

**DATE:** April 4, 2017**FILE:** 5610-01**TO:** Chair and directors  
Comox Valley water committee**FROM:** Debra Oakman, CPA, CMA  
Chief Administrative Officer**RE:** Comox Valley water system development cost charges update study

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**Purpose**

To present the findings from the Comox Valley water system (CVWS) development cost charges (DCC) update study completed by Koers & Associates Ltd. (Koers) dated March 29, 2017 and to recommend an update to the CVWS DCC bylaw.

**Policy analysis**

Bylaw No. 2342, being the “Regional District of Comox-Strathcona Water Supply Development Cost Charges Bylaw No. 2342, 2001”, allows for the Comox Valley Regional District (CVRD) to develop DCCs for the purpose of providing funds to assist the regional district to pay the capital cost of providing, altering or expanding the water system infrastructure to service directly or indirectly, development in respect of which the charges are imposed.

The *Local Government Act* (RSBC 2015 c.1)(LGA) determines the requirements for establishing and amending DCCs.

At the August 30, 2011 meeting of the Comox Valley water committee the following motion was passed:

- a. *Waive development cost charges for secondary suites that are 29m<sup>2</sup> and under in accordance with provincial policy contained in Bill 27;*
- b. *Waive development cost charges for all secondary suites provided that the secondary suite is no larger than 90m<sup>2</sup> and includes all of the following:*
  - i. *High efficiency appliances*
  - ii. *Low flow faucets/shower heads*
  - iii. *A maximum of one bath/shower unit per suite*
  - iv. *A maximum of one toilet per suite (4.8 lpf or less)*
  - v. *That the home must be water meter-ready;*
- c. *Provide clear definition for the terms “single-family residential”, “multi-family residential”, and “secondary suite”.*

**Executive summary**

DCCs are monies collected from land developers to offset some of the infrastructure expenditures incurred or to be incurred in the future to service the needs of new development while not adversely affecting existing users. The CVWS has had a DCC bylaw in place since 2001 and was last amended in 2006. This major amendment to the DCC bylaw serves to update the DCC bylaw and associated capital projects and growth projections.

In 2016 the CVRD retained Koers to undertake a water system DCC update study. The study utilizes recommendations from the provincial DCC best practices guide (BPG) to ensure consistency and fairness within the final updated DCC bylaw.

With the completion of the Comox Valley Water Treatment Options study in 2016, a current list of capital infrastructure projects and costs are available to update the water system DCC bylaw. This update ensures that the DCCs reflect the current cost of development growth and that existing users are not burdened with growth related costs. In addition to using the most current infrastructure requirements, growth projections for the Town of Comox and City of Courtenay were based on the recently completed DCC bylaw updates for each municipality.

Utilizing the most current capital infrastructure cost and population growth projections, the Koers DCC update study concludes that a moderate increase in water system DCCs is required at this time. DCCs are designed and intended to charge benefiting parties for their burden on the system it is recommended that the DCC bylaw be immediately updated to reflect the increased DCCs shown on the DCC function table included in the Koers update study and summarized in the following Table No.1.

**Table No.1: Comparison of recommended and current DCC charges**

Type of Development	Recommended DCC Charge	Current DCC Charge
Single Family Residential	\$3,911/unit	\$3,702/unit
Multi-Family Residential	\$3,199/unit	\$3,086/unit
Congregate Care Facility	\$1,722/unit	\$1,543/unit
Commercial	\$13.80/m <sup>2</sup>	\$10.80/m <sup>2</sup>
Institutional	\$15.10/m <sup>2</sup>	\$10.80/m <sup>2</sup>
Industrial/ Public Utility	\$71,372/ha	\$37,027/ha

The current challenge for the water service is balancing the significant infrastructure requirements with appropriate funding sources. DCCs are one of these sources. The last DCC review occurred in 2006, the long interval between DCC reviews and the significant changes to capital spending requirements and population projections has resulted in a moderate increase to the DCC amount. Future minor reviews should be completed every two to three years with major review being completed every five years to ensure that DCCs reflect the current capital requirements including construction costs and inflationary effects.

Following approval of the technical report completed by Koers, the CVRD will work with the municipalities to solicit stakeholder input and public notifications in April and May 2017. Incorporating this feedback into the report, a proposed bylaw will then be presented to the water committee for first reading in June 2017. Following third reading the DCC bylaw and supporting documentation will be forwarded to the Inspector of Municipalities for review and approval prior to adoption.

**Recommendation from the chief administrative officer:**

THAT the Koers & Associates Engineering Ltd. study titled, “Comox Valley Water System-Development Cost Charge Bylaw 2343 Update” dated March 29, 2017 be received and that the Comox Valley Regional District work with the municipalities to solicit stakeholder input and public notifications prior to first reading of the development cost charge bylaw.

Respectfully:

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Debra Oakman, CPA, CMA  
Chief Administrative Officer

### **Background/current situation**

The CVRD owns and operates the CVWS and provides bulk water primarily to the City of Courtenay and Town of Comox, although bulk water is also provided to the K'ómoks First Nation and to five water local service areas (WLSA) that are owned and operated by the CVRD. The system draws water via a connection to BC Hydro's penstock and treats water using chlorine prior to discharge in the system.

In November 2007, Island Health introduced a new drinking water treatment policy requiring all surface water supply systems on Vancouver Island to meet surface water treatment objectives based on Health Canada guidelines. To meet the surface water treatment objectives, a water treatment options study was completed in 2016 to better understand the CVWS's options for water treatment. The report was completed in September 2016 and recommended construction of a new water treatment plant that utilizes direct filtration with ultra violet technology. The report also provided a cost estimate to complete the required works. In order to ensure the DCC bylaw reflects the most up-to-date capital project list, a DCC bylaw review was completed to reflect the recently completed study work and to update the remainder of the capital project list.

DCCs are monies collected from land developers, including simple subdivisions by homeowners, to offset some of the infrastructure expenditures incurred or to be incurred to service the needs of new development while not adversely affecting existing users. DCCs allow monies to be pooled from many developers so that funds can be raised to construct necessary services in an equitable manner.

In June 2016, Koers was retained to undertake an update of the CVWS DCCs. Attached as Appendix A is the final report titled "Comox Valley Water System Development Cost Charge Bylaw 2342 Update".

The following sections of this staff report summarize the key findings from the Koers DCC update study:

1. DCC best practices:

The BC Ministry of Community, Sport and Cultural Development has published a BPG to assist local governments in preparation of DCC bylaws. The objective of the guide is to standardize general practices in the formation and administration of DCC bylaws while still allowing flexibility to meet specific needs. The Koers update study follows the recommendations of the BPG.

2. Exempt development:

The following type of developments are exempt from paying DCCs:

- a. Qualifying secondary suites including
  - i. Suites that are no larger than 29m<sup>2</sup>
  - ii. Suites that are no larger than 90m<sup>2</sup> and include energy and water conservation appliances and fixtures
- b. Buildings used solely for public worship

- c. Building permits under \$50,000
  - d. Transfer of servicing burden from one development to another
3. Population growth estimates:  
Population growth projections are used to predict the number of new development units and have decreased since the 2006 DCC update. Population estimates for the 2006 DCC update report were based on 10 year period from 2006-2015 and were based off information provided by the Town of Comox and City of Courtenay in their DCC bylaws at the time. For the 2016 DCC update study, population growth estimates for the City of Courtenay and Town of Comox are based on information listed in the recently completed DCC bylaw updates for each municipality. Additionally the Sandwick waterworks system will be joining the CVWS and growth is projected to follow the same regional growth strategy projections as the CVWS WLSA's. Table No.2 summarizes the number of predicted development units over the next 10 years.

**Table No.2: Predicted number of development units for next 10 years**

Municipality	Single Family	Multi-Family	Congregate Care
Town of Comox	466	232	54
City of Courtenay	660	957	0
CVWS WLSA's	265	0	0
Sandwick	48	0	0
<b>Total</b>	<b>1,439</b>	<b>1,189</b>	<b>54</b>

4. Commercial, institutional and industrial growth estimates:  
The Koers DCC update study uses a calculation method outlined in the BPG along with information listed in the recent DCC bylaw updates for each municipality to estimate the amount of commercial, institutional and industrial growth over the next 10 years. A significant decrease in the estimated new commercial, institutional and industrial development as compared to the 2006 DCC update study has occurred. Table No.3 summarizes the predicted commercial, institutional and industrial growth.

**Table No.3: Commercial, institutional and industrial growth predictions**

Municipality	Commercial (m <sup>2</sup> )	Institutional (m <sup>2</sup> )	Industrial (ha)
Town of Comox	6,710	250	0.2
City of Courtenay	31,208	550	5.5
<b>Total</b>	<b>37,918</b>	<b>800</b>	<b>5.7</b>

5. Government grants:  
Government grants can help fund certain eligible DCC projects some grants are available for projects that contribute towards improved public health and water quality considerations. For the DCC study, it has been assumed that large projects related to water treatment will receive 45 per cent grant funding.
6. Benefit to existing users:  
Capital costs for DCC calculations are net costs, however it is recognized that most improvements within the system provide a benefit to existing users as well as new development. For each project the percent benefit to existing users has been estimated and deducted from the project costs to calculate the allowable DCC recoverable portion of the project.

## 7. Assist factor:

The LGA does not allow 100 per cent of growth related costs to be charged to new development and requires that a minimum one per cent assist factor be provided. The assist factor is the percentage of costs that are shifted to existing users. The assist factor can be increased to promote development within a community but is usually held in the one per cent to 10 per cent range. The Koers DCC update study recommends using a one per cent assist factor.

## 8. DCC reserve funds:

The current DCC reserve fund balance is estimated (as of March 2016) at \$7,767,442 and is included in the updated DCC calculations.

## 9. Capital project list:

The Koers DCC update study uses key findings and recommendations from the CVRD's Comox Valley water system update study and the recently completed water treatment options study. For the water treatment project where the project life exceeds 10 years the project is apportioned into two parts – one of which is included in the DCC calculations and the other which is not. This ensures that the current DCC amount is not funding projects beyond the 10-year life of this DCC bylaw update. The Koers DCC update study calculates that the net recoverable DCC costs of applicable capital works that are required over the 10-year DCC bylaw life is \$10,466,851.

## 10. Cost charge calculations:

Water system DCCs are established for six different land use categories. These charges are based on the relative consumption according to equivalent population demand as detailed in Table No.4. In addition to decreased anticipated growth as compared to the 2012 update, changes to the equivalent population factor used by the municipalities have resulted in significant variations to the equivalent population projections for the commercial, institutional and industrial land use categories.

**Table No.4: Total equivalent population**

Land Use Category	Anticipated Growth			Equivalent Population Factor			Equivalent Population
	Comox	Courtenay	WLSA	Comox	Courtenay	WLSA	
Single family residential (lots)	466	660	313	2.35	2.4	2.4	3,431
Multi-family residential (units)	232	957		2.16	1.9		2,319
Congregate care (units)	54	0		1.05	0		57
Commercial (m <sup>2</sup> )	6,710	31,208		0.015	0.007		319
Institutional (m <sup>2</sup> )	250	550		0.014	0.007		7
Industrial (ha)	0.2	5.5		2	45		248
<b>Total Equivalent Population</b>							<b>6,381</b>

Using the above total equivalent population and the total capital project costs, a DCC per person can be calculated. In turn, this amount is used to calculate the DCC charge for each of the different land use categories. Table No.5 summarizes the recommended updated DCC amounts for the CVWS.

**Table.No.5: DCC Charges**

Type of Development	Current DCC Charge	Recommended DCC Charge
Single Family Residential	\$3,702/unit	\$3,911/unit
Multi-Family Residential	\$3,086/unit	\$3,199/unit
Congregate Care Facility	\$1,543/unit	\$1,722/unit
Commercial	\$10.80/m <sup>2</sup>	\$13.80/m <sup>2</sup>
Institutional	\$10.80/m <sup>2</sup>	\$15.10/m <sup>2</sup>
Industrial/ Public Utility	\$37,027/ha	\$71,372/ha

A decrease in population projections and the significant capital requirements in the coming years has resulted in a moderate increase in DCCs.

To receive expedient approval of the amended bylaw, the Ministry of Community and Social Services BPG for development cost charges should be followed, this includes the following steps:

- Local government staff, or a consultant, develop a bylaw and calculate the DCC rates. This has been completed and is attached as Appendix A
- During the bylaw development phase, input is obtained from the public and interested parties.
- A proposed bylaw is presented to council or the regional district board for first reading.
- Elected officials may request additional public input or revisions prior to second and third reading.
- Following third reading the DCC bylaw and supporting documentation will be forwarded to the Inspector of Municipalities for review and approval.
- If no revisions are required, the bylaw will be returned to the local government for adoption. At this point the DCC bylaw takes effect.

Similar to DCCs, which apply to development and subdivisions within the service area, the regional district also has a capital improvement cost charge (CICC) bylaw which applies to properties that are being brought into the service area from outside municipal boundaries. The water CICC bylaw ensures that properties being brought into the service area pay for the burden they add to water infrastructure. At the same time as the updates to the DCC bylaw occur the CICC bylaw will also be updated to reflect the same rates as laid out within DCC bylaw.

### Options

The water committee has the following options:

1. To adopt the updated Comox Valley water system DCCs as recommended in the Koers DCC update study.
2. To amend the updated Comox Valley water system DCCs.
3. To not adopt changes to the Comox Valley water system DCCs at this time.

The CVWS DCC bylaw has not been amended since 2006, an update study has been completed to reflect current population projections and capital projects requirements. To ensure that the DCC bylaw reflects the most up-to-date capital projects and population growth projections an update to the CVWS DCCs is recommended. As such only option No.1 above is recommended.

### Financial factors

The 2017-2021 financial plan is consistent with the project list that is shown within the Koers DCC study. The update of the DCC bylaw will help to ensure that development pays for its share of

growth related projects and should help reduce future borrowing costs in the water service if DCCs are collected as projected.

### **Legal factors**

DCC bylaws require the approval of the Inspector of Municipalities prior to final adoption and as such the amended bylaw for water DCCs, along with applicable engineering and staff reports, will be sent to the Inspector of Municipalities following third reading of the bylaw. Once the inspector has approved the minor amendment, the revised bylaw can be submitted for fourth and final reading.

### **Regional growth strategy implications**

Identified as a supporting policy within the regional growth strategy is to encourage infill units and residential suites within residential zones and core settlement areas. Waiving DCCs for qualifying secondary suites helps to enable their construction by improving affordability for both builders and homeowners.

### **Intergovernmental factors**

The CVWS DCCs are applied throughout the City of Courtenay, the Town of Comox, the CVRD's WLSA's and Sandwick. Additionally the updated DCC bylaw will require approval from the provincial Inspector of Municipalities.

### **Interdepartmental involvement**

The engineering service department is leading this work with assistance from financial and legislative services.

### **Citizen/public relations**

The increase in water system DCCs recommended in this report will have a financial impact on any land owner wishing to develop within the service area, generally defined as within the City of Courtenay, the Town of Comox, CVRD WLSA's and Sandwick. To receive expedient approval of the amended bylaw, the Ministry of Community and Social Services BPG for development cost charges should be followed, this includes stakeholder consultation and public notifications. In keeping with CVRD practice, the CVRD will work with the municipalities to solicit stakeholder input and public notifications.

Prepared by:

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Attachments: Appendix A – “Comox Valley Water System DCC Bylaw 2343 Update, March 2017”



# **COMOX VALLEY WATER SYSTEM**

## **DEVELOPMENT COST CHARGE BYLAW 2342, UPDATE**

### **TECHNICAL REPORT**

**March 2017**



**KOERS  
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March 29, 2017  
1433-06

Comox Valley Regional District  
600 Comox Rd  
Courtenay, BC V9N 3P6

**Attention:** Mr. Kris Larose, P. Eng  
Sr Manager of Water and Wastewater Services

**Re: Comox Valley Water System  
Development Cost Charge Bylaw 2342 Update, - FINAL Technical Report Rev 2**

We are pleased to submit a pdf copy and three bound copies of our final report entitled Comox Valley Water System, Development Cost Charge Bylaw 2342 Update, Technical Report Revision 2.

This is an update of the previous report submitted on February 27, 2017 which was a major update to the Comox Valley Water System Development Cost Charge Study, November 2000. A minor amendment was carried out in the fall of 2008.

The DCC land-use categories are unchanged from the current five;

- Single Family,
- Multi-Family,
- Congregate Care,
- Commercial/Institutional, and
- Industrial & Public Use

The capital projects are derived from the Comox Valley Water System Study Update, May 2013 by Koers & Associates Engineering Ltd as well as the Water Treatment Options Summary Technical Memorandum, September 2016 by Opus Dayton and Knight. The largest project to be constructed over the next 10 years is the Deep Water Intake, Treatment Plant and associated piping at an estimated cost of \$105.38 million. This is projected to occur in the Year 2019.

The DCCs are based on the development growth projections over the coming 10 years utilizing the projections published in the recent City of Courtenay and Town of Comox DCC updates, as well as recent and projected growth trends for the Comox Valley Water System Local Services Areas.

We would be pleased to meet with you, at your convenience after your review, to discuss the findings in detail. The final report will be issued upon receipt of your comments.

Yours truly,

KOERS & ASSOCIATES ENGINEERING LTD.

Mitchell Brook, P. Eng  
Project Engineer

  
Chris Downey, P. Eng  
Project Manager





## COMOX VALLEY REGIONAL DISTRICT

### DEVELOPMENT COST CHARGE BYLAW 2342 UPDATE

### TECHNICAL REPORT

March 2017

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## **APPENDICES**

- A Existing Water Supply System Development Cost Charge (DCC) Bylaw No. 2342, February 26<sup>th</sup>, 2001 consolidated to include the DCC Amendment Bylaw No. 2900, 2006
- B Ministry Submission Summary Checklist

# 1 INTRODUCTION

## 1.1 Background

The Comox Valley Water System (CVWS) is owned and operated by the Comox Valley Regional District (CVRD). The water system provides bulk water to following nine services areas:

- City of Courtenay
- Town of Comox
- K'ómoks First Nation
- Comox Valley Water Local Service Area
- Arden Road Water Local Service Area
- Marsden/Camco Water Local Service Area
- Greaves Crescent Water Local Service Area
- England Road Water Local Service Area

The CVWS operates under water licences issued by the provincial government for the withdrawal of water from the Puntledge River. Under an agreement with BC Hydro, the CVWS withdraws water via a connection to BC Hydro's Puntledge River generating station penstock. The infrastructure owned and maintained by the CVWS includes:

- i) Powerhouse Road water treatment facility,
- ii) transmissions mains,
- iii) booster pump stations,
- iv) reservoirs,
- v) bulk water meters to convey and measure the water delivered to each service area, and
- vi) Supervisory Control and Data Acquisition (SCADA) system

The City of Courtenay, Town of Comox and K'ómoks First Nation own and operate the water distribution system infrastructure within their boundaries, with the exception of the CVWS transmission mains, reservoirs and booster pump stations. The CVRD owns and operates the water distribution system within the water local service areas. The watermain servicing the water pollution control centre is operated and maintained by the CVRD on behalf of the three users; City of Courtenay, Town of Comox, including CFB Comox, and the K'ómoks First Nation.

The Regional District's original Water Supply System Development Cost Charge (DCC) Bylaw (Bylaw No. 2342) was passed and adopted on February 26<sup>th</sup>, 2001. The Bylaw has been updated and consolidated to include the DCC Amendment Bylaw No. 2900, 2006. It covers the water supply municipal function for which DCCs are permitted by the provincial government. A copy of the existing bylaw is presented in Appendix A.

Findings detailed in this report result from the Regional District's need for a major update of its DCCs after a 10 year period from the last update of the bylaw. This report reviews current applicable projects for a 10 year period within the present Regional District CVWS boundaries, with up-to-date cost estimates, estimated growth in each of the various development types, and calculates the required amended charges in each DCC category.

As stated in the Regional District's DCC bylaw:

“the development cost charges imposed by this bylaw are for the purpose of providing funds to assist the Regional District to pay the capital cost of providing, altering or expanding water facilities to service directly or indirectly, development in respect of which the charges are imposed; (Bylaw 2342, 2001)”

It should be noted that a development in one area of the Regional District CVWS may contribute to the need for upgrading, expanding or construction of new infrastructure in another area of the Regional District.

DCCs represent a part of the funding required to construct the capital projects. The remainder of the required funding will come from the Regional District at large (tax payers) and possibly from senior government by way of infrastructure grant funding programs, if or when they are available and for which the Regional District's project(s) qualify for and are approved. The Regional District's contribution portion takes into account the benefit to the existing users of the municipal systems and also provides an additional assistance factor to the development's share of the project costs as per the provincial government DCC Best Practise Guide.

Since adoption of the latest amendment to the DCC Bylaw in 2006, several relevant infrastructure and planning documents have been completed, as listed in **Table 1**.

The Regional District desires to incorporate the findings and recommendations of these reports in to a major update of their DCC Bylaw.

The updating of the DCCs is to be based on growth for a 10 year period and the resulting capital works required.

**Table 1 - Relevant Infrastructure & Planning Documents**

Document	Date
Town of Comox DCC Bylaw Update	February 2016
City of Courtenay DCC Update	January 2016
CVWS Study Update – Koers & Associates	2013
Water Treatment Options Summary - Opus Dayton and Knight (ODK)	September 2016

## 1.2 Acknowledgements

We gratefully acknowledge with thanks the assistance provided by the following Regional District staff during the course of data collection, analyses, and report preparation:

- Mr. Kris La Rose, P.Eng
- Ms. Zoe Berkey, EIT



## 2 BYLAW DEVELOPMENT & IMPLEMENTATION OVERVIEW

### 2.1 Purpose of DCCs

Development Cost Charges (DCCs) are intended to facilitate development by providing a method to finance capital projects related to roads, drainage, sewerage systems, waterworks, and parks. They are enacted by local government bylaw, pursuant to the *Local Government Act*, RSBC 2015, c. 1. Sections 558 through 570 which are under Part 14 – Planning and Land Use Management and Division 19 – Development Cost Recovery.

Section 559 (2) of the Local Government Act allows local governments to use DCC to assist in the payment of capital projects associated with providing, constructing, altering, or expanding sewage, water, drainage and highway facilities, other than off-street parking facilities, and for providing and improving parkland.

DCCs are monies collected from developments to offset some of the infrastructure expenditures incurred to service the needs of the development while not adversely affecting existing users. The remainder of the required funding will come from the District users (tax payers) and possibly from senior government by way of infrastructure grant funding programs, if or when they are available and for which District project(s) qualify for and are approved.

DCCs allow monies to be pooled from many developments so funds can be raised to construct the necessary services in an equitable manner. Those who will use and benefit from the projects should pay infrastructure costs. Recognizing that costs should be shared amongst benefiting parties, a breakdown between existing users and new development should be provided.

The 'Development Cost Charge - Best Practices Guide' (BPG), 3<sup>rd</sup> Edition 2005 is a publication by the BC Ministry of Community Services. The objective of the BPG is to standardize general practices in the formation and administration of DCC bylaws, while allowing flexibility to meet specific needs as allowed by the Local Government Act. The BPG consists of the following two sections:

**Section 1** A guidebook for councillors and administration staff responsible for developing and adopting policies.

**Section 2** A technical manual detailing procedures and calculations for the technical personnel who will carry out the DCC calculations and prepare the bylaw.

DCC bylaws must be approved by the provincial government's Ministry of Community, Sport and Cultural Development. The Ministry has indicated that expedient approval of DCC bylaws will be received when prepared in accordance with the BPG. To assist Ministry staff in the review of the proposed DCC bylaw, a Ministry Submission Summary Checklist is included in the BPG. A copy of the checklist is included in this report in Appendix B. It requires finalization before attaching it to the bylaw approval package to be submitted to the Inspector of Municipalities.

DCCs are to be developed in accordance with the LGA. The BPG is based on six principles which are recommended to be followed in the development of a DCC Bylaw:

- 1) **Integration** – A DCC program is subordinate to the broader goals of a community.
- 2) **Benefiter Pays** – Infrastructure costs should be paid by those who will use and benefit from the installation of such systems.
- 3) **Fairness and Equity** – Costs should be distributed between existing users and new development in a fair manner.
- 4) **Accountability** – All information on which DCC's are based on should be accessible and understandable by stakeholders.
- 5) **Certainty** – The DCC program should provide both stable charges and orderly construction of infrastructure
- 6) **Consultative Input** – Must provide adequate opportunity for meaningful and informed input from the public and other interested parties.

#### Maintenance & Rehabilitation Projects

Maintenance and rehabilitation of existing infrastructure (e.g., street repairs; watermain flushing; and storm and sanitary main cleaning or repairs), and replacement due to age are not included in DCCs as per the BPG.

## 2.2 Exemptions, Waivers & Reductions

The LGA describes circumstances when a development can be exempt from paying (Section 561) or can have DCCs waived or reduced (Section 563). A brief overview of each is presented below.

### 2.2.1 Sample Exemptions

Section 561 of the Local Government Act describes circumstances when development is exempt from paying DCCs. These specific cases are:

1. Where a building permit authorizes the construction, alteration, or extension of a building, or part of a building which is solely for public worship, such as a church.
2. If a development cost charge has previously been paid for the same development unless, as a result of further development, new capital cost burdens will be imposed on the municipality.
3. If the development does not impose new capital cost burdens on the municipality, with the exception of a development cost charge imposed for the purpose referred to in section 559 (3) [*resort region employee housing*].
4. A development authorized by a building permit that authorizes the construction, alteration or extension of a building that will, contain fewer than 4 self-contained dwelling units, and be put to no other use other than the residential use in those dwelling units. It should be noted that a **local government may**, in a development cost charge bylaw, provide that a development costs charge is payable under these circumstances.
5. The construction, alteration or extension of self-contained dwelling units in a building authorized under a building permit if
  - a. each unit is no larger in area than 29 square metres, and

- b. each unit is to be put to no other use other than the residential use in those dwelling units.
- 6. Where the value of the work covered by the building permit does not exceed \$50,000.

It should be noted that under Section 563 the local government has the ability to modify the minimum area and costs associated with the items listed above in the DCC bylaw, pending ministry approval.

### **2.2.2 Sample Waivers & Reductions**

In 2008 with the passage of Bill 27 (Local Government – Green Communities), the provincial government enacted legislation that allowed for the waiver or reduction of DCCs. This is now Section 563 of the LGA which provides municipal governments with the ability to waive or reduce DCCs within a broad range of one or more of the following classes of “eligible developments”:

- i. not-for-profit rental housing, including supportive living housing
- ii. for-profit affordable rental housing
- iii. a subdivision of small lots that is designed to result in low greenhouse gas emissions
- iv. a development that is designed to result in a low environmental impact

Council may adopt further bylaw(s) that provide specific detail of the type of development that qualify(s), the amount of the waiver or reduction, and requirements that must be met in order to obtain a waiver or reduction.

The BPG states “the intent of the legislation is that the cases where the DCC is waived or reduced, the amount waived is to be entirely supported by the existing development.” By providing a waiver or reduction, council is signaling that this specific type of development is encouraged and financially supported by the local community.

### **2.2.3 Exemptions and Waiver Imposed by the CVRD**

The CVRD has elected to impose the following exemptions and waivers as part of the DCC Bylaw:

- a. Waive development cost charges for secondary suites that are 29 m<sup>2</sup> and under in accordance with provincial policy contained in Bill 27;
- b. Waive development cost charges for all secondary suites provided that the secondary suite is no larger than 90 m<sup>2</sup> and includes all of the following:
  - i. High efficiency appliances
  - ii. Low flow faucets/shower heads
  - iii. A maximum of one bath/shower unit per suite
  - iv. A maximum of one toilet per suite (4.8 lpf or less)
  - v. That the home must be water meter ready



## 2.3 Bylaw Approval Process & Stakeholder Input

When a DCC bylaw is implemented or amended, developers or those parties paying DCCs will be affected by the new charges. The BPG recommends a suitable period of notification before the new or amended DCC bylaw is in effect. This is known as a “Grace Period” (see Section 2.8 for further discussion). Newspaper articles and notices, information circulars, and verbal communications should be provided to the residents, taxpayers, and land developers, so they are aware of the proposed update, the anticipated charges, and the approximate timing of the new/amended bylaw’s implementation.

The BPG recommends opportunities for stakeholder input be provided at two points during DCC bylaw development:

- i. before first reading by the Council
- ii. before third reading by the Council

In addition, a public information meeting is recommended between the second and third readings of the bylaw, such that stakeholders can be involved in any revision(s) of the bylaw, and concerns arising from the public meeting can be considered in any revision(s).

## 2.4 Service Area & Time Frame

DCC are to be charged on either a ‘**municipal wide**’ or ‘**area specific**’ basis. The composition of the DCC program and the resulting charges can vary significantly between the two options, which can be summarized as follows:

- i. A **municipal wide** DCC applies the same rate for a particular type of land use regardless of the location of any specific development.
- ii. An **area specific** DCC divides the District into separate areas based on specific features such as geographic boundaries or a municipal service boundary.

When developing the bylaw, an appropriate time frame for the DCC program has to be considered. The DCC can be established on either a “**build out**” or “**revolving**” basis. These are defined as:

- i. **Build out** applies to the construction of all necessary infrastructure to accommodate development to the full extent of the Official Community Plan, which generally has a long-term time horizon of 20 to 25 years.
- ii. **Revolving** applies to construction of the necessary infrastructure to accommodate development for a defined period of time, such as five, 10 or 15 years. A number of revolving time windows would be required to reach the OCP build-out.

## 2.5 Recoverable Costs

The BPG states recoverable DCC costs should be clearly identified in the DCC documentation and must be consistent with Ministry provisions.

Ministry policy does not consider inflation and long term debt financing eligible for DCC recovery. However, Section 566(2)(d) of the Local Government Act does allow funds in

DCC reserve accounts to be used to pay for the interest and principal on a debt resulting from DCC project costs.

## 2.6 Municipal Assist Factor

Section 559 (2) of the Local Government Act states the purpose of DCCs is to provide funds to “assist” local government in paying the costs of infrastructure. By not allowing 100% of the growth related costs to be charged to new developments, the legislation implicitly requires an “assist factor”. This assist factor is separate from the allocation of project costs between new development and existing users, which is considered on a project specific basis.

The assist factor chosen reflects the District’s Council desire to encourage development, and is largely a political decision. Most DCC bylaws use assist factors in the 1% to 10% range. The Local Government Act requires a minimum 1% assist.

## 2.7 Bylaw Administration

Once the Inspector of Municipalities has granted statutory approval of the DCC bylaw and the Board has adopted it, ongoing administration will be required. This will involve collection of charges, monitoring and accounting, credits and rebates, and the process for bylaw amendment.

### 2.7.1 Time of Collection

Section 559 (1) of the Local Government Act states DCCs are payable at either the time of subdivision approval or at issuance of building permit. The BPG recommends charges be applied as follows:

- i. **Single Family** – at the subdivision approval stage, per building parcel being created, and upon the issue of building permit authorizing the construction, alteration or extension of a building that will contain fewer than four residential units.
- ii. **Multi-Family** - either at the subdivision approval stage for each dwelling unit permitted to be constructed pursuant to zoning, or upon issue of building permit per dwelling being built.
- iii. **Commercial/Institutional** - upon issue of building permit based on square metre of gross building area.
- iv. **Industrial** - upon issue of building permit based on hectares of lot area under development.

Article 1 and Schedule A of the Regional District’s DCC Bylaw No. 2455 defines when DCC are due and follows the recommendations of the BPG.

### 2.7.2 Separate Accounts

Section 566 (1) of the Act stipulates DCCs shall be deposited in a separate special DCC reserve fund. The monies collected (together with reserve fund interest) shall then be used to pay for the capital projects within the DCC program. DCC accounts should be set up in a manner that allows easy reporting of:

- i. how much money has been collected from DCCs

- ii. the amount of government grants, if any, received towards the capital DCC projects
- iii. amounts designated as DCC “credits” or “rebates”
- iv. the amount of funds representing the District’s share of project costs in the DCC program
- v. interest earned
- vi. under/overages
- vii. identification of completed projects

## 2.8 Grace Period & In-Stream Applications

When a DCC bylaw is implemented or amended, it affects those parties paying DCCs. The BPG recommends a suitable period of notification before a new DCC bylaw is in effect. This is known as a “Grace Period”.

The “Grace Period” should not be confused with “In-Stream Protection”. The “Grace Period” serves to allow enough time for people to be notified of the new DCC rates as related to building permit applications. “In-Stream Protection” seeks to provide stability for developers with an application in process during the introduction or amendment of DCCs provided the application meets certain time criteria as noted below.

### 2.8.1 Subdivision Applications

Section 511 of the Local Government Act provides “In-Stream Protection” for a subdivision application for a 12 month period after the DCC Bylaw is adopted if:

- i. An application for a subdivision of land within a municipality has been submitted to a designated municipal officer and the applicable subdivision fee has been paid before the bylaw was adopted.

unless the applicant agrees in writing that the bylaw should have effect.

### 2.8.2 Building Permit, Development Permit, and Rezoning Applications

Section 568 of the LGA provides “In-Stream Protection” for building permits as well as for “precursor applications” for a building permit, a development permit and a rezoning application if:

- i. A building permit authorizing that construction, alteration or extension is issued within 12 months of the date the DCC bylaw is adopted.
- ii. A precursor application to that building permit is in-stream on the date the DCC bylaw is adopted.

unless the applicant for that building permit agrees in writing that the bylaw should have effect.

## 2.9 Credits, Rebates & Latecomers Agreement

There are no specific references to “DCC credits” or “DCC rebates” in the Local Government Act. The intent of Clause (8) of Section 933 is that developers providing trunk services beyond the local servicing needs of the development shall have those costs deducted from the applicable DCCs payable. To implement the provisions of the

legislation, the concepts of a “DCC Credit” and a “DCC Rebate” are introduced. Policies regarding when the Regional District should offer a credit versus a rebate should be carefully considered. In either case, the DCC accounting system should allow credits and rebates to be monitored and tracked.

### 2.9.1 Credits

The DCC program is compiled to service new development in an orderly manner. A situation is likely to arise where a developer desires to proceed with a development before the required trunk services are installed in that area. This type of development can be considered to be “out of sequence”. If the Regional District cannot afford the financial burden of additional infrastructure requirements, the Approving Officer would decline the development for the present time. Alternatively, the developer can construct the necessary trunk services, in advance of the proposed timing. In this case, the “out of sequence” development would be offered a DCC credit, where the cost of constructing the required trunk works is deducted from the amount of DCCs that would have otherwise been payable. The DCC credit cannot exceed the amount of DCC payable. Should the developer submit a development by phases, each phase will be reviewed independently.

### 2.9.2 Rebates

The DCC program allows for facility oversizing for cost recovery, that is the difference in the capital cost between a local service and a trunk service that is ‘oversized’ to service lands/facilities beyond the services for each phase required for the local development area(s). Should a developer wish to proceed with a development before the trunk services fronting his property are installed, the Regional District may allow the developer to construct the necessary portion of the works to a trunk. The Regional District would then offer a DCC rebate for the incremental portion of the cost beyond the local requirement. The incremental cost portion is the cost for the ‘oversizing’ of the service. The rebate cannot exceed the amount of the DCC payable. Should the developer submit a development by phases, each phase will be reviewed independently.

### 2.9.3 Latecomers Agreement

Where a development constructs trunk works which benefit other development(s), the oversizing costs may be considered for inclusion in a Latecomers Agreement if the project is not a DCC project because it is not within the service area for which DCCs are applied. The agreement would be in accordance with the provisions of the Local Government Act. In this scenario, the development would be responsible for setting up the agreement and the costs associated to do so. The agreement would be administered by the Regional District.

## 2.10 Amendment Process (Minor vs Major)

The average cost of a typical unit of development should not change significantly over time except for the effects of inflation or changes in standards, provided development projections are accurate. However, periodic revision(s) of the OCP, the Regional District’s financial situation, changing infrastructure needs, and other factors affecting new development that are beyond the Regional District’s control, will require amendments to the DCC Bylaw. In general there are two levels of amendments; **minor** and **major**.

A **minor amendment** is generally associated with an updating based on changes in construction costs and inflationary effects. This type of bylaw amendment requires provincial statutory approval, but due to its nature is anticipated to receive expeditious

Ministry approval. This amendment should be carried out no more than once a year and perhaps once every two to three years.

A **major amendment** involves a full review of the DCC methodology, including:

- ii. Underlying DCC assumptions
- iii. Broad policy considerations
- iv. Updated development projections
- v. DCC program costs
- vi. Timing of proposed capital works
- vii. Addition of new projects to the DCC program, when necessary
- viii. Removal of completed projects or that are no longer required

In accordance with the BPG recommendation, the major amendment to the DCC bylaw should be completed once every five years.

## 3 DEVELOPMENT GROWTH PROJECTION

### 3.1 Service Area & Time Frame

#### 3.1.1 Service Area

The Regional District's current DCC Bylaw applies DCCs to water infrastructure projects on a '**municipal wide**' basis, which means the same rate for a particular type of land is applied regardless of the location of the development in the system. That is to say the same rate is applied whether the development is in the City of Courtenay, the Town of Comox, Comox First Nation, or in one of the local service areas. The proposed Bylaw will continue to apply on a '**municipal wide**' across the Regional District.

#### 3.1.2 Time Frame

The Regional District's current DCC Bylaw calculates DCCs on a '**revolving**' basis. This means DCCs are based on the construction of the infrastructure needed to accommodate development over the next 10 years. The proposed Bylaw will continue to operate on a 10 year '**revolving**' basis for this DCC update.

### 3.2 Growth Projections By Land-Use

Non-residential land uses are categorized separately from residential land use for DCC bylaws. In order to keep the number of designated land uses at a practical level, it is normal practice to consider the groupings under residential, commercial/industrial, and institutional categories.

#### 3.2.1 Residential

The current bylaw has three residential categories (Single Family, Multi-Family, and Congregate Care). Listed below is a brief description of the anticipated growth for the areas serviced by the CVWS.

##### **Courtenay and Comox**

The number of units to be constructed in the next 10 years for the City of Courtenay and the Town of Comox are based on information listed in the recent DCC Bylaw Updates for each municipality. It should be noted that the recent City of Courtenay DCC update covered a 20 year period. As this update reflects a 10 year period, the values from the Courtenay DCC were reduced to match the required timeframe.

##### **CVWS Local Service Areas (LSAs)**

The Rural OCP anticipates the population of the Comox Valley will increase, with all of the growth anticipated to be within municipal boundaries. The populations of electoral areas A, B and C will remain unchanged. However for the purposes of this report, it has been assumed that growth in the local services area supplied by the CVWS will follow the growth rates noted in the CVRD Regional Growth Strategy. The growth rate from 2016 to 2021 will be 1.14% and will decrease to 1% from 2021 to 2026. This will result in an additional 265 single family units in these local service areas.

## Sandwich Waterworks District

On June 29, 2016 the Sandwich Waterworks District Trustees recommended that the Sandwich Waterworks District disband effective December 31, 2016. This will result in the addition of 282 connections to the City of Courtenay distribution system as well as the creation of a new CVWS local service area for the remaining 424 connections. These connections will be subject to a Capital Improvement Cost Charge (CICC) when the join the City of Courtenay and CWVS systems.

Anticipated development in the new local service area will be subject to DCC charges. For the purposes of this report the growth rate will follow the Regional Growth Strategy. The growth rate from 2016 to 2021 will be 1.14% and will decrease to 1% from 2021 to 2026. This will result in an additional 48 single family units in this local service areas.

Anticipated growth in the areas located in the City of Courtenay, has been included in the City's development projections.

**Table 2** summarizes the projected unit increase over the next 10 years for the CVWS with allowances for municipal boundary expansions.

**Table 2 - Projected Residential Units**

Service Area	Number of Units		
	Single Family	Multi Family	Congregate Care
Courtenay	660	957	0
Comox	466	232	54
LSAs	265	0	0
Sandwich	48	0	0
<b>Total</b>	<b>1,439</b>	<b>1,189</b>	<b>54</b>

### 3.2.2 Commercial & Institutional

The BPG recommends commercial and institutional development be charged on the basis of building floor space expressed in square metres. The Regional District has selected to charge on the basis of gross building area expressed in square metres.

Commercial land use includes the following:

- service commercial
- office commercial
- mixed commercial/residential development

Institutional use includes the following:

- government offices
- recreational facilities
- public and private schools
- colleges and universities
- hospitals including private care facilities.



Where land uses on a site are mixed, it is intended that applicable DCCs be charged on the basis of all actual uses on a site. This may include a residential and a commercial component or some other combination.

The anticipated commercial and institutional development growth in the next 10 years for the City of Courtenay and the Town of Comox, based on information listed in the recent DCC Bylaw updates for each municipality, is shown in **Table 3**.

**Table 3 - Projected Growth of Commercial and Institutional Development**

Municipality	Commercial Development	Institutional Development
	Total Gross Floor Area (m <sup>2</sup> )	Total Gross Floor Area (m <sup>2</sup> )
Courtenay	31,208	550
Comox	6,710	250
<b>Total</b>	<b>37,918</b>	<b>800</b>

### 3.2.3 Industrial

For industrial and public utility uses, which are predominantly single storey development, the BPG prefers charging on the basis of gross site area measured in hectares, which the Regional District has selected. As charges are based on single storey development, they would be increased for any additional storeys in direct proportion to the ratios of the additional floor area to the ground level floor area. It is assumed industrial/public utility developments would have an average site coverage of 60% by building area.

Industrial use includes:

- light, medium or heavy industrial uses
- warehouses
- mini-storage
- minor repair
- fabrication and storage facilities or space
- fuel storage areas.

Public utility use includes:

- BC Hydro, Fortis BC Gas, telephone, cable, and similar utility storage, distribution and plant facilities.

The anticipated industrial development growth in the next 10 years for the City of Courtenay and the Town of Comox, based on information listed in the recent DCC Bylaw updates for each municipality is shown in **Table 4**.

**Table 4 - Projected Growth of Industrial Development**

Municipality	Industrial Development, ha
	Total
Courtenay	5.5
Comox	0.2
<b>Total</b>	<b>5.7</b>



A summary of the projected growth for each land use category for build out is presented in **Table 5**.

**Table 5 - Projected Growth by Land-Use**

Land Use	Anticipated Growth
	Total
Single Family	1,439 lots
Multi Family	1,189 units
Congregate Care	54 units
<b>Total Dwellings</b>	<b>3,291 units</b>
<b>Commercial/Institutional/Industrial</b>	
Commercial	37,918 m <sup>2</sup>
Institutional	800 m <sup>2</sup>
Industrial	5.7 ha

## 4 PROJECT COST ALLOCATION

### 4.1 Introduction

With the establishment of a list of capital projects and their estimated construction costs, the portion of the project cost attributed to development is calculated using the equation:

$$\text{DCP} = \text{PC} - \text{GG} - \text{BEU} - \text{AF} - \text{RF}$$

Where:

DCP	=	Development Cost Portion
PC	=	Project Cost
GG	=	Government Grants
BEU	=	Benefit to Existing Users
AF	=	Assist Factor
RF	=	Reserve Funds

A discussion on each category and the amounts used in this study is presented below. The Regional District's contribution to the DCC projects consists of:

- i) total capital cost attributed to existing users (BEU)
- ii) assist factor (AF)
- iii) portion of costs associated with developments exempt from DCCs (see previous discussion under Section 2.2)

### 4.2 Project Costs

Project construction costs in this report are preliminary, order of magnitude, estimates based on previous studies completed for the Regional District and have been updated to reflect 2016 dollars.

No preliminary or detail engineering design work has been completed, and as such, the costs are Class D estimates. They are suitable for project control budgets, for program planning, and to obtain approval in principle. The estimates include allowances for engineering design, tendering and construction services and construction contingencies.

No allowance has been made for Regional District internal management or legal costs. There is no allowance for long-term financing or future inflation as this is not allowable under the Local Government Act. The impact of inflation should be reviewed regularly as time and projects proceed, and project costs adjusted accordingly as part of a minor amendment to DCCs.

**Costs are Class D estimates** and are exclusive of GST. They are in 2016 dollars as of when the Engineering News Record Construction Cost Index (ENR CCI) was 10,182.

### 4.3 Government Grants

Government grants, including Federal/Provincial infrastructure funding programs and Provincial revenue sharing programs, can no longer be relied upon to provide significant funding for all types of capital improvement projects. Some grants are available for

projects, particularly those which contribute towards improved public health and water quality considerations, but sporadically for other priorities. When awarded, senior government grants can provide:

- A significant portion of study cost recovery.
- Provincial government funding up to 80% of a project cost.
- A total of 2/3rds combined assistance under Infrastructure Funding Programs supported through joint Federal/Provincial agreements.

For the purposes of this report it has been assumed that large projects related to water treatment will receive 40% grant funding, as directed by the CVRD staff. In recent years given the financial constraints of the federal and provincial government and the demand on the gas tax revenue program administered by the Union of BC Municipalities these grants are becoming more difficult to obtain. However, the Regional District should continue to make every effort to obtain financial assistance toward key eligible projects as funding programs become available.

#### 4.4 Benefit to Existing Users

Capital costs for DCC calculations must be net costs. It is recognized that most improvements within the system provide a benefit to the existing residents and users.

The percentage benefit to existing users estimated for each project has been made. The cost for each project applicable to existing users is then deducted from the project cost, after government grants are deducted, to calculate the allowable DCC recoverable portion of the project.

#### 4.5 Municipal Assist Factor

Section 559 (2) of the Local Government Act states the purpose of DCCs is to provide funds to “assist” local government in paying the costs of infrastructure. By not allowing 100% of the growth related costs to be charged to new developments, the legislation implicitly requires an “assist factor”. This assist factor is separate from the allocation of project costs between new development and existing users, which is considered on a project specific basis.

Most DCC bylaws use assist factors in the 1% to 10% range. Under certain conditions, the assist factor is adjusted to maintain DCC rates within a perceived affordable level. When the economy is slow, a higher assist factor, such as 10%, can be used to encourage new development. With a very healthy development climate, a low assist factor, such as 1% is considered appropriate.

**A 1% assist factor has been chosen for all projects.**

#### 4.6 DCC Reserve Funds

The reserve funds are the total amounts that have been collected from development and not yet spent on DCC projects. These amounts are deducted in the calculation of each DCC function. To date the CVRD DCC reserve fund balance is \$8,627,446.98.

## 5 DCC CALCULATION

### 5.1 Common Unit Calculation Method

The BPG recommends DCCs be calculated using a common unit basis for each municipal service. To meet this requirement, the following common unit was applied to each land use for each municipal service:

**Water Works** - Costs are related using an equivalent population demand, which is based on average densities and usage for each land-use category.

## 6 WATER SYSTEM DCCs

### 6.1 Proposed Water System Works

The proposed water work projects are taken from the findings of the:

- Comox Valley Regional District, Comox Valley Water System Study Update, March 2013 by Koers & Associates Engineering Ltd.
- Technical Memorandum #4 - Water Treatment Options Summary by Opus Dayton and Knight (ODK)

Water system DCCs are to be imposed on a municipal wide basis, in keeping with the BPG.

### 6.2 Calculation Unit

Water system DCCs were calculated based on the common unit of equivalent population served for each land-use category.

**Table 6** shows the equivalent population data used for the water system DCC calculations.

**Table 6 – Water System Equivalent Population Summary**

Land Use Category	Anticipated Growth				Equivalent Population Factor				Equivalent Population
	Comox	Courtenay	CVWS	Sandwich	Comox	Courtenay	CVWS	Sandwich	
Single Family (lots)	466	660	265	48	2.35	2.4	2.4	2.4	3,431
Multi Family (units)	232	957	-	-	2.16	1.9	-	-	2,319
Congregate Care (units)	54	-	-	-	1.05	0	-	-	57
Commercial (m <sup>2</sup> )	6,710	31,208	-	-	0.015	0.007	-	-	319
Institutional (m <sup>2</sup> )	250	550	-	-	0.014	0.007	-	-	7
Industrial (ha)	0.2	5.5	-	-	2	45	-	-	248
<b>Total Equivalent Population</b>									<b>6,381</b>

### 6.3 Cost Charge Calculations

The project cost estimates are those presented in the Comox Valley Regional District, Comox Valley Water System Study Update. The costs have been updated from 2011 dollars to 2016 dollars abased on an ENR CCI ratio of 1.139 (2016 value of 10,182 and a 2011 value of 8,938). In addition a 30% contingency has been added to these project cost estimates.

The cost estimates for the Water Treatment Plant are based on the Technical Memorandum #4 - Water Treatment Options Summary and are in 2016 dollars.

**Table 7 - Water DCCs** lists all applicable projects and costs, and the resulting net DCC recoverable amount after subtraction of the DCC Reserve fund balance.

The DCC per water system Equivalent Population Demand (EPD) is calculated by dividing the DCC recoverable amount by the Total Equivalent Population of **6,381**.

The Water System DCC per land-use is arrived at by multiplying the DCC unit cost per EPD by the Equivalent Population Demand for each land-use.

The proposed intake, water treatment plant, clearwell and supply mains are sized to suit development growth beyond the present proposed 10-year revolving DCC period. As identified in the DCC function table, development costs for the portions of these projects beyond the 10-year period are clearly shown (assumed to be 50%), and removed from the costs recoverable in the initial 10 year period. As shown, a total value of \$52,690,000, without project funding, relative to these works is to be carried over to future 10-year revolving periods. These costs would require financing, with the projects continuing to be identified in future DCC updates, and to be funded by future DCCs.

## 6.4 Costs to Existing Users

**Table 8** provides a summary of the annual cost of the DCC program to existing system users. This covers the capital works projects' percentage benefit to existing users plus the 1% municipal assist factor applied against the developers' portion of the costs. These are the total funds the Regional District needs to provide in order to carry out the DCC projects listed in the tables.

**Table 8 – Existing User & Development Charges by Project Year**

Year	Cost by Project Year	
	Existing Users	Development
2019	\$15,388,865 <sup>(1)</sup>	\$15,084,135 <sup>1)</sup>
2021	\$21,172	\$2,095,979
2026	\$19,335	\$1,914,185
Total Cost	<b>\$15,429,372</b>	<b>\$19,094,298</b>
Average Cost per Year	<b>\$1,542,937</b>	<b>\$1,909,430</b>

Notes:

(1) Costs include allowance for 50% of total project costs associated with the water treatment plant and associated works to be carried forward to future 10- year revolving DCC period.

## 6.5 Comparison to Current DCC Rates

**Table 9** details of the proposed DCC rates, by land-use, as well as the current DCC rates to provide a comparison of the proposed rate changes.

TABLE 7  
Comox Valley Water System  
Water Project List and Land-Use DCC Calculation

March 23, 2017

Project No.  (Year - #)	Project Description	Project Cost Estimate A	Government Grant		Net Expenditure D = (A-C)	Benefit to			Municipal Assist Factor 1% H = (G*%)	Existing User Costs I = (F+H)	Recoverable DCC J = (D-I)
			% B	\$ C = (A*B)		Existing Users		New Development G = (D-F)			
						% E	\$ F = (D*E)				
2019-01	Deep Water Intake and Pump Station	16,420,000	40%	6,568,000	9,852,000	50%	4,926,000	4,926,000	49,260	4,975,260	4,876,740
2019-02	Water Treatment Plant (Direct Filtration)	43,320,000	40%	17,328,000	25,992,000	50%	12,996,000	12,996,000	129,960	13,125,960	12,866,040
2019-03	Clearwell	9,160,000	40%	4,122,000	5,038,000	50%	2,519,000	2,519,000	25,190	2,544,190	2,493,810
2019-04	Raw Water Piping to Treatment Plant (2,200 m)	8,960,000	40%	4,032,000	4,928,000	50%	2,464,000	2,464,000	24,640	2,488,640	2,439,360
2019-05	Treated Water Piping (5,600 m)	27,520,000	40%	12,384,000	15,136,000	50%	7,568,000	7,568,000	75,680	7,643,680	7,492,320
TOTAL 2019*		105,380,000								30,777,730	30,168,270
2021-01	Pump Station at Puntledge Road and Highway 19A (Courtenay Station)	854,250	-		854,250	0%	-	854,250	8,543	8,543	845,708
2021-02	Marsden Reservoir Duplication	1,252,900	-		1,252,900	0%	-	1,252,900	12,529	12,529	1,240,371
2021-03	DCC Minor Update Study	10,000	-		10,000	0%	-	10,000	100	100	9,900
TOTAL 2021		2,117,150								21,172	2,095,979
2026-01	DCC Major Update Study	20,000	-		20,000	0%	-	20,000	200	200	19,800
2026-02	Comox Reservoir Duplication (2,900 m³)	1,913,520	-		1,913,520	0%	-	1,913,520	19,135	19,135	1,894,385
TOTAL 2026		1,933,520								19,335	1,914,185
Totals		\$109,430,670	\$44,434,000		\$64,996,670		\$30,473,000	\$34,523,670	\$345,237	\$30,818,237	\$34,178,433
Development Cost Carry Over to Future 10 Year Revolving Period (50% of projects 2019-01 to 05)		\$52,690,000	\$22,217,000		\$30,473,000	\$15,236,500		\$15,236,500	\$152,365	\$15,388,865	\$15,084,135
TOTALS (this 10 Year Period)		\$56,740,670	\$22,217,000		\$34,523,670	\$15,236,500		\$19,287,170	\$192,872	\$15,429,372	\$19,094,298

**Notes:**  
\* Water Treatment Plant (WTP) and associated intake, pump station and conveyance piping cost from CVRD, Technical Memorandum #4 - Water Treatment Options Summary prepared by Opus Dayton and Knight(ODK). Costs provided by ODK include 30% contingency, 10% for indirect contractor costs, 4% indirect costs to the CVRD, 15% for Engineering and CM, and 2% for escalation to the midpoint as per page 8. Total project cost is \$105.38 million in 2016 dollars.  
  
Cost Estimates have been updated to 2016 dollars based on an ENR index of 10,182 for 2016 and a ratio of 1.139 from 2011 when the index was 8,938

Development Cost Charge per Equivalent Person	
Total DCC Recoverable Costs	\$19,094,298
DCC Reserves (Current to Dec 31 2016)	\$8,627,447
Net Development Costs	\$10,466,851
Total Equivalent Population	6,381
DCC per Equivalent Person	\$1,640.42

Development Growth Projection							
Land-Use Category	Town of Comox	City of Courtenay	CVWS Other Water Local Service Areas	Sandwick Water Local Service Areas	Total	Equivalent Population Density	Total Equivalent Population
Single Family Residential, units	466	660	265	48	1,439	2.4	3,431
Multi-Family Residential, units	232	957			1,189	1.95	2,319
Congregate Care Facility, units	54				54	1.05	57
Commercial, m²	6,710	31,208			37,918	0.0084	319
Institutional, m²	250	550			800	0.009	7
Industrial / Public Utility, ha	0.2	5.5			6	44	248
Total Equivalent Population							6,381

DCC Charge Calculation				
Land-Use Category	Equiv. Pop Density	DCC per Equiv Pop Density	DCC Charge	DCC Unit
SF Res	2.4	\$1,640.42	\$3,911	per residential unit
MF Res	2	\$1,640.42	\$3,199	per residential unit
Cong Care	1	\$1,640.42	\$1,722	per residential unit
Commercial	0.0084	\$1,640.42	\$13.80	per m2 of gross building area
Institutional	0.0092	\$1,640.42	\$15.10	per m2 of gross building area
Indus/Public Util	44	\$1,640.42	\$71,372	per ha of gross site area

**Table 9 – Summary of DCCs by Land-use**

<b>Land-Use</b>	<b>Proposed DCCs</b>	<b>Current DCCs</b>
Single Family	<b>\$3,911</b> per unit	\$3,702
Multi-Family	<b>\$3,199</b> per unit	\$3,086
Congregate Care	<b>\$1,722</b> per unit	\$1,543
Commercial	<b>\$13.80</b> per gross floor area, m <sup>2</sup>	\$10.80
Institutional	<b>\$15.10</b> per gross floor area, m <sup>2</sup>	\$10.80
Industrial & Public Utility	<b>\$71,372</b> per gross site area, m <sup>2</sup>	\$37,027



## 7 SUMMARY OF DCCs

### 7.1 Summary

To receive expedient approval of the amended DCC bylaw, the Ministry of Community Services publication *Development Cost Charge - Best Practices Guide* should be followed in amending the bylaw preparation, including stakeholder consultation and public notifications.

The completed 'Ministry Submission Summary Checklist' a copy of which is presented in Appendix B, should be completed and forwarded with the amended bylaw for the Ministry's review and approval.

The DCCs are established on a "10 year revolving" basis.

The CVRD has elected to impose the following exemptions and waivers as part of the DCC Bylaw:

- a. Waive development cost charges for secondary suites that are 29 m<sup>2</sup> and under in accordance with provincial policy contained in Bill 27;
- b. Waive development cost charges for all secondary suites provided that the secondary suite is no larger than 90 m<sup>2</sup> and includes all of the following:
  - vi. High efficiency appliances
  - vii. Low flow faucets/shower heads
  - viii. A maximum of one bath/shower unit per suite
  - ix. A maximum of one toilet per suite (4.8 lpf or less)
  - x. That the home must be water meter ready

A major bylaw amendment with a full review of the DCC methodology should be completed once every five years. This report and the proposed DCC are a major amendment.

A minor bylaw amendment should be carried out once every two to three years to accommodate inflationary costs and changes in construction costs.

In-stream protection is to be provided to a completed subdivision application, and for "precursor applications" for a building permit, a development permit and rezoning applications.

Section 563 of the LGA provides municipal governments with the ability to waive or reduce DCCs within a broad range of "eligible developments".

When a DCC bylaw is implemented or amended, those parties paying DCCs will be affected by the new or amended charges. As project funding is generally arranged in the early stages of a development, sometimes even in advance of obtaining rezoning, cost increases can have a significant impact on a project's viability. As such a "grace period" is recommended before new or amended DCCs are brought in. The "grace period" is a length of time providing notification before the new or amended DCCs are adopted. The

“grace period” is provided by the municipality as an acknowledgement to the development industry the impact DCCs may have on their business.

**Table 7** provides a summary of the proposed DCC for each land-use category.

**Table 8** provides a summary of the annual cost of the DCC program to existing system users.

## **APPENDIX A**

**Existing Water Supply System Development Cost Charge (DCC) Bylaw No. 2342,  
February 26th, 2001 consolidated to include the DCC Amendment Bylaw No. 2900,  
2006**

The following is a consolidated copy of the Regional District of Comox-Strathcona Water Supply Development Cost Charges Bylaw 2001 and includes the following bylaws:

	<b>Bylaw No.</b>	<b>Bylaw Name</b>	<b>Adopted</b>	<b>Purpose</b>
1.	2342	Regional District of Comox-Strathcona Water Supply Development Cost Charges Bylaw 2001	Feb 26, 2001	<input type="checkbox"/> Create development cost charges for the purpose of providing funds to assist the Regional District to pay the capital cost of providing, altering or expanding water facilities to service directly or indirectly, development in respect of which the charges are imposed
2.	2900	Regional District of Comox-Strathcona Water Supply Development Cost Charges Bylaw 2001, Amendment No. 1	October 30, 2006	<input type="checkbox"/> To amend the DCC's for the CV water system to assist in funding the required supply and storage improvements. Repeals and replaces section 1 and replaces Schedule A.

**REGIONAL DISTRICT OF COMOX-STRATHCONA****BYLAW NO. 2342****A BYLAW TO IMPOSE DEVELOPMENT COST CHARGES FOR THE COMOX VALLEY WATER SUPPLY**

WHEREAS under Section 933(9) of the Local Government Act, where a Board has the responsibility of providing a service in a participating municipality, the Board may, by bylaw, under section 933(1) impose a development cost charge that is applicable within that municipality, and the municipality, under section 933(1) shall collect and remit the development cost charge to the Board in the manner provided for in the Bylaw;

AND WHEREAS by Supplementary Letters Patent dated February 17, 1967, Division VI – Water Supply, the Regional District was empowered to design, construct, reconstruct, purchase, maintain and operate facilities for the purpose of supplying bulk water to the City of Courtenay and to the Town of Comox and to individual customers not within the boundaries of a municipality or improvement district having water supply as an object;

AND WHEREAS by way of Bylaw No. 1783 being “Water Local service Establishment Bylaw 1995”, the Regional District converted the water supply service to a local service to be known as the “Comox Valley Water System” for the supply of bulk water to:

- a) the City of Courtenay and the Town of Comox (the “Participating Municipalities”); and
- b) within Electoral Areas ‘A’, ‘B’ and ‘C’ of the Regional District, the water local service areas of Comox Valley, Arden, Marsden/Camco, Greaves Crescent and England Road (the “Local Service Areas”);

AND WHEREAS the development cost charges imposed by this Bylaw are for the purpose of providing funds to assist the Regional District to pay the capital cost of providing, altering or expanding water facilities to service directly or indirectly, development in respect of which the charges are imposed;

AND WHEREAS the Regional District is authorized to construct the facilities for which development cost charges are imposed under this Bylaw;

AND WHEREAS the Board of the Regional District has taken into consideration:

- a) future land use patterns and development; and
- b) the phasing of waterworks and services

in the Participating Municipalities and Local Service Areas;

AND WHEREAS the Board of the Regional District considers that the development cost charges imposed by this Bylaw:

- a) are not excessive in relation to the capital cost of prevailing standards of service; and
- b) will not deter development; and
- c) will not discourage the construction of reasonably priced housing or the provision of reasonably priced serviced land

in the Participating Municipalities and Local Service Areas;

AND WHEREAS this Bylaw requires the approval of the Inspector of Municipalities prior to adoption;

AND WHEREAS the Regional District has adopted a capital expenditure program bylaw;

NOW THEREFORE, the Board of the Regional District of Comox-Strathcona in open meeting assembled, enacts as follows:

1. Every person who obtains, in the participating municipalities or the local service areas:
  - a) An approval of the subdivision of a parcel of land under the *Land Title Act* or the *Strata Property Act*, or;
  - b) A building permit, whose value of the work authorized by the permit exceeds fifty thousand dollars (\$50,000), authorizing the construction, alteration or extension of a building that will, after the construction, alteration or extension
    - (i) Contain two or more self contained dwelling units; and
    - (ii) Be put to no other use than the residential use in those dwelling units;

Shall pay the applicable development cost charges as set out in schedule ‘A’ to the participating municipality where the land being subdivided or the building or structure will be constructed, altered or extended is located, or to the Regional District of Comox-Strathcona if the land is located in the local service areas.
2. Where a charge is collected under Section 1 of this Bylaw by a Participating Municipality, the Participating Municipality shall by the twentieth business day of the following month, pay the development cost charges imposed and collected under this Bylaw to the Regional District and the Municipality shall, at the time of payment to the Regional District, provide the Regional District with an accounting of the source and amount of the development cost charge.
3. This Bylaw may be cited for all purposes as **“REGIONAL DISTRICT OF COMOX-STRATHCONA WATER SUPPLY DEVELOPMENT COST CHARGES BYLAW 2001.”**

**READ A FIRST AND SECOND TIME THIS 29<sup>TH</sup> DAY OF JANUARY 2001.**  
**READ A THIRD TIME THIS 29<sup>TH</sup> DAY OF JANUARY 2001.**

I hereby certify the foregoing to be a true and correct copy of Bylaw No. 2342 being “Regional District of Comox-Strathcona Water Supply Development Cost Charges Bylaw 2001” as read a third time by the Board of the Regional District of Comox-Strathcona on the 29<sup>th</sup> day of January, 2001.

*“B. Randall”*

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Manager of Corporate Administration

**APPROVED BY THE**  
**INSPECTOR OF MUNICIPALITIES THIS 21<sup>ST</sup> DAY OF FEBRUARY 2001.**  
**ADOPTED THIS 26<sup>TH</sup> DAY OF FEBRUARY 2001.**

*“D.M. Andrews”*

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Chair

*“B. Randall”*

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Manager of Corporate Administration

I hereby certify the foregoing to be a true and correct copy of Bylaw No. 2342 being “Regional District of Comox-Strathcona Water Supply Development Cost Charges Bylaw 2001” as adopted by the Board of the Regional District of Comox-Strathcona on the 26<sup>th</sup> day of February, 2001.

*“B. Randall”*

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Manager of Corporate Administration

**REGIONAL DISTRICT OF COMOX-STRATHCONA****BYLAW NO. 2900****Regional District of Comox-Strathcona Water Supply  
Development Cost Charges Bylaw 2001, Amendment No. 1****SCHEDULE ‘A’**

1. Development cost charges payable under this bylaw are:

	<b>Type of Development</b>	<b>Upon Subdivision</b>	<b>Upon Issue of Building Permit</b>
a.	Single family residential	\$3,702 per building parcel being created	Not applicable
b.	Multi-family residential	\$3,086 per dwelling unit permitted to be constructed under zoning; or	\$3,086 per unit
c.	Congregate care facility	Not applicable	\$1,543 per unit
d.	Commercial / institutional	Not applicable	\$10.80 per square metre of gross building area
e.	Industrial / public utility	Not applicable	\$37,027 per hectare of lot area under development



## **APPENDIX B**

### **Ministry Submission Summary Checklist**

**MUNICIPALITY/REGIONAL DISTRICT  
MINISTRY OF COMMUNITY SERVICES  
SUBMISSION SUMMARY CHECKLIST**  
(to be completed by local government)  
**DCC BYLAW(S) NO.(S)**

Is this bylaw a    ☐ New DCC Bylaw  
                           ☒ Major DCC Bylaw Amendment  
                           ☐ Minor DCC Bylaw Amendment

*Please complete checklist by marking the appropriate boxes, and providing references to background material and other requested information. If DCCs are established on a basis other than the DCC Best Practices Guide, provide a brief explanation for the approach used. If space is insufficient, reference pages in submission where this is covered or append additional pages.*

	<b>DCC RECOMMENDED BEST PRACTICE</b>	<b>Submission Page Reference</b>
1	Did the development of this DCC bylaw include: <input type="checkbox"/> a full public process? <input type="checkbox"/> input from stakeholders? <input type="checkbox"/> Council input only?	(CVRD to confirm)
	Why? (CVRD to confirm this will be done)	
2	Are the Road DCCs established: <input type="checkbox"/> on a municipal-wide basis? <input type="checkbox"/> on an area specific basis?	Not applicable
	Why?	Not applicable
3	Are the Storm drainage DCCs established: <input type="checkbox"/> on a municipal-wide basis? <input type="checkbox"/> on an area specific basis?	Not applicable
	Why?	Not applicable
4	Are the Sanitary sewer DCCs established: <input type="checkbox"/> on a municipal-wide basis? Yes <input type="checkbox"/> on an area specific basis?	Not applicable
	Why?	Not applicable

	<b>DCC RECOMMENDED BEST PRACTICE</b>	<b>Submission Page Reference</b>
5	Are Water DCCs established: <input checked="" type="checkbox"/> on a municipal-wide basis? <b>Yes</b> <input type="checkbox"/> on an area specific basis?	11
	Why? In accordance with the BPG.	
6	Are Parkland and parkland improvement DCCs established: <input type="checkbox"/> on a municipal-wide basis? <b>Yes</b> <input type="checkbox"/> on an area specific basis?	Not applicable
	Why?	Not applicable
7	Is the DCC time frame: <input checked="" type="checkbox"/> a revolving program ( <u>10</u> Years)? <b>Yes</b> <input type="checkbox"/> a build out program (____ Years)? <input type="checkbox"/> other?	11
	Why? DCC program is tied to population growth projections for the next 10 years and infrastructure required to accommodate the growth based. The service area of the Comox Valley Water System includes the City of Courtenay, Town of Comox and the parts of the Comox Valley Regional District, all of which have OCP with varying time frames.	
8	Are residential DCC categories established on the basis of: <input checked="" type="checkbox"/> density gradient? <b>Yes</b> <input type="checkbox"/> building form? <input type="checkbox"/> other?	11-12
	Why? This is the traditional approach, with established records of average population per unit available to assist in the projection estimates.	11-12
9a	Are residential DCCs imposed on the basis of: <input checked="" type="checkbox"/> development units? <b>Yes</b> <input type="checkbox"/> floor space? <input type="checkbox"/> other?  If single-family residential DCCs are imposed on the basis of floor space, does the local government have a bylaw in place allowing DCCs to be levied at the building permit stage on fewer than 4 self-contained dwelling units?	11-12
	Why? Unit projection information is available.	11-12

	DCC RECOMMENDED BEST PRACTICE	Submission Page Reference
9b	Are commercial and institutional DCCs imposed on the basis of: <input checked="" type="checkbox"/> floor space? Yes, per m2 of gross building floor space. <input type="checkbox"/> other?	12-13
	Why? Unit projection information is available.	12-13
9c	Are industrial DCCs imposed on the basis of: <input checked="" type="checkbox"/> gross site area? Yes, per ha of gross site area. <input type="checkbox"/> other?	13
	Why? Unit projection information is available.	13
10	Is the DCC program consistent with: <input checked="" type="checkbox"/> the <i>Local Government Act</i> ? <b>Yes</b> <input type="checkbox"/> Regional Growth Strategy? <b>Yes</b> <input checked="" type="checkbox"/> Official Community Plan? <b>Yes</b> <input type="checkbox"/> Master Transportation Plan? <input type="checkbox"/> Master Parks Plan? <input type="checkbox"/> Liquid Waste Management Plan? <input type="checkbox"/> Affordable Housing Policy? <input type="checkbox"/> Five Year Financial Plan?	3-10 n/a 6,9 n/a n/a n/a n/a n/a n/a
	Why not? Other plans are not applicable to this Water DCC bylaw.	
11	Are DCC recoverable costs, consistent with Ministry policy, clearly identified in the DCC documentation: <input checked="" type="checkbox"/> Cost allocation between new and existing? <b>Yes</b> <input checked="" type="checkbox"/> Grant Assistance? <b>Yes</b> <input checked="" type="checkbox"/> Developer Contribution? <b>Yes</b> <input checked="" type="checkbox"/> Municipal assist Factor? <b>Yes</b> <input type="checkbox"/> Interim Financing? <b>Yes</b> <input checked="" type="checkbox"/> Other: <b>No allowance for long-term debt.</b> <b>No allowance for inflation.</b>	Table 7 15,16 15,16 15,19 16  15 15
	Why? <b>Conforms with BPG.</b>	
	Is capital cost information provided for: <input type="checkbox"/> Roads? <input type="checkbox"/> Storm Drainage? <input type="checkbox"/> Sanitary Sewer? <input checked="" type="checkbox"/> Water? <b>Yes</b> <input type="checkbox"/> Parkland? <input type="checkbox"/> Parkland improvements?	n/a n/a n/a 18,19, Table 7 n/a n/a

	DCC RECOMMENDED BEST PRACTICE	Submission Page Reference																		
12	<p>Are DCC recoverable costs which include interest clearly identified in the DCC documentation as follows:</p> <p><input checked="" type="checkbox"/> Interest on long-term debt is <i>excluded</i>? <b>Yes</b></p> <p><input type="checkbox"/> For specific projects, interest on long-term debt is <i>included</i>?</p> <p><input type="checkbox"/> Other?</p> <p>If interest on long-term debt is included for specific projects, does the DCC submission include:</p> <p><input type="checkbox"/> A council/board resolution authorizing the use of interest?</p> <p><input type="checkbox"/> Confirmation that the interest applied does not exceed the MFA rate <u>or</u> if borrowing has already been undertaken, the actual rate providing it does not exceed the MFA rate?</p> <p><input type="checkbox"/> Confirmation that the amortization period does not exceed the DCC program time frame?</p> <p><input type="checkbox"/> Evidence that the current DCC reserve fund balance is insufficient for the work in question?</p> <p><input type="checkbox"/> Demonstration that the project is an exceptional circumstance (fixed capacity, out-of-sequence, or Greenfield)?</p> <p><input type="checkbox"/> Evidence of public consultation and disclosure in the financial plan and DCC report regarding inclusion of interest?</p>	15																		
13	<p>Does the municipal assist factor reflect:</p> <p><input checked="" type="checkbox"/> the community's' financial support towards the financing of services for development? <b>Yes</b></p> <p><input type="checkbox"/> other?</p>	16, Table 7																		
	<p><b>Why? Assist factor is considered appropriate at this time.</b></p>	16																		
	<p>Has a municipal assist factor been provided for:</p> <table border="0"> <tr> <td><input type="checkbox"/> Roads? <b>n/a</b></td> <td>Assist factor</td> <td>_____ %</td> </tr> <tr> <td><input type="checkbox"/> Storm Drainage? <b>n/a</b></td> <td>Assist factor</td> <td>_____ %</td> </tr> <tr> <td><input type="checkbox"/> Sanitary Sewer? <b>n/a</b></td> <td>Assist factor</td> <td>_____ %</td> </tr> <tr> <td><input checked="" type="checkbox"/> Water? <b>Yes</b></td> <td>Assist factor</td> <td><u>1</u> %</td> </tr> <tr> <td><input type="checkbox"/> Park land? <b>n/a</b></td> <td>Assist factor</td> <td>_____ %</td> </tr> <tr> <td><input type="checkbox"/> Park land improvements? <b>n/a</b></td> <td>Assist factor</td> <td>_____ %</td> </tr> </table>	<input type="checkbox"/> Roads? <b>n/a</b>	Assist factor	_____ %	<input type="checkbox"/> Storm Drainage? <b>n/a</b>	Assist factor	_____ %	<input type="checkbox"/> Sanitary Sewer? <b>n/a</b>	Assist factor	_____ %	<input checked="" type="checkbox"/> Water? <b>Yes</b>	Assist factor	<u>1</u> %	<input type="checkbox"/> Park land? <b>n/a</b>	Assist factor	_____ %	<input type="checkbox"/> Park land improvements? <b>n/a</b>	Assist factor	_____ %	16, Table 7
<input type="checkbox"/> Roads? <b>n/a</b>	Assist factor	_____ %																		
<input type="checkbox"/> Storm Drainage? <b>n/a</b>	Assist factor	_____ %																		
<input type="checkbox"/> Sanitary Sewer? <b>n/a</b>	Assist factor	_____ %																		
<input checked="" type="checkbox"/> Water? <b>Yes</b>	Assist factor	<u>1</u> %																		
<input type="checkbox"/> Park land? <b>n/a</b>	Assist factor	_____ %																		
<input type="checkbox"/> Park land improvements? <b>n/a</b>	Assist factor	_____ %																		
14	<p>Are DCCs for single family developments to be collected:</p> <p><input checked="" type="checkbox"/> at the time of subdivision approval? <b>Yes</b></p> <p><input checked="" type="checkbox"/> other? <b>Yes</b></p>	7 4																		
	<p><b>Why? Recommended by BPG. Collection at subdivision approval creates an orderly flow of funds to allow for completion of the required works in a timely manner.</b></p> <p><b>Redevelopment over \$50,000 value to be collected at Building Permit stage.</b></p>	7 4																		

	<b>DCC RECOMMENDED BEST PRACTICE</b>	<b>Submission Page Reference</b>
15	<p>Are DCCs for multi-family land uses to be collected:</p> <p><input type="checkbox"/> at the time of subdivision?</p> <p><input checked="" type="checkbox"/> at the time of building permit issuance? <b>Yes</b></p> <p><b>Why? Recommend by BPG. Charges related to floorspace and the exact number of units are easily calculated at the Building Permit stage.</b></p>	<p>7</p> <p>7</p>
16	<p>Is a DCC monitoring and accounting system to provide a clear basis for the tracking of projects and the financial status of DCC accounts:</p> <p><input checked="" type="checkbox"/> in place? <b>Yes</b></p> <p><input type="checkbox"/> to be set up?</p>	16
	Why?	
17	<p>Is a suitable period of notification before a new DCC bylaw is in effect, known as a grace period:</p> <p><input checked="" type="checkbox"/> provided for? <b>Yes</b></p> <p><input type="checkbox"/> other?</p>	<b>6</b>
	Why not?	
18a	<p>Does the DCC bylaw set out the situations in which a DCC credit or rebate are to be given?</p> <p><input checked="" type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p>	8-9
18b	<p>If no, has Council adopted a policy statement that clearly identifies situations in which a DCC credit or rebate should be given or would be considered by Council?</p> <p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p> <p>If yes, a copy of the policy statement is included with this submission.</p>	Ref. _____
	If no, why not?	

	DCC RECOMMENDED BEST PRACTICE	Submission Page Reference
19	Has a process to provide for minor routine amendments to the DCC bylaw to reflect changes in construction and other capital costs: <input checked="" type="checkbox"/> been established? <b>Yes</b> <input type="checkbox"/> not considered necessary? <input type="checkbox"/> other?	9-10
	<b>Why? To reflect changes in inflation or construction costs.</b>	9-10
20	Has a process to provide for major amendments to the DCC bylaw, involving a full review of DCC issues and methodology, to be completed not more than once every five years: <input checked="" type="checkbox"/> been established? <b>Yes</b> <input type="checkbox"/> not considered necessary? <input type="checkbox"/> other?	9-10
	<b>Why? To review DCC assumptions, and account for updates to infrastructure studies; development patterns and projections; changes in reserve funds and other funding sources; update project timing and costs.</b>	9-10
	Contact _____ Position _____ Phone _____  *Signed by _____ Position _____ (*Signature of the Head of engineering, finance or planning for the local government.)  Signed by (second signature optional) _____ Position _____ Date _____	

**MUNICIPALITY**  
**SUMMARY OF DCCs - BYLAW NO(S).**

<b>DCC Function</b>	<b>Residential Single Family</b> (per dwelling)	<b>Residential Multi-Family</b> (per unit)	<b>Congregate Care</b> (per unit)	<b>Commercial</b> (per m <sup>2</sup> )	<b>Institutional</b> ( per m <sup>2</sup> )	<b>Industrial</b> (per hectare)
Roads						
Storm Drainage						
Sanitary Sewer						
Water	\$3,911	\$3,199	\$1,722	\$13.80	\$15.10	\$71,372
Park Land						
Park Land Improvements						
Total						

**Note:** If not on a municipal-wide basis, please indicate minimum and maximum charges.



For <b>amendment</b> bylaw, please indicate nature of change	Existing Bylaw (No.2350, 2001 Amendment No.2 )	Proposed Bylaw
• New DCC service added	Road, Storm, Sanitary Sewer, Water, Parks	No Change
• Time horizon	10 Years	No Change
• Capital costs	\$35,525,000	\$56,740,670
• Weighting of types of development (residential, commercial, industrial, etc.)	SF, MF = Dwelling Units Congregate Care = Units Commercial = gross floor area Institutional = gross floor area Industrial = gross site area	No Change
• Potential development	SF, MF, Congregate Care, Commercial, Institutional, Industrial	No Change
• Allocation of benefit between existing and potential units of development	Yes, varies by function and project	Yes, varies by function and project
• Assist factor	1%	No Change
• Inclusion of Specific Interest Charges	No	No Change
• Provide that a charge is payable where there is fewer than 4 self-contained dwelling units	Yes	No Change
• Establish an amount higher than the \$50,000 minimum provided for in the <i>Local Government Act</i> .	No	No Change
• Is a suitable period of notification before a new DCC bylaw in effect, known as a grace period?	Yes	No Change
Other: (please list) • •		