CITY OF COURTENAY

DEVELOPMENT COST CHARGE BYLAW 2025

BACKGROUND REPORT

DECEMBER 2025

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EXECUTIVE SUMMARY

In 2023, the City of Courtenay (City) initiated the process of updating their Development Cost Charges (DCC) Bylaw. The last major revision to the City's DCC Bylaw was completed in 2016; a few minor revisions were completed in 2024, with the most recent consumer price index amendment to the DCC rates in the existing Development Cost Charges Bylaw No. 3164, 2024. This update is in response to shifting development within the City, as well as a growing demand for park space and community services and facilities.

Given the availability of growth information from the City's ongoing Official Community Plan update, information on required projects identified through master plans, assessments, studies, the City's 5-year Financial Plan, and staff discussions, the City is well positioned to undertake the development of this DCC Bylaw. The development of this DCC Bylaw consisted of the following elements:

- Developing residential and non-residential growth estimates.
- Determining eligible DCC projects, calculating cost estimates, and identifying appropriate benefit allocation factors.
- Developing equivalencies to allocate costs fairly across land use types.
- Identifying land use categories to align with impact on infrastructure and current and future development trends in the City.
- Incorporating Provincial legislative changes into the City's development finance practices.

The proposed DCC program reflects a 1% municipal assist factor across all infrastructure categories. Proposed DCC rates are provided in **Table ES 1**.

Table ES 1: Proposed DCC Rates

Land Use	Unit of Charge	Transportation	Water	Drainage	Sewer	Parks	Fire	Proposed Rate (2025)
Low Density Residential	lot / dwelling unit	$3,861.00	$537.00	$1,260.00	$4,942.00	$8,644.00	$2,588.00	**$21,832.00**
Medium Density Residential	dwelling unit	$2,169.00	$292.00	$1,008.00	$2,692.00	$4,708.00	$1,409.00	**$12,278.00**
High Density Residential	m^2 gross floor area	$28.94	$3.44	$5.09	$31.66	$55.38	$16.58	**$141.09**
Commercial	m^2 gross floor area	$50.83	$1.12	$5.67	$10.30	$18.01	$5.39	**$91.32**
Institutional	m^2 gross floor area	$50.83	$1.12	$5.67	$10.30	$0.00	$5.39	**$73.31**
Industrial	m^2 gross floor area	$4.15	$0.72	$2.14	$6.62	$0.00	$3.47	**$17.10**

Note: The material provided in this Background Report is meant for information only. Reference should be made to Courtenay's Development Cost Charges Bylaw No. 3164, 2024, for the specific DCC rates until the new DCC Bylaw (Development Cost Charges Bylaw No. 3191, 2025) has been adopted.

1.0 BACKGROUND

The City of Courtenay's (City) existing *Development Cost Charges Bylaw No. 3164* was last updated with a minor revision in 2024, with a major revision completed in 2016.

Since the last major update in 2016, there has been a substantial shift in development within the City towards multi-family housing. This shift has resulted in an increased demand on the City's park space and services. Further, most of the growth in the Comox Valley is comprised of new residents moving into the area from larger urban centres; these residents typically have higher expectations for community services and facilities.

The City is therefore in a strong position to develop this DCC bylaw given the availability of the Official Community Plan (substantively updated in 2022, and currently undergoing an update), various infrastructure assessments and plans, the 5-year Financial Plan, and discussions with staff to inform the project lists. Together, these documents provide new information on anticipated growth and infrastructure needed to service future development. The development of this DCC bylaw consisted of the following elements:

- Developing residential and non-residential growth estimates;
- Determining eligible DCC projects, calculating cost estimates, and identifying appropriate benefit allocation factors;
- Reviewing equivalencies to allocate costs fairly across land use types;
- Identifying land use categories to align with impact on infrastructure and development trends the City is experiencing now and into the future; and,
- Incorporating Provincial legislative changes into the City's development finance practices.

This DCC program was developed to be consistent with the following legislation, plans, and policy guides:

- *Local Government Act*
- Development Cost Charges Best Practices Guide, Ministry of Municipal Affairs
- Courtenay *Development Cost Charges Bylaw No. 3164, 2024*, and previous DCC Background Reports
- City of Courtenay Official Community Plan (2022), and current ongoing update
- City of Courtenay 5-year Financial Plan
- City of Courtenay infrastructure assessments and plans:
    - 2019 Connecting Courtenay Master Transportation Plan
    - Courtenay 2023 Cycling Network Plan Update
    - 2021 Water Master Plan
    - 2024 City of Courtenay Integrated Rainwater Management Plan – Phase 3
    - 2021 Sanitary Sewer Master Plan
    - 2019 Parks and Recreation Master Plan

The proposed DCC program includes DCC charges for the City's transportation, water, drainage, and sewer infrastructure, fire protection facilities, and for acquiring and improving parkland. In setting the rates, Council has considered all feedback received and the impacts of the program on development.

Please note that the material provided in this Background Report is meant for information only. Reference should be made to the City's *Development Cost Charges Bylaw No. 3164, 2024*, for the specific DCC rates until the new bylaw (*Development Cost Charges Bylaw No. 3191, 2025*) has been adopted.

2.0 DCC KEY ELEMENTS

The Development Cost Charge Best Practice Guide prepared by the Ministry of Municipal Affairs stipulates key elements that should be considered when determining DCC rates. **Table 1** outlines the key elements, decisions, and supporting rationale used in this DCC program. The table also indicates whether the approach aligns with the Best Practices Guide.

Table 1: DCC Key Elements

Key Element	City 2025 DCC Program	Rationale	Aligns with Best Practices Guide?
Time Horizon	20 Years	• Aligns with ongoing OCP update, recent infrastructure assessments and plans	✓
City-wide or area-specific charge	City-wide charge	• All DCC projects are components of City-wide infrastructure systems and, therefore provide a City-wide benefit	✓
Grant Assistance	Yes	• Only for Transportation projects as indicated in **Appendix A**. • All grant amounts are confirmed and in-hand. Projects with confirmed grants have been identified and netted off the cost estimates included in the DCC program.	✓
Developer Contribution	None	• No identified DCC projects include a developer contribution.	✓
Financing	No	• No identified DCC projects include financing.	✓

Benefit Allocation	25-100%	• For projects where both new and existing residents will benefit, benefit has been calculated based on capacity (where available), population, or rule of thumb as further outlined below:
		  ○ Transportation: 42-100% based on capacity and population change.
		  ○ Water, Sewer, and Drainage: 25-100% based on capacity, population change, and rule of thumb.
		  ○ Parkland Acquisition and Improvements: 25-100%, based on population change and rule of thumb.
			✓

Key Element	City 2025 DCC Program	Rationale	Aligns with Best Practices Guide?
		○ Fire Protection: 42% based on population change.	
Municipal Assist Factor	1%	• The City is contributing 1% across all infrastructure categories. • Staff and Council considered phasing in the DCC through an increased MAF, but the impact of an MAF increase on the Municipal Responsibility was considered too great.	✓
Units of charge	Per lot, per dwelling unit, and per square metre gross floor area	• *Per lot or dwelling unit* for low density residential uses. DCCs are levied on low density residential at time of subdivision or building permit as the case may be. • *Per dwelling unit* for medium density residential uses, at time of building permit. DCCs are levied at time of building permit when the number of units is known. • *Per square metre of gross floor area* for high density residential, commercial, institutional, and industrial uses as impact on infrastructure is expected to correlate most closely with floor space. DCCs are levied at time of building permit for these uses when the floor area is known.	✓

3.0 GROWTH PROJECTIONS AND EQUIVALENCIES

3.1 RESIDENTIAL GROWTH PROJECTIONS

Residential growth projections were pulled together for a 20-year time horizon. Total 20-year household and population growth are based on BC Stats household and population projections from 2024. The apportionment of units between Low Density Residential and Medium Density Residential is based on past development trends and small-scale multi-unit housing (SSMUH) forecasts provided in the *SSMUH and TOA Scenarios in British Columbia* (2023) report. Unit apportionment in the High Density Residential category is based on City of Courtenay OCP land use designations within primary and secondary Growth Centres and likelihood of redevelopment projections completed for the City of Courtenay Complete Communities Growth Assessment.

Residential growth projections by density type for the 20-year time horizon are shown below in **Table 2**.

Table 2: Residential Growth by Dwelling Type (20 years)

Dwelling Type	Number of New Units	Persons per Unit	New Population
Low Density Residential	650	3.36	2,184
Medium Density Residential	2,600	1.83	4,758
High Density Residential	3,200	1.60	5,120
Total	**6,450**	**-**	**12,062**

3.2 NON-RESIDENTIAL GROWTH PROJECTIONS

Growth projections for commercial, and institutional uses are based on historical building permit data, input from City staff, and expected future development trends. Growth projections for industrial use are based on a per capita calculation following the growth method outlined in the Development Cost Charges Best Practices Guide. This method includes accounting for remaining vacant industrial land in the City and adjusting for anticipated industrial development using a per capita calculation based anticipated population increases. Non-residential growth projections for the 20-year time horizon used in this DCC update are shown in **Table 3**.

Table 3: Non-Residential Growth by Land Use (20 years)

Land Use	New Development (m^2 Gross Floor Area)	New Development (Land)
Commercial	144,300	-
Institutional	27,100	-
Industrial	76,300	190,700 m^2
Total	**247,700**	**-**
Note: The industrial projections factor in a 5-year delay in industrial development in southern Courtenay.		

3.3 EQUIVALENCIES

The equivalencies used to calculate DCC rates largely use the equivalencies calculated through previous DCC updates. Minor amendments were made to reflect the additional residential land uses.

Table 4: Equivalencies

Land Use	Transportation (Trip Rates)	Water / Sewer / Fire Protection (Equivalent Pop.)	Drainage (Impervious Area)	Parks (Equivalent Pop.)
Low Density Residential *(per lot/dwelling unit)*	10.43	3.36	1.00	3.36
Medium Density Residential *(per dwelling unit)*	5.86	1.83	0.80	1.83
High Density Residential *(per dwelling unit)*	5.81	1.60	0.30	1.60
Commercial *(per m^2 gross floor area)*	0.1373	0.0070	0.0045	0.0070
Institutional *(per m^2 gross floor area)*	0.1373	0.0070	0.0045	-
Industrial *(per m^2 gross floor area)*	0.0112	0.0045	0.0017	-

Transportation

For transportation projects, the cost of development is distributed based on the expected number of trips generated by each land use. Trip ends are based on the ITE Trip Generation Manual.

Water, Sewer, and Fire Protection

For residential demand, occupancy rates can be used to project demands for water and sewer infrastructure and fire protection. For non-residential land uses, equivalent populations per square meter are established.

Drainage

In general terms, the impact of developing a parcel of land on the storm drainage system is expressed as the amount of stormwater run-off that must be accommodated by the system. The accepted parameter for expressing imperviousness in stormwater run-off calculations is the “run-off coefficient.” The run-off coefficient reflects the ratio between the impervious area on a parcel and the total area of the parcel. Run-off coefficients are then used to calculate drainage equivalencies in relation to a low density residential primary dwelling unit.

Parks

Given the need for new park space and park development is generated largely by population increases and staff in the commercial sector, the City will levy Parks DCCs on all residential land use categories and on commercial land uses where population equivalent is used.

4.0 DCC PROJECTS AND COSTS

4.1 DCC PROJECTS

The DCC program was developed through discussions with City staff, by reviewing recent infrastructure assessments and the City's 5-year Financial Plan to identify growth-related projects. In addition, a broad overview of the existing DCC program was conducted: required projects that have not yet been built were carried forward with updated cost estimates. The types of projects included in the DCC program are as follows:

- Road upgrades, including active transportation improvements
- Water main upgrades and water supply improvements
- Storm main upgrades
- Culvert upgrades
- Sewer trunk main upgrades and lift station upgrades
- Parkland acquisition
- Park improvements
- Fire hall
- Studies

All projects included in the DCC program are owned and controlled by the City. A complete list of detailed projects, cost estimates, and rate calculations is provided in **Appendix A**.

4.2 DCC COSTS

DCC rates are determined by applying the key elements, growth projections, and equivalencies described earlier in this report to DCC-eligible projects expected to be built within the specified time horizon. An overview of the DCC costs by infrastructure type is provided below. Costs reflect 2024 dollars. Any grants included in the program are confirmed and in-hand.

All parkland improvement projects and costs in this DCC update align with the eligibility requirements outlined in the *Local Government Act.* Per section 566(2)(b)(ii), parkland improvement works are limited to:

- Fencing
- Landscaping
- Drainage and Irrigation
- Trails
- Restrooms
- Changing Rooms
- Playground Equipment
- Playing Field Equipment

Table 5: DCC Program Overview and Capital Costs

Service	Total Capital Cost ($Millions)	Benefit Allocation	Municipal Assist Factor	DCC Recoverable ($Millions)	Municipal Contribution ($Millions) [1]
Transportation	$75	42-100%	1%	$31	$43
Water	$5	42-100%	1%	$3	$2
Drainage	$19	25-100%	1%	$9	$10
Sewer	$26	50-100%	1%	$22	$4
Parks	$51	25-100%	1%	$35	$16
Fire	$25	42%	1%	$10	$15
Total [2]	**$201M**			**$111M**	**$90M**

[1] Includes municipal assist factor and portion allocated to existing development.
[2] Figures may not add due to rounding.

4.3 INTEREST ON LONG-TERM DEBT

No interest on long-term debt is included.

5.0 DCC RATES

A summary of the proposed DCC rates is included in **Table 6** below.

Table 6: Proposed DCC Rates

Land Use	Unit of Charge	Transportation	Water	Drainage	Sewer	Parks	Fire	Proposed Rate (2025)
Low Density Residential	lot / dwelling unit	$3,861.00	$537.00	$1,260.00	$4,942.00	$8,644.00	$2,588.00	**$21,832.00**
Medium Density Residential	dwelling unit	$2,169.00	$292.00	$1,008.00	$2,692.00	$4,708.00	$1,409.00	**$12,278.00**
High Density Residential	m^2 gross floor area	$28.94	$3.44	$5.09	$31.66	$55.38	$16.58	**$141.09**
Commercial	m^2 gross floor area	$50.83	$1.12	$5.67	$10.30	$18.01	$5.39	**$91.32**
Institutional	m^2 gross floor area	$50.83	$1.12	$5.67	$10.30	$0.00	$5.39	**$73.31**
Industrial	m^2 gross floor area	$4.15	$0.72	$2.14	$6.62	$0.00	$3.47	**$17.10**

6.0 CONSULTATION

6.1 INTERESTED PARTIES CONSULTATION

In collaboration with the Comox Valley Regional District, the Town of Comox, and the Village of Cumberland—all of which were updating DCC or ACC programs concurrently with the City—a regional joint interest holder consultation session was held in-person at the Native Sons Hall in Courtenay, BC, on July 21, 2025 from 12:00-2:00pm. Prior to the session, each local government sent out e-mail invitations to members of the development community and other interested parties. Registration for the event was available online and open to all.

The City also published information about the proposed DCC update online through the Engage Comox Valley site, which included Council meeting materials and initial report. Information was also shared online via the City's social media pages; these advertisements are included in **Appendix B**, along with the comments received on these posts.

Approximately 53 attendees were at the session, along with 12 local government staff and consultants. The session consisted of a general presentation, followed by the opportunity to walk around the space and engage directly with each local government and regional district on their proposed programs.

Following the joint interest holder session, the City held a separate consultation session from 4:00-6:00PM on July 21, 2025. This session was open to the public. There were no attendees.

Some feedback received regarding the City's proposed DCCs included:

- Inquiries about the in-stream protection timeframe and development review timelines;
- Inquiries about the rationale behind the program timeframe (20 years);
- Concern about different engineering standards across Comox Valley communities and the impact of these standards on project costs;
- Inquiries about phasing in the DCC through yearly adjustments to the Municipal Assist Factor;
- Concern about the allocation of benefit to new development;
- Inquiries about how the DCC program differentiates between aging infrastructure and growth-driven upgrades; and,
- Concern about higher rates and impact on development viability.

All correspondence received from interested parties prior to the December 10th Council meeting where the proposed DCC Bylaw received three readings can be found here. Any correspondence received after the agenda cut-off were circulated to Council prior to the meeting on December 10th.

Based on the feedback and inquiries received from joint interest holders throughout the consultation period, non-residential projections were updated to better reflect expected growth in the City.

Council considered all feedback received when setting the DCC rates. Consultation materials are included in **Appendix B**.

7.0 DCC IMPLEMENTATION

7.1 BYLAW EXEMPTIONS

The *Local Government Act (LGA)* is clear that a DCC cannot be levied if the proposed development does not impose new capital cost burdens on the City, or if a DCC has already been paid in regard to the same development. However, if further expansion for the same development creates new capital cost burdens or uses up capacity, the DCCs can be levied on the additional development to capture costs.

The *LGA* further restricts levying DCCs at the time of building permit issuance if:

- The building permit is for a place of public worship as per the *Community Charter*; or
- The value of the work authorized by the building permit does not exceed $50,000 or a higher amount as prescribed by bylaw; or
- Unit size is no larger than 29 sq. m. (or a greater area prescribed by bylaw) and only for residential use.

The City has chosen to increase the threshold as set out by the *LGA* and will not charge on building permits less than $75,000 in value or for residential units no larger than 29 sq. m. Legislation allows local governments to charge DCCs at building permit on residential developments of fewer than four self-contained dwelling units, if such a charge is provided for in the local government's DCC bylaw. The City will charge DCCs on fewer than four self-contained dwelling units at building permit.

7.2 DCC WAIVERS AND REDUCTIONS

The *LGA* provides local governments the discretionary authority to waive or reduce DCCs for certain types of development to promote affordable housing and low environmental impact development. The Best Practices Guide specifies the DCC program must remain whole which means for any waivers or reductions the City provides, this same value must be paid to the DCC reserves from municipal funds, not paid for by the rest of the development community. Waivers and reductions are typically defined in a DCC Waivers and Reduction Bylaw, separate from the DCC Bylaw as it does not need approval by the Inspector of Municipalities. At this time, the City has a Development Cost Charges Waiver (Affordable Housing) Bylaw No. 3118, which is set to expire after June 1, 2027.

7.3 COLLECTION OF CHARGES

Local governments can choose to collect DCCs at time of subdivision approval or building permit issuance, whichever comes first. The City will collect DCCs for Low Density Residential uses at time of subdivision approval or building permit, as the case may be. Collecting DCCs early will allow the City to ensure timely provision of infrastructure and services. DCCs for other residential land use categories will be collected at time of building permit. Non-residential land uses will also be levied DCCs at time of building permit when floor area will be known.

7.4 COLLECTION OF DCCS ON REDEVELOPED OR EXPANDED DEVELOPMENTS

When an existing building or development undergoes an expansion or redevelopment there is usually a need for additional DCC related infrastructure. The new developer / builder should pay the applicable DCCs based on the additional floor area for commercial, industrial, or institutional land uses at the DCC

rates in the then-current DCC bylaw. In essence, the City is giving a DCC credit for the existing development or building. DCCs are only levied on the *new* development/ building area.

7.5 IN-STREAM APPLICATIONS

Once the new DCC Bylaw has been adopted, the *LGA* provides special protection from rate increases for development applications that are submitted prior to the adoption date. There are two ways a developer can qualify for exclusion from the new DCC rates:

1. Pursuant to section 511 of the *LGA* (subdivision).

   If the new DCC Bylaw is adopted after a subdivision application is submitted and the applicable subdivision fee is paid, the new DCC Bylaw has no application to the subdivision for 12 months after the DCC Bylaw is adopted. As such, if the subdivision is approved during the 12 months' in-stream period, the previous DCC rates apply. This only applies in cases where DCCs are levied at subdivision.

OR

2. Pursuant to section 568 of the *LGA* (building permits).

   The new DCC Bylaw is not applicable to a construction, alteration, or extension if: (a) a building permit is issued within 12 months of the new DCC Bylaw adoption, AND (b) either a building permit application, a development permit application or a rezoning application associated with the construction (defined as "precursor application") is in stream when the new DCC Bylaw is adopted, and the applicable application fee has been paid. The development authorized by the building permit must be entirely within the area subject to the precursor application.

The above is a summary of sections 511 and 568 of the *LGA* and not an interpretation or an explanation of these sections. Developers are responsible for complying with all applicable laws and bylaws and seeking legal advice as needed.

Note: One-year in-stream protection is based on the adoption date of the DCC bylaw, not the effective date.

7.6 PAYMENT BY INSTALMENTS

To create more flexibility for the development community, the Province is set to update the existing regulations regarding the payment of DCCs by instalment.

It is anticipated that effective January 1, 2026, qualified developers and homebuilders paying greater than $50,000 in DCCs to a local government will be able to:

- Use on-demand surety bonds province-wide; and,
- Pay 25% of DCCs at permit approval and pay the remaining 75% at time of occupancy or within 4 years, whichever is earliest.

Information on the current regulations can be found in section 559 of the *Local Government Act*.

7.7 CONTINUOUS IMPROVEMENT RECOMMENDATIONS

Rebates and Credits

The City should establish a policy to guide staff in the collection of DCCs and the use of DCC credits and rebates as stipulated in the *LGA* and referenced in the DCC Best Practice Guide. There may be situation in which it is not in the best interests of the City to allow an owner to build DCC services outside their subdivision or development. Building such services may start or accelerate development in areas where the City is not prepared to support, or DCC reserves are not sufficient. Policies for DCC credits, rebates, and latecomer agreements are often drafted to assist staff in development financing.

DCC Monitoring and Accounting

The City should enter all the projects contained in the DCC program into a tracking system to monitor the DCC program. The tracking system would monitor the status of the project from the conceptual stage through to its final construction. The tracking system would include information about the estimated costs, the actual construction costs, and the funding sources for the projects. The construction costs would be informed by the tender prices received, and the land costs based on the actual price of utility areas and or other land and improvements required for servicing purposes. The tracking system would indicate when projects are completed, or partially completed, their actual costs, and would include new projects that are added to the program.

DCC Reviews

To keep the DCC program as current as possible, the City may review its program annually. Based on its annual review, the City may make minor amendments to the DCC rates. The City may apply a CPI inflationary factor, as permitted by legislation, annually (to a maximum of four years). Typically, a major amendment to the DCC program and rates is recommended every three to five years. All DCC Bylaw amendments require approval from the Ministry, with the exception of CPI adjustments.

APPENDIX A

DCC Program and Calculations

CITY OF COURTENAY
DCC PROGRAM INPUTS

Land Use	Unit	Growth Projections (20y) City-wide	Rounded Growth Projections (20y) City-wide
Low Density Residential	lot or dwelling unit	645	**650**
Medium Density Residential	unit	2,578	**2,600**
High Density Residential	unit *sq. m. gross floor area*	3,223 *239,533*	3,200 ***239,500***
Commercial	sq. m. gross floor area	144,336	**144,300**
Institutional	sq. m. gross floor area	27,108	**27,100**
Industrial	sq. m. gross floor area	76,288	**76,300**

Land Use	Units	Transportation (Trip Rates)	Water, Sewer, Fire (Equivalent Pop. Factor)	Drainage (Impervious Area)	Parks (Equivalent Pop. Factor)
Low Density Residential	lot or dwelling unit	10.43	3.36	1.00	3.36
Medium Density Residential	unit	5.86	1.83	0.80	1.83
High Density Residential	unit	5.81	1.60	0.30	1.60
Commercial	sq. m. gross floor area	0.1373	0.0070	0.0045	0.0070
Institutional	sq. m. gross floor area	0.1373	0.0070	0.0045	-
Industrial	sq. m. gross floor area	0.0112	0.0045	0.0017	-

Notes:
- Utilized City of Courtenay's HNR (2024) and Building Permit data between 2019-2023
- Average unit size based on typical size in City

Land Use	Average Unit Size (sq.m)
Low Density Residential	232.26
Medium Density Residential	139.35
High Density Residential	74.32

Sources:

BC Stats. (2024). *Population Estimates, Projection, and Statistics - City of Courtenay.* Government of British Columbia.
Statistics Canada. (2025). *2021 Census - Structural Type of Dwelling and Household Size.* Government of Canada.
City of Courtenay. (2024). *Housing Needs Report.*
City of Courtenay. (2019-2023). Building Permit Data.
Staff conversations across departments.

CITY OF COURTENAY
TRANSPORTATION DCC PROGRAM

DCC Project ID	Project Name	Project Timing *Short (1-5 yrs)* *Medium (5-10 yrs)* *Long (10+ yrs)*	Description	Cost Estimate (Excl. Grants 2024$)	Grants	Cost Estimate (2024$)	Benefit Factor %	Benefit to New Development	Municipal Assist Factor 1%	DCC Recoverable	Total Municipal Responsibility
T-001	Transportation Master Plan	Ongoing		$250,000		$250,000	100%	$250,000	$2,500	$247,500	$2,500
Road Upgrades											
T-002	Signal upgrade & improvement program	Short	5th Street and Cliffe Avenue; Old Island Highway & Comox Road; 6th Street & Cliffe Avenue; 8th Street & Cliffe Avenue; 8th Street & Fitzgerald Avenue	$2,300,000		$2,300,000	42%	$966,000	$9,660	$956,340	$1,343,660
T-003	5 year Intersection controls & upgrades progam	Short	5th Street and Cliffe Avenue; Old Island Highway & Comox Road; Back Road & Tunner Drive	$2,200,000		$2,200,000	42%	$924,000	$9,240	$914,760	$1,285,240
T-004	Ryan Road Widening	Short	Old Island Highway to 19A bypass	$3,000,000		$3,000,000	42%	$1,260,000	$12,600	$1,247,400	$1,752,600
T-005	10 year Intersection control & Upgrade Program	Medium	5 additional Intersections	$3,700,000		$3,700,000	42%	$1,554,000	$15,540	$1,538,460	$2,161,540
T-006	Lerwick Road	Medium	Malahat Drive to Valley View Drive	$3,600,000		$3,600,000	42%	$1,512,000	$15,120	$1,496,880	$2,103,120
T-007	Intersection Improvements - VMP and Old Island Highway	Short		$1,000,000		$1,000,000	42%	$420,000	$4,200	$415,800	$584,200
T-008	Intersection Improvments - Mansfield Road and Cliffe Ave.	Short		$606,959		$606,959	42%	$254,923	$2,549	$252,374	$354,585
T-009	Intersection Improvements - Old Island Highway and Muir Road	Short		$606,959		$606,959	42%	$254,923	$2,549	$252,374	$354,585
T-010	Ryan Road Road Widening (MoTI jurisdiction)	Short		$3,000,000		$3,000,000	42%	$1,260,000	$12,600	$1,247,400	$1,752,600
T-011	Back Rd. from South City limit to Ryan Rd.			$2,654,219		$2,654,219	42%	$1,114,772	$11,148	$1,103,624	$1,550,595
T-012	Lerwick Rd. from McDonald to Ryan Rd.		Final asphalt lift	$2,461,302		$2,461,302	42%	$1,033,747	$10,337	$1,023,409	$1,437,893
T-013	Intersection Island Hwy and Fraser Rd			$674,399		$674,399	42%	$283,248	$2,832	$280,415	$393,984
Cycling Upgrades											
T-014	6th Street Pedestrian / Bicycle Bridge	Short		$11,200,000	$5,555,000	$5,645,000	42%	$2,370,900	$23,709	$2,347,191	$3,297,809
T-015	6th Street	Short		$8,682,847		$8,682,847	42%	$3,646,796	$36,468	$3,610,328	$5,072,519
T-016	Lake Trail Road	Short		$1,660,000	$686,000	$974,000	42%	$409,080	$4,091	$404,989	$569,011
T-017	Fitzgerald Ave Protected Bike Lanes	Short		$5,800,000		$5,800,000	42%	$2,436,000	$24,360	$2,411,640	$3,388,360
T-018	Lerwick Road Protected Bike Lanes	Short		$10,230,000		$10,230,000	42%	$4,296,600	$42,966	$4,253,634	$5,976,366
T-019	Old Island Hwy Protected Bike Lanes	Medium		$3,120,000		$3,120,000	42%	$1,310,400	$13,104	$1,297,296	$1,822,704
T-020	Back Road Protected Bike Lanes	Medium	Ryan Road to 6th Street	$2,090,000		$2,090,000	42%	$877,800	$8,778	$869,022	$1,220,978
T-021	Cycling Plan Update	Medium	City-Wide	$150,000		$150,000	42%	$63,000	$630	$62,370	$87,630
Pedestrian Upgrades											
T-022	Ryan Road Sidewalk	Short	Sandwick Road to Hunt Road	$2,000,000		$2,000,000	42%	$840,000	$8,400	$831,600	$1,168,400
T-023	1st Street	Medium	Embleton Crescent to Menzies Avenue	$1,440,000		$1,440,000	42%	$604,800	$6,048	$598,752	$841,248
T-024	Cumberland Road	Medium	Piercy Avenue to McPhee Avenue	$300,000		$300,000	42%	$126,000	$1,260	$124,740	$175,260
T-025	Cumberland Road	Medium	Burgess Road to Willemar Avenue	$710,000		$710,000	42%	$298,200	$2,982	$295,218	$414,782
T-026	Back Road	Medium	Tunner Drive to 10th Street East	$1,000,000		$1,000,000	42%	$420,000	$4,200	$415,800	$584,200
T-027	10th Street	Medium	Back Road to Hobson Avenue	$300,000		$300,000	42%	$126,000	$1,260	$124,740	$175,260
T-028	Kilpatrick Avenue	Medium	26th Street to 29th Street	$440,000		$440,000	42%	$184,800	$1,848	$182,952	$257,048
T-029	Fitzgerald Avenue	Medium	21st Street to north of 26th Street	$470,000		$470,000	42%	$197,400	$1,974	$195,426	$274,574
T-030	Valley View Drive	Medium	Thorpe Avenue to Lerwick Road	$680,000		$680,000	42%	$285,600	$2,856	$282,744	$397,256
T-031	Lerwick Road	Medium	Lerwick Nature Park to McDonald Road	$530,000		$530,000	42%	$222,600	$2,226	$220,374	$309,626
T-032	Pedestrian Network Plan	Short	City-Wide	$150,000		$150,000	100%	$150,000	$1,500	$148,500	$1,500
T-033	Morrison Creek / Arden Road crossing	Long		$3,880,000		$3,880,000	42%	$1,629,600	$16,296	$1,613,304	$2,266,696
TOTALS				**$80,886,685**	**$6,241,000**	**$74,645,685**		**$31,583,188**	**$315,832**	**$31,267,356**	**$43,378,329**

CITY OF COURTENAY
TRANSPORTATION DCC CALCULATIONS

A: Transportation DCC Calculation					
Land Use	**Col. (1)**	**Col. (2)**	**Col. (3)**	**Col. (4) = (1) x (3)**	**Col. (5) = (4) / (a)**
	Estimated New Development	**Unit**	**Wt. Trip Rate**	**Trip Ends**	**% Trip Ends**
Low Density Residential	650	lot or dwelling unit	10.43	6,780	10%
Medium Density Residential	2,600	unit	5.86	15,236	23%
High Density Residential	3,200	unit	5.81	18,592	29%
Commercial	144,300	sq. m. gross floor area	0.1373	19,812	30%
Institutional	27,100	sq. m. gross floor area	0.1373	3,721	6%
Industrial	76,300	sq. m. gross floor area	0.0112	855	1%
			Total Trip Ends	64,995 (a)	100%

B: Unit Transportation DCC Calculation					
Net Transportation DCC Program Recoverable		$31,267,356	(b)		
Existing DCC Reserve Monies		$7,207,276	(c)		
Net Amount to be Paid by DCCs		$24,060,080	(d) = (b) - (c)		
DCC per Trip End		$370.18	(e) = (d) / (a)		

C: Resulting Transportation DCCs					**DCC Revenue Estimates**
Low Density Residential		$3,861.00	per lot or dwelling unit	(e) x Col. (3)	$2,509,650
Medium Density Residential		$2,169.00	per dwelling unit	(e) x Col. (3)	$5,639,400
High Density Residential		$2,151.00 *$28.94*	per dwelling unit *per sq. m. gross floor area*	(e) x Col. (3)	$6,883,200
Commercial		$50.83	per sq. m. gross floor area	(e) x Col. (3)	$7,334,769
Institutional		$50.83	per sq. m. gross floor area	(e) x Col. (3)	$1,377,493
Industrial		$4.15	per sq. m. gross floor area	(e) x Col. (3)	$316,645

CITY OF COURTENAY
WATER DCC PROGRAM

DCC Project ID	Project Name	Project Timing *Short (1-5 yrs) Medium (5-10 yrs) Long (10+ yrs)*	Cost Estimate (2024$)	Benefit Factor %	Benefit to New Development	Municipal Assist Factor 1%	DCC Recoverable	Total Municipal Responsibility
W-001	South Hwy 19A (WAT009)	Short	$1,984,000	50%	$992,000	$9,920	$982,080	$1,001,920
W-002	New PRV Connection to 87 Zone (WAT010)	Medium	$500,000	100%	$500,000	$5,000	$495,000	$5,000
W-003	South Courtenay PRV and Booster Station (WAT010) - Beachwood	Medium	$750,000	100%	$750,000	$7,500	$742,500	$7,500
W-004	District Metering (WAT011)	Short	$1,600,000	42%	$672,000	$6,720	$665,280	$934,720
W-005	Water Master Plan Update	Ongoing	$300,000	100%	$300,000	$3,000	$297,000	$3,000
TOTALS			**$5,134,000**		**$3,214,000**	**$32,140**	**$3,181,860**	**$1,952,140**

CITY OF COURTENAY
WATER DCC CALCULATIONS

A: Waterworks DCC Calculation					
Land Use	Col. (1)	Col. (2)	Col. (3)	Col. (4) = (1) x (3)	Col. (5) = (4) / (a)
	Estimated New Development	Unit	Person per unit (residential)/ Equivalent Population/m2 (other land uses)	Multiple	% Population Equivalent
Low Density Residential	650	lot or dwelling unit	3.36	2,184	16%
Medium Density Residential	2,600	unit	1.83	4,758	35%
High Density Residential	3,200	unit	1.60	5,120	38%
Commercial	144,300	sq. m. gross floor area	0.0070	1,010	7%
Institutional	27,100	sq. m. gross floor area	0.0070	190	1%
Industrial	76,300	sq. m. gross floor area	0.0045	343	3%
			Total Equivalent Population	13,605 (a)	100%

B: Unit Waterworks DCC Calculation					
Net Water DCC Program Recoverable		$3,181,860	(b)		
Existing DCC Reserve Monies		$1,008,850	(c)		
Net Amount to be Paid by DCCs		$2,173,010	(d) = (b) - (c)		
DCC per Person		$159.72	(e) = (d) / (a)		

C: Resulting Waterworks DCCs					DCC Revenue Estimates
Low Density Residential		$537.00	per lot or dwelling unit	(e) x Col. (3)	$349,050
Medium Density Residential		$292.00	per dwelling unit	(e) x Col. (3)	$759,200
High Density Residential		$256.00 *$3.44*	per dwelling unit *per sq. m. gross floor area*	(e) x Col. (3)	$819,200
Commercial		$1.12	per sq. m. gross floor area	(e) x Col. (3)	$161,616
Institutional		$1.12	per sq. m. gross floor area	(e) x Col. (3)	$30,352
Industrial		$0.72	per sq. m. gross floor area	(e) x Col. (3)	$54,936

CITY OF COURTENAY
DRAINAGE DCC PROGRAM

DCC Project ID	Project Name	Project Timing *Short (1-5 yrs) Medium (5-10 yrs) Long (10+ yrs)*	Cost Estimate (2024$)	Benefit Factor %	Benefit to New Development	Municipal Assist Factor 1%	DCC Recoverable	Total Municipal Responsibility
D-001	Storm main - 5th Street from Cliffe Aver to Courtenay River	Short	$2,922,840	42%	$1,227,593	$12,276	$1,215,317	$1,707,523
D-002	Creek Culvert - Glen Urquhart Creek at 10th Street E	Short	$796,950	42%	$334,719	$3,347	$331,372	$465,578
D-003	Creek Culvert - Morrison Creek Crossing 1st Street	Short	$722,430	42%	$303,421	$3,034	$300,386	$422,044
D-004	Creek Culvert - Piercy Creek Crossing on Cumberland Road	Short	$5,584,860	42%	$2,345,641	$23,456	$2,322,185	$3,262,675
D-005	Creek Culvert - Piercy Creek Crossing on Arden Road	Short	$1,691,190	42%	$710,300	$7,103	$703,197	$987,993
D-006	Creek Culverts - Glen Urquhart Creek at Back Road	Short	$1,732,590	42%	$727,688	$7,277	$720,411	$1,012,179
D-007	Creek Culvert - Piercy Creek Crossing at 20th Street	Short	$600,300	42%	$252,126	$2,521	$249,605	$350,695
D-008	Storm main at the end of Sussex Dr	Medium	$534,060	42%	$224,305	$2,243	$222,062	$311,998
D-009	Glen Urquhart Creek Crossing at Thorpe Ave	Medium	$917,010	42%	$385,144	$3,851	$381,293	$535,717
D-010	Drainage Master Plan	Long	$300,000	100%	$300,000	$3,000	$297,000	$3,000
D-011	Detention Pond in area of Cumberland Rd. and 20th St, W of Cousins	Medium	$842,999	50%	$421,500	$4,215	$417,285	$425,714
D-012	Piercy Creek Pond at Ronson Rd.	Medium	$1,315,078	75%	$986,309	$9,863	$976,445	$338,633
D-013	Enlarge ex. Detention Pond Within the Park 111 Site MH 31-023	Medium	$155,112	25%	$38,778	$388	$38,390	$116,722
D-014	Channel Bank Improvements/Retaining Walls Upstream of Aston Pl	Medium	$87,672	25%	$21,918	$219	$21,699	$65,973
D-015	Pond at downstream end of Catchment (Ducks Unlimited Property)	Medium	$330,455	25%	$82,614	$826	$81,788	$248,667
D-016	Lerwick Rd Extension Pond - 'Poje" property	Medium	$674,399	75%	$505,799	$5,058	$500,741	$173,658
TOTALS			**$19,207,945**		**$8,867,854**	**$88,679**	**$8,779,175**	**$10,428,770**

CITY OF COURTENAY
DRAINAGE DCC CALCULATION

A: Storm Drainage DCC Calculation					
Land Use	**Col. (1)**	**Col. (2)**	**Col. (3)**	**Col. (4) = (1) x (3)**	**Col. (5) = (4) / (a)**
	Estimated New Development	**Unit**	**Equivalence Factor**	**Multiple**	**% Population Equivalent**
Low Density Residential	650	lot or dwelling unit	1.00	650	14%
Medium Density Residential	2,600	unit	0.80	2,080	45%
High Density Residential	3,200	unit	0.30	960	21%
Commercial	144,300	sq. m. gross floor area	0.0045	649	14%
Institutional	27,100	sq. m. gross floor area	0.0045	122	3%
Industrial	76,300	sq. m. gross floor area	0.0017	130	3%
			Total Equivalent Population	4,591 (a)	100%
B: Unit Drainage DCC Calculation					
Net Drainage DCC Program Recoverable		$8,779,175	(b)		
Existing DCC Reserve Monies		$2,995,431	(c)		
Net Amount to be Paid by DCCs		$5,783,744	(d) = (b) - (c)		
DCC per Equivalent Drainage Unit		$1,259.80	(e) = (d) / (a)		
C: Resulting Drainage DCCs					**DCC Revenue Estimates**
Low Density Residential		$1,260.00	per lot or dwelling unit	(e) x Col. (3)	$819,000
Medium Density Residential		$1,008.00	per dwelling unit	(e) x Col. (3)	$2,620,800
High Density Residential		$378.00 *$5.09*	per dwelling unit *per sq. m. gross floor area*	(e) x Col. (3)	$1,209,600
Commercial		$5.67	per sq. m. gross floor area	(e) x Col. (3)	$818,181
Institutional		$5.67	per sq. m. gross floor area	(e) x Col. (3)	$153,657
Industrial		$2.14	per sq. m. gross floor area	(e) x Col. (3)	$163,282

CITY OF COURTENAY
SANITARY SEWER DCC PROGRAM

DCC Project ID	Project Name	Project Timing *Short (1-5 yrs) Medium (5-10 yrs) Long (10+ yrs)*	Cost Estimate (2024$)	Benefit Factor %	Benefit to New Development	Municipal Assist Factor 1%	DCC Recoverable	Total Municipal Responsibility
S-001	Greenwood - Trunk Sewer Extension (SEW001) - Outstanding DCC Debt (Principal)	N/A	$575,000	100%	$575,000	$0	$575,000	$0
S-002	Fitzgerald Ave - Trunk Sewer (SEW005)	Short	$5,000,000	100%	$5,000,000	$50,000	$4,950,000	$50,000
S-003	East Courtenay Lift Station & Forcemain (SEW008)	Medium	$3,000,000	100%	$3,000,000	$30,000	$2,970,000	$30,000
S-004	Veterans Memorial Parkway Lift Station and Forcemain (SEW009)	Short	$2,500,000	100%	$2,500,000	$25,000	$2,475,000	$25,000
S-005	Arden North - Trunk Sewer (SEW012)	Short	$3,000,000	100%	$3,000,000	$30,000	$2,970,000	$30,000
S-006	Sewer Master Plan Update and Implementation Study	Ongoing	$300,000	100%	$300,000	$3,000	$297,000	$3,000
S-007	South Courtenay Sewer L/s and Forcemain u/s of S-009 trunk	Short	$6,000,000	75%	$4,500,000	$45,000	$4,455,000	$1,545,000
S-008	South Courtenay Sewer Trunk Main (26th to 20th) (SEW003)	Short	$3,217,000	75%	$2,412,750	$24,128	$2,388,623	$828,378
S-009	Puntledge Road Trunk Main Upgrade	Medium	$2,200,000	50%	$1,100,000	$11,000	$1,089,000	$1,111,000
TOTALS			**$ 25,792,000**		**$ 22,387,750**	**$ 218,128**	**$ 22,169,623**	**$ 3,622,378**

CITY OF COURTENAY
SANITARY SEWER DCC CALCULATION

A: Sanitary Sewer DCC Calculation					
Land Use	**Col. (1)**	**Col. (2)**	**Col. (3)**	**Col. (4) = (1) x (3)**	**Col. (5) = (4) / (a)**
	Estimated New Development	**Unit**	**Person per unit (residential)/ Equivalent Population/land area (other land uses)**	**Multiple**	**% Population Equivalent**
Low Density Residential	650	lot or dwelling unit	3.36	2,184	16%
Medium Density Residential	2,600	unit	1.83	4,758	35%
High Density Residential	3,200	unit	1.60	5,120	38%
Commercial	144,300	sq. m. gross floor area	0.0070	1,010	7%
Institutional	27,100	sq. m. gross floor area	0.0070	190	1%
Industrial	76,300	sq. m. gross floor area	0.0045	343	3%
			Total Equivalent Population	13,605 (a)	100%

B: Unit Sanitary Sewer DCC Calculation					
Net Sewer DCC Program Recoverable		$22,169,623	(b)		
Existing DCC Reserve Monies		$2,157,994	(c)		
Net Amount to be Paid by DCCs		$20,011,629	(d) = (b) - (c)		
DCC per Person		$1,470.89	(e) = (d) / (a)		

C: Resulting Sanitary Sewer DCCs					**DCC Revenue Estimates**
Low Density Residential		$4,942.00	per lot or dwelling unit	(e) x Col. (3)	$3,212,300
Medium Density Residential		$2,692.00	per dwelling unit	(e) x Col. (3)	$6,999,200
High Density Residential		$2,353.00 *$31.66*	per dwelling unit *per sq. m. gross floor area*	(e) x Col. (3)	$7,529,600
Commercial		$10.30	per sq. m. gross floor area	(e) x Col. (3)	$1,486,290
Institutional		$10.30	per sq. m. gross floor area	(e) x Col. (3)	$279,130
Industrial		$6.62	per sq. m. gross floor area	(e) x Col. (3)	$505,106

CITY OF COURTENAY
PARKS DCC PROGRAM

DCC Project ID	Project Name	Project Timing *Short (1-5 yrs)* *Medium (5-10 yrs)* *Long (10+ yrs)*	Cost Estimate (2024$)	Benefit Factor %	Benefit to New Development	Municipal Assist Factor 1%	DCC Recoverable	Total Municipal Responsibility
P-001	Park Acquisition	Long	$22,388,196	100%	$22,388,196	$223,882	$22,164,314	$223,882
P-002	Trail Acquisition	Long	$470,588	100%	$470,588	$4,706	$465,882	$4,706
P-003	Harmston Park Upgrades	Short	$1,275,000	75%	$956,250	$9,563	$946,688	$328,313
P-004	Bill Moore Park Upgrades	Short	$1,650,000	25%	$412,500	$4,125	$408,375	$1,241,625
P-005	Crown Isle Park Upgrades	Long	$1,650,000	75%	$1,237,500	$12,375	$1,225,125	$424,875
P-006	Community Park Development	Ongoing	$14,000,000	42%	$5,880,000	$58,800	$5,821,200	$8,178,800
P-007	Community Park Playgrounds	Ongoing	$5,250,000	42%	$2,205,000	$22,050	$2,182,950	$3,067,050
P-008	Community Trail Development	Ongoing	$3,746,327	42%	$1,573,457	$15,735	$1,557,723	$2,188,604
P-009	Parks Master Plan	Ongoing	$400,000	100%	$400,000	$4,000	$396,000	$4,000
TOTALS			**$50,830,111**		**$35,523,491**	**$355,235**	**$35,168,256**	**$15,661,855**

CITY OF COURTENAY
PARKS DCC CALCULATION

A: Parks DCC Calculation					
Land Use	**Col. (1)**	**Col. (2)**	**Col. (3)**	**Col. (4) = (1) x (3)**	**Col. (5) = (4) / (a)**
	Estimated New Development	**Unit**	**Person per unit (residential)/ Equivalent Population/m2 (other land uses)**	**Multiple**	**% Population Equivalent**
Low Density Residential	650	lot or dwelling unit	3.36	2,184	17%
Medium Density Residential	2,600	unit	1.83	4,758	36%
High Density Residential	3,200	unit	1.60	5,120	39%
Commercial	144,300	sq. m. gross floor area	0.0070	1,010	8%
Institutional	27,100	sq. m. gross floor area	0.0000	-	0%
Industrial	76,300	sq. m. gross floor area	0.0000	-	0%
			Total Equivalent Population	13,072 (a)	100%

B: Unit Parks DCC Calculation			
Net Parks DCC Program Recoverable	$35,168,256	(b)	
Existing DCC Reserve Monies	$1,539,227	(c)	
Net Amount to be Paid by DCCs	$33,629,029	(d) = (b) - (c)	
DCC per Person	$2,572.58	(e) = (d) / (a)	

C: Resulting Parks DCCs				**DCC Revenue Estimates**
Low Density Residential	$8,644.00	per lot or dwelling unit	(e) x Col. (3)	$5,618,600
Medium Density Residential	$4,708.00	per dwelling unit	(e) x Col. (3)	$12,240,800
High Density Residential	$4,116.00	per dwelling unit	(e) x Col. (3)	$13,171,200
	$55.38	*per sq. m. gross floor area*		
Commercial	$18.01	per sq. m. gross floor area	(e) x Col. (3)	$2,598,843
Institutional	$0.00	per sq. m. gross floor area	(e) x Col. (3)	$0
Industrial	$0.00	per sq. m. gross floor area	(e) x Col. (3)	$0

CITY OF COURTENAY
FIRE FACILITIES DCC PROGRAM

DCC Project ID	Project Name	Project Timing *Short (1-5 yrs) Medium (5-10 yrs) Long (10+ yrs)*	Cost Estimate (2024$)	Benefit Factor %	Benefit to New Development	Municipal Assist Factor 1%	DCC Recoverable	Total Municipal Responsibility
F-001	New East Courtenay Fire Hall	Short	$25,201,000	42%	$10,584,420	$105,844	$10,478,576	$14,722,424
TOTALS			**$25,201,000**		**$10,584,420**	**$105,844**	**$10,478,576**	**$14,722,424**

CITY OF COURTENAY
FIRE FACILITIES DCC CALCULATION

A: Fire DCC Calculation					
Land Use	**Col. (1)**	**Col. (2)**	**Col. (3)**	**Col. (4) = (1) x (3)**	**Col. (5) = (4) / (a)**
	Estimated New Development	**Unit**	**Person per unit (residential)/ Equivalent Population/m2 (other land uses)**	**Multiple**	**% Population Equivalent**
Low Density Residential	650	lot or dwelling unit	3.36	2,184	16%
Medium Density Residential	2,600	unit	1.83	4,758	35%
High Density Residential	3,200	unit	1.60	5,120	38%
Commercial	144,300	sq. m. gross floor area	0.0070	1,010	7%
Institutional	27,100	sq. m. gross floor area	0.0070	190	1%
Industrial	76,300	sq. m. gross floor area	0.0045	343	3%
			Total Equivalent Population	13,605 (a)	100%
B: Unit Fire DCC Calculation					
Net Fire DCC Program Recoverable		$10,478,576	(b)		
Existing DCC Reserve Monies		$0	(c)		
Net Amount to be Paid by DCCs		$10,478,576	(d) = (b) - (c)		
DCC per Person		$770.19	(e) = (d) / (a)		
C: Resulting Fire DCCs					**DCC Revenue Estimates**
Low Density Residential		$2,588.00	per lot or dwelling unit	(e) x Col. (3)	$1,682,200
Medium Density Residential		$1,409.00	per dwelling unit	(e) x Col. (3)	$3,663,400
High Density Residential		$1,232.00 *$16.58*	per dwelling unit *per sq. m. gross floor area*	(e) x Col. (3)	$3,942,400
Commercial		$5.39	per sq. m. gross floor area	(e) x Col. (3)	$777,777
Institutional		$5.39	per sq. m. gross floor area	(e) x Col. (3)	$146,069
Industrial		$3.47	per sq. m. gross floor area	(e) x Col. (3)	$264,761

APPENDIX B

Consultation Materials

JOINT ENGAGEMENT SESSION: DCC AND ACC BYLAW UPDATES

Information Session

July 21, 2025

URBAN SYSTEMS

City of Courtenay

TOWN OF COMOX

Village of Cumberland

Incorporated 1898

Comox Valley REGIONAL DISTRICT

WHO ARE WE?



Nancy Henderson
Project Lead, Senior Local Government Advisor
she/her



Jenn Waite
Community Planner, Development Finance Specialist
she/her



Sam Bowen
Community Planner, Development Finance Specialist
she/her



Aaron Penner
Community Planner, Development Finance Specialist
he/him



Sarah Rebitt
Community Planner, Development Finance Specialist
she/her

City of Courtenay
TOWN OF COMOX
Village of Cumberland
Comox Valley REGIONAL DISTRICT
URBAN SYSTEMS

AGENDA

1. Objectives
2. DCC and ACC Overview
3. Draft DCC and ACC Rates
4. General Q&A

After the presentation, please visit the local government/regional district stations to learn more about each draft program

City of Courtenay
TOWN OF COMOX
Village of Cumberland
Comox Valley REGIONAL DISTRICT
URBAN SYSTEMS

OBJECTIVES

OBJECTIVE: PROVIDE INTERESTED PARTIES WITH A STREAMLINED OPPORTUNITY TO LEARN ABOUT ONGOING DEVELOPMENT FINANCE UPDATES IN THE COMOX VALLEY

- Three local governments (Courtenay, Comox, Cumberland) and the Comox Valley Regional District (CVRD) are updating their development finance programs
- Recognizing the potential efficiencies for the development industry, it was decided that a joint engagement session would be held for interested parties

OVERVIEW

WHAT ARE DCCs AND ACCs?

- Help communities recover the costs of **off-site infrastructure needed for growth**
- Based on the **principle of cost-sharing**, ensuring new development pays its share of growth-related infrastructure
- **Provincially-regulated** development finance tool
  - Part 14, Division 19 of the *Local Government Act* (LGA)
  - New legislation (Bill 46) now allows a wider scope of services and amenities (November 2023)
  - DCC Best Practices Guide (March 2025)
  - ACC Best Practices Guide (March 2025)

WHY USE DCCs AND ACCs?

- Fosters a **fair** and **equitable** approach where growth pays for growth and infrastructure costs are **transparent**
- Creates **consistency** for the development community through a clear policy framework
- Ensures **certainty** that services support growth and development
- **Minimizes financial risk** to the local government/regional district
- Ensures **timely** processing of development applications

WHAT PROJECTS ARE DCC-ELIGIBLE?

DCCs CAN BE USED TO FUND

Capital costs for planning, engineering, design, or studies for:

- Transportation services
- Water services
- Drainage services
- Sewer services
- Parkland acquisition and improvements
- Fire protection facilities **(new)**
- Police facilities **(new)**
- Solid waste and recycling facilities **(new)**

DCCs CANNOT BE USED TO FUND

- Infrastructure or parks needed to serve the existing population (deficiencies, asset replacement)
- In other words: **DCC projects must be growth-related**
- Operations and maintenance costs
- Community buildings – eligible under ACCs

WHAT WORKS ARE ACC-ELIGIBLE?

ACCs CAN BE USED TO FUND

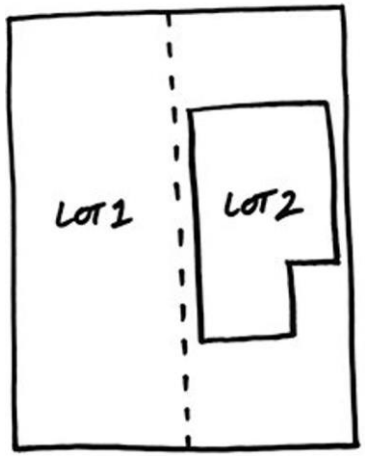
Amenities (non-exhaustive)

- Community, youth, or seniors' centre
- Recreation or athletic facility
- Library
- Daycare facility
- Public square

ACCs CANNOT BE USED TO FUND

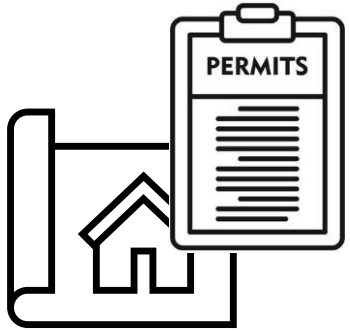
- Projects otherwise eligible for DCCs
- Projects needed to serve the **existing** population (deficiencies, asset replacement), i.e., **ACC projects must be growth-related**
- Operations and Maintenance Costs

HOW AND WHEN ARE DCCs AND ACCs COLLECTED?



DCCs and ACCs must be paid by applicants at either:

- **subdivision approval** for low density development sites, or
- **building permits** for medium- and high-density residential uses, commercial, industrial, and institutional development (if applicable).



Where subdivision is not applicable for low-density development sites, DCCs and ACCs may be charged at building permit.

HOW DO WE DETERMINE THE RATES?

GROWTH

Estimate residential & non-residential growth & where it is expected to occur



CAPITAL COSTS & TIMING

Identify costs & timing of projects needed to support growth



BENEFIT ALLOCATION

Determine the extent to which each project benefits growth



DRAFT RATES

Calculate the draft DCC & ACC rates



ASSIST FACTOR

Council determines how much to assist development



FEASIBILITY TESTING

Assess the impact of charges on development feasibility



CONSULT

Consult with development community



MINISTRY REVIEW (DCCs ONLY)

BYLAW ADOPTION



TECHNICAL INPUTS

POLICY INPUT

TECHNICAL INPUTS

POLICY INPUT

TOWN OF COMOX

City of Courtenay

Village of Cumberland

Comox Valley REGIONAL DISTRICT

URBAN SYSTEMS

MUNICIPAL ASSIST FACTOR

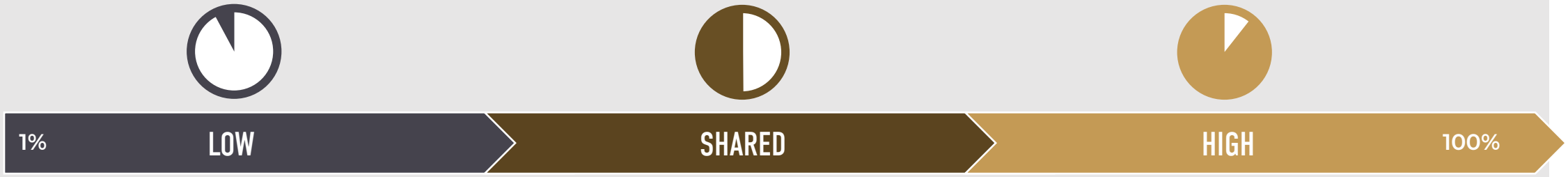
- Legislation requires local government to assist development for DCCs and ACCs
- Assist amount must be **made up through other revenue sources** (e.g., taxation)
- **Councils/Boards have complete discretion** to set an assist factor between 1% (least assistance) and 99% (most assistance)
- The assist factor is varied by:
  - Infrastructure program (e.g., roads, water, sewer)
  - Amenity category (e.g., libraries, community centers)

The assist factor cannot be varied by land use type.

ALLOCATING BENEFIT

- Each project is assigned a benefit allocation between 1%* and 100%
  **projects that are not growth-driven (i.e., 0%) are ineligible for DCCs or ACCs*
- Percent is based on the extent to which a project will benefit new development
- Ensures costs are shared equitably between existing and future users

SHARE OF BENEFIT (TO DEVELOPMENT):



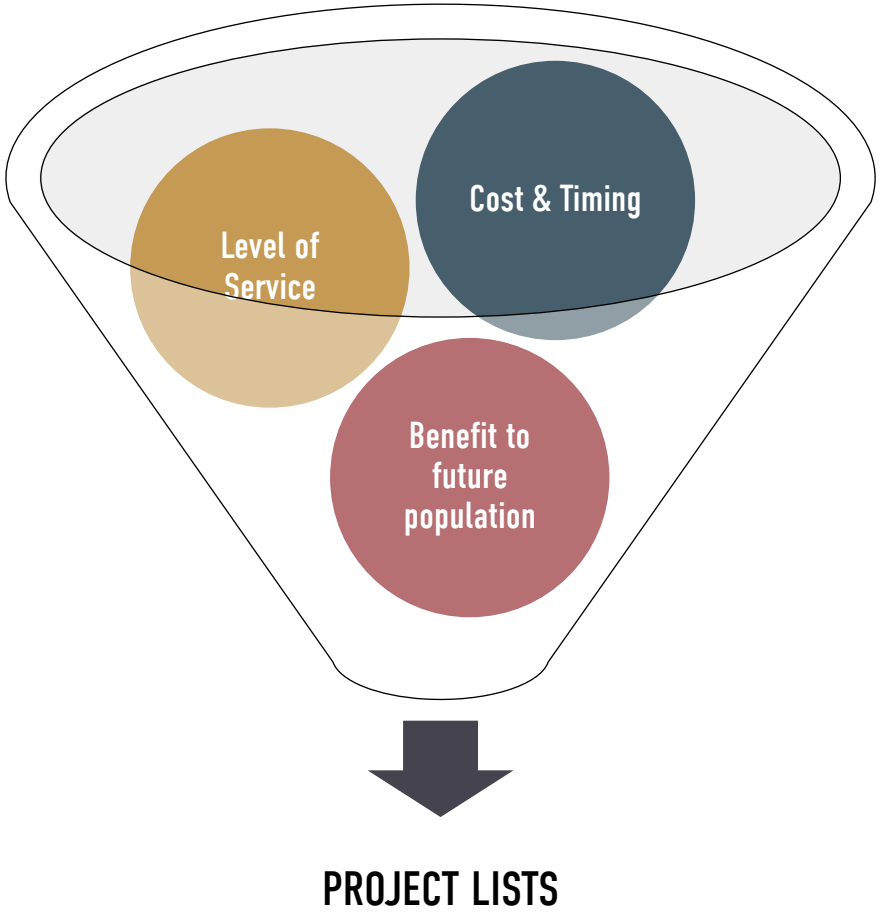
PRIMARILY SERVES EXISTING POPULATION
MINIMAL DCCs/ACCs RECOVERABLE

SERVES FUTURE & EXISTING POPULATION
SOME DCCs/ACCs ARE RECOVERABLE

PRIMARILY SERVES FUTURE POPULATION
MAXIMUM DCCs/ACCs RECOVERABLE

PROJECT PRIORITIZATION

- DCCs and ACCs should reflect the costs of capital projects needed for new development
- Projects are prioritized in the context of the project list based on:
  - **Cost and timing** of projects
  - Target **levels of service** to be achieved
  - **Benefit** to future population



IN-STREAM PROTECTION

New DCC and ACC rates apply upon bylaw adoption, but in-stream protection may apply for eligible ***complete*** applications:

A complete application is one:

- ☑ **That has been received**
- ☑ **Is complete**
- ☑ **Applicable fees paid**

Subdivision (*LGA* s. 511)

- Subdivision application submitted before bylaw adoption and fee paid
- Exempt from new rates for 12 months
- Subdivision must be approved within that time

Building Permit (*LGA* s. 568)

- Building permit issued within 12 months of adoption
- Requires precursor application (building, DP, or rezoning) submitted and paid before adoption
- Development must be fully within precursor area

STATUTORY EXEMPTIONS (UNDER LEGISLATION)

DCC Exemptions	ACC Exemptions

• Buildings for public worship
• Development does not impose a new capital cost burden
• DCCs have been charged previously
 	
Can be varied by Council:
  • Building permits for ≤ $50,000
  • Residential units ≤ 29m^2 in size
  • Fewer than 4 units, i.e. duplex/triplexes
	• Development does not result in growth
	• ACCs have been charged previously
	• In some cases, affordable housing

REGIONAL COLLABORATION APPROACH

- Development of the three DCC Bylaws (Courtenay, Comox, CVRD) has been coordinated to simplify fee calculation and support greater regional consistency
- Staff from each jurisdiction also discussed developing consistent:
  - Land use category definitions (i.e., Low Density Residential, Commercial)
  - Units of charge (i.e., per dwelling unit, per square metre)

REGIONAL COLLABORATION: CATEGORY AND UNIT UPDATES

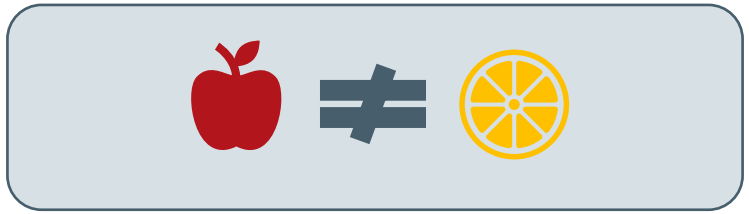
- The land use category definitions and units of charge are as follows:
  - **Low Density Residential (charged per unit at subdivision):** Both a detached accessory dwelling unit (ADU) and a suite (attached) are included
  - **Medium Density Residential (charged per unit at building permit):** Applies to duplexes, townhomes, and mobile home parks
    - Duplexes will be charged two (2) Medium Density rates (one per unit)
  - **High Density Residential (charged per square metre at building permit):** Applies to apartment units, any ADUs in medium density developments, and on the second ADU in low density developments

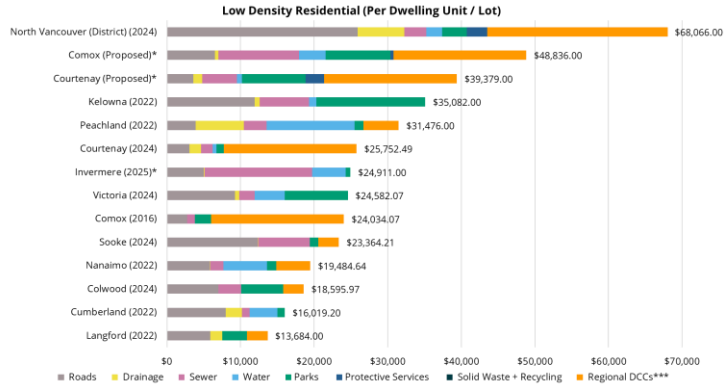
    **NOTE: Cumberland's ACC program charges High Density Residential per dwelling unit, in alignment with the Village's existing DCC bylaw*
  - **Commercial, Industrial, Institutional (charged per square metre at building permit):** Applies to non-residential development

DRAFT DCC AND ACC RATES

APPLES TO ORANGES COMPARISONS

- When reviewing rates, note that individual jurisdictions have unique infrastructure needs (like comparing apples to oranges!)
- The infrastructure to facilitate planned growth is what drives the projects and rates
- Project construction facilitates development
- Rates reflect master planning to date
- Best practice is to update rates regularly
  - Minor Review (costs **not** projects) every 1-3 years
  - Major Review (costs **and** projects) every 3-5 years





City of Courtenay
TOWN OF COMOX
Village of Cumberland
Comox Valley REGIONAL DISTRICT
URBAN SYSTEMS

COURTENAY DCCs: DRAFT RATES

For more information on Courtenay's programs and costs, please visit their station after this presentation

Land Use	Unit of Charge	Transportation	Water	Drainage	Sewer	Parks	Fire	Total
Low Density Residential	lot / dwelling unit	$3,603.00	$654.00	$1,192.00	$4,727.00	$8,686.00	$2,475.00	**$21,337.00**
Medium Density Residential	dwelling unit	$2,024.00	$356.00	$953.00	$2,574.00	$4,731.00	$1,348.00	**$11,986.00**
High Density Residential	m^2 GFA*	$27.00	$4.18	$4.82	$30.29	$55.65	$15.86	**$137.80**
Commercial	m^2 GFA	$47.43	$1.36	$5.36	$9.85	$18.10	$5.16	**$87.26**
Institutional	m^2 GFA	$47.43	$1.36	$5.36	$9.85	$0.00	$5.16	**$69.16**
Industrial	m^2 GFA	$3.87	$0.88	$2.03	$6.33	$0.00	$3.31	**$16.42**

**GFA = Gross Floor Area*

City of Courtenay · Town of Comox · Village of Cumberland · Comox Valley Regional District · URBAN SYSTEMS

COMOX DCCs AND ACCs: DRAFT RATES

For more information on Comox's programs and costs, please visit their station after this presentation

Land Use	Unit of Charge	Transport-ation	Water	Drainage	Sewer	Parks	Fire	ACC	Total
Low Density Residential	lot / dwelling unit	$6,498	$3,658	$516	$10,912	$8,763	$445	$9,991	**$40,783**
Medium Density Residential	dwelling unit	$2,962	$1,710	$387	$5,102	$4,097	$208	$4,671	**$19,137**
High Density Residential	m^2 GFA*	$25.58	$20.35	$2.62	$60.71	$48.75	$2.48	$55.58	**$216.07**
Commercial	m^2 GFA	$6.69	$9.50	$1.96	$28.34	$0.00	$1.16	n/a	**$47.65**
Institutional	m^2 GFA	$7.64	$14.25	$1.96	$42.51	$0.00	$1.73	n/a	**$68.09**
Industrial	m^2 GFA	$8.60	$4.75	$1.08	$14.17	$0.00	$0.58	n/a	**$29.18**

**GFA = Gross Floor Area*

City of Courtenay · Town of Comox · Village of Cumberland · Comox Valley Regional District · URBAN SYSTEMS

CUMBERLAND ACCs: DRAFT RATES

For more information on Cumberland's programs and costs, please visit their station after this presentation

Land Use	Unit of Charge	ACC
Low Density Residential	lot / dwelling unit	**$9,621.40**
Medium Density Residential	dwelling unit	**$6,470.73**
High Density Residential	dwelling unit	**$4,742.95**
Commercial	m^2 GFA*	**$0.00**
Institutional	m^2 GFA	**$0.00**
Industrial	m^2 GFA	**$0.00**

**GFA = Gross Floor Area*

CVRD DCCs: DRAFT RATES

For more information on the Comox Valley Regional District's programs and costs, please visit their station after this presentation

Land Use	Unit of Charge	Sewer
Low Density Residential	lot / dwelling unit	**$18,042**
Medium Density Residential	dwelling unit	**$9,826**
High Density Residential	per m^2 GFA*	**$88.57**
Commercial	per m^2 GFA	**$37.60**
Institutional	per m^2 GFA	**$37.60**
Industrial	per m^2 GFA	**$24.16**

**GFA = Gross Floor Area*

City of Courtenay · Town of Comox · Village of Cumberland · Comox Valley Regional District · URBAN SYSTEMS

THANK YOU!
ANY QUESTIONS?

Please save any program-specific questions for the respective local government/regional district's station

REGISTRATION & AGENDA

Time	Activity
12:00 – 12:45PM	Registration and Board Interaction
12:45 – 1:15PM	Presentation and Q&A
1:00 – 2:00PM	Board Interaction

Please ensure you have registered before heading into the space!

City of Courtenay

TOWN OF COMOX

Comox Valley Regional District

Village of Cumberland

IN-STREAM PROTECTION

New rates apply upon bylaw adoption, but in-stream protection may apply for eligible complete applications:

Subdivision *(LGA Sec. 511)*	**Building Permit** *(LGA Sec. 568)*
• Subdivision application submitted before bylaw adoption and fee paid • Exempt from new rates for 12 months • Subdivision must be approved within that time	• Building permit issued within 12 months of adoption • Requires precursor application (building, DP, or rezoning) submitted and paid before adoption • Development must be fully within precursor area

A complete application is one that:

- ☑ That has been received
- ☑ Is complete
- ☑ Has applicable fees paid

HOW RATES ARE CALCULATED

GROWTH



Estimate residential & non-residential growth & where it is expected to occur

CAPITAL COSTS & TIMING



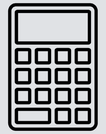
Identify costs & timing of projects needed to support growth

BENEFIT ALLOCATION



Determine the extent to which each project benefits growth

DRAFT RATES



Calculate the draft DCC & ACC rates

TECHNICAL INPUTS

ASSIST FACTOR



Council determines how much to assist development

POLICY INPUT

FEASIBILITY TESTING



Assess the impact of charges on development feasibility

CONSULT



Consult with development community

TECHNICAL INPUTS

MINISTRY REVIEW
(DCCS ONLY)

BYLAW ADOPTION



POLICY INPUT

ELIGIBLE PROJECT EXAMPLES

Development Cost Charges (DCCs)	Amenity Cost Charges (ACCs)
Capital costs for planning, engineering, design, or studies for: ☑ Transportation services ☑ Water services ☑ Drainage services ☑ Sewer services ☑ Parkland acquisition and improvements ☑ Fire protection facilities **(new)** ☑ Police facilities **(new)** ☑ Solid waste and recycling facilities **(new)**	Capital costs for planning, engineering, design, or studies for: ☑ Community, youth, or seniors' centre ☑ Recreation or athletic facility ☑ Library ☑ Daycare facility ☑ Public square

City of Courtenay

Proposed DCC Rates

Land Use	Unit of Charge	Transportation	Water	Drainage	Sewer	Parks	Fire	Proposed DCC
Low Density Residential	lot / dwelling unit	$3,603.00	$654.00	$1,192.00	$4,727.00	$8,686.00	$2,475.00	**$21,337.00**
Medium Density Residential	dwelling unit	$2,024.00	$356.00	$953.00	$2,574.00	$4,731.00	$1,348.00	**$11,986.00**
High Density Residential	m^2 gross floor area	$27.00	$4.18	$4.82	$30.29	$55.65	$15.86	**$137.80**
Commercial	m^2 gross floor area	$47.43	$1.36	$5.36	$9.85	$18.10	$5.16	**$87.26**
Institutional	m^2 gross floor area	$47.43	$1.36	$5.36	$9.85	$0.00	$5.16	**$69.16**
Industrial	m^2 gross floor area	$3.87	$0.88	$2.03	$6.33	$0.00	$3.31	**$16.42**

City of Courtenay

Program Components

- ☑ All programs are on a 20-year time horizon
- ☑ Road upgrades, including active transportation improvements
- ☑ Water main upgrades and water supply improvements
- ☑ Storm main upgrades
- ☑ Culvert upgrades
- ☑ Sewer trunk main upgrades and lift station upgrades
- ☑ Parkland acquisition
- ☑ Park improvements
- ☑ Fire hall
- ☑ Studies

* Program Details can be found in the DCC Background Report

City of Courtenay

Capital Cost Summary

Service	Total Capital Cost ($M)	Benefit Allocation	Municipal Assist Factor	DCC Recoverable ($M)	Municipal Contribution ($M)[1]
Transportation	$73	42-100%	1%	$31	$42
Water	$6	42-100%	1%	$4	$2
Drainage	$19	25-100%	1%	$9	$10
Sewer	$26	50-100%	1%	$22	$4
Parks	$51	25-100%	1%	$36	$16
Fire	$25	42%	1%	$10	$15
Total [2]	**$200M**			**$112M**	**$88M**

[1] Includes municipal assist factor and portion allocated to existing development.

[2] Figures may not add due to rounding.

REGIONAL COLLABORATION

- All three municipalities and the CVRD are currently developing or revising DCC and/or ACC programs

- Development of the three DCC Bylaws (Courtenay, Comox, CVRD) has been coordinated to simplify fee calculation and support greater regional consistency

- Staff from each jurisdiction discussed developing consistent:

  - Land use category definitions (i.e., Low Density Residential, Commercial)

  - Units of charge (i.e., per dwelling unit, per square metre)

CATEGORY AND UNIT UPDATES

- **Low Density Residential (charged per unit at subdivision):** Both a detached accessory dwelling unit (ADU) and a suite (attached) are included

- **Medium Density Residential (charged per unit at building permit):** Applies to duplexes, townhomes, and mobile home parks

  ➔ Duplexes will be charged two (2) Medium Density rates (one per unit)

- **High Density Residential (charged per square metre at building permit):** Applies to apartment units, any ADUs in medium density developments, and any additional ADUs (beyond the first) in low density developments

  **NOTE: Cumberland's ACC program charges High Density Residential per dwelling unit, in alignment with their existing DCC bylaw*

- **Commercial, Industrial, Institutional (charged per square metre at building permit):** applies to non-residential development

APPENDIX C

Existing Development Cost Charges Amendment Bylaw No. 3164, 2024

The Corporation of the City of Courtenay

Bylaw No. 3164

A bylaw to amend "Development Cost Charge Bylaw No. 2840, 2016".

The Council of the City of Courtenay, in open meeting assembled, enacts as follows:

Citation

1. This Bylaw may be cited for all purposes as "Development Cost Charges Amendment Bylaw No. 3164, 2024".

Amendment

2. Pursuant to *Development Cost Charge Amendment Bylaw Approval Exemption Regulation* (BC Reg 130/2010) of the *Community Charter*, and in consideration of City of Courtenay *Development Cost Charges Amendment Bylaw No. 3116, 2023*, that Schedule "A" of *Development Cost Charges Bylaw No. 2840, 2016* be deleted and replaced with the following:

Development Cost Charge Schedule

Land Use	Collection basis	Transportation	Water	Sanitary Sewer	Drainage	Park Acquisition & Development	TOTAL
Single Family Residential	Per lot / dwelling unit	$3,047.96	$506.56	$1,585.29	$1,598.29	$972.39	**$7,710.49**
Multi-Family Residential	Per m^2 of total floor area	$17.12	$3.57	$11.20	$4.80	$6.87	**$43.56**
Commercial	Per m^2 of total floor area	$40.14	$1.32	$4.12	$7.19	$0.00	**$52.77**
Institutional	Per m^2 of total floor area	$40.14	$1.32	$4.12	$7.19	$0.00	**$52.77**
Congregate Care	Per m^2 of total floor area	$8.56	$1.79	$5.60	$2.40	$0.00	**$18.35**
Industrial	Per hectare	$32,743.86	$8,469.08	$26,503.81	$27,172.43	$0.00	**$94,889.18**

Read a first time this 11th day of December, 2024.

Read a second time this 11th day of December, 2024.

Read a time this 11th day of December, 2024.

Adopted this 18th day of December, 2024.

Mayor Bob Wells

Corporate Officer, Kate O'Connell

APPENDIX D

Proposed Development Cost Charges Bylaw No. 3191, 2025

The Corporation of the City of Courtenay

Bylaw No. 3191

A CERTIFIED TRUE COPY
TAKEN FROM THE
ORIGINAL DOCUMENT

SIGNATURE

December 11, 2025
DATE

CITY OF COURTENAY

Rayanne Matthews
Deputy Corporate Officer

A bylaw to impose Development Cost Charges

WHEREAS pursuant to the *Local Government Act,* the Council of the City of Courtenay may, by bylaw, impose development cost charges;

AND WHEREAS development cost charges may be imposed for the purpose of providing funds to assist the municipality in paying the capital costs of providing, constructing, altering, or expanding sanitary sewer, water, drainage, roads, fire protection facilities, and providing and improving park land to service directly or indirectly, the Development for which the charges are imposed;

AND WHEREAS the Council of the City of Courtenay is of the opinion that the charges imposed by this Bylaw:

a. are not excessive in relation to the capital cost of prevailing standards of service in the municipality;

b. will not deter Development in the municipality;

c. will not discourage the Construction of reasonably priced housing or the provision of reasonably priced serviced land in the municipality; and

d. will not discourage Development designed to result in a low environmental impact in the municipality;

AND WHEREAS Council has considered the charges imposed by this Bylaw in relation to future land use patterns and Development, the phasing of works and services and the provision of park land described in the Official Community Plan, and how Development designed to result in a low environmental impact may affect the capital costs of sewage, water, drainage, fire protection, roads, providing and improving park land;

AND WHEREAS in the opinion of the Council, the charges imposed by this Bylaw are related to capital costs attributable to projects included in the municipality's financial plan and long-term capital plans, and to capital projects consistent with the Official Community Plan.

NOW THEREFORE the Council of the City of Courtenay, in open meeting assembled, enacts as follows:

Citation

1. This Bylaw shall be cited as "**Development Cost Charges Bylaw No. 3191, 2025**".

Definitions

2. In this Bylaw:

"Building Permit"	means any permit required under the City of Courtenay Building Bylaw, as amended, or repealed and replaced from time to time.
"City"	means the City of Courtenay.

"Commercial"	means a Commercial Development in a Commercial Zone, or a similar Development in another Zone permitted in accordance with the Zoning Bylaw, in which the predominant use, as determined by its general purpose and list permitted uses, is of a Commercial nature. Commercial uses generally include buying, selling, or trading of goods or services direct to consumers, administrative, professional or other business operations.
"Community Care Facility"	means an establishment licensed as required under the *Community Care and Assisted Living Act* intended to provide care for three or more persons not related by blood or marriage to care provider.
"Construction"	includes building, erection, installation, repair, alteration, addition, enlargement, moving, relocating, reconstruction, demolition, removal, excavation, or shoring requiring a Building Permit.
"Detached Accessory Dwelling Unit"	means a self-contained Dwelling Unit designed to the applicable regulations under the Zoning Bylaw, that is detached from and clearly accessory to a One-Unit Dwelling or Two-Unit Dwelling and includes coach houses, carriage houses, or laneway houses, and may be situated above a detached garage.
"Development"	means Construction that requires the issuance of a Building Permit or Subdivision.
"Dwelling, Multiple-Unit"	means a principal building consisting of three (3) or more Dwelling Units.
"Dwelling, One-Unit"	means a principal building used exclusively for residential purposes and consisting of one (1) Dwelling Unit and may include a fully enclosed Secondary Suite as an independent Dwelling Unit located within the principal building.
"Dwelling, Two-Unit"	means a principal building used exclusively for residential purposes and consisting of two (2) principal Dwelling Units, and each principal Dwelling Unit in a Two-Unit Dwelling may include one fully enclosed Secondary Suite as an independent Dwelling Unit located within the principal building.
"Dwelling Unit"	means a room, a suite of rooms or a building or structure that is used or intended to be used as a self-contained private residence for one (1) household that may contain eating, living, sleeping and sanitary facilities.
"Gross Floor Area" or "GFA"	means the sum of the total floor area on a Lot of each storey in each building measured to the outside face of the exterior walls; excludes the areas of canopies, sundecks, outside stairs, concealed parking, separate and attached carports and garages.
"High Density Residential"	means a Multiple-Unit Dwelling with self-contained Dwelling Units accessed through a common hallway, one or more of which are wholly or partly above another self-contained Dwelling Unit. For the purpose of calculating development cost charges, High Density Residential also

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	includes a Detached Accessory Dwelling Unit except for one Detached Accessory Dwelling Unit associated with a One-Unit Dwelling.
"Industrial"	means an Industrial Development in an Industrial Zone, or similar Development in another Zone permitted in accordance with the Zoning Bylaw, in which the predominant use, as determined by its general purpose and list of permitted uses, is of an Industrial nature. Industrial uses generally include manufacturing, processing, fabricating, distilling, brewing, assembling, storing, transporting, distributing, wholesaling, testing, servicing, repairing, wrecking, recycling or salvaging of goods, materials or things for direct use or resale to individual business customers, and not for the general public and includes cannabis grow operations.
"Institutional"	means an Institutional Development in an Institutional Zone or a similar Development in another Zone permitted in accordance with the Zoning Bylaw, in which the predominant use, as determined by its general purpose and list of permitted uses, is of an Institutional nature. Institutional use generally includes non-profit civic facilities, services dedicated to religious, charitable, educational, health, or welfare purposes, and Community Care Facilities.
"Lot"	means any Lot, parcel, block, or other area in which land is held or into which it is legally subdivided, and for certainty, includes a bare land strata Lot under the *Strata Property Act*.
"Low Density Residential"	means a One-Unit Dwelling, or One-Unit Dwelling plus one Detached Accessory Dwelling Unit.
"Mobile Home"	means a building containing one (1) Dwelling Unit, built in a factory environment in one or more sections, intended to be occupied in a place other than its manufacture and is constructed to the CAN/CSA Z-240 (Mobile Home) standard, but excludes recreational vehicles.
"Mobile Home Park"	means a Lot used for the accommodation of two or more Mobile Homes placed on constructed pads.
"Medium Density Residential"	means a Two-Unit Dwelling or Multiple-Unit Dwelling with self-contained Dwelling Units accessible through separate, ground-oriented entrances. Forms include Mobile Home Parks, duplexes, triplexes, fourplexes and townhouses.
"Secondary Suite"	means a self-contained Dwelling Unit that is smaller than, secondary to, and connected to a principal Dwelling Unit located within a principal building on the same Lot. For the purposes of this Bylaw a Secondary Suite is deemed not to be a separate Dwelling Unit from the principal Dwelling Unit.
"Subdivision"	means a Subdivision as defined in the *Land Title Act* or *Strata Property Act*.
"Zone"	means the Zones identified and defined in the Zoning Bylaw.

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"Zoning Bylaw"	means the City of Courtenay Zoning Bylaw, as amended, or repealed and replaced from time to time.

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Interpretation

3. **In this Bylaw**

   a. words importing the singular number include the plural and vice versa and words importing the neuter gender include the masculine and the feminine genders;

   b. headings given to sections are for convenience of reference only and do not form part of this Bylaw;

   c. unless expressly stated otherwise, a reference to a "section" is a reference to a section in this Bylaw and a reference to a "part" is a reference to a part in this Bylaw;

   d. if any provision is found to be in conflict with the *Local Government Act* regarding the imposition of development cost charges, the interpretation of this Bylaw shall be guided so as to remain consistent with the authority established in the *Local Government Act*.

   e. unless expressly stated otherwise, a reference to an enactment is a reference to an enactment of British Columbia and its regulations, as amended, revised, consolidated, or replaced from time to time, and a reference to a bylaw or policy is a reference to a City bylaw or policy, as amended, revised, consolidated, or replaced from time to time; and

Application

4. This Bylaw applies to all applications for Subdivision and for issuance of a Building Permit for parcels located within the City of Courtenay.

5. The attached **Schedule "A"** forms part of this Bylaw.

Development Cost Charges

6. The development cost charges set out in Schedule "A", attached hereto and forming part of this Bylaw, are hereby imposed on every person who obtains:

   a. approval of a Subdivision of land under the *Land Title Act* or the *Strata Property Act*, that results in two or more Lots on which the Zoning Bylaw permits the Construction of Low Density Residential;

   b. approval of a Building Permit for all other types of Development to which this Bylaw applies.

   and the development cost charge shall be paid upon approval of a Subdivision or issuance of a Building Permit, as the case may be.

All charges imposed by this Bylaw may be paid by instalments in accordance with the permissions provided in the *Local Government*

7. For certainty, this Bylaw imposes charges in respect of Building Permits authorizing the Construction, of buildings or structures that will, after the Construction, contain fewer than four Dwelling Units and for which the Dwelling Units in the building or structure will be put to no use other than residential use.

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Exemptions

8. Despite any other provision of this Bylaw, a development cost charge is not payable if any of the following applies in relation to a Development authorized by a Building Permit:

   a. the permit authorizes the Construction of a building or part of a building that is, or will be, after the Construction, exempt from taxation under section 220(1)(h) or 224(2)(f) of the *Community Charter*;

   b. the permit authorizes the Construction of Dwelling Units in a building, where the floor area of each Dwelling Unit is no larger than 29m^2, and each Dwelling Unit will be put to no other use than residential use in those dwelling units;

   c. the value of the work authorized by the permit does not exceed $75,000;

   d. the Development does not impose new capital cost burdens on the City;

   e. a development cost charge has previously been paid for the Development unless, as a result of further Development, new capital cost burdens will be imposed on the municipality; or

   f. the *Local Government Act* or any regulations thereunder provide that no development cost charge is payable.

9. The amount of development cost charges payable in relation to a particular Development shall be calculated using the applicable charges set out in Schedule "A" of this Bylaw.

10. Where a type of Development is not specifically identified in Schedule "A" the amount of development cost charges to be paid to the municipality shall be equal to the development cost charges that are payable for the most comparable type of Development.

11. The amount of development cost charges payable in relation to mixed-use type of Development shall be calculated separately for each portion of the Development, in accordance with Schedule "A", based on the mix of uses included in the Building Permit application and the total development cost charges payable shall be the sum of the charges payable for each type.

12. Where a Low Density Residential charge has been paid on a lot, the charge shall include the "Dwelling, One-Unit", and one or both of the following a "secondary suite', and/or "Detached Accessory Dwelling Unit".

Effective Date

13. This Bylaw shall come into force and effect on the date of adoption.

Severability

14. If any portion of this Bylaw is declared invalid by a court of competent jurisdiction, then the invalid portion must be severed, and the remainder of the Bylaw is deemed valid.

Repeal

15. "Development Cost Charges Bylaw No. 2840, 2016" and any and all amendments thereto, is hereby repealed.

Read a first time this 10th day of December, 2025

Read a second time this 10th day of December, 2025

Read a third time this 10th day of December, 2025

Approved by the Inspector of Municipalities on the [day] day of [month], [year]

Adopted this [day] day of [month], [year]

Mayor Bob Wells

Corporate Officer, Adriana Proton

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Rayanne Matthews
Deputy Corporate Officer

The Corporation of the City of Courtenay

Bylaw No. 3191

Schedule A – "Development Cost Charge Schedule"

Land Use	Unit	Transportation	Water	Drainage	Sewer	Parks	Fire	TOTAL
Low Density Residential	Per Dwelling Unit/Lot	$3,861.00	$537.00	$1,260.00	$4,942.00	$8,644.00	$2,588.00	$21,832.00
Medium Density Residential	Per Dwelling Unit	$2,169.00	$292.00	$1,008.00	$2,692.00	$4,708.00	$1,409.00	$12,278.00
High Density Residential	Per square metre of GFA*	$28.94	$3.44	$5.09	$31.66	$55.38	$16.58	$141.09
Commercial	Per square metre of GFA	$50.83	$1.12	$5.67	$10.30	$18.01	$5.39	$91.32
Institutional	Per square metre of GFA	$50.83	$1.12	$5.67	$10.30	$0.00	$5.39	$73.31
Industrial	Per square metre of GFA	$4.15	$0.72	$2.14	$6.62	$0.00	$3.47	$17.10

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