space (incl. furniture and equipment)	100
	No	8.2 Vehicles ¹	100
	No	8.3 Equipment	100

¹ with 7+ year lifetime



Categories of Municipal Services	Eligibility for Inclusion in the D.C. Calculation	Service Components	Maximum Potential D.C. Recovery %
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
	n/a	10.3 Local systems	0
	Yes	10.4 Vehicles and equipment ¹	100
11. Water Supply Services	Yes	11.1 Treatment plants	100
	Yes	11.2 Distribution systems	100
	n/a	11.3 Local systems	0
	Yes	11.4 Vehicles and equipment ¹	100
12. Waste Management Services	Ineligible	12.1 Landfill collection, transfer vehicles and equipment	0
	Ineligible	12.2 Landfills and other disposal facilities	0
	n/a	12.3 Waste diversion facilities	100
	n/a	12.4 Waste diversion vehicles and equipment ¹	100
13. Policing Services	No	13.1 Policing detachments	100
	No	13.2 Policing rolling stock ¹	100
	No	13.3 Small equipment and gear	100
14. Homes for the Aged	n/a	14.1 Homes for the aged space	100
	n/a	14.2 Vehicles ¹	100
15. Child Care	n/a	15.1 Child-care space	100
	n/a	15.2 Vehicles ¹	100
16. Health	n/a	16.1 Health department space	100
	n/a	16.2 Health department vehicles ¹	100
17. Social Housing	n/a	17.1 Social housing space	100
18. Provincial Offences Act (P.O.A.)	Yes	18.1 P.O.A. space	100
19. Social Services	n/a	19.1 Social service space	100

¹ with 7+ year lifetime



Categories of Municipal Services	Eligibility for Inclusion in the D.C. Calculation	Service Components	Maximum Potential D.C. Recovery %
20. Ambulance	n/a n/a	20.1 Ambulance station space 20.2 Vehicles ¹	100 100
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
23. Other Services	Yes	23.1 Studies in connection with acquiring buildings, rolling stock, materials and equipment, and improving land ² and facilities, including the D.C. background study cost	0-100
	Yes	23.2 Interest on money borrowed to pay for growth-related capital	0-100

¹ with a 7+ year lifetime

² same percentage as service component to which it pertains

4.4 Local Service Policy

Some of the need for services generated by additional development consists of local services related to a plan of subdivision. As such, they will be required as a condition of subdivision agreements or consent conditions. The Town's detailed Local Service Policy is provided in Appendix E.



4.5 Capital Forecast

Paragraph 7 of subsection 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:

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

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

4.6 Treatment of Credits

Section 8, paragraph 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.” Subsection 17, paragraph 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. If a credit is available, it will be included as part of the D.C. calculations.

4.7 Classes of Services

Section 7 of the D.C.A. states that a D.C. by-law may provide for any D.C. eligible service or the capital costs with respect to those services. Further, a class may be composed of any number or combination of services and may include parts or portions of each D.C. eligible service. With respect to growth-related studies, Section 7(3) of the D.C.A. states that:

“For greater certainty, a development charge by-law may provide for a class consisting of studies in respect of any service listed in subsection 2 (4) whose capital costs are described in paragraphs 5 and 6 of subsection 5 (3).”

These provisions allow for services to be grouped together to create a class for the purposes of the D.C. by-law and D.C. reserve funds. The D.C. calculations and by-law provided herein include a class for growth studies. These classes are comprised of the following services:

- Growth Studies
 - Water Services;
 - Wastewater Services;
 - Services Related to a Highway;
 - Public Works;
 - Fire Protection Services;
 - P.O.A. including By-law Enforcement; and
 - Parks and Recreation Services.

- Public works
 - Water Services;
 - Wastewater Services; and
 - Services Related to a Highway.



4.8 Existing Reserve Funds

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

“The money in a reserve fund established for a service may be spent only for capital costs determined under paragraphs 2 to 7 of subsection 5 (1).”

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

For services that are subject to a per capita based, service level “cap,” the reserve fund balance should be applied against the development-related costs for which the charge was imposed once the project is constructed (i.e. the needs of recent growth). This cost component is distinct from the development-related costs for the next 10-year period, which underlie the D.C. calculation herein.

The alternative would involve the Town spending all reserve fund monies prior to renewing each by-law, which would not be a sound basis for capital budgeting. Thus, the Town will use these reserve funds for the Town’s cost share of applicable development-related projects, which are required but have not yet been undertaken, as a way of directing the funds to the benefit of the development that contributed them (rather than to future development, which will generate the need for additional facilities directly proportionate to future growth).

The Town’s D.C. reserve fund balances by service at December 31, 2021 (adjusted for commitments) are shown on Table 4-2. With respect to water and wastewater, the Town has historically collected impost fees to fund growth-related infrastructure. The reserve fund balances associated with those impost fees have been carried forward as D.C. reserve funds and are to be applied to the water and wastewater capital projects in Chapter 5.



Table 4-2
Summary of Development Charges Reserve Fund Balances
As of December 31, 2021

Service	Dec. 31, 2021 Balance	Reserve Fund Commitments /Adjustments	Adjusted Dec. 31, 2021 Balance
Growth Studies (Administration)	\$69,924	\$0	\$69,924
P.O.A. including By-law Enforcement	\$43,169	\$0	\$43,169
Fire Services	\$318,199	\$63,000	\$255,199
Services Related to a Highway (Public Works and Roads)	\$2,934,844	\$0	\$2,934,844
Parks and Recreation Services (Parks, Rec. and Library)	\$911,434	\$191,147	\$720,287
Water Services	\$1,263,973	\$0	\$1,263,973
Wastewater Services	\$1,263,973	\$0	\$1,263,973
Total	\$6,805,516	\$254,147	\$6,551,369

4.9 Deductions

The D.C.A. potentially requires that five deductions be made to the increase in the need for service. These relate to:

- the level of service ceiling;
- uncommitted excess capacity;
- benefit to existing development;
- anticipated grants, subsidies, and other contributions; and
- costs related to services that are ineligible as per the D.C.A.

The requirements behind each of these reductions are addressed below.



4.9.1 Reduction Required by Level of Service Ceiling

This is designed to ensure that the increase in need included in section 4.3 does “not include an increase that would result in the level of service [for the additional development increment] exceeding the average level of the service provided in the municipality over the 10-year period immediately preceding the preparation of the background study” (D.C.A., subsection 5 (1) 4). O. Reg. 82/98 (section 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 factors 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 changes to the Act as a result of Bill 73 have provided for an alternative method for calculating the service standard ceiling. Transit services must now utilize a forward-looking service standard analysis, described later in this section.

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

4.9.2 Reduction for Uncommitted Excess Capacity

Paragraph 5 of subsection 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.”

“Excess capacity” is undefined, but in this case must be able to meet some or all of the increase in need for service, in order to potentially represent a deduction. The deduction of uncommitted excess capacity from the future increase in the need for service would normally occur as part of the conceptual planning and feasibility work associated with justifying and sizing new facilities, e.g. if a road widening to accommodate increased traffic is not required because sufficient excess capacity is



already available, then widening would not be included as an increase in need, in the first instance.

4.9.3 Reduction for Benefit to Existing Development

Subsection 5 (1) 6 of the D.C.A. provides that, “The increase in the need for service must be reduced by the extent to which an increase in service to meet the increased need would benefit existing development.” The general guidelines used to consider benefit to existing development included:

- the repair or unexpanded replacement of existing assets that are in need of repair;
- an increase in average service level of quantity or quality (compare water as an example);
- the elimination of a chronic servicing problem not created by growth; and
- providing services where none previously existed (generally considered for water or wastewater services).

This step involves a further reduction in the need, by the extent to which such an increase in service would benefit existing development. The level of service cap in section 4.4 is related but is not the identical requirement. Sanitary, storm, and water trunks are highly localized to growth areas and can be more readily allocated in this regard than other services such as services related to a highway, which do not have a fixed service area.

Where existing development has an adequate service level which will not be tangibly increased by an increase in service, no benefit would appear to be involved. For example, where expanding existing library facilities simply replicates what existing residents are receiving, they receive very limited (or no) benefit as a result. On the other hand, where a clear existing service problem is to be remedied, a deduction should be made accordingly.

In the case of services such as recreation facilities, community parks, libraries, etc., the service is typically provided on a Town-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 Wednesdays in one arena and Thursdays 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. Furthermore, where an increase in demand is not met for a number of years, a negative service impact to existing development is involved for a portion of the planning period.

4.9.4 Reduction for Anticipated Grants, Subsidies and Other Contributions

This step involves reducing the capital costs necessary to provide the increased services by capital grants, subsidies, and other contributions (including direct developer contributions required due to the local service policy) made or anticipated by Council and in accordance with various rules such as the attribution between the share related to new vs. existing development. That is, some grants and contributions may not specifically be applicable to growth or where Council targets fundraising as a measure to offset impacts on taxes (O. Reg. 82/98, section 6).

4.10 Municipal-wide vs. Area Rating

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 amended 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 subsection 7.4.4.

4.11 Allocation of Development

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.



4.12 Asset Management

The new legislation now requires that a D.C. background study must include an asset management plan (A.M.P.) (subsection 10 (2) c. 2). The A.M.P. must deal with all assets that are proposed to be funded, in whole or in part, by D.C.s. The current regulations provide very extensive and specific requirements for the A.M.P. related to transit services (as noted in the subsequent subsection); however, they are silent with respect to how the A.M.P. is to be provided for all other services. As part of any A.M.P., the examination should be consistent with the municipality's existing assumptions, approaches, and policies on the asset management planning. This examination has been included in Appendix F.

4.13 Transit

The D.C.A. provides for the following matters for Transit:

- The background study requires the following in regard to transit costs (as per subsection 8 (2) of the regulations):
 - The calculations that were used to prepare the estimate for the planned level of service for transit services, as mentioned in subsection 5.2 (3) of the Act.
 - An identification of the portion of the total estimated capital cost relating to the transit services that would benefit,
 - i. the anticipated development over the 10-year period immediately following the preparation of the background study, or
 - ii. the anticipated development after the 10-year period immediately following the preparation of the background study.
 - An identification of the anticipated excess capacity that would exist at the end of the 10-year period immediately following the preparation of the background study.
 - 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 forecast ridership will be from existing or planned development.
- An assessment of the ridership capacity for all modes of transit services proposed to be funded by the development charge over the 10-year period immediately following the preparation of the background study.
 - A forward-looking service standard (as per subsection 6.1 (2) of the regulations) requires the following:
 - The service is a discrete service.
 - No portion of the service that is intended to benefit anticipated development after the 10-year period immediately following the preparation of the background study may be included in the estimate.
 - No portion of the service that is anticipated to exist as excess capacity at the end of the 10-year period immediately following the preparation of the background study may be included in the estimate.
 - A very detailed asset management strategy and reporting requirements (subsection 6.1 (3) of the regulation) that includes lifecycle costs, action plans that will enable the assets to be sustainable, a summary of how to achieve the proposed level of service, discussion on procurement measures and risk are required.

The Town has not included transit as part of the D.C. calculations. Therefore, the above calculation and reporting requirements are not required.



Chapter 5

D.C.-Eligible Cost Analysis by Service



5. D.C.-Eligible Cost Analysis by Service

5.1 Introduction

This chapter outlines the basis for calculating eligible costs for the D.C.s to be applied on a uniform basis. In each case, the required calculation process set out in subsection 5 (1) paragraphs 2 to 7 in the D.C.A. and described in Chapter 4 was followed in determining D.C.-eligible costs.

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.

The nature of the capital projects and timing identified in the Chapter reflects Council’s current intention. Over time, however, Town projects and Council priorities change; accordingly, Council’s intentions may alter and different capital projects (and timing) may be necessary to meet the need for services required by new growth.

5.2 Service Levels and 10-Year Capital Costs for D.C. Calculation

This section evaluates the development-related capital requirements for P.O.A. including by-law enforcement, parks and recreation, and growth studies over a 10-year planning period.

5.2.1 Provincial Offences Act (P.O.A.) including By-law Enforcement (formerly Protection of People and Property)

The Town currently provides facility space for P.O.A. totalling 1,645 sq.ft. This space equates to 0.104 sq.ft. of space per capita or \$35 per capita. This level of investment provides the Town with approximately \$52,529 for eligible future D.C. funding over the 10-year forecast period.

In addition to facility space, the Town currently utilizes one (1) vehicle for P.O.A. services, which is valued at \$41,400. This level of investment provides the Town with approximately \$3,419 for eligible future D.C. funding over the 10-year forecast period.



In total, the Town is eligible to collect approximately \$55,948 for P.O.A. services.

Through discussions with staff, additional space will be required as the current location does not have sufficient space in which to expand the service. Therefore, the Town is anticipating moving into a facility which will provide an additional 250 sq.ft. of space for two P.O.A. officers. Furthermore, the Town has also identified the need for two (2) additional vehicles for these additional P.O.A. officers. The total gross capital cost of these projects is \$164,050. A deduction in the amount of \$65,800 has been made to account for post period benefit and \$43,169 has been made to reflect the balance in the D.C. reserve fund. Therefore, the net growth capital cost included in the D.C. calculations is \$55,081.

The growth-related costs for P.O.A. have been allocated based on the incremental growth in population to employment, for the 10-year forecast period at 70% residential and 30% non-residential.



Table 5-1
Infrastructure Cost Included in the Development Charges Calculation
Provincial Offences Act (P.O.A.) including By-law Enforcement

Prj.No	Increased Service Needs Attributable to Anticipated Development	Timing (year)	Gross Capital Cost Estimate (2022\$)	Post Period Benefit	Other Deductions	Net Capital Cost	Less:		Potential D.C. Recoverable Cost		
							Benefit to Existing Development	Grants, Subsidies and Other Contributions Attributable to New Development	Total	Residential Share	Non- Residential Share
2022-2031									70%	30%	
1	New Office Space - Admin Bldg (2 officers at 125 sq.ft. per officer)	2025	81,250	24,400		56,850	-		56,850	39,795	17,055
2	Additional vehicle - Dept growth	2022	41,400	-		41,400	-		41,400	28,980	12,420
3	Additional vehicle - Dept growth	2026	41,400	41,400		-	-		-	-	-
4	Reserve Fund	Reserve	-	-		-	43,169		(43,169)	(30,218)	(12,951)
Total			164,050	65,800	-	98,250	43,169	-	55,081	38,557	16,524



5.2.2 Parks and Recreation Services

The Town currently provides a variety of parks and recreation-related assets to service the community and is summarized below:

- 86.94 acres of parkland consisting of various sized parks, parkettes, etc.
- 78 amenities that include items such as play structures, washrooms, picnic shelters, etc.
- 4,560 linear metres of trails which consist of asphalt and stamped concrete, wood, concrete, and gravel;
- Approximately 119,803 sq.ft. of recreation facility space (community halls and an arena); and
- 30 parks and recreation vehicles and equipment (ice resurfacers, mowers, etc.).

In total, the Town's parks and recreation service has provided a 10-year historical level of service that equates to an investment of \$2,435 per capita. This level of investment provides the Town with a D.C. eligible amount of approximately \$3.67 million towards future parks and recreation capital.

Based on the projected growth over the 10-year forecast period, the Town has identified parks and recreation capital works totalling approximately \$1.91 million. The projects include various parkland developments, a provision for additional vehicles and recreation space, park upgrades, and a boat ramp. A deduction in the amount of \$720,287 has been made to reflect the balance in the D.C. reserve fund. Therefore, the net growth capital cost included in the D.C. calculations is \$1,187,713.

While the usage of parks and recreation is predominately residential based, there is some use of the service by non-residential users. To acknowledge this, the growth-related capital costs have been allocated 95% residential and 5% non-residential.



Table 5-2
Infrastructure Cost Included in the Development Charges Calculation
Parks and Recreation Services

Prj.No	Increased Service Needs Attributable to Anticipated Development	Timing (year)	Gross Capital Cost Estimate (2022\$)	Post Period Benefit	Other Deductions	Net Capital Cost	Less:		Potential D.C. Recoverable Cost		
							Benefit to Existing Development	Grants, Subsidies and Other Contributions Attributable to New Development	Total	Residential Share	Non- Residential Share
2022-2031									95%	5%	
1	Millhouse Yards Park Development	2024	50,000	-		50,000	-		50,000	47,500	2,500
2	Connection Between Church St. and King St. Park	2026	100,000	-		100,000	-		100,000	95,000	5,000
3	Centre St. Boat Ramp	2024	400,000	-		400,000	-		400,000	380,000	20,000
4	River Trail Development (North side)	2025	100,000	-		100,000	-		100,000	95,000	5,000
5	Richmond Park Drive Subdivision Extension	2025	100,000	-		100,000	-		100,000	95,000	5,000
6	Limestone Ridge Parkland	2027	100,000	-		100,000	-		100,000	95,000	5,000
7	Roblin Park Upgrades	2028	50,000	-		50,000	-		50,000	47,500	2,500
8	Selby Park Upgrades	2026	50,000	-		50,000	-		50,000	47,500	2,500
9	Provision for Parks and Recreation Vehicles	2023-2031	208,000	-		208,000	-		208,000	197,600	10,400
10	Provision for New Recreation Space	2028-2031	750,000	-		750,000	-		750,000	712,500	37,500
11	Reserve Fund Adjustment	Reserve	-	-		-	720,287		(720,287)	(684,273)	(36,014)
	Total		1,908,000	-	-	1,908,000	720,287	-	1,187,713	1,128,327	59,386



5.2.3 Growth Studies

The D.C.A. permits the inclusion of studies undertaken to facilitate the completion of the Town's capital works program. As discussed in section 4.7, these studies have been allocated as a class of service based on each service to which the study relates.

For planning related studies (i.e. Official Plan and Official Plan update), a deduction of 10% has been applied to recognize the extent to which the studies relate to non-D.C.-eligible services. All planning studies have been allocated to the class of services in the following manner:

- Services Related to a Highway – 20%
- Fire Protection – 15%
- Parks and Recreation Services – 10%
- P.O.A. including By-law Enforcement – 5%
- Public Works – 10%;
- Water Services – 20%; and
- Wastewater Services – 20%.

In addition, the capital costs of D.C. studies have been allocated across the different services based on the proportion of the total net growth-related capital costs. The following provides a breakdown of the allocation of D.C. study updates to each service:

- Services Related to a Highway – 11.1%
- Fire Protection – 3.4%
- Parks and Recreation Services – 3.1%
- P.O.A. including By-law Enforcement – 0.2%
- Public Works – 6.5%;
- Water Services – 30.0%; and
- Wastewater Services – 45.7%.

The remainder of the growth studies identified are as follows:

- Water and Wastewater Master Plan; and
- Recreation Master Plan.



The total cost of these studies is \$748,000, of which \$30,000 is attributable to existing benefit. A deduction of \$12,000 has been made to recognize the portion of planning studies related to D.C.-ineligible services. In addition, the existing D.C. reserve fund balance of \$69,924 has been deducted from the calculations. The resultant net growth-related capital cost of \$636,076 has been included in the D.C. calculation.

These costs have been allocated 70% residential and 30% non-residential based on the incremental growth in population to employment for the 10-year forecast period.



Table 5-3
Infrastructure Cost Included in the Development Charges Calculation
Class of Service – Growth Studies

Prj.No	Increased Service Needs Attributable to Anticipated Development	Timing (year)	Service to Which Project Relates	Gross Capital Cost Estimate (2022\$)	Post Period Benefit	Other Deductions (to recognize benefit to non-D.C. services)	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
2022-2031										70%	30%	
1	Development Charges Study:											
1a	Development Charges Study	2022	Services Related to a Highway	3,784	-		3,784	-		3,784	2,649	1,135
1b	Development Charges Study	2022	Fire Protection Services	1,163	-		1,163	-		1,163	814	349
1c	Development Charges Study	2022	Parks and Recreation Services	1,066	-		1,066	-		1,066	746	320
1d	Development Charges Study	2022	P.O.A. including By-law Enforcement Services	49	-		49	-		49	35	15
1e	Development Charges Study	2022	Water Supply Services	10,203	-		10,203	-		10,203	7,142	3,061
1f	Development Charges Study	2022	Wastewater Services	15,520	-		15,520	-		15,520	10,864	4,656
1g	Development Charges Study	2022	Public Works	2,214	-		2,214	-		2,214	1,550	664
	Sub-total Development Charges Study			34,000	-	-	34,000	-	-	34,000	23,800	10,200
2	Development Charges Study:											
2a	Development Charges Study	2027	Services Related to a Highway	3,784	-		3,784	-		3,784	2,649	1,135
2b	Development Charges Study	2027	Fire Protection Services	1,163	-		1,163	-		1,163	814	349
2c	Development Charges Study	2027	Parks and Recreation Services	1,066	-		1,066	-		1,066	746	320
2d	Development Charges Study	2027	P.O.A. including By-law Enforcement Services	49	-		49	-		49	35	15
2e	Development Charges Study	2027	Water Supply Services	10,203	-		10,203	-		10,203	7,142	3,061
2f	Development Charges Study	2027	Wastewater Services	15,520	-		15,520	-		15,520	10,864	4,656
2g	Development Charges Study	2027	Public Works	2,214	-		2,214	-		2,214	1,550	664
	Sub-total Development Charges Study			34,000	-	-	34,000	-	-	34,000	23,800	10,200



Table 5-3 Continued
Infrastructure Cost Included in the Development Charges Calculation
Class of Service – Growth Studies

Prj.No	Increased Service Needs Attributable to Anticipated Development	Timing (year)	Service to Which Project Relates	Gross Capital Cost Estimate (2022\$)	Post Period Benefit	Other Deductions (to recognize benefit to non-D.C. services)	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
	2022-2031										70%	30%
3	Official Plan:											
3a	Official Plan	2022	Services Related to a Highway	16,000	-	1,600	14,400	-		14,400	10,080	4,320
3b	Official Plan	2022	Fire Protection Services	12,000	-	1,200	10,800	-		10,800	7,560	3,240
3c	Official Plan	2022	Parks and Recreation Services	8,000	-	800	7,200	-		7,200	5,040	2,160
3d	Official Plan	2022	P.O.A. including By-law Enforcement Services	4,000	-	400	3,600	-		3,600	2,520	1,080
3e	Official Plan	2022	Water Supply Services	16,000	-	1,600	14,400	-		14,400	10,080	4,320
3f	Official Plan	2022	Wastewater Services	16,000	-	1,600	14,400	-		14,400	10,080	4,320
3g	Official Plan	2022	Public Works	8,000	-	800	7,200	-		7,200	5,040	2,160
	Sub-total Official Plan			80,000	-	8,000	72,000	-	-	72,000	50,400	21,600
4	Official Plan Update:											
4a	Official Plan Update	2026	Services Related to a Highway	8,000	-	800	7,200	-		7,200	5,040	2,160
4b	Official Plan Update	2026	Fire Protection Services	6,000	-	600	5,400	-		5,400	3,780	1,620
4c	Official Plan Update	2026	Parks and Recreation Services	4,000	-	400	3,600	-		3,600	2,520	1,080
4d	Official Plan Update	2026	P.O.A. including By-law Enforcement Services	2,000	-	200	1,800	-		1,800	1,260	540
4e	Official Plan Update	2026	Water Supply Services	8,000	-	800	7,200	-		7,200	5,040	2,160
4f	Official Plan Update	2026	Wastewater Services	8,000	-	800	7,200	-		7,200	5,040	2,160
4g	Official Plan Update	2026	Public Works	4,000	-	400	3,600	-		3,600	2,520	1,080
	Sub-total Official Plan Update			40,000	-	4,000	36,000	-	-	36,000	25,200	10,800



Table 5-3 Continued
Infrastructure Cost Included in the Development Charges Calculation
Class of Service – Growth Studies

Prj.No	Increased Service Needs Attributable to Anticipated Development	Timing (year)	Service to Which Project Relates	Gross Capital Cost Estimate (2022\$)	Post Period Benefit	Other Deductions (to recognize benefit to non-D.C. services)	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
	2022-2031										70%	30%
5a	Water and Wastewater Master Plan	2023	Water Supply Services	125,000	-		125,000	-		125,000	87,500	37,500
5b	Water and Wastewater Master Plan	2023	Wastewater Services	125,000	-		125,000	-		125,000	87,500	37,500
6a	Water and Wastewater Master Plan	2028	Water Supply Services	125,000	-		125,000	-		125,000	87,500	37,500
6b	Water and Wastewater Master Plan	2028	Wastewater Services	125,000	-		125,000	-		125,000	87,500	37,500
7	Recreation Master Plan	2022	Parks and Recreation Services	60,000	-		60,000	30,000		30,000	21,000	9,000
8	Reserve Fund Adjustment	Reserve		-	-		-	69,924		(69,924)	(48,947)	(20,977)
	Total			748,000	-	12,000	736,000	99,924	-	636,076	445,253	190,823



5.3 Service Levels and 15-Year Capital Costs for Greater Napanee's D.C. Calculation

This section evaluates the development-related capital requirements for those services with 15-year (2022 to 2036) capital costs.

5.3.1 Services Related to a Highway

Greater Napanee owns and maintains a transportation network that is comprised of the following:

- 277 km of gravel, LCB and HCB roads;
- 19 bridges and 7 culverts;
- 50 km of concrete sidewalks; and
- 720 street lights and decorative lights.

The inventory in the Town over the historical 10-year period (2012 to 2021) provides an average level of investment of \$13,978 per capita, resulting in a D.C.-eligible recovery amount of approximately \$30.30 million over the 15-year forecast period

With respect to future capital needs, the Town has provided a services related to a highway program that totals \$16.01 million. The capital projects include upgrading 20 km of gravel roads to surface treated roads, addition of culverts, and intersection improvements. A deduction for existing benefit of \$8.86 million has been made, along with a deduction of \$2.93 million to account for the existing reserve fund balance. Therefore, the net D.C. eligible amount of approximately \$4.22 million is being included in the calculations.

These costs are shared between residential and non-residential based on the population to employment ratio over the 15-year forecast period, resulting in 71% being allocated to residential development and 29% being allocated to non-residential development.



Table 5-4
Infrastructure Cost Included in the Development Charges Calculation
Services Related to a Highway

Prj .No	Increased Service Needs Attributable to Anticipated Development 2022-2036	Timing (year)	Gross Capital Cost Estimate (2022\$)	Post Period Benefit	Other Deductions	Net Capital Cost	Less:		Potential D.C. Recoverable Cost		
							Benefit to Existing Development	Grants, Subsidies and Other Contributions Attributable to New Development	Total	Residential Share 71%	Non-Residential Share 29%
1	Upgrade 20km gravel to surface treatment	2025-2036	12,000,000	-		12,000,000	6,500,000		5,500,000	3,905,000	1,595,000
2	Homestead Road North Bridge (Culverts)	2024	480,000	-		480,000	280,000		200,000	142,000	58,000
3	Homestead Road South Bridge (Culverts)	2024	480,000	-		480,000	280,000		200,000	142,000	58,000
4	Roblin Road Bridge West	2030	2,450,000	-		2,450,000	1,800,000		650,000	461,500	188,500
5	Richmond Park Drive/Bridge St. W - Intersection Improvements	2023	300,000	-		300,000	-		300,000	213,000	87,000
6	McPherson Drive/Jim Kimmett Blvd. - Intersection Improvement	2023	300,000	-		300,000	-		300,000	213,000	87,000
7	Reserve Fund Adjustment	Reserve		-		-	2,934,844		(2,934,844)	(2,083,739)	(851,105)
	Total		16,010,000	-	-	16,010,000	11,794,844	-	4,215,156	2,992,761	1,222,395



5.3.2 Public Works (Facilities and Fleet)

The Town's public works department operates out of three (3) locations and provides a total of 54,184 sq.ft. of facility space. The Town's historical service standards provide an average level of service of 2.97 sq.ft. per capita. This level of service equates to an average level of investment of \$1,513 per capita, which provides the Town with approximately \$3.28 million for eligible future D.C. funding over the 15-year forecast period.

The Town's public works fleet inventory, which currently includes 31 vehicles provides an average level of service of 1.70 items per 1,000 population. This level of service equates to an average level of investment of \$382 per capita, which provides the Town with \$827,504 over the 15-year forecast period.

In total, the Town is eligible to collect approximately \$4.11 million for public works.

Based on the projected growth over the next 15-years, the Town has identified the need to expand their public works facilities, as well as adding additional vehicles and equipment. The estimated cost of these capital works is approximately \$2.50 million and has been included in the D.C. calculations.

The residential and non-residential capital cost allocation for public works of 71% residential and 29% non-residential is based on the incremental growth in population to employment for the 15-year forecast period.



**Table 5-5
Infrastructure Cost Included in the Development Charges Calculation
Class of Service – Public Works**

Prj.No	Increased Service Needs Attributable to Anticipated Development 2022-2036	Service to Which Project Relates	Timing (year)	Gross Capital Cost Estimate (2022\$)	Post Period Benefit	Other Deductions	Net Capital Cost	Less:		Potential D.C. Recoverable Cost		
								Benefit to Existing Development	Grants, Subsidies and Other Contributions Attributable to New Development	Total	Residential Share 71%	Non-Residential Share 29%
1	Trackless MT series 6 Tractor 2010	Services Related to a Highway	2023	180,000	-		180,000	-		180,000	127,800	52,200
2	84" smooth drum roller cab/AC	Services Related to a Highway	2023	200,000	-		200,000	-		200,000	142,000	58,000
3	Tandem Dump Truck with Plow	Services Related to a Highway	2030	335,000	-		335,000	-		335,000	237,850	97,150
4a	Hydro Vac Flusher Combo Truck	Services Related to a Highway	2025	250,000	-		250,000	-		250,000	177,500	72,500
4b	Hydro Vac Flusher Combo Truck	Wastewater Services	2025	250,000	-		250,000	-		250,000	177,500	72,500
5a	Expansion to Public Works Facility - 5,000 sq. ft.	Services Related to a Highway	2030	417,000	-		417,000	-		417,000	296,070	120,930
5b	Expansion to Public Works Facility - 5,000 sq. ft.	Water Services	2030	417,000	-		417,000	-		417,000	296,070	120,930
5c	Expansion to Public Works Facility - 5,000 sq. ft.	Wastewater Services	2030	417,000	-		417,000	-		417,000	296,070	120,930
	Total			2,466,000	-	-	2,466,000	-	-	2,466,000	1,750,860	715,140



5.3.3 Fire Protection Services

Greater Napanee currently operates its fire services from a combined 22,450 sq.ft. of facility space. Over the historical 15-year period, the per capita average level of service was 1.18 sq.ft. which equates to an investment of \$341 per capita. This level of service provides the Town with a maximum D.C.-eligible amount for recovery over the forecast period of \$739,483.

The fire department has a current inventory of 16 vehicles which includes pumpers, tankers, a rescue truck, pickup trucks, etc. The historical 10-year service standards equate to an average level of investment of \$290 per capita, which translates into a D.C.-eligible amount of \$629,262.

In addition to the vehicles, the fire department utilizes an assortment of equipment (i.e. protective gear, SCBA equipment, radios, etc.) with a total value of \$1.8 million. This results in a calculated average level of service of \$98 per capita, providing for a D.C.-eligible amount over the forecast period of \$211,792 for equipment and gear.

Based on the above, the maximum D.C.-eligible amount for fire services is approximately \$1.58 million.

To service the forecast population, the need for an additional fire station, a pumper truck, fire equipment, personal protective equipment, a fire boat, and water storage cisterns have been identified. These items have an estimated gross capital cost of \$1.88 million. Deductions have been made in the amounts of \$26,300 for post period benefit, \$305,000 to recognize the share of the works that benefit existing development, and \$255,199 to recognize the balance in the reserve fund. Therefore, the net growth-related capital cost included in the D.C. calculation is \$1,295,501.

These costs are shared between residential and non-residential based on the population to employment ratio over the forecast period, resulting in 71% being allocated to residential development and 29% being allocated to non-residential development.



Table 5-6
Infrastructure Cost Included in the Development Charges Calculation
Fire Protection Services

Prj .No	Increased Service Needs Attributable to Anticipated Development 2022-2036	Timing (year)	Gross Capital Cost Estimate (2022\$)	Post Period Benefit	Other Deductions	Net Capital Cost	Less:		Potential D.C. Recoverable Cost		
							Benefit to Existing Development	Grants, Subsidies and Other Contributions Attributable to New Development	Total	Residential Share 71%	Non- Residential Share 29%
1	Fire Station #4 - Construction	2035	600,000	-		600,000	150,000		450,000	319,500	130,500
2	Fire Station #4 - Land	2028	300,000	-		300,000	75,000		225,000	159,750	65,250
3	Fire Station #4 - Pumper	2035	550,000	-		550,000	-		550,000	390,500	159,500
4	Fire Station #4 - Fire Equipment	2035	125,000	-		125,000	-		125,000	88,750	36,250
5	Fire Station #4 - PPE	2035	77,000	-		77,000	-		77,000	54,670	22,330
6	Fire Boat	2023	90,000	-		90,000	45,000		45,000	31,950	13,050
7	Water Storage - Cisterns	2022-2041	140,000	26,300		113,700	35,000		78,700	55,877	22,823
8	Reserve Fund Adjustment	Reserve	-	-		-	255,199		(255,199)	(181,191)	(74,008)
	Total		1,882,000	26,300	-	1,855,700	560,199	-	1,295,501	919,806	375,695



5.4 Service Levels and Urban Buildout Capital Costs for Greater Napanee's D.C. Calculation

This section evaluates the development-related capital requirements for those services with buildout (2022 to urban buildout) capital costs.

5.4.1 Wastewater Services

The Town has recently undertaken an assessment of their water pollution control plant which outlines the raw sewage flows and required design capacity to service the community. Through this exercise, it is anticipated that the capacity of the wastewater system could be increased from an average daily flow of 7,530 cubic metres a day to 11,500 cubic metres a day based on the Town's proposed capital upgrades and expansion project. This would allow for additional development to occur within the Town.

In addition to the treatment plant, the Town would require additional infrastructure (i.e. pumping stations, force mains, trunk sewers, etc.) to accommodate this growth. Therefore, the total gross capital cost estimate of these projects is approximately \$61.06 million. Deductions in the amounts of \$28.51 million and \$1.26 million have been made to reflect the share of the works that benefit existing development and the existing reserve fund balance, respectively. Furthermore, the Town has estimated \$14 million of grant funding will be applied against the capital cost of the water pollution control plant expansion. Therefore, the resulting net growth-related capital cost included in the D.C. calculations is \$17,288,727.

The costs for all wastewater services are shared at 78% residential benefit and 22% non-residential benefit, based on the servicing capacity of the water pollution control plant.



Table 5-7
Infrastructure Cost Included in the Development Charges Calculation
Wastewater Services

Prj.No	Increased Service Needs Attributable to Anticipated Development	Timing (year)	Gross Capital Cost Estimate (2022\$)	Post Period Benefit	Other Deductions	Net Capital Cost	Less:		Potential D.C. Recoverable Cost		
							Benefit to Existing Development	Grants, Subsidies and Other Contributions Attributable to New Development	Total	Residential Share 78%	Non-Residential Share 22%
2022-Urban Buildout											
1	Slash Road Trunk Main Upsize (850m)	2027	850,000	-		850,000	273,200		576,800	449,904	126,896
2	Victoria Street Pumping Station	2032	1,500,000	-		1,500,000	750,000		750,000	585,000	165,000
3	Highway #2 Pumping Station	2027	1,500,000	-		1,500,000	750,000		750,000	585,000	165,000
4	Highway #2 Pumping Station Force Main Upgrade (800m)	2027	800,000	-		800,000	400,000		400,000	312,000	88,000
5	Highway #2 Pumping Station Force Main Upsize Property Acquisition, 410 Dundas Street	2025	500,000	-		500,000	250,000		250,000	195,000	55,000
6	Highway #41 Pumping Station	2032	1,500,000	-		1,500,000	750,000		750,000	585,000	165,000
7	Centre Street/Advance Ave Trunk Main Upgrade - Hwy #41 Station (630m)	2032	630,000	-		630,000	315,000		315,000	245,700	69,300
8	Highway #41 Pumping Station Force Main Upgrade (780m)	2032	780,000	-		780,000	446,900		333,100	259,818	73,282
9	Processed Biosolids - Lagoon Upsize/Rehabilitation (4 cells) - to address capacity	2032	2,000,000	-		2,000,000	1,000,000		1,000,000	780,000	220,000
10	Processed Biosolids - Land Acquisition, Lots 5/6 Concession 4 (Johnson Side Road)	2027	1,000,000	-		1,000,000	-		1,000,000	780,000	220,000
11	Water Pollution Control Plant Upgrade and Expansion	2026	50,000,000	-		50,000,000	23,572,200	14,000,000	12,427,800	9,693,684	2,734,116
12	Reserve Fund Adjustment	Reserve	-	-		-	1,263,973		(1,263,973)	(985,899)	(278,074)
	Total		61,060,000	-	-	61,060,000	29,771,273	14,000,000	17,288,727	13,485,207	3,803,520



5.4.2 Water Services

Similar to wastewater, the Town is planning to expand the water infrastructure in order to accommodate new development. As such, the Town has identified the need for a number of water projects, including:

- Booster stations;
- New water storage; and
- Water main upsizing.

The total gross cost of these projects is \$13.8 million. A deduction in the amount of \$1.1 million has been made to recognize works that benefit existing development. A further adjustment of \$1.3 million has been made to account for the existing reserve fund balance. Therefore, the resulting net growth-related capital cost included in the D.C. calculations is \$11,366,027.

The D.C. eligible costs have been shared between residential and non-residential development based on the urban buildout forecast, which results in a 78% allocation to residential and a 22% allocation to non-residential.



Table 5-8
Infrastructure Cost Included in the Development Charges Calculation
Water Services

Prj.No	Increased Service Needs Attributable to Anticipated Development	Timing (year)	Gross Capital Cost Estimate (2022\$)	Post Period Benefit	Other Deductions	Net Capital Cost	Less:		Potential D.C. Recoverable Cost		
							Benefit to Existing Development	Grants, Subsidies and Other Contributions Attributable to New Development	Total	Residential Share 78%	Non-Residential Share 22%
	2022-Urban Buildout										
1	Treated Water Storage (North of GoodYear Road)	2032	10,000,000	-		10,000,000	-		10,000,000	7,800,000	2,200,000
2	New West End Water Booster Station	2027	1,500,000	-		1,500,000	-		1,500,000	1,170,000	330,000
3	Brandon Booster Station	2032	1,500,000	-		1,500,000	750,000		750,000	585,000	165,000
4	McCabe Booster Station	2032	150,000	-		150,000	75,000		75,000	58,500	16,500
5	Centre Street North Water Main Upsize (410m -under 401)	2032	610,000	-		610,000	305,000		305,000	237,900	67,100
6	Reserve Fund Adjustment	Reserve	-			-	1,263,973		(1,263,973)	(985,899)	(278,074)
	Total		13,760,000	-	-	13,760,000	2,393,973	-	11,366,027	8,865,501	2,500,526



Chapter 6

D.C. Calculation



6. D.C. Calculation

Table 6-1 calculates the proposed uniform D.C.s to be imposed for Town-wide based upon an urban buildout horizon (for wastewater and water). Table 6-2 calculates the proposed uniform D.C. to be imposed on anticipated development in the Town for Town-wide services over a 15-year planning horizon. Table 6-3 calculates the proposed uniform D.C. to be imposed on anticipated development in the Town for Town-wide services over a 10-year planning horizon.

The calculation for residential development is generated on a per capita basis and is based upon five forms of housing types (singles and semi-detached, multiples, apartments 2+ bedrooms, apartments bachelor and 1 bedroom, and special care/ special dwelling units). The non-residential D.C. has been calculated on a per sq.ft. of G.F.A. basis for all types of non-residential development (industrial, commercial, and institutional).

The D.C.-eligible costs for each service component were developed in Chapter 5 for all Town services, based on their proposed capital programs.

For the residential calculations, the total cost is divided by the “gross” (new resident) population to determine the per capita amount. The eligible-D.C. cost calculations set out in Chapter 5 are based on the net anticipated population increase (the forecast new unit population less the anticipated decline in existing units). The cost per capita is then multiplied by the average occupancy of the new units (Appendix A, Schedule 5) to calculate the charge in Tables 6-1, 6-2, and 6-3.

With respect to non-residential development, the total costs in the uniform charge allocated to non-residential development (based on need for service) have been divided by the anticipated development over the planning period to calculate a cost per sq.ft. of G.F.A.

Table 6-4 summarizes the total D.C. that is applicable for Town-wide services and Table 6-5 summarizes the gross capital expenditures and sources of revenue for works to be undertaken during the 5-year life of the by-law.



Table 6-1
Town of Greater Napanee
Development Charge Calculation
Town-wide Services and Classes of Services
2022 to Urban Buildout

SERVICE/CLASS	2022\$ D.C.-Eligible Cost		2022\$ D.C.-Eligible Cost	
	Residential	Non-Residential	S.D.U.	per sq.ft.
	\$	\$	\$	\$
1. <u>Wastewater Services</u>				
1.1 Treatment plants, sewers	13,485,207	3,803,520	7,822	3.94
	13,485,207	3,803,520	7,822	3.94
2. <u>Water Services</u>				
2.1 Treatment plants, storage and distribution systems	8,865,501	2,500,526	5,143	2.59
	8,865,501	2,500,526	5,143	2.59
TOTAL	\$22,350,709	\$6,304,046	\$12,965	6.53
D.C.-Eligible Capital Cost	\$22,350,709	\$6,304,046		
Urban Buildout Gross Population/GFA Growth (sq.ft.)	4,758	966,100		
Cost Per Capita/Non-Residential GFA (sq.ft.)	\$4,698	\$6.53		
<u>By Residential Unit Type</u>				
	<u>P.P.U.</u>			
Single and Semi-Detached Dwelling	2.760	\$12,965		
Multiples	2.050	\$9,630		
Apartments - 2 Bedrooms +	1.820	\$8,549		
Apartments - Bachelor and 1 Bedroom	1.220	\$5,731		
Special Care/Special Dwelling Units	1.100	\$5,167		



Table 6-2
Town of Greater Napanee
Development Charge Calculation
Town-wide Services and Classes of Services
2022 to 2036

SERVICE/CLASS	2022\$ D.C.-Eligible Cost		2022\$ D.C.-Eligible Cost	
	Residential	Non-Residential	S.D.U.	per sq.ft.
	\$	\$	\$	\$
3. <u>Services Related to a Highway</u>				
3.1 Roads and Related	2,992,761	1,222,395	2,915	1.57
	2,992,761	1,222,395	2,915	1.57
4. <u>Public Works (Facilities and Fleet)</u>				
4.1 Services Related to a Highway	981,220	400,780	956	0.52
4.2 Water Services	296,070	120,930	288	0.16
4.3 Wastewater Services	473,570	193,430	461	0.25
	1,750,860	715,140	1,705	0.93
5. <u>Fire Protection Services</u>				
5.1 Fire facilities, vehicles and equipment	919,806	375,695	896	0.48
	919,806	375,695	896	0.48
TOTAL	\$5,663,427	\$2,313,231	\$5,516	\$2.98
D.C.-Eligible Capital Cost	\$5,663,427	\$2,313,231		
15-Year Gross Population/GFA Growth (sq.ft.)	2,834	775,800		
Cost Per Capita/Non-Residential GFA (sq.ft.)	\$1,998	\$2.98		
<u>By Residential Unit Type</u>	<u>P.P.U.</u>			
Single and Semi-Detached Dwelling	2.760	\$5,516		
Multiples	2.050	\$4,097		
Apartments - 2 Bedrooms +	1.820	\$3,637		
Apartments - Bachelor and 1 Bedroom	1.220	\$2,438		
Special Care/Special Dwelling Units	1.100	\$2,198		



Table 6-3
Town of Greater Napanee
Development Charge Calculation
Town-wide Services and Classes of Services
2022 to 2031

SERVICE/CLASS	2022\$ D.C.-Eligible Cost		2022\$ D.C.-Eligible Cost	
	Residential	Non-Residential	S.D.U.	per sq.ft.
	\$	\$	\$	\$
6. <u>Parks and Recreation Services</u>				
Park development, amenities, park and rec.				
6.1 vehicles, recreation facilities	1,128,327	59,386	1,534	0.11
	1,128,327	59,386	1,534	0.11
7. <u>Growth Studies</u>				
7.1 Water Services	184,160	78,926	250	0.14
7.2 Wastewater Services	190,866	81,800	259	0.14
7.3 Services Related to a Highway	18,395	7,884	25	0.01
7.4 Public Works	9,604	4,116	13	0.01
7.5 Fire Protection Services	11,684	5,007	16	0.01
7.6 P.O.A. including By-law Enforcement Services	3,468	1,486	5	-
7.7 Parks and Recreation Services	27,076	11,604	37	0.02
	445,253	190,823	605	0.33
8. <u>Provincial Offences Act including By-Law Enforcement</u>				
8.1 Facilities, vehicles and equipment	38,557	16,524	52	0.03
	38,557	16,524	52	0.03
TOTAL	\$1,612,137	\$266,733	\$2,191	\$0.47
D.C.-Eligible Capital Cost	\$1,612,137	\$266,733		
10-Year Gross Population/GFA Growth (sq.ft.)	2,031	568,400		
Cost Per Capita/Non-Residential GFA (sq.ft.)	\$794	\$0.47		
<u>By Residential Unit Type</u>	<u>P.P.U.</u>			
Single and Semi-Detached Dwelling	2.760	\$2,191		
Multiples	2.050	\$1,627		
Apartments - 2 Bedrooms +	1.820	\$1,445		
Apartments - Bachelor and 1 Bedroom	1.220	\$968		
Special Care/Special Dwelling Units	1.100	\$873		



Table 6-4
Town of Greater Napanee
Development Charge Calculation
Total All Services and Classes of Services

	2022\$ D.C.-Eligible Cost		2022\$ D.C.-Eligible Cost	
	Residential	Non-Residential	S.D.U.	per sq.ft.
Urban-wide Services/Classes Buildout	\$ 22,350,709	\$ 6,304,046	\$ 12,965	\$ 6.53
Municipal-wide Services/Classes 15 Year	5,663,427	2,313,231	5,516	2.98
Municipal-wide Services/Classes 10 Year	1,612,137	266,733	2,191	0.47
TOTAL	29,626,272	8,884,009	20,672	9.98



Table 6-5
Town of Greater Napanee
Gross Expenditure and Sources of Revenue Summary
For Costs to be Incurred over the Life of the By-law

Service/Class	Total Gross Cost	Sources of Financing						
		Tax Base or Other Non-D.C. Source			Post D.C. Period Benefit	D.C. Reserve Fund		
		Other Deductions	Benefit to Existing	Other Funding		Residential	Non-Residential	
1. Wastewater Services								
1.1 Treatment plants, sewers	50,500,000	0	23,822,200	14,000,000	0	9,888,684	2,789,116	
2. Water Services								
2.1 Treatment plants, storage and distribution systems	0	0	0	0	0	0	0	
3. Services Related to a Highway								
3.1 Roads and Related	3,560,000	0	1,643,333	0	0	1,360,833	555,833	
4. Public Works (Facilities and Fleet)								
4.1 Services Related to a Highway	630,000	0	0	0	0	447,300	182,700	
4.2 Water Services	0	0	0	0	0	0	0	
4.3 Wastewater Services	250,000	0	0	0	0	177,500	72,500	
5. Fire Protection Services								
5.1 Fire facilities, vehicles and equipment	125,000	0	53,750	0	6,575	45,919	18,756	
6. Parks and Recreation Services								
6.1 Park development, amenities, park and rec. vehicles, recreation facilities	892,444	0	0	0	0	847,822	44,622	
7. Growth Studies								
7.1 Water Services	159,629	2,400	0	0	0	110,060	47,169	
7.2 Wastewater Services	164,613	2,400	0	0	0	113,549	48,664	
7.3 Services Related to a Highway	27,547	2,400	0	0	0	17,603	7,544	
7.4 Public Works	14,075	1,200	0	0	0	9,013	3,863	
7.5 Fire Protection Services	19,090	1,800	0	0	0	12,103	5,187	
7.6 P.O.A. including By-law Enforcement Services	6,046	600	0	0	0	3,812	1,634	
7.7 Parks and Recreation Services	73,000	1,200	30,000	0	0	29,260	12,540	
8. Provincial Offences Act including By-Law Enforcement								
8.1 Facilities, vehicles and equipment	164,050	0	0	0	65,800	68,775	29,475	
Total Expenditures & Revenues	\$56,585,494	\$12,000	\$25,549,283	\$14,000,000	\$72,375	\$13,132,234	\$3,819,602	



Chapter 7

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



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

7.1 Introduction

Subsection 5 (1) 9 states that rules must be developed:

“to determine if a development charge is payable in any particular case and to determine the amount of the charge, subject to the limitations set out in subsection (6).”

Paragraph 10 of the section goes on to state that the rules may provide for exemptions, phasing in and/or indexing of D.C.s.

Subsection 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 subsection 5 (1) 2-7 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; and
- 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.

With respect to “the rules,” section 6 states that a D.C. by-law must expressly address the matters referred to above re subsection 5 (1) paragraphs 9 and 10, as well as how the rules apply to the redevelopment of land.

The rules provided are based on the Town’s existing policies; with consideration for the changes to the D.C.A. resulting from Bills 108, 197, and 213. However, there are items under consideration at this time and these may be refined prior to adoption of the by-law.



7.2 D.C. By-law Structure

It is recommended that:

- classes of services be established for growth studies and public works;
- the Town uses a uniform Town-wide D.C. calculation for all services and classes of services except for water and wastewater;
- water and wastewater services be imposed on the urban service areas of the Town;
- one Town-wide D.C. by-law be used for all services and classes of services referenced above.

7.3 D.C. By-law Rules

The following subsections set out the recommended rules governing the calculation, payment and collection of D.C.s in accordance with section 6 of the D.C.A.

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

7.3.1 *Payment in any Particular Case*

In accordance with the D.C.A., subsection 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 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 9 of the *Condominium Act, 1998*; or



- (g) the issuing of a permit under the *Building Code Act, 1992* in relation to a building or structure.”

7.3.2 Determination of the Amount of the Charge

The following conventions be adopted:

- 1) Costs allocated to residential uses will be assigned to different types of residential units based on the average occupancy for each housing type constructed during the previous decade. Costs allocated to non-residential uses will be assigned based on the amount of square feet of G.F.A. constructed for eligible uses (i.e. industrial, commercial, and institutional).
- 2) Costs allocated to residential and non-residential uses are based upon a number of conventions, as may be suited to each municipal circumstance, e.g.
 - for growth studies and P.O.A. including By-law Enforcement, the costs have been based on a population to employment growth ratio (70%/30%) for residential and non-residential, respectively over the 10-year forecast period;
 - for parks and recreation, a 5% non-residential attribution has been made to recognize use by the non-residential sector;
 - for services related to a highway, public works, and fire services, a 71% residential/29% non-residential share has been utilized based on the ratio of anticipated population to employment growth over the 15-year forecast period; and
 - for water and wastewater services a 78% residential/22% non-residential allocation has been made based on population to employment growth over the urban buildout forecast period.

7.3.3 Application to Redevelopment of Land (Demolition and Conversion)

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

- 1) the number of dwelling units demolished/converted multiplied by the relevant D.C.s when the D.C.s are calculated with respect to the redevelopment;



- 2) the G.F.A. of the building demolished/converted multiplied by the relevant D.C.s when the D.C.s are calculated with respect to the redevelopment.

The credit can, in no case, exceed the amount of D.C.s that would otherwise be payable.

7.3.4 Exemptions (full or partial)

a) Statutory exemptions:

- industrial building additions of up to and including 50% of the existing G.F.A. (defined in O. Reg. 82/98, section 1) of the building; for industrial building additions that exceed 50% of the existing G.F.A., only the portion of the addition in excess of 50% is subject to D.C.s (subsection 4 (3) of the D.C.A.);
- buildings or structures owned by and used for the purposes of any municipality, local board, or Board of Education (section 3);
- residential development in existing buildings: development that results only in 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 section 2 of O. Reg. 82/98);
- residential development in new dwellings: development that includes the creation of up to two detached dwelling units (based on prescribed limits set out in section 2 of O. Reg. 82/98); and
- a university in Ontario that receives direct, regular, and ongoing operating funding from the Government of Ontario.

b) Non-statutory exemptions for Council's consideration:

- a public hospital receiving aid under the Public Hospitals Act, R.S.O. 1990, Chap. P.40, as amended, or any successor thereof; and
- the development of non-residential farm buildings constructed for bona fide farm uses, which qualify as a farm business, being that which operates with a valid Farm Business Registration Number and is assessed in the Farmland Realty Tax Class.



7.3.5 Phasing in

No provisions for phasing in the D.C. are provided in the D.C. by-law.

7.3.6 Timing of Collection

The D.C.s for all services and classes 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.

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 applications submitted after January 1, 2020), shall be determined based on the D.C. in effect on the day of the applicable Site Plan or Zoning By-law Amendment application.

Instalment payments and payments determined at the time of Site Plan or Zoning By-law Amendment application are subject to annual interest charges calculated based on the Town's D.C. Interest Rate Policy, as may be amended from time to time.

7.3.7 Indexing

Indexing of the D.C.s shall be implemented on a mandatory basis annually commencing on January 1, 2023 and each anniversary date thereafter, in accordance with the Statistics Canada Quarterly, Non-Residential Building Construction Price Index (Table 18-10-0135-01)^[1] for the most recent year-over-year period.

7.3.8 The Applicable Areas

The charges developed herein provide for varying charges within the Town, as follows:

^[1] O. Reg. 82/98 referenced "The Statistics Canada Quarterly, Construction Price Statistics, catalogue number 62-007" as the index source. Since implementation, Statistics Canada has modified this index twice and the above-noted index is the most current. The draft by-law provided herein refers to O. Reg. 82/98 to ensure traceability should this index continue to be modified over time.



- Water and wastewater charges will be imposed on an urban area basis within the Town; and
- Remaining Services – the residential and non-residential charge will be imposed on all lands within the Town.

7.4 Other D.C. By-law Provisions

It is recommended that:

7.4.1 Categories of Services/Classes of Services for Reserve Fund and Credit Purposes

The Town's D.C. collections are reserved in five separate reserve funds: public works and roads, fire and emergency, parks, rec. and library, protection of persons and property, and administration. Appendix D outlines the reserve fund policies that the Town is required to follow as per the D.C.A.

It is recommended:

- that the Town rename the “Fire and Emergency” reserve fund to “Fire Protection Services” to align with the eligible service definitions as per the D.C.A., as amended;
- that the Town rename the “Parks, Rec and Library” reserve fund to “Parks and Recreation Services” to align with the eligible service definitions as per the D.C.A., as amended;
- that the Town rename the “Protection of Persons and Property” reserve fund to “Provincial Offences Act including By-law Enforcement” to align with the eligible service definitions as per the D.C.A., as amended;
- that the Town rename the “Public Works and Road” reserve fund to “Services Related to a Highway” to align with the eligible service definitions as per the D.C.A., as amended;
- that the Town rename the “Administration” reserve fund to “Growth Studies” related to the classes of services required under the D.C.A., as amended;
- that new reserve funds be created for:
 - “Public Works” related to the classes of services required under the D.C.A., as amended;
 - “Water Services”; and



- “Wastewater Services”.

7.4.2 By-law In-force Date

A by-law under the D.C.A. comes into force on the day after which the by-law is passed by Council.

7.4.3 Minimum Interest Rate Paid on Refunds and Charged for Inter-Reserve Fund Borrowing

The minimum interest rate is the Bank of Canada rate on the day on which the by-law comes into force (as per section 11 of O. Reg. 82/98).

7.4.4 Area Rating

As noted earlier, Bill 73 has introduced two new sections where Council must consider the use of area specific charges:

1. Subsection 2 (9) of the D.C.A. now requires a municipality to implement area-specific D.C.s for either specific services which are prescribed and/or for specific municipalities which are to be regulated (note that at this time, no municipalities or services are prescribed by the regulations).
2. Subsection 10 (2) c.1 of the D.C.A. requires that “the development charges background study shall include consideration of the use of more than one development charge by-law to reflect different needs for services in different areas.”

In regard to the first item, there are no services or specific municipalities identified in the regulations which must be area rated. The second item requires Council to consider the use of area rating.

At present, the Town’s by-law does not provide for any services on an area-specific basis. All Town services are recovered based on a uniform, Town-wide basis. There have been several reasons why they have not been imposed:

1. All Town services, with the exception of water, wastewater, and stormwater, require that the average 10-year service standard be calculated. This average service standard, multiplied by growth in the Town, establishes an upper ceiling



on the amount of funds that can be collected from all developing landowners. Subsection 4 (4) of O. Reg. 82/98 provides that “if a development charge by-law applies to a part of the municipality, the level of service and average level of service cannot exceed that which would be determined if the by-law applied to the whole municipality.” Put in layman terms, the average service standard multiplied by the growth within the specific area would establish an area-specific ceiling which would significantly reduce the total revenue recoverable for the Town, hence potentially resulting in D.C. revenue shortfalls and impacts on property taxes.

2. Extending on item 1, attempting to impose an area charge potentially causes equity issues in transitioning from a Town-wide approach to an area-specific approach. For example, if all services were now built (and funded) within Area A (which is 75% built out) and this was funded with some revenues from Areas B and C, moving to an area rating approach would see Area A contribute no funds to the costs of services in Areas B and C. The D.C.s would be lower in Area A (as all services are now funded) and higher in Areas B and C. As well, funding shortfalls may then potentially encourage the municipality to provide less services to Areas B and C due to reduced revenue.
3. Many services provided (roads, parks, recreation facilities, library) are not restricted to one specific area and are often used by all residents. For example, arenas located in different parts of the Town will be used by residents from all areas depending on the programming of the facility (i.e. a public skate is available each night, but at a different arena; hence usage of any one facility at any given time is based on programming availability).

For the reasons noted above, it is recommended that Council continue the D.C. approach to calculate the charges on a uniform Town-wide basis for all services/classes of services with the exception of water and wastewater which are to be calculated on an urban area basis.



7.5 Other Recommendations

It is recommended that Council:

“Whenever appropriate, request that grants, subsidies and other contributions be clearly designated by the donor as being to the benefit of existing development or new development, as applicable;”

“Adopt the assumptions contained herein as an ‘anticipation’ with respect to capital grants, subsidies and other contributions;”

“Classes of services be established for growth studies and public works;”

“Continue the D.C. approach to calculate the charges on a uniform Town-wide basis for all services;”

“Calculate the charges for water and wastewater on an urban-area basis;”

“Approve the capital project listing set out in Chapter 5 of the D.C.s Background Study dated July 14, 2022, subject to further annual review during the capital budget process;”

“Approve the D.C.s Background Study dated July 14, 2022, as amended (if applicable);”

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

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



Chapter 8

By-law Implementation



8. By-law Implementation

8.1 Public Consultation Process

8.1.1 Introduction

This chapter addresses the mandatory, formal public consultation process (subsection 8.1.2), as well as the optional, informal consultation process (subsection 8.1.3). The latter is designed to seek the co-operation and participation of those involved, in order to produce the most suitable policy. Subsection 8.1.4 addresses the anticipated impact of the D.C. on development from a generic viewpoint.

8.1.2 Public Meeting of Council

Section 12 of the D.C.A. 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, Council must determine whether a further meeting (under this section) is necessary (i.e. if the proposed by-law which is proposed for adoption has been changed in any respect, 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 Ontario Land Tribunal (OLT) (formerly the Local Planning Appeal Tribunal (LPAT) and the Ontario Municipal Board (O.M.B.)).

8.1.3 Other Consultation Activity

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

1. The first grouping is 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 Town policy with respect to development agreements, D.C. credits, and front-ending requirements.

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

8.2 Anticipated Impact of the Charge on Development

The establishment of sound 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 Town capital funding sources need to be obtained in order to help ensure that the necessary infrastructure and amenities are installed. The timely installation of such works is a key initiative in providing adequate service levels and in facilitating strong economic growth, investment, and wealth generation.



8.3 Implementation Requirements

8.3.1 Introduction

Once the Town has calculated the charge, prepared the complete background study, carried out the public process, and passed a new by-law, the emphasis shifts to implementation matters.

These include notices, potential appeals and complaints, credits, front-ending agreements, subdivision agreement conditions, and finally the collection of revenues and funding of projects.

The sections that follow overview the requirements in each case.

8.3.2 Notice of Passage

In accordance with section 13 of the D.C.A., when a D.C. by-law is passed, the Town 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;
- subsection 10 (4) lists the persons/organizations who must be given notice; and
- subsection 10 (5) lists the eight items that the notice must cover.

8.3.3 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 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 OLT, the pamphlet must be readied within 60 days after the by-law comes into force. Later dates apply to appealed by-laws.

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

8.3.4 Appeals

Sections 13 to 19 of the D.C.A. set out the requirements relative to making and processing a D.C. by-law appeal and OLT hearing in response to an appeal. Any person or organization may appeal a D.C. by-law to the OLT by filing a notice of appeal with the Town 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.

The Town is carrying out a public consultation process, in order to address the issues that come forward as part of that process, thereby avoiding or reducing the need for an appeal to be made.

8.3.5 Complaints

A person required to pay a D.C., or his agent, may complain to the Town Council imposing the charge that:

- the amount of the charge was incorrectly determined;
- the reduction 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. 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 Town Council to the OLT.



8.3.6 Credits

Sections 38 to 41 of the D.C.A. set out a number of credit requirements, which apply where a Town 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.

8.3.7 Front-Ending Agreements

The Town and one or more landowners may enter into a front-ending agreement that 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. (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 Town funds being available.

8.3.8 Severance and Subdivision Agreement Conditions

Section 59 of the D.C.A. 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 section 51 or section 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*,” and
- “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 subsection 59 (4) of the D.C.A. requires that the municipal approval authority for a draft plan of subdivision under subsection 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 Town in question is a commenting agency, in order to comply with subsection 59 (4) of the D.C.A. it would need to provide to the approval authority, information regarding the applicable Town D.C.s related to the site.

If the Town 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 that 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 Greater Napanee Residential Growth Forecast Summary

Year	Permanent Population (Including Census Undercount)	Excluding Census Undercount					Housing Units							Permanent Person Per Unit (P.P.U.)	Permanent + Seasonal Person Per Unit (P.P.U.)		
		Permanent Population ^[1]	Institutional Population	Permanent Population Excluding Institutional ^[1]	Seasonal Population	Total Permanent and Seasonal Population	Singles & Semi-Detached	Multiples ^[2]	Apartments ^[3]	Other	Total Households	Seasonal Households	Total Households Including Seasonal			Equivalent Institutional Households	
Historical	Mid 2006	15,787	15,400	525	14,875	2,075	17,475	4,810	250	995	65	6,120	580	6,700	477	2.52	2.61
	Mid 2011	15,901	15,511	496	15,015	2,000	17,511	4,948	319	1,028	32	6,327	558	6,885	451	2.45	2.54
	Mid 2016	16,291	15,892	532	15,360	2,240	18,132	5,165	305	1,085	25	6,580	626	7,206	484	2.42	2.52
	Mid 2021	17,303	16,879	565	16,314	2,125	19,004	5,340	320	1,175	30	6,865	593	7,458	514	2.46	2.55
Forecast	Mid 2022	17,433	17,006	569	16,437	2,125	19,131	5,376	321	1,197	30	6,924	593	7,517	517	2.46	2.55
	Mid 2032	18,977	18,512	754	17,758	2,125	20,637	5,845	439	1,389	30	7,703	593	8,296	685	2.40	2.49
	Mid 2036	19,656	19,174	825	18,349	2,125	21,299	6,026	489	1,471	30	8,015	593	8,608	750	2.39	2.47
	Buildout*	21,837	21,302	917	20,385	2,125	23,427	6,588	644	1,747	30	9,009	593	9,602	834	2.36	2.44
Incremental	Mid 2006 - Mid 2011	114	111	-29	140	-75	36	138	69	33	-33	207	-22	185	-26		
	Mid 2011 - Mid 2016	391	381	36	345	240	621	217	-14	57	-7	253	68	321	33		
	Mid 2016 - Mid 2021	1,012	987	33	954	-115	872	175	15	90	5	285	-33	252	30		
	Mid 2021 - Mid 2022	130	127	4	123	0	127	36	1	22	0	59	0	59	33		
	Mid 2022 - Mid 2032	1,544	1,506	185	1,321	0	1,506	469	118	192	0	779	0	779	168		
	Mid 2022 - Mid 2036	2,223	2,168	256	1,912	0	2,168	650	168	274	0	1,091	0	1,091	233		
	Mid 2022 - Buildout*	4,404	4,296	348	3,948	0	4,296	1,212	323	550	0	2,085	0	2,085	317		

[1] Census undercount estimated at approximately 2.5%.

[2] Includes Townhouses and apartments in duplexes.

[3] Includes bachelor, 1-bedroom, and 2-bedroom+ apartment units.

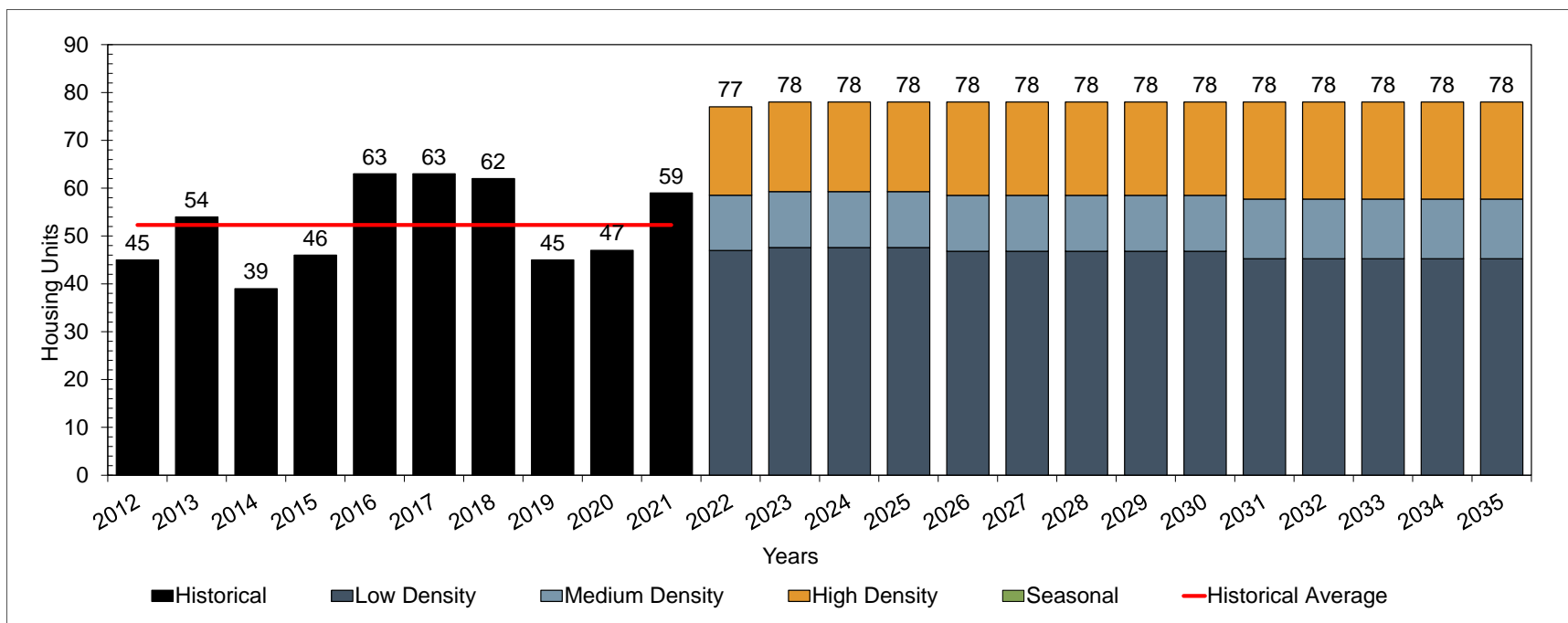
[4] Buildout is based on wastewater servicing capacity and provision for rural growth.

Note: Population including the Census undercount has been rounded.

Source: Derived from the County of Lennox & Addington Official Plan, Consolidated Version February 13, 2018, and wastewater servicing capacity, by Watson & Associates Economists Ltd.



Figure A-1
Town of Greater Napanee
Annual Housing Forecast^[1]



^[1] Growth forecast represents calendar year.

Source: Historical housing activity derived from Statistics Canada building permit data for the Town of Greater Napanee, 2012-2021.



Schedule 2
Town of Greater Napanee
Estimate Of The Anticipated Amount, Type And Location Of
Development For Which Development Charges Can Be Imposed

Development Location	Timing	Singles & Semi-Detached	Multiples ^[1]	Apartments ^[2]	Total Permanent Residential Units	Seasonal Units	Total Units Including Seasonal Units	Gross Permanent Population in New Units	Existing Permanent Unit Population Change	Permanent Net Population Increase	Institutional Population	Seasonal Population	Net Population Increase (Including Seasonal Population Equivalent)
Serviced	2022 - 2032	399	118	192	709	-	709	1,652	(259)	1,394	185	-	1,579
	2022 - 2036	552	168	274	993	-	993	2,307	(329)	1,979	256	-	2,235
	2022 - Buildout ^[3]	1,037	323	550	1,910	-	1,910	4,410	(467)	3,943	348	-	4,291
Unserviced	2022 - 2032	70	-	-	70	-	70	194	(266)	(73)	-	-	(73)
	2022 - 2036	98	-	-	98	-	98	271	(338)	(67)	-	-	(67)
	2022 - Buildout ^[3]	175	-	-	175	-	175	484	(480)	4	-	-	4
Town of Greater Napanee	2022 - 2032	469	118	192	779	-	389	1,846	(525)	1,321	185	-	1,506
	2022 - 2036	650	168	274	1,091	-	779	2,578	(666)	1,912	256	-	2,168
	2022 - Buildout ^[3]	1,212	323	550	2,085	-	1,235	4,894	(947)	3,947	348	-	4,295

^[1] Includes Townhouses and apartments in duplexes.

^[2] Includes bachelor, 1-bedroom, and 2-bedroom+ apartment units.

^[3] Buildout is based on wastewater servicing capacity and provision for rural growth.

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

Source: Watson & Associates Economists Ltd.



**Schedule 3
Town of Greater Napanee
Current Year Growth Forecast
Mid-2021 to Mid-2022**

		Population
Mid 2021 Population		19,004
Occupants of Permanent New Housing Units, Mid 2021 to Mid 2022	<i>Units (2)</i>	59
	<i>multiplied by P.P.U. (3)</i>	2.25
	<i>gross population increase</i>	133
Occupants of New Seasonal Units Mid 2021 to Mid 2022	<i>Net Seasonal Units (2)</i>	0
	<i>multiplied by P.P.U. (3)</i>	3.58
	<i>gross population increase</i>	0
Occupants of New Equivalent Institutional Units Mid 2021 to Mid 2022	<i>Units</i>	33
	<i>multiplied by P.P.U. (3)</i>	1.1
	<i>gross population increase</i>	36
Total Units (Permanent and Seasonal)	<i>Total Units</i>	59
	<i>Total gross population increase</i>	169
Decline in Housing Unit Occupancy, Mid 2021 to Mid 2022	<i>Units (4)</i>	6,865
	<i>multiplied by P.P.U. decline rate (5)</i>	-0.0061
	<i>total decline in population</i>	-42
Population Estimate to Mid 2022		19,131
<i>Net Population Increase, Mid 2021 to Mid 2022</i>		<i>127</i>

- (1) 2021 population based on Statistics Canada Census unadjusted for Census undercount.
- (2) Estimated residential units constructed, Mid-2021 to the beginning of the growth period assuming a six-month lag between construction and occupancy.
- (3) Average number of persons per unit (P.P.U.) is assumed to be:

Structural Type	Persons Per Unit ¹ (P.P.U.)	% Distribution of Estimated Units ²	Weighted Persons Per Unit Average
<i>Singles & Semi Detached</i>	2.63	61%	1.60
<i>Multiples (6)</i>	2.06	2%	0.03
<i>Apartments (7)</i>	1.64	37%	0.61
Total		100%	2.25

¹ Based on 2016 Census custom database

² Based on Building permit/completion activity

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



**Schedule 4a
Town of Greater Napanee
10-Year Growth Forecast
Mid-2022 to Mid-2032**

		Population
Mid 2022 Population		19,131
Occupants of Permanent New Housing Units, Mid 2022 to Mid 2032	<i>Units (2)</i>	779
	<i>multiplied by P.P.U. (3)</i>	2.37
	<i>gross population increase</i>	1,846
		1,846
Occupants of New Seasonal Units Mid 2022 to Mid 2032	<i>Net Seasonal Units (2)</i>	0
	<i>multiplied by P.P.U. (3)</i>	3.58
	<i>gross population increase</i>	0
		0
Occupants of New Equivalent Institutional Unit Mid 2022 to Mid 2032	<i>Units</i>	168
	<i>multiplied by P.P.U. (3)</i>	1.1
	<i>gross population increase</i>	185
		185
Total Units (Permanent and Seasonal)	<i>Total Units</i>	779
	<i>Total gross population increase</i>	2,031
Decline in Housing Unit Occupancy, Mid 2022 to Mid 2032	<i>Units (4)</i>	6,924
	<i>multiplied by P.P.U. decline rate (5)</i>	-0.0758
	<i>total decline in population</i>	-525
		-525
Population Estimate to Mid 2032		20,637
<i>Net Population Increase, Mid 2022 to Mid 2032</i>		1,506

(1) Mid 2022 Population based on:

2021 Population (19,004) + Mid 2021 to Mid 2022 estimated housing units to beginning of forecast period (59 x 2.25 = 133) + (6,865 x -0.0061 = -42) + Seasonal population (0 x 3.58 =) = 19,131

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

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

Structural Type	Persons Per Unit ¹ (P.P.U.)	% Distribution of Estimated Units ²	Weighted Persons Per Unit Average
<i>Singles & Semi Detached</i>	2.76	60%	1.66
<i>Multiples (6)</i>	2.05	15%	0.31
<i>Apartments (7)</i>	1.60	25%	0.40
<i>one bedroom or less</i> 1.22			
<i>two bedrooms or more</i> 1.82			
Total		100%	2.37

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

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

(4) Mid 2022 households based upon 6,865 (2021 Census) + 59 (Mid 2021 to Mid 2022 unit estimate) = 6,924

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

(6) Includes townhomes and apartments in duplexes.

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



**Schedule 4b
Town of Greater Napanee
2036 Growth Forecast
Mid-2022 to Mid-2036**

Mid 2022 Population		19,131
Occupants of Permanent New Housing Units, Mid 2022 to Mid 2036	<i>Units (2)</i>	1,091
	<i>multiplied by P.P.U. (3)</i>	2.36
	<i>gross population increase</i>	2,578
		2,578
Occupants of New Seasonal Units Mid 2022 to Mid 2036	<i>Net Seasonal Units (2)</i>	0
	<i>multiplied by P.P.U. (3)</i>	3.58
	<i>gross population increase</i>	0
		0
Occupants of New Equivalent Institutional Unit Mid 2022 to Mid 2036	<i>Units</i>	233
	<i>multiplied by P.P.U. (3)</i>	1.1
	<i>gross population increase</i>	256
		256
Total Units (Permanent and Seasonal)	<i>Total Units</i>	1,091
	<i>Total gross population increase</i>	2,834
Decline in Housing Unit Occupancy, Mid 2022 to Mid 2036	<i>Units (4)</i>	6,924
	<i>multiplied by P.P.U. decline rate (5)</i>	-0.0962
	<i>total decline in population</i>	-666
		-666
Population Estimate to Mid 2036		21,299
<i>Net Population Increase, Mid 2022 to Mid 2036</i>		2,168

- (1) Mid 2022 Population based on:
2021 Population (19,004) + Mid 2021 to Mid 2022 estimated housing units to beginning of forecast period (59 x 2.25 = 133) + (6,865 x -0.0061 = -42) + Seasonal population (0 x 3.58 =) = 19,131
- (2) Based upon forecast building permits/completions assuming a lag between construction and occupancy.
- (3) Average number of persons per unit (ppu) is assumed to be:

Structural Type	Persons Per Unit ¹ (P.P.U.)	% Distribution of Estimated Units ²	Weighted Persons Per Unit Average
<i>Singles & Semi Detached</i>	2.76	60%	1.65
<i>Multiples (6)</i>	2.05	15%	0.31
<i>Apartments (7)</i>	1.60	25%	0.40
<i>one bedroom or less</i> 1.22			
<i>two bedrooms or more</i> 1.82			
Total		100%	2.36

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

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

- (4) Mid 2022 households based upon 6,865 (2021 Census) + 59 (Mid 2021 to Mid 2022 unit estimate) = 6,924
- (5) Decline occurs due to aging of the population and family life cycle changes, lower fertility rates and changing economic conditions.
- (6) Includes townhomes and apartments in duplexes.
- (7) Includes bachelor, 1 bedroom and 2 bedroom+ apartments.



Schedule 5 Town of Greater Napanee Buildout Growth Forecast Mid-2022 to Buildout

		Population
Mid 2022 Population		19,131
Occupants of Permanent New Housing Units, Mid 2022 to Buildout	<i>Units (2)</i>	2,085
	<i>multiplied by P.P.U. (3)</i>	2.35
	<i>gross population increase</i>	4,894
		4,894
Occupants of New Seasonal Units Mid 2022 to Buildout	<i>Net Seasonal Units (2)</i>	0
	<i>multiplied by P.P.U. (3)</i>	3.58
	<i>gross population increase</i>	0
		0
Occupants of New Equivalent Institutional Units Mid 2022 to Buildout	<i>Units</i>	317
	<i>multiplied by P.P.U. (3)</i>	1.1
	<i>gross population increase</i>	349
		349
Total Units (Permanent and Seasonal)	<i>Total Units</i>	2,085
	<i>Total gross population increase</i>	
		5,243
Decline in Housing Unit Occupancy, Mid 2022 to Buildout	<i>Units (4)</i>	6,924
	<i>multiplied by P.P.U. decline rate (5)</i>	-0.1367
	<i>total decline in population</i>	-947
		-947
Population Estimate to Buildout		23,427
<i>Net Population Increase, Mid 2022 to Buildout</i>		4,296

(1) Mid 2022 Population based on:

2021 Population (19,004) + Mid 2021 to Mid 2022 estimated housing units to beginning of forecast period (59 x 2.25 = 133) + (6,865 x -0.0061 = -42) + Seasonal population (0 x 3.58 =) = 19,131

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

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

Structural Type	Persons Per Unit ¹ (P.P.U.)	% Distribution of Estimated Units ²	Weighted Persons Per Unit Average
<i>Singles & Semi Detached</i>	2.76	58%	1.61
<i>Multiples (6)</i>	2.05	15%	0.32
<i>Apartments (7)</i>	1.60	26%	0.42
<i>one bedroom or less</i>	1.22		
<i>two bedrooms or more</i>	1.82		
Total		100%	2.35

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

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

(4) Mid 2022 households based upon 6,865 (2021 Census) + 59 (Mid 2021 to Mid 2022 unit estimate) = 6,924

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

(6) Includes townhomes and apartments in duplexes.

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



Schedule 6
Town of Greater Napanee
Summary of Housing Units in the Development Approvals Process

Stage of Development	Density Type			
	Singles & Semi-Detached	Multiples ^[1]	Apartments ^[2]	Total
Draft Plan	727	242	417	1,386
<i>% Breakdown</i>	52%	17%	30%	100%
Total	727	242	417	1,386
<i>% Breakdown</i>	52%	17%	30%	100%

^[1] Includes Townhouses and apartments in duplexes.

^[2] Includes bachelor, 1-bedroom, and 2-bedroom+ apartment units.

Note: In addition to the permanent housing units in the table above, new long-term care developments with 256 beds have been identified.

Source: Watson & Associates Economists Ltd.



Schedule 7
Town of Greater Napanee
Historical Residential Building Permits
Years 2012 to 2021

Year	Residential Building Permits			
	Singles & Semi Detached	Multiples ¹	Apartments ²	Total
2012	45	0	0	45
2013	52	2	0	54
2014	39	0	0	39
2015	30	16	0	46
2016	47	4	0	51
Sub-total	213	22	0	235
Average (2012 - 2016)	43	4	0	47
% Breakdown	90.6%	9.4%	0.0%	100.0%
2017	45	19	0	64
2018	41	33	0	74
2019	26	12	0	38
2020	29	16	2	47
2021	36	1	22	59
Sub-total	177	81	24	282
Average (2017 - 2021)	35	16	5	56
% Breakdown	62.8%	28.7%	8.5%	100.0%
2012 - 2021				
Total	390	103	24	517
Average	39	10	2	52
% Breakdown	75.4%	19.9%	4.6%	100.0%

[1] Includes Townhouses and apartments in duplexes.

[2] Includes bachelor, 1-bedroom, and 2-bedroom+ apartment units.

Source: Historical housing activity derived from Statistics Canada building permit data for the Town of Greater Napanee, 2012-2021.



Schedule 8a
Greater Napanee
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	-	-	-	2.595	-	2.625	
6-10	-	-	-	2.733	-	2.695	
11-15	-	-	-	2.724	-	2.738	
16-20	-	-	-	3.079	-	3.000	2.765
20-25	-	-	-	2.462	-	2.578	
25-35	-	-	1.643	2.475	3.909	2.496	
35+	-	1.333	1.848	2.510	3.706	2.415	
Total	-	1.385	1.808	2.556	3.754	2.497	

Age of Dwelling	All Density Types					
	< 1 BR	1 BR	2 BR	3/4 BR	5+ BR	Total
1-5	-	-	1.500	2.676	-	2.474
6-10	-	-	-	2.660	-	2.631
11-15	-	-	-	2.724	-	2.841
16-20	-	-	-	3.026	-	2.765
20-25	-	-	1.733	2.525	-	2.448
25-35	-	1.077	1.703	2.453	3.909	2.275
35+	-	1.257	1.842	2.526	3.694	2.260
Total	-	1.254	1.803	2.562	3.814	2.337

Note: Does not include Statistics Canada data classified as 'Other'.
P.P.U. Not calculated for samples less than or equal to 50 dwelling units and does not include institutional population.



Schedule 8b
Regional Area
(County of Lennox and Addington, County of Frontenac and Hastings County)
Person Per Unit by Age and Type of Dwelling
(2016 Census)

Age of Dwelling	Multiples ^[1]						20 Year Average
	< 1 BR	1 BR	2 BR	3/4 BR	5+ BR	Total	
1-5	-	-	1.600	2.302	-	2.061	
6-10	-	-	1.778	2.518	-	2.098	
11-15	-	1.417	1.462	2.213	-	1.812	
16-20	-	1.364	1.941	2.250	-	2.223	2.049
20-25	-	1.417	1.905	2.494	-	2.255	
25-35	-	1.148	1.971	2.780	1.909	2.454	
35+	-	1.338	1.826	2.663	3.476	2.318	
Total	-	1.324	1.810	2.594	3.066	2.274	

Age of Dwelling	Apartments ^[2]						20 Year Average
	< 1 BR	1 BR	2 BR	3/4 BR	5+ BR	Total	
1-5	-	1.307	1.785	2.556	-	1.642	
6-10	-	1.254	1.646	-	-	1.513	
11-15	-	1.304	1.757	-	-	1.651	
16-20	-	1.247	1.792	2.308	-	1.606	1.603
20-25	-	1.218	1.704	2.840	-	1.618	
25-35	-	1.178	1.696	2.484	-	1.562	
35+	1.333	1.176	1.799	2.521	1.857	1.614	
Total	1.149	1.192	1.765	2.548	1.611	1.603	

Age of Dwelling	All Density Types					
	< 1 BR	1 BR	2 BR	3/4 BR	5+ BR	Total
1-5	-	1.351	1.867	2.851	4.203	2.588
6-10	-	1.349	1.822	2.890	3.899	2.656
11-15	-	1.391	1.745	2.805	3.721	2.580
16-20	-	1.288	1.774	2.665	3.745	2.450
20-25	-	1.223	1.786	2.696	3.732	2.432
25-35	-	1.220	1.768	2.633	3.638	2.342
35+	1.156	1.232	1.821	2.510	3.376	2.223
Total	1.082	1.246	1.808	2.605	3.579	2.325

[1] Includes Townhouses and apartments in duplexes.

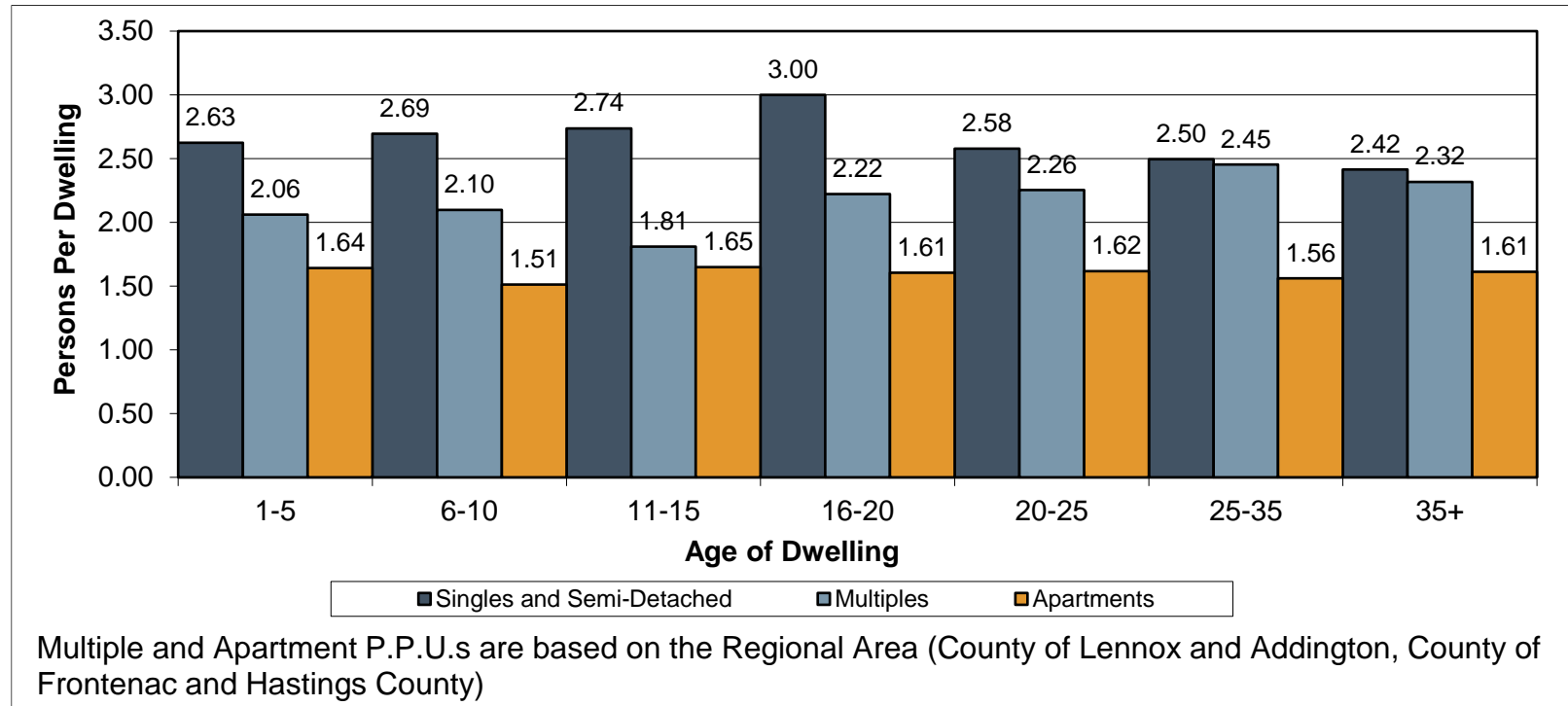
[2] Includes bachelor, 1-bedroom, and 2-bedroom+ apartment units.

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

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



Schedule 9
Greater Napanee
Person Per Unit Structural Type and Age of Dwelling
(2016 Census)





**Schedule 10a
Town of Greater Napanee
Employment Forecast, 2022 to Buildout**

Period	Population	Activity Rate						Employment					Employment	
		Primary	Work at Home	Industrial	Commercial/ Population Related	Institutional	Total	Primary	Work at Home	Industrial	Commercial/ Population Related	Institutional	Total	Total (Excluding Work at Home)
Mid 2006	15,400	0.5%	4.6%	11.9%	13.8%	10.4%	41.2%	80	705	1,830	2,130	1,600	6,345	5,640
Mid 2011	15,511	0.4%	3.9%	13.5%	15.9%	13.0%	46.6%	65	600	2,088	2,463	2,020	7,235	6,635
Mid 2016	15,892	0.8%	3.1%	13.5%	16.0%	13.0%	46.3%	120	495	2,138	2,548	2,060	7,360	6,865
Mid 2022	17,006	0.9%	3.2%	13.4%	14.7%	13.7%	46.0%	153	547	2,287	2,504	2,326	7,817	7,270
Mid 2032	18,512	0.8%	3.4%	13.4%	15.5%	13.5%	46.7%	157	632	2,485	2,867	2,501	8,642	8,010
Mid 2036	19,174	0.8%	3.5%	13.4%	15.5%	13.5%	46.7%	159	674	2,560	2,969	2,583	8,945	8,271
Buildout ^[1]	21,302	0.8%	3.6%	12.7%	15.1%	13.1%	45.2%	164	770	2,702	3,216	2,780	9,632	8,862
Incremental Change														
Mid 2006 - Mid 2011	111	-0.1%	-0.7%	1.6%	2.0%	2.6%	5.4%	-15	-105	258	333	420	890	995
Mid 2011 - Mid 2016	381	0.3%	-0.8%	0.0%	0.2%	-0.1%	-0.3%	55	-105	50	85	40	125	230
Mid 2016 - Mid 2022	1,114	0.1%	0.1%	0.0%	-1.3%	0.7%	-0.3%	33	52	150	-44	266	457	405
Mid 2022 - Mid 2032	1,506	-0.1%	0.2%	0.0%	0.8%	-0.2%	0.7%	4	85	198	363	175	825	740
Mid 2022 - Mid 2036	2,168	-0.1%	0.3%	-0.1%	0.8%	-0.2%	0.7%	6	127	273	465	257	1,128	1,001
Mid 2022 - Buildout ^[1]	4,296	-0.1%	0.4%	-0.8%	0.4%	-0.6%	-0.7%	11	223	415	712	454	1,815	1,592
Annual Average														
Mid 2006 - Mid 2011	22	0.0%	-0.1%	0.3%	0.4%	0.5%	1.1%	-3	-21	52	67	84	178	199
Mid 2011 - Mid 2016	76	0.1%	-0.2%	0.0%	0.0%	0.0%	-0.1%	11	-21	10	17	8	25	46
Mid 2016 - Mid 2022	186	0.0%	0.0%	0.0%	-0.2%	0.1%	-0.1%	6	9	25	-7	44	76	68
Mid 2022 - Mid 2032	151	0.0%	0.0%	0.0%	0.1%	0.0%	0.1%	0	9	20	36	18	83	74
Mid 2022 - Mid 2036	155	0.0%	0.0%	0.0%	0.1%	0.0%	0.0%	0	9	20	33	18	81	72

^[1] Buildout is based on wastewater servicing capacity and provision for rural growth.

Source: 2006 to 2016 derived from Statistics Canada Census data, 2022 estimated by Watson & Associates Economists Ltd., and forecast derived from the County of Lennox & Addington Official Plan, Consolidated Version February 13, 2018, and wastewater servicing capacity, by Watson & Associates Economists Ltd.



Schedule 10b
Town of Greater Napanee
Employment and Gross Floor Area (G.F.A.) Forecast, 2022 to Buildout

Period	Population	Employment					Gross Floor Area in Square Feet (Estimated) ⁽¹⁾				
		Primary ⁽²⁾	Industrial	Commercial/ Population Related	Institutional ⁽³⁾	Total	Primary	Industrial	Commercial/ Population Related	Institutional	Total
Mid 2006	15,400	80	1,830	2,130	1,600	5,640					
Mid 2011	15,511	65	2,088	2,463	2,020	6,635					
Mid 2016	15,892	120	2,138	2,548	2,060	6,865					
Mid 2022	17,006	153	2,287	2,504	2,309	7,253					
Mid 2032	18,512	157	2,485	2,867	2,398	7,907					
Mid 2036	19,174	159	2,560	2,969	2,447	8,135					
Buildout ⁽⁴⁾	21,302	164	2,702	3,216	2,600	8,682					
Incremental Change											
Mid 2006 - Mid 2011	111	-15	258	333	420	995					
Mid 2011 - Mid 2016	381	55	50	85	40	230					
Mid 2016 - Mid 2022	1,114	33	150	-44	249	388					
Mid 2022 - Mid 2032	1,506	4	198	363	89	654	12,000	297,000	199,700	59,700	568,400
Mid 2022 - Mid 2036	2,168	6	273	465	138	882	18,000	409,500	255,800	92,500	775,800
Mid 2022 - Buildout ⁽⁴⁾	4,296	11	415	712	291	1,429	33,000	622,500	391,600	195,100	1,242,200
Annual Average											
Mid 2006 - Mid 2011	22	-3	52	67	84	199					
Mid 2011 - Mid 2016	76	11	10	17	8	46					
Mid 2016 - Mid 2022	186	6	25	-7	42	65					
Mid 2022 - Mid 2032	151	0	20	36	9	65	2,400	29,700	19,970	5,970	56,840
Mid 2022 - Mid 2036	155	0	20	33	10	63	1,286	29,250	18,271	6,607	55,414

⁽¹⁾ Square Foot Per Employee Assumptions

Primary School	3,000
Industrial	1,500
Commercial/Population-Related	550
Institutional	670

⁽²⁾ Primary industry includes bona-fide, non bona-fide farming and cannabis growing operation related employment.

⁽³⁾ Forecast institutional employment and gross floor area has been adjusted downward to account for employment associated with special care units.

⁽⁴⁾ Buildout is based on wastewater servicing capacity and provision for rural growth.

Note: Numbers may not add precisely due to rounding.

Source: Watson & Associates Economists Ltd.



Schedule 10b
Town of Greater Napanee
Estimate of the Anticipated Amount, Type and Location of
Non-Residential Development for Which Development Charges can be Imposed

Development Location	Timing	Primary ^{[1], [2]}	Industrial G.F.A. S.F. ^[1]	Commercial G.F.A. S.F. ^[1]	Institutional G.F.A. S.F. ^{[1], [3]}	Total Non-Residential G.F.A. S.F.	Employment Increase ^[4]
Serviced	2022 - 2032	-	208,500	193,600	42,200	444,300	554
	2022 - 2036	-	286,500	248,100	66,400	601,000	741
	2022 - Buildout ^[5]	-	436,500	380,100	149,500	966,100	1,205
Unserviced	2022 - 2032	12,000	88,500	6,100	17,500	124,100	100
	2022 - 2036	18,000	123,000	7,700	26,100	174,800	141
	2022 - Buildout ^[5]	33,000	186,000	11,500	45,600	276,100	224
Town of Greater Napanee	2022 - 2032	12,000	297,000	199,700	59,700	568,400	654
	2022 - 2036	18,000	409,500	255,800	92,500	775,800	882
	2022 - Buildout ^[5]	33,000	622,500	391,600	195,100	1,242,200	1,429

^[1] Square Foot Per Employee Assumptions

Primary School	3,000
Industrial	1,500
Commercial/Population-Related	550
Institutional	670

^[2] Primary industry includes bona-fide, non bona-fide farming and cannabis growing operation related employment.

^[3] Forecast institutional employment and gross floor area has been adjusted downward to account for employment associated with special care units.

^[4] Buildout is based on wastewater servicing capacity and provision for rural growth.

* Reflects mid 2022 to buildout forecast period.

Note: Numbers may not add precisely due to rounding.

Source: Watson & Associates Economists Ltd.



Schedule 11
Greater Napanee
Employment to Population Ratio by Major Employment Sector, 2006 to 2016

NAICS		Year			Change		Comments
		2006	2011	2016	06-11	11-16	
Employment by industry							
	Primary Industry Employment						
11	<i>Agriculture, forestry, fishing and hunting</i>	310	255	290	-55	35	Categories which relate to local land-based resources
21	<i>Mining and oil and gas extraction</i>	0	0	15	0	15	
Sub-total		310	255	305	-55	50	
	Industrial and Other Employment						
22	<i>Utilities</i>	175	190	200	15	10	Categories which relate primarily to industrial land supply and demand
23	<i>Construction</i>	210	280	420	70	140	
31-33	<i>Manufacturing</i>	1,215	1,350	1,200	135	-150	
41	<i>Wholesale trade</i>	80	100	70	20	-30	
48-49	<i>Transportation and warehousing</i>	200	235	250	35	15	
56	<i>Administrative and support</i>	65	90	73	25	-18	
Sub-total		1,945	2,245	2,213	300	-33	
	Population Related Employment						
44-45	<i>Retail trade</i>	890	1,150	1,100	260	-50	Categories which relate primarily to population growth within the municipality
51	<i>Information and cultural industries</i>	75	60	40	-15	-20	
52	<i>Finance and insurance</i>	140	265	140	125	-125	
53	<i>Real estate and rental and leasing</i>	75	110	70	35	-40	
54	<i>Professional, scientific and technical services</i>	210	210	225	0	15	
55	<i>Management of companies and enterprises</i>	0	10	10	10	0	
56	<i>Administrative and support</i>	65	90	73	25	-18	
71	<i>Arts, entertainment and recreation</i>	40	25	75	-15	50	
72	<i>Accommodation and food services</i>	540	455	685	-85	230	
81	<i>Other services (except public administration)</i>	365	265	305	-100	40	
Sub-total		2,400	2,640	2,723	240	83	
	Institutional						
61	<i>Educational services</i>	465	555	475	90	-80	
62	<i>Health care and social assistance</i>	800	1,055	1,120	255	65	
91	<i>Public administration</i>	425	485	525	60	40	
Sub-total		1,690	2,095	2,120	405	25	
Total Employment		6,345	7,235	7,360	890	125	
Population		15,400	15,511	15,892	111	381	
Employment to Population Ratio							
Industrial and Other Employment		0.13	0.14	0.14	0.02	-0.01	
Population Related Employment		0.16	0.17	0.17	0.01	0.00	
Institutional Employment		0.11	0.14	0.13	0.03	0.00	
Primary Industry Employment		0.02	0.02	0.02	0.00	0.00	
Total		0.41	0.47	0.46	0.05	0.00	

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

Source: Statistics Canada Employment by Place of Work.



Appendix B

Level of Service



Appendix B: Level of Service

SUMMARY OF SERVICE STANDARDS AS PER DEVELOPMENT CHARGES ACT, 1997, AS AMENDED							
Service Category	Sub-Component	10 Year Average Service Standard					Maximum Ceiling LOS
		Cost (per capita)	Quantity (per capita)		Quality (per capita)		
Service Related to a Highway	Services Related to a Highway - Roads	\$12,046.70	0.0152	km of roadways	792,546	per km	26,117,246
	Services Related to a Highway - Bridges, Culverts & Structures	\$1,055.60	0.0014	Number of Bridges, Culverts & Structures	754,000	per item	2,288,541
	Services Related to a Highway - Sidewalks and Active Transportation	\$649.80	0.0026	km of sidewalks and active transportation	249,923	per km	1,408,766
	Services Related to a Highway - Traffic Signals & Streetlights	\$225.40	0.0394	No. of Traffic Signals	5,721	per signal	488,667
Public Works	Public Works - Facilities	\$1,513.25	2.9731	sq.ft. of building area	509	per sq.ft.	3,280,726
	Public Works - Vehicles & Equipment	\$381.69	0.0017	No. of vehicles and equipment	224,524	per vehicle	827,504
Fire Protection	Fire Protection Services - Facilities	\$341.09	1.1763	sq.ft. of building area	290	per sq.ft.	739,483
	Fire Protection Services - Vehicles & Equipment	\$290.25	0.0009	No. of vehicles	322,500	per vehicle	629,262
	Fire Protection Services - Small Equipment and Gear	\$97.69	0.0531	No. of equipment and gear	1,840	per item	211,792
Parks & Recreation	Parkland Development	\$319.59	0.0041	Acres of Parkland	77,949	per acre	481,303
	Parkland Amenities	\$365.45	0.0042	No. of parkland amenities	87,012	per amenity	550,368
	Parkland Trails	\$31.04	0.1279	Linear Metres of Paths and Trails	243	per linear m	46,746
	Recreation Facilities	\$1,664.65	6.5538	sq.ft. of building area	254	per sq.ft.	2,506,963
	Parks & Recreation Vehicles and Equipment	\$54.35	0.0016	No. of vehicles and equipment	33,969	per vehicle	81,851
Provincial Offences Act	Provincial Offences Act including By-law Enforcement - Facilities	\$34.88	0.1036	sq.ft. of building area	337	per sq.ft.	52,529
	Provincial Offences Act including By-law Enforcement - Vehicles & Equipment	\$2.27	0.0001	No. of Vehicles and Equipment	22,700	per item	3,419



**Town of Greater Napanee
Service Standard Calculation Sheet**

Service: Services Related to a Highway - Roads
Unit Measure: km of roadways

Description	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022 Value (\$/km)
Gravel	70	70	70	70	70	70	70	70	70	70	\$400,000
LCB	141	141	141	141	141	141	141	141	141	141	\$800,000
HCB	66	66	66	66	66	66	66	66	66	66	\$1,200,000
Total	277	277	277	277	277	277	277	277	277	277	

Population	17,657	17,780	17,929	18,033	18,132	18,304	18,501	18,718	18,848	19,004
Per Capita Standard	0.0157	0.0156	0.0155	0.0154	0.0153	0.0151	0.0150	0.0148	0.0147	0.0146

10 Year Average	2012-2021
Quantity Standard	0.0152
Quality Standard	\$792,546
Service Standard	\$12,047

D.C. Amount (before deductions)	15 Year
Forecast Population	2,168
\$ per Capita	\$12,047
Eligible Amount	\$26,117,246



**Town of Greater Napanee
Service Standard Calculation Sheet**

Service: Services Related to a Highway - Bridges, Culverts & Structures
Unit Measure: Number of Bridges, Culverts & Structures

Description	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022 Value (\$/item)
Bridges	19	19	19	19	19	19	19	19	19	19	\$850,000
Culverts	7	7	7	7	7	7	7	7	7	7	\$450,000
Total	26	26	26	26	26	26	26	26	26	26	

Population	17,657	17,780	17,929	18,033	18,132	18,304	18,501	18,718	18,848	19,004
Per Capita Standard	0.0015	0.0015	0.0015	0.0014	0.0014	0.0014	0.0014	0.0014	0.0014	0.0014

10 Year Average	2012-2021
Quantity Standard	0.0014
Quality Standard	\$754,000
Service Standard	\$1,056

D.C. Amount (before deductions)	15 Year
Forecast Population	2,168
\$ per Capita	\$1,056
Eligible Amount	\$2,288,541



**Town of Greater Napanee
Service Standard Calculation Sheet**

Service: Services Related to a Highway - Sidewalks and Active Transportation
Unit Measure: km of sidewalks and active transportation

Description	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022 Value (\$/km)
Concrete Sidewalks	48	48	48	48	48	48	49	49	49	50	\$245,000
Total	48	48	48	48	48	48	49	49	49	50	

Population	17,657	17,780	17,929	18,033	18,132	18,304	18,501	18,718	18,848	19,004
Per Capita Standard	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

10 Year Average	2012-2021
Quantity Standard	0.0026
Quality Standard	\$249,923
Service Standard	\$650

D.C. Amount (before deductions)	15 Year
Forecast Population	2,168
\$ per Capita	\$650
Eligible Amount	\$1,408,766



**Town of Greater Napanee
Service Standard Calculation Sheet**

Service: Services Related to a Highway - Traffic Signals & Streetlights
Unit Measure: No. of Traffic Signals

Description	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022 Value (\$/item)
Street Lights with Arms and Poles	700	700	700	700	700	700	700	700	700	700	\$5,600
Decorative Lights - Stressed Concrete Poles	20	20	20	20	20	20	20	20	20	20	\$10,000
Total	720	720	720	720	720	720	720	720	720	720	

Population	17,657	17,780	17,929	18,033	18,132	18,304	18,501	18,718	18,848	19,004
Per Capita Standard	0.0408	0.0405	0.0402	0.0399	0.0397	0.0393	0.0389	0.0385	0.0382	0.0379

10 Year Average	2012-2021
Quantity Standard	0.0394
Quality Standard	\$5,721
Service Standard	\$225

D.C. Amount (before deductions)	15 Year
Forecast Population	2,168
\$ per Capita	\$225
Eligible Amount	\$488,667



**Town of Greater Napanee
Service Standard Calculation Sheet**

Class of Service: Public Works - Facilities
Unit Measure: sq.ft. of building area

Description	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022 Value/sq.ft. with land, site works, etc.
Main Garage (8321 County Rd 2) & Cold Storage	6,700	6,700	6,700	11,270	11,270	11,270	11,270	11,270	11,270	11,270	\$491
Sand Dome	5,100	5,100	5,100	-	-	-	-	-	-	-	\$424
Sign Shed	8,000	8,000	8,000	8,000	8,000	8,000	8,000	8,000	8,000	8,000	\$424
Sand and Salt Coverall	1,076	1,076	1,076	1,076	1,076	1,076	1,076	1,076	1,076	1,076	\$424
Public Works Facility - 8321 County Rd. 2 and Hillside Ave	9,688	9,688	9,688	9,688	9,688	9,688	9,688	9,688	9,688	9,688	\$424
Public Works Facility - Richmond Barns	30,564	30,564	30,564	30,034	30,034	30,034	30,034	30,034	30,034	30,034	\$424
Public Works Facility - South Fredericksburgh Garage	18,338	18,338	18,338	18,338	18,338	18,338	18,338	18,338	18,338	18,338	\$622
	5,813	5,813	5,813	5,813	5,813	5,813	5,813	5,813	5,813	5,813	\$598
Total	54,714	54,714	54,714	54,184	54,184	54,184	54,184	54,184	54,184	54,184	

Population	17,657	17,780	17,929	18,033	18,132	18,304	18,501	18,718	18,848	19,004
Per Capita Standard	3.0987	3.0773	3.0517	3.0047	2.9883	2.9603	2.9287	2.8948	2.8748	2.8512

10 Year Average	2012-2021
Quantity Standard	2.9731
Quality Standard	\$509
Service Standard	\$1,513

D.C. Amount (before deductions)	15 Year
Forecast Population	2,168
\$ per Capita	\$1,513
Eligible Amount	\$3,280,726



**Town of Greater Napanee
Service Standard Calculation Sheet**

Class of Service: Public Works - Vehicles & Equipment
Unit Measure: No. of vehicles and equipment

Description	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022 Value (\$/Vehicle)
Red 1/2 Ton Pick-up	4	4	4	4	4	4	4	4	2	2	\$60,000
White 3/4 Ton 4 Door Pick-up	1	1	1	1	1	1	1	1	2	2	\$57,000
Red Tandem Dump Truck with Plow	10	10	10	10	10	10	10	10	10	10	\$335,000
Red 1 Ton 4 Door Work/Dump	1	1	1	1	1	1	1	1	1	1	\$93,636
White 5 Ton 2 Door Work/Dump	1	1	1	1	1	1	1	1	1	1	\$94,000
White 1/2 Ton Extended Cap Pick-up	1	1	1	1	1	1	1	1	1	1	\$57,434
Red Single Axle Dump Truck with Plow	2	2	2	2	2	2	2	2	2	2	\$305,000
White 3/4 Ton 2 Door Pick-up	1	1	1	1	1	1	1	1	1	1	\$56,000
Ravo 5iSeries Street Sweeper 2015	1	1	1	1	1	1	1	1	1	1	\$260,000
Case Back Hoe 2016	1	1	1	1	1	1	1	1	1	1	\$185,000
Volvo L60E Loader 2005	1	1	1	1	1	1	1	1	1	1	\$272,000
Case 621B, Loader 1995	1	1	1	1	1	1	1	1	1	1	\$272,000
Volvo L70B, Loader 1994	1	1	1	1	1	1	1	1	1	1	\$272,000
Volvo G740, Road Grader, 2001	1	1	1	1	1	1	1	1	1	1	\$325,000
Volvo 4 Wheel excavator, 2013	1	1	1	1	1	1	1	1	1	1	\$325,000
New Holland TV 6070 Large Tractor 2010	1	1	1	1	1	1	1	1	1	1	\$150,000
John Deere 6125M, Large tractor, 2013	1	1	1	1	1	1	1	1	1	1	\$140,000
Trackless MT series 6 Tractor 2010	1	1	1	1	1	1	1	1	1	1	\$180,000
2016 Bobcat - T595 Skid Steer	-	-	-	-	-	1	1	1	1	1	\$103,000
Total	31	31	31	31	31	32	32	32	31	31	

Population	17,657	17,780	17,929	18,033	18,132	18,304	18,501	18,718	18,848	19,004
Per Capita Standard	0.0018	0.0017	0.0017	0.0017	0.0017	0.0017	0.0017	0.0017	0.0016	0.0016

10 Year Average	2012-2021
Quantity Standard	0.0017
Quality Standard	\$224,524
Service Standard	\$382

D.C. Amount (before deductions)	15 Year
Forecast Population	2,168
\$ per Capita	\$382
Eligible Amount	\$827,504



**Town of Greater Napanee
Service Standard Calculation Sheet**

Service: Fire Protection Services - Facilities
Unit Measure: sq.ft. of building area

Description	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022 Bld'g Value (\$/sq.ft.)	Value/sq.ft. with land, site works, etc.
Station 1 Napanee Fire Hall	11,500	11,500	11,500	11,500	11,500	11,500	11,500	11,500	11,500	11,500	\$276	\$338
Station 1 Training House	2,400	2,400	2,400	2,400	2,400	2,400	2,400	2,400	2,400	2,400	\$100	\$100
Station 1 Outbuilding - Garage	400	400	400	400	400	400	400	400	400	400	\$100	\$100
Station 1 Training Tower	-	-	-	-	-	-	-	-	-	200	\$225	\$225
Station 2 Roblin Fire Hall	1,334	1,334	4,900	4,900	4,900	4,900	4,900	4,900	4,900	4,900	\$220	\$275
Station 3 Dorland Fire Hall	2,500	2,500	2,500	2,500	2,500	2,500	2,500	2,500	2,500	2,500	\$266	\$346
Station 3 Outbuilding - Garage	500	500	500	500	500	500	500	500	500	500	\$100	\$100
Radio Repeater Building	-	-	-	-	-	-	50	50	50	50	\$160	\$185
Total	18,634	18,634	22,200	22,200	22,200	22,200	22,250	22,250	22,250	22,450		

Population	17,657	17,780	17,929	18,033	18,132	18,304	18,501	18,718	18,848	19,004
Per Capita Standard	1.0553	1.0480	1.2382	1.2311	1.2244	1.2128	1.2026	1.1887	1.1805	1.1813

10 Year Average	2012-2021
Quantity Standard	1.1763
Quality Standard	\$290
Service Standard	\$341

D.C. Amount (before deductions)	15 Year
Forecast Population	2,168
\$ per Capita	\$341
Eligible Amount	\$739,483



**Town of Greater Napanee
Service Standard Calculation Sheet**

Service: Fire Protection Services - Vehicles & Equipment
Unit Measure: No. of vehicles

Description	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022 Value (\$/Vehicle)
3/4 Ton Pickup	1	1	1	1	1	1	1	1	1	2	\$60,000
4 Door Sedan	2	2	2	2	2	2	1	-	-	-	\$25,000
1/2 Ton Pick-up	3	3	3	3	3	3	3	3	3	2	\$52,000
Commercial 5 Person Cab Pumper	1	1	1	2	2	2	2	1	1	1	\$575,000
Commercial 2500 Gallon Tandem Tanker	-	1	1	2	2	2	2	2	2	2	\$425,000
Custom 6 Person Cab Ladder Truck	1	1	1	1	1	1	1	1	1	1	\$1,500,000
Commercial Heavy Rescue	1	1	1	1	1	1	1	1	1	1	\$400,000
Commercial 1500 Gallon Single Axle Tanker	3	3	3	1	1	1	1	1	1	1	\$350,000
Custom 6 Person Cab Pumper	2	2	2	1	1	1	1	2	2	2	\$650,000
2014 White Cargo Van	-	-	1	1	1	1	-	-	-	-	\$30,000
4 Door SUV	-	-	-	-	-	-	1	1	1	1	\$50,000
ATV (mule)	1	1	1	1	1	1	1	1	1	1	\$20,000
Enclosed Single-axle Trailer (mule)	1	1	1	1	1	1	1	1	1	1	\$12,000
Public Education Trailer	-	-	-	-	-	-	-	-	-	1	\$70,000
Total	16	17	18	17	17	17	16	15	15	16	

Population	17,657	17,780	17,929	18,033	18,132	18,304	18,501	18,718	18,848	19,004
Per Capita Standard	0.0009	0.0010	0.0010	0.0009	0.0009	0.0009	0.0009	0.0008	0.0008	0.0008

10 Year Average	2012-2021
Quantity Standard	0.0009
Quality Standard	\$322,500
Service Standard	\$290

D.C. Amount (before deductions)	15 Year
Forecast Population	2,168
\$ per Capita	\$290
Eligible Amount	\$629,262



**Town of Greater Napanee
Service Standard Calculation Sheet**

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

Description	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022 Value (\$/item)
Breathing Apparatus (SCBA)											
SCBA Pack - Thermal Camera	11	11	11	11	11	11	11	11	11	11	\$8,000
SCBA Pack	83	83	83	83	83	83	83	83	83	83	\$6,800
SCBA Mask	93	93	93	93	93	93	93	93	93	93	\$470
4500 PSI Cylinders	3	3	3	3	3	3	3	3	3	3	\$1,400
Rit Bag											\$9,700
Extrication Equipment	1	1	1	1	1	1	1	1	1	1	\$16,000
E Tool - Spreader	1	1	1	1	1	1	1	1	1	1	\$15,000
E Tool - Cutter	3	3	3	3	3	3	3	3	3	3	\$12,000
E Tool - Combination	1	1	1	1	1	1	1	1	1	1	\$15,000
E Tool - Ram	3	3	3	3	3	3	3	3	3	3	\$6,000
Hydraulic Tool - Ram	1	1	1	1	1	1	1	1	1	1	\$10,000
Hydraulic Tool - Spreader	1	1	1	1	1	1	1	1	1	1	\$9,000
Hydraulic Tool - Cutter	1	1	1	1	1	1	1	1	1	1	\$9,000
Hydraulic Tool - Combination	2	2	2	2	2	2	2	2	2	2	\$12,000
Hydraulic Tool - Pump	5	5	5	5	5	5	5	5	5	5	\$4,500
Hand Tool - Spreader	1	1	1	1	1	1	1	1	1	1	\$8,000
Air Bag System - 21 & 34 Ton & Controller	6	6	6	6	6	6	6	6	6	6	\$6,000



**Town of Greater Napanee
Service Standard Calculation Sheet**

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

Description	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022 Value (\$/item)
Hose and Equipment											
Hose - 1 3/4" 50ft lengths	116	116	116	116	116	116	116	116	116	116	\$165
Hose - 2 1/2" 50ft lengths	55	55	55	55	55	55	55	55	55	55	\$245
Hose - 4" 50ft lengths	36	36	36	36	36	36	36	36	36	36	\$580
Hose - 4" 100ft lengths	50	50	50	50	50	50	50	50	50	50	\$850
Hose - Forestry 100ft lengths	100	100	100	100	100	100	100	100	100	100	\$195
Appliance - Blitz Fire Monitor	3	3	3	3	3	3	3	3	3	3	\$4,500
Appliance - Deck Gun	1	1	1	1	1	1	1	1	1	1	\$4,500
Appliance - 1 3/4" Nozzle	15	15	15	15	15	15	15	15	15	15	\$1,500
Appliance - 2 1/2" Nozzle	5	5	5	5	5	5	5	5	5	5	\$2,000
Appliance - 4" Storz Wye	6	6	6	6	6	6	6	6	6	6	\$2,500
Appliance - Hydrant Bag	7	7	7	7	7	7	7	7	7	7	\$1,500
Appliance - Hose Wrenches & Adaptors	7	7	7	7	7	7	7	7	7	7	\$1,000
Appliance - Forestry Wrenches & Adaptors	3	3	3	3	3	3	3	3	3	3	\$700
500 GPM Portable Pump	3	3	3	3	3	3	3	3	3	3	\$5,500
Forestry Wajax Pump	3	3	3	3	3	3	3	3	3	3	\$4,000
Skid Unit Tank/Pump/Hose	2	2	2	2	2	2	2	2	2	2	\$6,000
Water Backpacks - Forestry	22	22	22	22	22	22	22	22	22	22	\$200
Fire Extinguishers - Water	6	6	6	6	6	6	6	6	6	6	\$220
Fire Extinguishers - Powder	6	6	6	6	6	6	6	6	6	6	\$900
Hose Tester	1	1	1	1	1	1	1	1	1	1	\$4,000



**Town of Greater Napanee
Service Standard Calculation Sheet**

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

Description	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022 Value (\$/item)
Other Equipment											
Generator/light	5	5	5	5	5	5	5	5	5	5	\$2,300
Positive Pressure Fan	6	6	6	6	6	6	6	6	6	6	\$4,500
Saws - Roof	8	8	8	8	8	8	8	8	8	8	\$2,700
Saws - Forestry	4	4	4	4	4	4	4	4	4	4	\$400
Leave Blowers - Forestry	8	8	8	8	8	8	8	8	8	8	\$500
Thermal Imaging Camera	6	6	6	6	6	6	6	6	6	6	\$4,000
Drone	1	1	1	1	1	1	1	1	1	1	\$10,000
Flashlights	34	34	34	34	34	34	34	34	34	34	\$120
Gas Detector - 4 Gas	3	3	3	3	3	3	3	3	3	3	\$900
Gas Detector - 5 Gas	1	1	1	1	1	1	1	1	1	1	\$2,300
Gas Detector - Calibration Station	1	1	1	1	1	1	1	1	1	1	\$8,000
Medical Bag	7	7	7	7	7	7	7	7	7	7	\$1,500
AED	7	7	7	7	7	7	7	7	7	7	\$2,500
Forestry Hose Bag	20	20	20	20	20	20	20	20	20	20	\$130
Ice/Water Polar 75	1	1	1	1	1	1	1	1	1	1	\$12,000
Ice/Water Fortuna	1	1	1	1	1	1	1	1	1	1	\$8,000
Ice/Water Suit/Helmet/Light	10	10	10	10	10	10	10	10	10	10	\$1,530
Ice/Water Rope - 300'	5	5	5	5	5	5	5	5	5	5	\$560
Ice/Water Slings	4	4	4	4	4	4	4	4	4	4	\$285
Throw Bags	8	8	8	8	8	8	8	8	8	8	\$112
PFD	16	16	16	16	16	16	16	16	16	16	\$280
Rope - Harness	12	12	12	12	12	12	12	12	12	12	\$440
Rope - Fittings/Appliances	1	1	1	1	1	1	1	1	1	1	\$1,600
Rope - 300'	4	4	4	4	4	4	4	4	4	4	\$730
Face Piece Tester	1	1	1	1	1	1	1	1	1	1	\$19,000
Pub Ed - Inflatable & Air Blower	1	1	1	1	1	1	1	1	1	1	\$5,500
Training - Smoke Machine	2	2	2	2	2	2	2	2	2	2	\$1,900
Training - Training Dummy	2	2	2	2	2	2	2	2	2	2	\$1,800



**Town of Greater Napanee
Service Standard Calculation Sheet**

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

Description	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022 Value (\$/item)
Communication Equipment											
Radios	46	46	46	46	46	46	46	46	46	46	\$720
Pagers	72	72	72	72	72	72	72	72	72	72	\$610
Radio Repeater	1	1	1	1	1	1	1	1	1	1	\$20,000
Breathing Air Compressor/Fill Station	1	1	1	1	1	1	1	1	1	1	\$65,000
Backup Generator - 7kw	1	1	1	1	1	1	1	1	1	1	\$6,000
Backup Generator - 14kw	2	2	2	2	2	2	2	2	2	2	\$8,500
Backup Generator - 70kw	1	1	1	1	1	1	1	1	1	1	\$52,000
Water Storage - Cisterns	4	4	4	4	4	4	4	4	4	4	\$35,000
Total	970	970	970	970	970	970	970	970	970	970	

Population	17,657	17,780	17,929	18,033	18,132	18,304	18,501	18,718	18,848	19,004
Per Capita Standard	0.0549	0.0546	0.0541	0.0538	0.0535	0.0530	0.0524	0.0518	0.0515	0.0510

10 Year Average	2012-2021
Quantity Standard	0.0531
Quality Standard	\$1,840
Service Standard	\$98

D.C. Amount (before deductions)	15 Year
Forecast Population	2,168
\$ per Capita	\$98
Eligible Amount	\$211,792



**Town of Greater Napanee
Service Standard Calculation Sheet**

Service: Parkland Development
Unit Measure: Acres of Parkland

Description	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022 Value (\$/Acre)
Springside Park	3.86	3.86	3.86	3.86	3.86	3.86	3.86	3.86	3.86	3.86	\$77,000
Conservation Park	4.34	4.34	4.34	4.34	4.34	4.34	4.34	4.34	4.34	4.34	\$77,000
Winchester Park	4.50	4.50	4.50	4.50	4.50	4.50	4.50	4.50	4.50	4.50	\$82,000
Lions Park	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	\$88,000
Napanee Fairgrounds (leased)	14.00	14.00	14.00	14.00	14.00	14.00	14.00	14.00	14.00	14.00	\$77,000
Roblin Ball Park	4.50	4.50	4.50	4.50	4.50	4.50	4.50	4.50	4.50	4.50	\$77,000
Selby Ball Park	5.50	5.50	5.50	5.50	5.50	5.50	5.50	5.50	5.50	5.50	\$77,000
South Fredericksburgh Park	7.60	7.60	7.60	7.60	7.60	7.60	7.60	7.60	7.60	7.60	\$77,000
North Fredericksburgh Park	12.50	12.50	12.50	12.50	12.50	12.50	12.50	12.50	12.50	12.50	\$77,000
Rotary Park & Splash Pad	1.28	1.28	1.28	1.28	1.28	1.28	1.28	1.28	1.28	1.28	\$77,000
Kinsmen Park	2.50	2.50	2.50	2.50	2.50	2.50	2.50	2.50	2.50	2.50	\$77,000
King St. Park	2.50	2.50	2.50	2.50	2.50	2.50	2.50	2.50	2.50	2.50	\$77,000
Dorland Park	4.30	4.30	4.30	4.30	4.30	4.30	4.30	4.30	4.30	4.30	\$77,000
Sherman's Point Park	0.76	0.76	0.76	0.76	0.76	0.76	0.76	0.76	0.76	0.76	\$77,000
Brooks Ferry Landing Park	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	\$77,000
Huron Park	3.80	3.80	3.80	3.80	3.80	3.80	3.80	3.80	3.80	3.80	\$82,000
Cherrywood Park	-	-	-	-	-	-	-	-	-	13.00	\$77,000
Total	73.94	73.94	73.94	73.94	73.94	73.94	73.94	73.94	73.94	86.94	

Population	17,657	17,780	17,929	18,033	18,132	18,304	18,501	18,718	18,848	19,004
Per Capita Standard	0.0042	0.0042	0.0041	0.0041	0.0041	0.0040	0.0040	0.0040	0.0039	0.0046

10 Year Average	2012-2021
Quantity Standard	0.0041
Quality Standard	\$77,949
Service Standard	\$320

D.C. Amount (before deductions)	10 Year
Forecast Population	1,506
\$ per Capita	\$320
Eligible Amount	\$481,303



**Town of Greater Napanee
Service Standard Calculation Sheet**

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

Description	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022 Value (\$/item)
Play Structure/Playground	13	13	13	13	13	13	13	13	13	14	\$40,000
Portable Washrooms	10	10	10	10	10	10	10	10	10	10	\$18,000
Swing Set	12	12	12	12	12	12	12	12	12	13	\$6,000
Boat Launch	4	4	4	4	4	4	4	4	4	4	\$55,000
Ball Diamond - Lit	8	8	8	8	8	8	8	8	8	8	\$234,000
Ball Diamond - Unlit	1	1	1	1	1	1	1	1	1	1	\$59,000
Soccer Pitch - Unserviced	8	8	8	8	8	8	8	8	8	9	\$191,000
Soccer Pitch - Full Service	1	1	1	1	1	1	1	1	1	1	\$592,000
Basketball Court	2	2	2	2	2	2	2	2	2	2	\$13,000
Picnic Shelter	6	6	6	6	6	6	6	6	6	6	\$9,000
Beach Volleyball Court	-	-	-	-	2	2	2	2	2	2	\$46,000
Splash Pad	-	-	-	1	1	1	1	1	1	1	\$75,000
Tennis Court - Lit	4	4	4	4	4	4	4	4	4	2	\$215,000
Skateboard Park	1	1	1	1	1	1	1	1	1	1	\$139,000
Permanent Washrooms	5	5	5	5	5	5	5	4	4	4	\$100,000
Total	75	75	75	76	78	78	78	77	77	78	

Population	17,657	17,780	17,929	18,033	18,132	18,304	18,501	18,718	18,848	19,004
Per Capita Standard	0.0042	0.0042	0.0042	0.0042	0.0043	0.0043	0.0042	0.0041	0.0041	0.0041

10 Year Average	2012-2021
Quantity Standard	0.0042
Quality Standard	\$87,012
Service Standard	\$365

D.C. Amount (before deductions)	10 Year
Forecast Population	1,506
\$ per Capita	\$365
Eligible Amount	\$550,368



**Town of Greater Napanee
Service Standard Calculation Sheet**

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

Description	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022 Value (\$/ Linear Metre)
Springside River Trail	782	782	782	782	782	782	782	782	782	782	\$300
Conservation Park Boardwalk	210	210	210	210	210	210	210	210	210	210	\$300
Belleville Rd. Trail	-	-	-	-	-	-	-	-	1,354	1,354	\$165
Thomas St. Walkway	127	127	127	127	127	127	127	127	127	127	\$300
Cherrywood Park Nature Trail	-	-	-	-	-	-	-	-	-	1,250	\$175
Fairgrounds Walking Track	837	837	837	837	837	837	837	837	837	837	\$200
Total	1,956	1,956	1,956	1,956	1,956	1,956	1,956	1,956	3,310	4,560	

Population	17,657	17,780	17,929	18,033	18,132	18,304	18,501	18,718	18,848	19,004
Per Capita Standard	0.1108	0.1100	0.1091	0.1085	0.1079	0.1069	0.1057	0.1045	0.1756	0.2399

10 Year Average	2012-2021
Quantity Standard	0.1279
Quality Standard	\$243
Service Standard	\$31

D.C. Amount (before deductions)	10 Year
Forecast Population	1,506
\$ per Capita	\$31
Eligible Amount	\$46,746



**Town of Greater Napanee
Service Standard Calculation Sheet**

Service: Recreation Facilities
Unit Measure: sq.ft. of building area

Description	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022 Bld'g Value (\$/sq.ft.)	Value/sq.ft. with land, site works, etc.
Selby Community Hall	7,105	7,105	7,105	7,105	7,105	7,105	7,105	7,105	7,105	7,105	\$224	\$254
South Fredericksburgh Hall	10,603	10,603	10,603	10,603	10,603	10,603	10,603	10,603	10,603	10,603	\$224	\$254
North Fredericksburgh Community Hall	8,095	8,095	8,095	8,095	8,095	8,095	8,095	8,095	8,095	8,095	\$224	\$254
Strathcona Paper Centre Arena	94,000	94,000	94,000	94,000	94,000	94,000	94,000	94,000	94,000	94,000	\$224	\$254
Total	119,803	119,803	119,803	119,803	119,803	119,803	119,803	119,803	119,803	119,803		

Population	17,657	17,780	17,929	18,033	18,132	18,304	18,501	18,718	18,848	19,004
Per Capita Standard	6.7850	6.7381	6.6821	6.6435	6.6073	6.5452	6.4755	6.4004	6.3563	6.3041

10 Year Average	2012-2021
Quantity Standard	6.5538
Quality Standard	\$254
Service Standard	\$1,665

D.C. Amount (before deductions)	10 Year
Forecast Population	1,506
\$ per Capita	\$1,665
Eligible Amount	\$2,506,963



**Town of Greater Napanee
Service Standard Calculation Sheet**

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

Description	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022 Value (\$/Vehicle)
White Mini-van Dodge Caravan	-	-	1	1	1	1	1	1	1	1	\$40,000
White Cargo Van 2016, Chev Express	1	1	1	1	1	1	1	1	1	1	\$39,300
White 3/4 Ton 4 Door Pick-up	3	3	3	3	3	3	3	3	4	4	\$52,000
White 1 Ton 4 Door Work/Dump 2012	1	1	1	1	1	1	1	1	1	1	\$72,000
White 3/4 Ton 2 Door Pick-up	1	1	1	1	1	1	1	1	1	1	\$45,800
Red 1/2 Ton Pick-up	1	1	1	1	1	1	1	1	1	1	\$35,000
White 4 Door cross-over Ford Escape	1	1	1	1	1	1	1	1	1	1	\$45,800
Kubota 60" Mower	-	-	-	1	1	1	1	1	1	1	\$20,000
John Deere 60" Mower	4	4	4	4	4	4	4	4	4	4	\$20,000
John Deere 72" Mower	2	2	2	2	2	2	2	2	2	2	\$25,000
Bush Hog 72" Mower	1	1	1	1	1	1	1	1	1	1	\$25,000
Kubota Tractor Compact Tractor	1	1	1	1	1	1	1	1	1	1	\$35,000
John Deere Compact Tractor	1	1	1	1	1	1	1	1	1	1	\$35,000
Olympia Millennium Ice Resurfacer	2	2	2	2	2	2	2	2	2	2	\$120,000
Parks Equipment Trailer	5	5	5	5	5	5	5	5	5	5	\$10,000
Floor Scrubber	2	2	2	2	2	2	2	2	2	2	\$12,000
Ice Edger	1	1	1	1	1	1	1	1	1	1	\$5,000
Total	27	27	28	29	29	29	29	29	30	30	

Population	17,657	17,780	17,929	18,033	18,132	18,304	18,501	18,718	18,848	19,004
Per Capita Standard	0.0015	0.0015	0.0016	0.0016	0.0016	0.0016	0.0016	0.0015	0.0016	0.0016

10 Year Average	2012-2021
Quantity Standard	0.0016
Quality Standard	\$33,969
Service Standard	\$54

D.C. Amount (before deductions)	10 Year
Forecast Population	1,506
\$ per Capita	\$54
Eligible Amount	\$81,851



**Town of Greater Napanee
Service Standard Calculation Sheet**

Service: Provincial Offences Act including By-law Enforcement - Facilities
Unit Measure: sq.ft. of building area

Description	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022 Bld'g Value (\$/sq.ft.)	Value/sq.ft. with land, site works, etc.
Storage and Office Space - 12 Market	500	500	500	500	500	500	500	500	500	-	\$325	\$366
Storage and Office Space - 41 Dundas	-	-	-	-	-	-	-	-	-	225	\$325	\$366
Animal Control - 53 Community Rd	1,420	1,420	1,420	1,420	1,420	1,420	1,420	1,420	1,420	1,420	\$245	\$327
Total	1,920	1,920	1,920	1,920	1,920	1,920	1,920	1,920	1,920	1,645		

Population	17,657	17,780	17,929	18,033	18,132	18,304	18,501	18,718	18,848	19,004
Per Capita Standard	0.1087	0.1080	0.1071	0.1065	0.1059	0.1049	0.1038	0.1026	0.1019	0.0866

10 Year Average	2012-2021
Quantity Standard	0.1036
Quality Standard	\$337
Service Standard	\$35

D.C. Amount (before deductions)	10 Year
Forecast Population	1,506
\$ per Capita	\$35
Eligible Amount	\$52,529



**Town of Greater Napanee
Service Standard Calculation Sheet**

Service: Provincial Offences Act including By-law Enforcement - Vehicles & Equipment
Unit Measure: No. of Vehicles and Equipment

Description	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022 Value (\$/Vehicle)
2012 White 4 Door cross-over	1	1	1	1	1	1	1	1	1	-	\$41,400
Contracted Services - FMLE - 1 FTE Equivalent	-	-	-	-	-	-	-	-	-	1	\$41,400
Total	1	1	1	1	1	1	1	1	1	1	

Population	17,657	17,780	17,929	18,033	18,132	18,304	18,501	18,718	18,848	19,004
Per Capita Standard	0.0001	0.0001	0.0001	0.0001	0.0001	0.0001	0.0001	0.0001	0.0001	0.0001

10 Year Average	2012-2021
Quantity Standard	0.0001
Quality Standard	\$22,700
Service Standard	\$2

D.C. Amount (before deductions)	10 Year
Forecast Population	1,506
\$ per Capita	\$2
Eligible Amount	\$3,419



Appendix C

Long-Term Capital and Operating Cost Examination



Appendix C: Long-Term Capital and Operating Cost Examination

Town of Greater Napanee Annual Capital and Operating Cost Impact

As a requirement of the *Development Charges Act, 1997*, as amended, under subsection 10 (2) (c), an analysis must be undertaken to assess the long-term capital and operating cost impacts for the capital infrastructure projects identified within the development charge. As part of this analysis, it was deemed necessary to isolate the incremental operating expenditures directly associated with these capital projects, factor in cost 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 approved 2020 Financial Information Return (F.I.R.).

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. The following factors were utilized to calculate the annual replacement cost of the capital projects (annual contribution = factor X capital asset cost) and are based on an annual growth rate of 2% (net of inflation) over the average useful life of the asset:



Table C-1
Town of Greater Napanee
Lifecycle Cost Factors and Average Useful Lives

Asset	Lifecycle Cost Factors	
	Average Useful Life	Factor
Water and Wastewater Infrastructure	80	0.00516
Facilities	50	0.01182
Services Related to a Highway	50	0.01182
Parkland Development and Amenities	40	0.01656
Vehicles	15	0.05783
Small Equipment & Gear	10	0.09133

Table C-2 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 Town 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-2
Town of Greater Napanee
Operating and Capital Expenditure Impacts for Future Capital Expenditures

SERVICE/CLASS OF SERVICE	GROSS COST LESS BENEFIT TO EXISTING	ANNUAL LIFECYCLE EXPENDITURES	ANNUAL OPERATING EXPENDITURES	TOTAL ANNUAL EXPENDITURES
1. Wastewater Services				
1.1 Treatment plants, sewers	31,288,727	1,035,929	288,517	1,324,446
2. Water Services				
2.1 Treatment plants, storage and distribution systems	11,366,027	401,927	636,156	1,038,083
3. Services Related to a Highway				
3.1 Roads and Related	4,215,156	310,915	553,605	864,520
4. Public Works (Facilities and Fleet)				
4.1 Services Related to a Highway	1,382,000	57,438	69,852	127,290
4.2 Water Services	417,000	3,612	21,077	24,689
4.3 Wastewater Services	667,000	11,040	33,713	44,752
5. Fire Protection Services				
5.1 Fire facilities, vehicles and equipment	1,321,801	78,905	249,673	328,578
6. Parks and Recreation Services				
6.1 Park development, amenities, park and rec. vehicles, recreation facilities	1,187,713	90,425	193,800	284,225
7. Growth Studies				
7.1 Water Services	294,407	-	-	-
7.2 Wastewater Services	305,040	-	-	-
7.3 Services Related to a Highway	31,568	-	-	-
7.4 Public Works	16,427	-	-	-
7.5 Fire Protection Services	20,326	-	-	-
7.6 P.O.A. including By-law Enforcement Services	6,099	-	-	-
7.7 Parks and Recreation Services	44,132	-	-	-
8. Provincial Offences Act including By-Law Enforcement				
8.1 Facilities, vehicles and equipment	120,881	12,730	12,426	25,156
Total	52,684,306	2,002,921	2,058,818	4,061,739



Appendix D

D.C. Reserve Fund Policy



Appendix D: D.C. Reserve Fund Policy

D.1 Legislative Requirements

The *Development Charges Act, 1997*, as amended (D.C.A.) requires development charge (D.C.) collections (and associated interest) to be placed in separate reserve funds. Sections 33 through 36 of the D.C.A. provide the following regarding reserve fund establishment and use:

- A municipality shall establish a reserve fund for each service to which the D.C. by-law relates; section 7, however, allows services to be grouped into categories of services for reserve fund (and credit) purposes and for classes of services to be established.
- The municipality shall pay each D.C. it collects into a reserve fund or funds to which the charge relates.
- The money in a reserve fund shall be spent only for the “capital costs” determined through the legislated calculation process (as per subsection 5 (1) 2-8).
- Money may be borrowed from the fund but must be paid back with interest (O. Reg. 82/98, subsection 11 (1) defines this as Bank of Canada rate either on the day the by-law comes into force or, if specified in the by-law, the first business day of each quarter).
- D.C. reserve funds may not be consolidated with other municipal reserve funds for investment purposes and may only be used as an interim financing source for capital undertakings for which D.C.s may be spent (section 37).

Annually, the Treasurer of the municipality is required to provide Council with a financial statement related to the D.C. by-law(s) and reserve funds. This statement must be made available to the public and may be requested to be forwarded to the Minister of Municipal Affairs and Housing. The D.C.A. does not prescribe how the statement is to be made available to the public. We would recommend that a resolution of Council make the statement available on the municipality’s website or upon request.

Subsection 43 (2) and O. Reg. 82/98 prescribe the information that must be included in the Treasurer’s statement, as follows:

- opening balance;



- closing balance;
- description of each service and/or service category for which the reserve fund was established (including a list of services within a service category);
- transactions for the year (e.g. collections, draws) including each asset's capital costs to be funded from the D.C. reserve fund and the manner for funding the capital costs not funded under the D.C. by-law (i.e. non-D.C. recoverable cost share and post-period D.C. recoverable cost share);
- for projects financed by D.C.s, the amount spent on the project from the D.C. reserve fund and the amount and source of any other monies spent on the project;
- amounts borrowed, purpose of the borrowing, and interest accrued during previous year;
- amount and source of money used by the municipality to repay municipal obligations to the D.C. reserve fund;
- list of credits by service or service category (outstanding at the beginning of the year, given in the year, and outstanding at the end of the year by the holder);
- for credits granted under section 14 of the previous D.C.A., a schedule identifying the value of credits recognized by the municipality, the service to which it applies and the source of funding used to finance the credit; and
- a statement as to compliance with subsection 59 (1) of the D.C.A., whereby the municipality shall not impose, directly or indirectly, a charge related to a development or a requirement to construct a service related to development, except as permitted by the D.C.A. or another Act.

Based upon the above, Figure 1 and Attachments 1 and 2, set out the format for which annual reporting to Council should be provided.

D.2 D.C. Reserve Fund Application

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 7 of subsection 5(1).”

This provision clearly establishes that reserve funds collected for a specific service are only to be used for that service, or to be used as a source of interim financing of capital undertakings for which a D.C. may be spent.



Figure 1
Town of Greater Napanee
Annual Treasurer's Statement of Development Charge Reserve Funds

Description	Services to which the Development Charge Relates								Total
	Services Related to a Highway	Public Works (Facilities and Fleet)	Water Services	Wastewater Services	Fire Protection Services	Parks and Recreation Services	Growth Studies	P.O.A. including By-law Enforcement	
Opening Balance, January 1, _____									0
Plus:									
Development Charge Collections									0
Accrued Interest									0
Repayment of Monies Borrowed from Fund and Associated Interest ¹									0
Sub-Total	0	0	0	0	0	0	0	0	0
Less:									
Amount Transferred to Capital (or Other) Funds ²									0
Amounts Refunded									0
Amounts Loaned to Other D.C. Service Category for Interim Financing									0
Credits ³									0
Sub-Total	0	0	0	0	0	0	0	0	0
Closing Balance, December 31, _____	0	0	0	0	0	0	0	0	0

¹ Source of funds used to repay the D.C. reserve fund

² See Attachment 1 for details

³ See Attachment 2 for details

The Municipality is compliant with s.s. 59.1 (1) of the *Development Charges Act*, whereby charges are not directly or indirectly imposed on development nor has a requirement to construct a service related to development been imposed, except as permitted by the *Development Charges Act* or another Act.



**Attachment 1
Town of Greater Napanee
Amount Transferred to Capital (or Other) Funds - Capital Fund Transactions**

Capital Fund Transactions	Gross Capital Cost	D.C. Recoverable Cost Share						Non-D.C. Recoverable Cost Share				
		D.C. Forecast Period			Post D.C. Forecast Period			Other Reserve/Reserve Fund Draws	Tax Supported Operating Fund Contributions	Rate Supported Operating Fund Contributions	Debt Financing	Grants, Subsidies Other Contributions
		D.C. Reserve Fund Draw	D.C. Debt Financing	Grants, Subsidies Other Contributions	Post-Period Benefit/ Capacity Interim Financing	Grants, Subsidies Other Contributions						
Services Related to a Highway												
Capital Cost A												
Capital Cost B												
Capital Cost C												
Sub-Total - Services Related to Highways	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Water Services												
Capital Cost D												
Capital Cost E												
Capital Cost F												
Sub-Total - Water	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Wastewater Services												
Capital Cost G												
Capital Cost H												
Capital Cost I												
Sub-Total - Wastewater	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

Amount Transferred to Operating (or Other) Funds - Operating Fund Transactions

Operating Fund Transactions	Annual Debt Repayment Amount	D.C. Reserve Fund Draw		Post D.C. Forecast Period			Non-D.C. Recoverable Cost Share		
		Principal	Interest	Principal	Interest	Source	Principal	Interest	Source
Services Related to a Highway									
Capital Cost J									
Capital Cost K									
Capital Cost L									
Sub-Total - Services Related to a Highway	\$0	\$0	\$0	\$0	\$0		\$0	\$0	
Water Services									
Capital Cost M									
Capital Cost N									
Capital Cost O									
Sub-Total - Water	\$0	\$0	\$0	\$0	\$0		\$0	\$0	
Wastewater Services									
Capital Cost P									
Capital Cost Q									
Capital Cost R									
Sub-Total - Wastewater	\$0	\$0	\$0	\$0	\$0		\$0	\$0	



Attachment 2
Town of Greater Napanee
Statement of Credit Holder Transactions

Credit Holder	Applicable D.C. Reserve Fund	Credit Balance Outstanding Beginning of Year _____	Additional Credits Granted During Year	Credits Used by Holder During Year	Credit Balance Outstanding End of Year _____
Credit Holder A					
Credit Holder B					
Credit Holder C					
Credit Holder D					
Credit Holder E					
Credit Holder F					



Appendix E

Local Service Policy



Appendix E: Local Service Policy

This Appendix sets out the Municipality's General Policy Guidelines on Development Charges (D.C.) and local service funding for Services Related to a Highway, Parkland Development, Natural Heritage System, Stormwater Management, and Underground Services. The guidelines outline, in general terms, the size and nature of engineered infrastructure that is included in the study as a development charge project, versus infrastructure that is considered as a local service, to be emplaced separately by landowners, pursuant to a development agreement.

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

1. Services Related to a Highway

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

The associated infrastructure to achieve this concept shall include, but is not limited to: road pavement structure and curbs; grade separation/bridge structures (for any vehicles, railways and/or pedestrians); grading, drainage and retaining wall features; culvert structures; storm water drainage systems; utilities; traffic control systems; signage; gateway features; street furniture; active transportation facilities (e.g. sidewalks, bike lanes, multi-use trails which interconnect the transportation network,



etc.); transit lanes & lay-bys; roadway illumination systems; boulevard and median surfaces (e.g. sod & topsoil, paving, etc.); street trees and landscaping; parking lanes & lay-bys; (excluding on-street parking in the downtown) and driveway entrances; noise attenuation systems; railings and safety barriers.

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

Local roads provide primarily for land access to abutting properties. The minimum right-of-way width is 20 metres unless otherwise approved by Council.

Collector roads

- a) Urban Collector Roads are existing and proposed roads of two (2) traffic lanes with a design right-of-way width of 26 to 36 metres. Urban collector roads are designed to collect and distribute traffic at relatively low operating speeds to and from local roads and arterial roads and further provide for the interconnection of rural, arterial, and collector roads. Direct access to abutting properties is generally permitted.
- b) Rural Collector Roads are existing and proposed roads of two (2) traffic lanes with a design right-of-way width of 26 to 36 metres. Rural collector roads are designed to collect and distribute traffic at moderate to relatively high operating speeds to and from local roads and arterial roads. Rural collector roads are designed to tolerate limited direct access to adjacent properties.

Arterial roads

- a) Major Arterial Roads are existing and proposed roads of two (2) or four (4) traffic lanes with a design right-of-way width of 35 to 45 metres. Major arterial roads are designed to collect and carry large volumes of traffic at relatively high operating speeds to and from major traffic generating sectors. To facilitate this function, direct access to abutting properties is generally prohibited.
- b) Urban Arterial Roads are existing and proposed roads of two (2) and four (4) lanes with a design right-of-way width of 26 to 36 metres. Such roads are designed to carry relatively high volumes and provide for movement between principal traffic generators and the interconnection of provincial highways, and major and rural arterial roads. Normally the operating speed for vehicles is 60 kilometres per hour or less. New direct entrances onto an urban arterial road



should generally be discouraged and only permitted where approval has been received from the road authority having jurisdiction or where no alternative means of access is available or where the entrance would provide for the logical infilling of development.

- c) Rural Arterial Roads are existing and proposed roads of two (2) and four (4) lanes with a design right-of-way width of 26 to 36 metres. Rural arterial roads are designed to collect and carry high volumes of traffic, at relatively high operating speeds to provincial highways and major arterial roads and/or to distribute traffic to collector and local roads. New direct entrances to rural arterial roads should generally be discouraged. However, limited access to existing abutting properties may be permitted under certain circumstances.

1.1 Local and Collector Roads (including land)

- (a) Collector Roads Internal to Development, inclusive of all land and associated infrastructure – direct developer responsibility under s. 59 of the D.C.A. as a local service.
- (b) Collector Roads External to Development, inclusive of all land and associated infrastructure – if needed to support a specific development or required to link with the area to which the plan relates, direct developer responsibility under s. 59 of the D.C.A.; otherwise, included in D.C. calculation to the extent permitted under s. 5 (1) of the D.C.A. (dependent on local circumstances).
- (c) All local roads are considered to be the developer’s responsibility.

1.2 Arterial Roads

- (a) New, widened, extended or upgraded arterial roads, inclusive of all associated infrastructure: Included as part of road costing funded through D.C.A., s. 5 (1).
- (b) Land acquisition for arterial roads on existing rights-of-way to achieve a complete street: dedication under the Planning Act provisions (s. 41, 51 and s. 53) through development lands; in area with limited development: included in D.C.s.



- (c) Land acquisition for arterial roads on new rights-of-way to achieve a complete street: dedication, where possible, under the Planning Act provisions (s. 51 and s. 53) through development lands up to the ROW specified in the Official Plan.
- (d) Land acquisition beyond normal dedication requirements to achieve transportation corridors as services related to highways including grade separation infrastructure for the movement of pedestrians, cyclists, public transit and/or railway vehicles: included in D.C.s.

1.3 Traffic Control Systems, Signals and Intersection Improvements

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

1.4 Streetlights

- (a) Streetlights on new arterial roads and arterial road improvements: considered part of the complete street and included as part of the road costing funded through D.C.s or in exceptional circumstances, may be direct developer responsibility through local service provisions (s. 59 of D.C.A.).
- (b) Streetlights on non-arterial roads internal to development: considered part of the complete street and included as a direct developer responsibility under s. 59 of the D.C.A. (as a local service).



- (c) Streetlights on non-arterial roads external to development, needed to support a specific development or required to link with the area to which the plan relates: considered part of the complete street and included as a direct developer responsibility under s. 59 of the D.C.A. (as a local service).

1.5 Transportation Related Pedestrian and Cycling Facilities

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

1.6 Noise Abatement Measures

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



2. Stormwater Management

- (a) Stormwater facilities for quality and/or quantity management, including downstream erosion works, inclusive of land and all associated infrastructure, such as landscaping and perimeter fencing: direct developer responsibility under s.59 of D.C.A. (as a local service).
- (b) Over-sizing cost of stormwater facilities capacity, excluding land, to accommodate runoff from new, widened, extended or upgraded municipal arterial roads that are funded as a development charges project: included as part of road costing funded through D.C.'s.
- (c) Erosion works, inclusive of all restoration requirements, related to a development application: direct developer responsibility under s. 59 of the D.C.A. (as a local service).
- (d) Stormwater management ponds and other facilities required by the development including all associated features such as landscaping and fencing: direct developer responsibility under s. 59 of the D.C.A. (as a local service).
- (e) Monitoring works: included in D.C.'s consistent with the D.C.A., s.5(1).
- (f) Storm sewer systems and drainage works that are required for a specific development, either internal or external to the area to which the plan relates, including service connection from existing underground services to the development: direct developer responsibility under s. 59 of the D.C.A. (as a local service).

3. Parkland Development

3.1 Recreational Trails

Recreational trails (Multi-use trails) that do not form part of the municipality's active transportation network, and their associated infrastructure (landscaping, bridges, trail surface, etc.), is included in area municipal parkland D.C.'s.

3.2 Parkland



- (a) Parkland Development for Community Parks, Neighbourhood Parks and Parkettes: direct developer responsibility to provide at base condition, as follows:
- (i) Clearing and grubbing. Tree removals as per the subdivision's tree preservation and removals plan.
 - (ii) Topsoil stripping, screening, and stockpiling.
 - (iii) Rough grading (pre-grading) to allow for positive drainage of the park, with minimum slopes of 2%. If necessary, this may include some minor drainage tile work and grading as per the overall subdivision grading design complete with any required swales or catch basins. Runoff from the development property shall not drain into the park unless approved by the municipality.
 - (iv) Spreading of topsoil to 150mm depth (import topsoil if existing on-site is insufficient to reach required depth).
 - (v) Seeding of site with municipality-approved seed mix. Maintenance of seed until acceptance by municipality.
 - (vi) Parks shall be free of any contaminated soil or subsoil.
 - (vii) Parks shall not be mined for fill.
 - (viii) Parks shall be conveyed free and clear of all encumbrances.
 - (ix) 100% of 1.5m chain link perimeter fencing to separate the development lands from the municipal lands or lands to be dedicated to the municipality, unless the perimeter fencing is on land that will be dedicated to the municipality to fulfil the requirement of parkland dedication under the Planning Act, in which case the cost shall be shared 50/50.
 - (x) When park parcels cannot be developed in a timely manner, they shall be graded to ensure positive drainage and seeded to minimize erosion and dust. These shall be maintained by the developer until construction commences thereon.



(xi) The park block shall not be used for topsoil or other construction material, equipment storage, or sales pavilions.

(xii) Required heritage features within the park as set out within the Planning approval conditions.

(b) Program facilities, amenities, and furniture, within parkland: are included in D.C.s.

3.3 Landscape Buffer Blocks, Features, Cul-de-sac Islands, Berms, Grade Transition Areas, Walkway Connections to Adjacent Arterial Roads, Open Space, Etc.

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

(i) pre-grading, sodding or seeding, supply and installation of amended topsoil, (to the Municipality's required depth), landscape features, perimeter fencing and amenities and all planting.

(ii) Perimeter fencing to the Municipal standard located on the public property side of the property line adjacent land uses (such as but limited to arterial roads) as directed by the Municipality.

4. Natural Heritage System (N.H.S.)

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

Direct developer responsibility as a local service provision including but not limited to the following:

(a) Riparian planting and landscaping requirements (as required by the Municipality, Conservation Authority or other authorities having jurisdiction) as a result of creation of, or construction within in the N.H.S. and associated buffers.



- (b) Perimeter fencing of the N.H.S. to the Municipal standard located on the public property side of the property line adjacent land uses (residential, industrial, commercial) as required by the Municipality.

5. Infrastructure Assets Constructed by Developers

- (a) All infrastructure assets constructed by Developers must be designed in accordance with the Town's Servicing Standards or approved equivalent.
- (b) All infrastructure assets shall be conveyed in accordance with the Town's Servicing Standards or approved equivalent.
- (c) Any Parks and Open Space infrastructure assets approved to be built by the developer on behalf of the Town shall be in accordance with the Town's Servicing Standards or approved equivalent.

6. Underground Services (Water and Sanitary Sewers)

Underground services (linear infrastructure for water and sanitary services) within the road allowance are not included in the cost of road infrastructure and are treated separately. The responsibility for such services as well as pumping stations, which are undertaken as part of new developments or redevelopments, will be determined by the following principles:

(a) The costs of the following items shall be direct developer responsibilities as a local service:

- (i) providing all underground services internal to the development, including storm, water and sanitary services;
- (ii) providing service connections from existing underground services to the development;
- (iii) providing new underground services or upgrading existing underground services external to the development if the services are required to service the development, and if the pipe sizes do not exceed 300mm for water and sanitary. If external services are required by two or more developments, the developer for the first development will be responsible for the cost of the external services



and may enter into front-ending/cost-sharing agreements with other developers independent of the Municipality;

- (iv) providing stormwater management ponds and other facilities required by the development including all associated features such as landscaping and fencing;
- (v) water booster pumping stations, reservoir pumping stations and/or sanitary pumping stations serving individual developments;
- (vi) Water treatment, storage facilities, transmission mains, re-chlorination/sampling stations and Wells associated with municipal service areas to be included within the DC; and
- (vii) Wastewater treatment plants and transmission mains associated with municipal service areas shall be included in the DC.

(b) The costs of the following items shall be paid through development charges:

- (viii) external underground services involving trunk infrastructure and pipe sizes exceeding 300mm for water and sanitary services and 900mm for stormwater services; and
- (ix) water, reservoir and/or sanitary pumping stations not required for the individual development.



Appendix F

Asset Management Plan



Appendix F: Asset Management Plan

The recent changes to the *Development Charges Act, 1997*, as amended (D.C.A.) (new subsection 10 (2) (c.2)) require that the background study must include an asset management plan (A.M.P.) related to new infrastructure. Subsection 10 (3) of the D.C.A. provides:

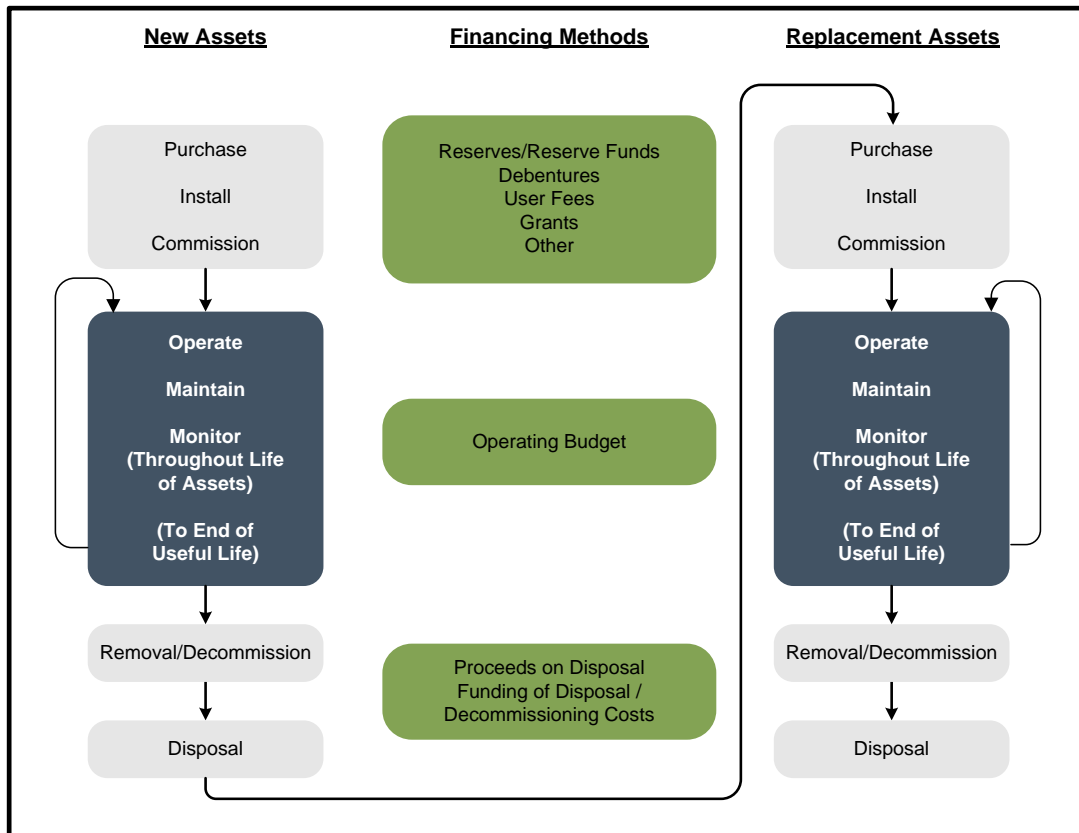
“The asset management plan shall,

- (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, section 8 of the regulations was amended to include subsections (2), (3), and (4) which set out specific detailed requirements for transit (only). For all services except transit, there are no prescribed requirements at this time, thus requiring the municipality to define the approach to include in 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 development charge (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.

It should be noted that with the recent passing of the *Infrastructure for Jobs and Prosperity Act* (I.J.P.A.) municipalities are now required to complete A.M.P.s, based on certain criteria, which are to be completed by 2022 for core municipal services and 2024 for all other services. The amendments to the D.C.A. do not require municipalities to complete these A.M.P.s (required under I.J.P.A.) for the D.C. background study, rather the D.C.A. requires that the D.C. background study include information to show the assets to be funded by the D.C. are sustainable over their full lifecycle.



In 2012, the Province developed Building Together: Guide for municipal asset management plans which outlines the key elements for an A.M.P., as follows:

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

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

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

Financing strategy: having a financial plan is critical for putting an A.M.P. into action. By having a strong financial plan, municipalities can also demonstrate that they have



made a concerted effort to integrate the A.M.P. with financial planning and municipal budgeting and are making full use of all available infrastructure financing tools.

Commensurate with the above, the Town prepared an A.M.P. in 2013 for its existing assets; however, it did not take into account future growth-related assets. As a result, the asset management requirement for the D.C. must be undertaken in the absence of this information.

In recognition to the schematic above, the following table (presented in 2022 \$) 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. 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 that 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.
2. Lifecycle costs for the 2022 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. The resultant total annualized expenditures are \$7 million.
5. Consideration was given to the potential new taxation and user fee revenues which will be generated as a result of new growth. These revenues will be available to finance the expenditures above. The new operating revenues are \$2.12 million. This amount, totalled with the existing operating revenues of \$27.70 million, provide annual revenues of \$29.88 million by the end of the period.
6. In consideration of the above, the capital plan is deemed to be financially sustainable.



Town of Greater Napanee
 Asset Management – Future Expenditures and Associated Revenues
 2022\$

	Sub-Total	2036 (Total)
Expenditures (Annualized)		
Annual Debt Payment on Non-Growth Related Capital ¹		2,855,141
Annual Debt Payment on Post Period Capital ²		4,842
Lifecycle:		
Annual Lifecycle - Municipal-wide Services	\$657,640	
Annual Lifecycle - Urban Area Services	\$1,437,856	
Sub-Total - Annual Lifecycle	\$2,095,496	\$2,095,496
Incremental Operating Costs (for D.C. Services)		\$2,058,818
Total Expenditures		\$7,014,297
Revenue (Annualized)		
Total Existing Revenue ³		\$27,703,454
Incremental Tax and Non-Tax Revenue (User Fees, Fines, Licences, etc.)		\$2,123,661
Total Revenues		\$29,827,115

¹ Non-Growth Related component of Projects

² Interim Debt Financing for Post Period Benefit

³ As per Sch. 10 of FIR



Appendix G

Proposed D.C. By-law



Appendix G: Proposed D.C. By-law

The Corporation of the Town of Greater Napanee

By-law Number 2022 - __

A By-law to establish development charges for the Corporation of the Town of Greater Napanee

Whereas the Town of Greater Napanee will experience growth through development and re-development;

And Whereas development and re-development requires the provision of capital works by the Town of Greater Napanee;

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

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

And Whereas a development charge background study has been completed in accordance with the Act;

And Whereas Council has provided consideration of area-rating of the development charges;

And Whereas the Council of The Corporation of the Town of Greater Napanee has given notice of and held a public meeting on the 9th of August, 2022 in accordance with the Act and the regulations thereto;

Now Therefore, the Council of the Corporation of the Town of Greater Napanee Enacts as follows:



1. DEFINITIONS

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

“accessory,” when used to describe a use, a building or a structure, means a use, a building or a structure that is incidental, subordinate and exclusively devoted to a main use, building or structure and located on the same lot therewith;

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

“affordable housing” means dwelling units within assisted or social housing programs including Habitat for Humanity and assisted living;

“agricultural use” means the bona fide use of lands and buildings for apiaries, fish farming, dairy farming, fur farming, the raising or exhibiting of livestock, or the cultivation of trees, shrubs, flowers, grains, sod, fruits, vegetables and any other crops or ornamental plants and includes the operation of a farming business and the erection of a farm help house on agricultural land but excludes a commercial greenhouse. Agricultural use does not include the development of a single detached dwelling on agricultural land;

“ancillary residential building” means a residential building that would be ancillary to a detached dwelling, semi-detached dwelling, or row dwelling.

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

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

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

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



- (a) includes (but not limited to):
 - (i) cultivation of crops, whether on open land or in greenhouses, including (but not limited to) fruit, vegetables, herbs, grains, field crops, cannabis, sod, trees, shrubs, flowers, and ornamental plants;
 - (ii) raising of animals, including (but not limited to) cattle, horses, pigs, poultry, livestock, fish; and
 - (iii) agricultural animal husbandry, dairying, equestrian activities, horticulture, fallowing, pasturing, and market gardening;
- (b) but excludes:
 - (i) retail sales activities; including but not limited to restaurants, banquet facilities, hospitality facilities, and gift shops;
 - (ii) services related to grooming, boarding, or breeding or household pets; and
 - (iii) cannabis processing or production facilities.

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

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

- (a) to acquire land or an interest in land, including a leasehold interest,
- (b) to improve land,
- (c) to acquire, lease, construct or improve buildings and structures,
- (d) to acquire, construct or improve facilities including,
 - (i) furniture and equipment other than computer equipment, and



- (ii) material acquired for circulation, reference or information purposes by a library board as defined in the *Public Libraries Act, R.S.O. 1990, Chap. P.44*, as amended, or any successor thereof; and
 - (iii) rolling stock with an estimated useful life of seven years or more, and;
- (e) to undertake studies in connection with any matter under the Act and any of the matters in clauses (a) to (d) above, including the development charge background study required for the provision of services designated in this By-law within or outside the municipality, including interest on borrowing for those expenditures under clauses (a) to (e) above that are growth-related;

"charitable dwelling" means a residential building, a part of a residential building or the residential portion of a mixed-use building maintained and operated by a corporation approved under the *Charitable Institutions Act, R.S.O. 1990, c. C.9*, for persons requiring residential, specialized or group care and charitable dwelling includes a children's residence under the *Child, Youth and Family Services Act, 2017, S.O. 2017, C. 14, Sched. 1*, a psychiatric facility under the *Mental Health Act, R.S.O. 1990, c. M.7*, long-term care home under the *Long-Term Care Homes Act, 2007, S.O. 2007, c. 8, c. N.7*, and a home for special care under the *Homes for Special Care Act, R.S.O. 1990, c. H.12*;

"class" means a grouping of services combined to create a single service for the purposes of this By-law and as provided in section 7 of the *Development Charges Act*;

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

"Council" means the Council of the municipality;

"development" means the construction, erection or placing of one or more buildings or structures on land or the making of an addition or alteration to a



building or structure that the effect of increasing the size of usability thereof, and includes redevelopment;

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

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

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

“existing industrial building” means a building or buildings existing on a site in the Town of Greater Napanee on July 5, 2010 or the buildings or structures constructed and occupied on a vacant site pursuant to site plan approval under section 41 of the *Planning Act, R.S.O. 1990, c. P.13* (the “*Planning Act*”) subsequent to July 5, 2010 for which full development charges were paid, and is used for or in connection with,

- (a) the production, compounding, processing, packaging, crating, bottling, packaging or assembling of raw or semi-processed goods or materials (“manufacturing”) in not less than seventy-five per cent of the total gross floor area of the building or buildings on a site (“manufacturing”) or warehousing related to the manufacturing use carried on in the building or buildings,
- (b) research or development in connection with manufacturing in not less than seventy-five per cent of the total gross floor area of the building or buildings on a site,
- (c) retail sales by a manufacturer, if the retail sales are at the site where the manufacturing is carried out, such retail sales are restricted to goods manufactured at the site, and the building or part of a building where such retail sales are carried out does not constitute greater than twenty-five per cent of the total gross floor area of the building or buildings on the site, or



- (d) office or administrative purposes, if they are,
 - (i) carried out with respect to the manufacturing or warehousing; and,
 - (ii) in or attached to the building or structure used for such manufacturing or warehousing;

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

“gross floor area” means:

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



"hospice" means a building or portion of a mixed-use building designed and intended to provide palliative care and emotional support to the terminally ill in a home or homelike setting so that quality of life is maintained, and family members may be active participants in care;

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

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

"institutional development" means development of a building or structure, or portions thereof, 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.

“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 Town of Greater Napanee or any part or parts thereof;

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

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

“municipality” means the Corporation of the Town of Greater Napanee;

"non-profit housing development" 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, 1990* 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, 2009* 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, 1990*, or any successor legislation.



“non-profit organization” means:

- (a) a "registered charity" as defined in subsection 248 (1) of the *Income Tax Act, R.S.C. 1985, c. 1* (5th Supp.), as amended; or
- (b) a corporation that is a non-profit organization for the purposes of paragraph 57 (1) (b) of the *Corporations Tax Act, R.S.O. 1990, c. C.40*.

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

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

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

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

“public hospital” means a public hospital receiving aid under the *Public Hospitals Act, 1990, Chap. P.40*, as amended, or any successor thereof

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

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

“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;

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



“residential use” means the use of a building or structure or portion thereof for one or more dwelling units. This also includes a dwelling unit on land that is used for an agricultural use;

"retirement home or lodge" means a residential building or the portion of a mixed-use building which provides accommodation primarily for retired persons or couples where each private bedroom or living accommodation has a separate private bathroom and separate entrance from a common hall, but do not include private culinary facilities and instead where common facilities for the preparation and consumption of food are provided, and common lounges, recreation rooms and medical care facilities may also be provided;

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

“semi-detached dwelling” means a building divided vertically into two dwelling units each of which has a separate entrance and access to grade;

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

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

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

“special care/special dwelling” means:

- (a) a building containing two or more dwelling units, which units have a common entrance from street level:
 - (i) where the occupants have the right to use in common, halls, stairs, yards, common rooms and accessory buildings;



- (ii) which may or may not have exclusive sanitary and/or culinary facilities;
- (iii) that is designed to accommodate persons with specific needs, including, but not limited to, independent permanent living arrangements; and
- (iv) where support services such as meal preparation, grocery shopping, laundry, housekeeping, nursing, respite care and attendant services are provided at various levels;

and includes but is not limited to, retirement homes or lodges, nursing homes, charitable dwellings, group homes (including correctional group homes) and hospices;

- (b) a building that is a student residence.

“Town” means the area within the geographic limits of the Town of Greater Napanee;

“Zoning By-Law” means the Zoning By-Law of the Town of Greater Napanee, or any successor thereof passed pursuant to section 34 of the *Planning Act, S.O. 1990*.

2. Designation of Services

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

- (a) Water Services;
- (b) Wastewater Services;
- (c) Services Related to a Highway;
- (d) Fire Protection Services;
- (e) Public Works (Facilities and Fleet);



- (f) Provincial Offences Act (P.O.A.) including By-law Enforcement;
- (g) Parks & Recreation Services; and
- (h) Growth Studies.

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

3. Application of By-law Rules

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

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

Area to Which By-law Applies

3.2 Subject to section 3.3, this By-law applies to all lands in the Town of Greater Napanee whether or not the land or use thereof is exempt from taxation under s. 13 or the *Assessment Act, 1990*.

3.3 Notwithstanding clause 3.2 above, this By-law shall not apply to lands that are owned by and used for the purposes of:

- (a) the Town of Greater Napanee or a local board thereof;
- (b) a board of education;
- (c) the County of Lennox and Addington; or
- (d) land vested in or leased to a university that receives regular and ongoing operating funds from the government for the purposes of post-secondary education is exempt from development charges imposed under the Act, if the development in respect of which development charges would otherwise be payable is intended to be occupied and used by the university.



Approvals for Development

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



Exemptions

- 3.5 Notwithstanding the provisions of this By-law, development charges shall not be imposed with respect to developments or portions of developments as follows:
- (a) the enlargement to an existing residential dwelling unit;
 - (b) one or two additional dwelling units in an existing single detached dwelling or prescribed ancillary structure to the existing residential building;
 - (c) the creation of additional dwelling units equal to the greater of one or 1% of the existing dwelling units in an existing residential rental building containing four or more dwelling units or prescribed ancillary structure to the existing residential building;
 - (d) the creation of one additional dwelling unit in any other existing residential building already containing at least one dwelling unit or prescribed ancillary structure to the existing residential building; or
 - (e) the creation of a second dwelling unit in prescribed classes of proposed new residential buildings, including structures ancillary to dwellings, subject to the following restrictions:

Item	Name of Class of Proposed New Residential Buildings	Description of Class of Proposed New Residential Buildings	Restrictions
1	Proposed new detached dwellings	Proposed new residential buildings that would not be attached to other buildings and that are permitted to contain a second dwelling unit, that being either of the two dwelling units, if the units have the same gross floor area, or the smaller of the dwelling units.	The proposed new detached dwelling must only contain two dwelling units. The proposed new detached dwelling must be located on a parcel of land on which no other detached dwelling, semi-detached dwelling or row dwelling would be located.
2	Proposed new semi-detached dwellings or row dwellings	Proposed new residential buildings that would have one or two vertical walls, but no other parts, attached to other buildings and that are permitted to contain a second dwelling unit, that being either of the two dwelling units, if the units have the same gross floor area, or the smaller of the dwelling units.	The proposed new semi-detached dwelling or row dwelling must only contain two dwelling units. The proposed new semi-detached dwelling or row dwelling must be located on a parcel of land on which no other detached dwelling, semi-detached dwelling or row dwelling would be located.
3	Proposed new residential buildings that would be ancillary to a proposed new detached dwelling, semi-detached dwelling or row dwelling	Proposed new residential buildings that would be ancillary to a proposed new detached dwelling, semi-detached dwelling or row dwelling and that are permitted to contain a single dwelling unit.	The proposed new detached dwelling, semi-detached dwelling or row dwelling, to which the proposed new residential building would be ancillary, must only contain one dwelling unit. The gross floor area of the dwelling unit in the proposed new residential building must be equal to or less than the gross floor area of the detached dwelling, semi-detached dwelling or row dwelling to which the proposed new residential building is ancillary.



- 3.6 Notwithstanding subsection 3.5 (b), development charges shall be imposed if the total gross floor area of the additional one or two units exceeds the gross floor area of the existing dwelling unit.
- 3.7 Notwithstanding subsection 3.5 (d), development charges shall be imposed if the additional unit has a gross floor area greater than:
- (a) in the case of a semi-detached or row dwelling, the gross floor area of the existing dwelling unit; and
 - (b) in the case of any other residential building, the gross floor area of the smallest dwelling unit contained in the residential building.
- 3.8 Exemption for Industrial Development:
- (a) Notwithstanding any other provision of this By-law, there shall be an exemption from the payment of development charges for one or more enlargements of an existing industrial building on its site, where attached to the existing industrial building, up to a maximum of fifty per cent of the gross floor area before the first enlargement for which an exemption from the payment of development charges was granted pursuant to the *Development Charges Act* or this section. Development charges shall be imposed in accordance with this By-law with respect to the amount of the floor area of an enlargement that results in the gross floor area of the industrial building being increased by greater than fifty per cent of the gross floor area of the existing industrial building.
 - (b) If the gross floor area of an existing industrial building is enlarged by greater than 50 percent, the amount of the development charge payable in respect of the enlargement is the amount of the development charge that would otherwise be payable multiplied by the fraction determined as follows:
 - (i) determine the amount by which the enlargement exceeds 50 percent of the gross floor area before the enlargement;
 - (ii) divide the amount determined under subsection (i) by the amount of the enlargement.



3.9 For the purpose of subsection 3.8 herein, “existing industrial building” is used as defined in the Regulation made pursuant to the Act.

3.10 Other Exemptions:

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

- (a) a public hospital receiving aid under the *Public Hospitals Act, R.S.O. 1990*, Chap. P.40, as amended, or any successor thereof; and
- (b) the development of non-residential farm buildings constructed for bona fide farm uses.

Amount of Charges

Residential

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

Non-Residential

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

Reduction of Development Charges for Redevelopment

3.13 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 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 subsection 3.11 by the number, according to type, of dwelling units that have been or will be demolished or converted to another principal use; and
- (b) in the case of a non-residential building or structure or, in the case of mixed-use building or structure, the non-residential uses in the mixed-use building or structure, an amount calculated by multiplying the applicable development charges under subsection 3.12, by the gross floor area that has been or will be demolished or converted to another principal use;

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

Time of Payment of Development Charges

- 3.14 Development charges imposed under this By-law are calculated, payable, and collected upon issuance of the first building permit for the development.
- 3.15 Notwithstanding subsections 3.14, development charges for rental housing and institutional developments are due and payable in 6 equal annual payments commencing with the first instalment payable on the earlier of the date the first occupancy permit is granted or the date of first occupancy, and each subsequent instalment, including interest calculated in accordance with subsection 3.17 of this by-law, continuing on the anniversary of that date.
- 3.16 Notwithstanding subsections 3.14 and 3.15, development charges for non-profit housing developments are due and payable in 21 equal annual payments commencing with the first instalment payable on the earlier of the date the first occupancy permit is granted or the date of first occupancy, and each subsequent



instalment, including interest calculated in accordance with subsection 3.17 of this by-law, continuing on the anniversary of that date.

- 3.17 The annual interest rate to be imposed on developments proceeding with instalment payments subject to subsections 3.15 and 3.16 of this by-law, will be as provided in the Town's Interest Rate Policy.
- 3.18 Where the development of land results from the approval of a site plan or zoning by-law amendment received on or after January 1, 2020, and the approval of the application occurred within two years of building permit issuance, the development charges under subsections 3.11 and 3.12 shall be calculated on the rates set out in Schedule "B" on the date of the planning application, including interest as per subsection 3.17. Where both planning applications apply, development charges under subsections 3.11 and 3.12 shall be calculated on the rates, including interest as per subsection 3.17, payable on the anniversary date each year thereafter, set out in Schedule "B" on the date of the later planning application, including interest.
- 3.19 Despite subsections 3.14 to 3.18, Council from time to time, and at any time, may enter into agreements providing for all or any part of a development charge to be paid before or after it would otherwise be payable, in accordance with section 27 of the Act.

4. Payment by Services

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

5. Indexing

- 5.1 Development charges imposed pursuant to this By-law shall be adjusted annually, without amendment to this By-law, commencing on the 1st day of January, 2023 and each year thereafter, in accordance with the prescribed index in the Act.



6. Schedules

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

Schedule A – Components of Services and Classes of Services Designated in Subsection 2.1

Schedule B – Residential and Non-Residential Development Charges

7. Conflicts

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

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

8. Severability

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

9. Date By-law in Force

9.1 This By-law shall come into effect at 12:01 AM on September 14, 2022.

10. Date By-law Expires

10.1 This By-law will expire at 12:01 AM on September 14, 2027 unless it is repealed by Council at an earlier date.



11. Existing By-laws Repealed

11.1 By-law number 2017-0008 is hereby repealed as of the date and time of this By-law coming into effect.

Passed this ____ day of _____ 2022.

Mayor

Clerk



Schedule A
To By-law No. 2022-__

Town of Greater Napanee Components of Services Designated in Subsection 2.1

Town-wide Services and Classes of Services

- Services Related to a Highway
- Fire Protection Services
- Parks & Recreation Services
- Provincial Offence Act (P.O.A.) including By-law Enforcement
- Public Works
- Growth Studies

Urban Services

- Wastewater Services
- Water Services



Schedule “B”
By-law No. 2022 – ___
Schedule of Development Charges

Service/Class of Service	RESIDENTIAL					NON-RESIDENTIAL	
	Single and Semi-Detached Dwelling	Multiples	Apartments - 2 Bedrooms +	Apartments - Bachelor and 1 Bedroom	Special Care/Special Dwelling Units	(per sq.ft. of Gross Floor Area)	(per sq.m of Gross Floor Area)
Municipal Wide Services/Class of Service:							
Services Related to a Highway	2,915	2,165	1,922	1,289	1,162	1.57	16.90
Public Works (Facilities and Fleet)	1,705	1,266	1,124	754	680	0.93	10.01
Fire Protection Services	896	666	591	396	357	0.48	5.17
Parks and Recreation Services	1,534	1,139	1,012	678	611	0.11	1.18
Growth Studies	605	449	399	267	241	0.33	3.55
P.O.A. including By-law Enforcement	52	39	34	23	21	0.03	0.32
Total Municipal Wide Services/Class of Services	7,707	5,724	5,082	3,407	3,072	3.45	37.13
Urban Services							
Wastewater Services	7,822	5,810	5,158	3,458	3,117	3.94	42.41
Water Services	5,143	3,820	3,391	2,273	2,050	2.59	27.88
Total Urban Services	12,965	9,630	8,549	5,731	5,167	6.53	70.29
GRAND TOTAL RURAL AREA	7,707	5,724	5,082	3,407	3,072	3.45	37.13
GRAND TOTAL URBAN AREA	20,672	15,354	13,631	9,138	8,239	9.98	107.42

