

REGION OF OTTAWA-CARLETON  
RÉGION D'OTTAWA-CARLETON

REPORT  
RAPPORT

Our File/N/Réf.            23 40-97-0083

DATE                        19 February 1999

TO/DEST.                 Co-ordinator  
                                  Corporate Services and Economic Development Committee

FROM/EXP.                Finance Commissioner

SUBJECT/OBJET         **REGIONAL DEVELOPMENT CHARGE REVIEW**  
                                  **PUBLIC MEETING**

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### **DEPARTMENTAL RECOMMENDATION**

**That the Corporate Services and Economic Development Committee recommend Council approve a Public Meeting of the Corporate Services and Economic Development Committee on April 6, 1999 on the Regional Development Charge Review in accordance with relevant legislation.**

### **PURPOSE**

The purpose of this report is to provide information to Council regarding the status of the Timetable and workplan for the development of a successor RDC By-law. This report also addresses stakeholder input to RDC policy development and seeks approval to hold a formal public meeting of Committee on April 6, 1999 pursuant to the requirements of the *Development Charges Act*.

### **DISCUSSION**

The new *Development Charges Act* (DCA), 1997 was proclaimed March 1, 1998. The associated Regulation 82/98 was also issued.

Municipalities have up to 18 months from the date of proclamation to establish new development charge by-laws. All development charge by-laws passed under the old legislation will expire no later than August 31, 1999.

Municipalities are required to prepare a background study that clarifies the types of services for which municipalities will be imposing development charges, provides detailed information on how the development charges were calculated, and requires the municipality to analyse the long term capital and operating costs associated with facilities they are intending to finance from development charges.

## TIMETABLE AND WORKPLAN

Attached as Annex "A" is the RDC review Timetable and Workplan which will see a successor RDC by-law in place by June 1999.

## CONSULTATION

Staff invited the following stakeholder groups to meetings last summer to outline for them how meaningful consultation will occur throughout the review process:

1. Area municipal treasurers, development charge collectors and planners
2. Ottawa-Carleton Homebuilders Association and Building Owners and Managers Association
3. Community Associations

Policy meetings/workshops were held in early November where representatives of the stakeholder groups, as well as Members of Regional Council, were invited individually and collectively to review and provide input on each of the major components of RDC policy. These policy components include:

- Growth forecasts and persons per unit assumptions
- Ten year average service standards
- Area specific methodology
- Current capacity assessments
- Growth related infrastructure forecasts
- Residential/Non-residential and growth/existing benefit allocations.

Per step 14 of the RDC workplan, staff held two rounds of informal meetings in January and extending into February (due to the complexity and volume of information disseminated) with the 3 stakeholder groups noted above to provide information on draft Region-wide and Area-specific initial calculations and to solicit input to these draft calculations. The draft development charge quantum information is currently being refined pursuant to discussions with the 3 stakeholder groups.

A preliminary draft of the Region of Ottawa-Carleton Development Charge Background Study was prepared and provided to the various stakeholder groups as well as Members of Regional Council. This report was issued last Fall as a "work-in-progress" and will be significantly changed and expanded upon during the study process. This report will be available in final draft form around March 19, 1999 and will include specific information about average level of service, capital cost requirements, development charge calculations and operating cost analysis. That information is being added as the document is completed.

The next major steps in the process are to complete the draft RDC background study, prepare the associated committee report and draft by-law and hold the public meeting required by the DCA.

### EXPENDITURE JUSTIFICATION

There are no expenditures associated with this report.

### FINANCIAL STATEMENT

There are no financial implications to hold a public meeting of Committee. It is important however, to ensure that the RDC Review Project schedule is adhered to so that there is no interruption to the Development Charge revenue stream (approximately to \$19.4 Min 1998).

### CONCLUSION

The RDC review process is progressing on target with the goal of having a successor RDC by-law adopted in June 1999. Comprehensive consultation with stakeholder groups is being undertaken throughout the review process. Approval is being sought to hold the public meeting of Committee (i.e. by CSED Committee) on April 6, 1999, as required by the DCA.

*Approved by Kent Kirkpatrick  
for J.C. LeBelle*

Att.

Regional Municipality of Ottawa-Carleton Development Charge Review

Timetable and Workplan

Item	1998							1999						
	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	July
1. Clarify act and regulations														
2. Finalize timetable														
3. Steering Committee Meeting (SCM) to approve workplan and timetable for Area Treasurers meeting														
4. Liase with Area municipalities regarding by-law housekeeping issues to streamline development charges by-law														
5. Meetings with private sector reps. (BOMA, OCHBA) and FCA to identify upcoming workshops and other opportunities in RDC review where they could provide input. July 14, 1998														
6. Prepare & test methodology of RDC requirements for selected services - per C.N. Watson June 11 document pages 1-13 and 1-14 attached, including finalization of development forecasts														
7. SCM to review the results of item 6 above														
8. Information report to council re: RDC timelines														
9. Prepare Preliminary Draft Background Study* outlining major components of the RDC policy														

\* Topics Include

- Growth Forecasts and Persons Per Unit Assumptions
- Ten Year Average Service Standards
- Area Specific Methodology
- Current Capacity Assessments
- Growth Related Capital Infrastructure Forecasts
- Res/Non-res; Growth/Existing Benefit Allocations

Regional Municipality of Ottawa-Carleton Development Charge Review

Timetable and Workplan

Item	1998							1999						
	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	July
10. SCM to review Preliminary Draft Background Study						█								
11. Circulation of Preliminary Draft Background Study to public and stakeholder groups					█									
12. Stakeholder meetings including Council and area municipalities for broader public input - workshops					█									
13. Finalize methodology						█								
14. Initial calculations and refine Preliminary Draft Background Study and draft committee report & seek stakeholder input						█	█	█	█					
15. SCM review and approve Draft Background Study and committee reports & input of stakeholders									█					
16. Finalize calculations and prepare final Draft Background Study and committee reports and prepare draft by-law									█	█				
17. SCM review and approve final Draft Background Study and committee reports and draft by-law										█				
18. Council approval for notice of public meeting and report(s) availability including draft by-law											█			
19. SCM to prepare for public meeting of CSED Committee											█			
20. Public meeting of Committee												█		
21. Receive Public Comment												█	█	
22. SCM to review public comment													█	
23. Finalize Reports and By-law													█	█
24. Reports to CSED Committee														█
25. Reports to Council & Adopt By-law														█
26. Publication of ad. re: by-law passage including pamphlet preparation (reserve fund adjustment and s.13 and s.14 credits)														█