



Bamfield Water Advisory Committee Meeting

Thursday, October 20, 2022

Via Zoom Video Conferencing

6:00 pm

Regular Agenda

Watch the meeting live at: <https://www.acrd.bc.ca/events/20-10-2022/>

Register to participate via Zoom Webinar at:

https://portalberni.zoom.us/webinar/register/WN_ftDvrnaaS7i66be9bBS4mQ

| | PAGE # |
|--|---------------|
| 1. <u>CALL TO ORDER</u> | |
| Recognition of Territories. | |
| Notice to attendees and delegates that this meeting is being recorded and livestreamed to YouTube on the Regional District Website. | |
| 2. <u>APPROVAL OF AGENDA</u> | |
| <i>(motion to approve, including late items requires 2/3 majority vote)</i> | |
| 3. <u>MINUTES</u> | |
| a. Bamfield Water Advisory Committee Meeting held June 16, 2022 | 3-5 |
| <i>THAT the minutes of the Bamfield Water Advisory Committee meeting held on June 16, 2022 be received.</i> | |
| 4. <u>REQUEST FOR DECISIONS</u> | |
| a. REQUEST FOR DECISION | 6-12 |
| Bamfield Water Advisory Committee Terms of Reference Review | |
| THAT the Bamfield Water Committee recommend that the Alberni-Clayoquot Regional District Board of Directors give three readings and adoption to Bylaw A1070-3, Bamfield Water Committee Amendments, 2022 and approve the revised Committee Terms of Reference. | |

b. **REQUEST FOR DECISION**

13-65

Development Cost Charge Bylaw Review and Update

THAT the Bamfield Water Committee recommend the Alberni-Clayoquot Regional District Board of Directors approve adoption of the new Bamfield Water System Development Cost Charges Bylaw.

5. **LATE BUSINESS**

(requires 2/3 majority vote)

6. **QUESTION PERIOD**

Questions/Comments from the public:

- Participating in the Zoom meeting
- Emailed to the ACRD at responses@acrd.bc.ca

7. **IN CAMERA**

Motion to close the meeting to the public as per the Community Charter, section(s):

- 90 (1) (j) information that is prohibited, or information that if it were presented in a document would be prohibited, from disclosure under section 21 of the Freedom of Information and Protection of Privacy Act;*
- 21 (1) (c) (i) of FOIPPA: harm significantly the competitive position or interfere significantly with the negotiating position of the third party.*

8. **ADJOURN**



Alberni-Clayoquot Regional District

MINUTES OF THE BAMFIELD WATER ADVISORY COMMITTEE

MEETING HELD ON THURSDAY, JUNE 16, 2022, 6:00 PM

Hybrid - Zoom/Board Room, 3008 Fifth Avenue, Port Alberni, BC

MEMBERS Bob Beckett, Chairperson, Director, Electoral Area "A" (Bamfield)

PRESENT: Lisa Herbig
J.P. Hastey
Brian McKay
James Willock
Les Butler

STAFF PRESENT: Jenny Brunn, General Manager of Community Services
Eddie Kunderman, Operations Manager

The meeting can be viewed on the Alberni-Clayoquot Regional District website at <https://www.acrd.bc.ca/events/16-6-2022/>

1. **CALL TO ORDER**

The Chairperson called the meeting to order at 6:20 pm.

The Chairperson recognized this meeting is being held throughout the Nuu-chah-nulth territories.

The Chairperson reported this meeting is being recorded and livestreamed to YouTube on the Regional District website.

Introductions- Committee Members and Staff present in the Boardroom.

2. **IN CAMERA**

Motion to close the meeting to the public as per the Community Charter, section(s):

- i. 90 (1) (j) information that is prohibited, or information that if it were presented in a document would be prohibited, from disclosure under section 21 of the Freedom of Information and Protection of Privacy Act;*
- ii. 21 (1) (c) (i) of FOIPPA: harm significantly the competitive position or interfere significantly with the negotiating position of the third party.*

CARRIED

The meeting was closed to the public at 6:25 pm.

The meeting was re-opened to the public at 6:40 pm

3. APPROVAL OF AGENDA

MOVED: Lisa Herbig
SECONDED: J.P. Hastey

THAT the agenda be approved as circulated with the addition of late items as outlined for consideration.

CARRIED

4. MINUTES

a. Bamfield Water Advisory Committee Meeting held November 23rd, 2021

MOVED: Lisa Herbig
SECONDED: J.P. Hastey

THAT the minutes of the Bamfield Water Advisory Committee Meeting held on November 23rd, 2021, be received.

CARRIED

5. REQUEST FOR DECISIONS

a. Bamfield Water Committee Terms of Reference Review 2022

MOVED: J.P. Hastey
SECONDED: Lisa Herbig

THAT the Bamfield Water Committee re-confirm their terms of reference for 2022 as amended.

CARRIED

b. Bylaw F1147 Amendment of Bamfield Water System Rates and Regulation Bylaw

MOVED: J.P. Hastey
SECONDED: Lisa Herbig

THAT the Bamfield Water Advisory Committee recommends that the ACRD Board of Directors approve amendments to Bylaw F1147 to include a water rate adjustment to \$60/month, effective July 1st, 2022, and a fee for Water Model Analysis of \$850.

CARRIED

6. REPORTS

a. Bamfield Water System 2021 Annual Report

MOVED: Lisa Herbig
SECONDED: Brian McKay

THAT the Bamfield Water Advisory Committee receives the Bamfield Water System 2021 Annual Report for information.

CARRIED

7. QUESTION PERIOD

Questions/Comments from the public. Eddie Kunderman, Operations Manager advised there were no questions or comments respecting an agenda topic from public.

8. IN CAMERA

Motion to close the meeting to the public as per the Community Charter, section(s):
j. 90 (1) (j) information that is prohibited, or information that if it were presented in a document would be prohibited, from disclosure under section 21 of the Freedom of Information and Protection of Privacy Act;
ii. 21 (1) (c) (i) of FOIPPA: harm significantly the competitive position or interfere significantly with the negotiating position of the third party.

CARRIED

The meeting was closed to the public at 7:13 pm.

The meeting was re-opened to the public at 7:21 pm

9. ADJOURN

MOVED: J.P. Haste
SECONDED: Lisa Herbig

THAT this meeting be adjourned at 7:21 pm.

CARRIED

Certified Correct:

Bob Beckett
Bob Beckett,
Chairperson

Eddie Kunderman
Eddie Kunderman,
Operations Manager



REQUEST FOR DECISION

To: Bamfield Water Committee
From: Eddie Kunderman, Operations Manager
Meeting Date: October 20, 2022
Subject: Terms of Reference Update

Recommendation:

THAT the Bamfield Water Committee recommend that the Alberni-Clayoquot Regional District Board of Directors give three readings and adoption to Bylaw A1070-3, Bamfield Water Committee Amendments, 2022 and approve the revised Committee Terms of Reference.

Desired Outcome:

To review and confirm the changes in the terms of reference for the Bamfield Water Committee for 2022 and amend the Committee Bylaw to reflect the updated terms of reference.

Background:

The *Local Government Act* enables Regional District's to establish and appoint members to standing committees to deal with matters the Board considers would be better dealt with by a Committee.

The Bamfield Water Committee (BWC) is a standing committee of the Alberni-Clayoquot Regional District (ACRD) that advises the ACRD Board of Directors on matters relating to the Bamfield Water Service including budgeting, future capital planning and other matters relating to the service such as regulations and policies. The BWC was established by the ACRD Board of Directors in 1983 by bylaw.

At the first Committee meeting each year, all ACRD Committees review their terms of reference and consider any changes. At the June 16, 2022 meeting the following changes to the BWC Terms of Reference were suggested:

- 1) Identify the Bamfield Marine Science Centre nominee as an ex-officio non-voting member
- 2) Identify that an ex-officio non-voting member is nominated by the Bamfield Community Affairs group
- 3) Reduce the number of voting members required for quorum from four (4) to three (3)
- 4) Identify that appointments to the BWC must be made before the end of each year

The amendment to the BWC terms of reference also triggers an amendment to Bylaw A1070, *Bamfield Water Committee, 2011, Bylaw A1070-1, Bamfield Water Committee Amendment, 2015 and Bylaw A1070-2, Bamfield Water Committee Amendment, 2021* (attached). Bylaw A1070-3, *Bamfield Water Committee Amendment, 2022* is attached for review and consideration by the committee. Upon recommendation of the Committee, this amending Bylaw will be forwarded for consideration of three readings and adoption by the ACRD Board of Directors at their next meeting, along with the revised BWC terms of reference.

Time Requirements – Staff & Elected Officials:

It is estimated that 1 hour will be necessary to update the BWC Terms of Reference and amend the applicable bylaw.

Policy or Legislation:

Local Government Act and Bylaws A1070, A1070-1 and A1070-2 apply.

Submitted by: *Jenny Brunn*
Jenny Brunn, General Manager of Community Services

Reviewed by: *Wendy Thomson*
Wendy Thomson, General Manager of Administrative Services

Approved by: *Daniel Sailland*
Daniel Sailland, MBA, Chief Administrative Officer



Alberni-Clayoquot Regional District

Terms of Reference Bamfield Water Committee

1. Introduction

- 1.1 The Alberni-Clayoquot Regional District (ACRD) has established, by bylaw, the Bamfield Water Committee to consider issues and to make recommendations to the ACRD Board pertaining to the Bamfield Water System Service.
- 1.2 The Bamfield Water Committee is a Standing Committee of the Board of Directors.

2. Objective

- 2.1 The Bamfield Water Committee advises the Board on matters relating to the Bamfield Water System, including but not limited to system planning, annual budgets and capital works.

3. Scope of Work

- 3.1 To achieve this objective, the Bamfield Water Committee will undertake the following activities:
 - Budgeting for the Bamfield Water System
 - Future capital planning and budget implications
 - Matters relating to the service such as regulations and policy
 - Assist Regional District Staff and Contractors in overseeing provisions of the Service

4. Membership

The Committee is appointed by the Regional District Board and is comprised of five (5) regular voting members and three (3) ex-officio non-voting members as follows:

- 4.1 The Director, or in the event of his/her absence the Alternate Director, shall be the Chairperson of the Committee;
- 4.2 The Fire Chief of the Bamfield Volunteer Fire Department shall sit as an ex-officio non-voting member and will serve of the Committee for the same term as his/her term as Fire Chief of the Bamfield Volunteer Fire Department.

- 4.3 The Chairperson of the Bamfield Advisory Planning Commission;
- 4.4 One (1) member nominated by the Bamfield Marine Science Centre, who shall sit as an ex-officio non-voting member;
- 4.5 One (1) member nominated by Bamfield Community Affairs, who shall sit as an ex-officio non-voting member;
- 4.6 Two (2) members at large from Electoral Area “A” (Bamfield) to be nominated at Bamfield Community Affairs meeting as follows:
 - a
 - One (1) member at large serving for a two (2) year term
 - One (1) member at large serving for a three (3) year term
- 4.7 One (1) member from the Bamfield business community, nominated by the Bamfield Chamber of Commerce;
- 4.8 A quorum at any meeting of the Bamfield Water Committee shall be the majority of the voting member of the committee, one of whom must be the Director or Alternate Director of the Regional District Board.

5. Appointment and Term

- 5.1 Appointments to this Committee must be nominated before the end of the year and shall be for the term they are representatives of the organizations listed in Sections 4.1, 4.2, 4.3, 4.4, 4.5.
- 5.2 The Regional Board shall appoint the members-at-large, Section 4.5 and members nominated by the Bamfield business community, Section 4.6 from time-to-time, upon the recommendation of the Director for Electoral Area “A” (Bamfield).
- 5.3 Committee appointments are re-confirmed by the Chair of the Board at the Regular ACRD Board of Directors Meeting in January of each year.

6. Meeting Procedures

- 6.1 Meetings of the Committee shall be conducted and held in accordance with the Regional District’s Procedures Bylaw;
- 6.2 All decisions of the Committee shall be made by a majority of the members present at the meeting, with each member having one vote;
- 6.3 Committee meetings shall be held no less than three times per calendar year and will be at the call of the Chairperson;
- 6.4 Two weeks’ notice will be given to the Committee and the public for all Bamfield Water Committee meetings;

6.5 Minutes shall be kept for all meetings of the Committee and a copy of such minutes forwarded to the offices of the Regional District of Alberni-Clayoquot as soon as possible after each meeting.

7. Reporting to the Board

7.1 The Committee Chair will report to the ACRD Board on the activities of the Committee.

7.2 Recommendations from the Committee to the Board must be adopted by the Committee prior to presentation to the ACRD Board.

7.3 All Committee deliberations and recommendations to the Board respecting the Bamfield Water service will be guided by the ACRD’s Strategic Plan.

8. Resources

8.1 On behalf of the Committee, ACRD staff will provide advice and professional assistance to the Committee including writing letters, preparing reports to the ACRD Board.

8.2 ACRD staff will provide support to the Committee including preparing agendas, recording the minutes of meetings and ensuring Committee agenda’s, minutes etc. are circulated electronically to all Committee Members and the ACRD Board.

| | |
|-----------------------|--|
| Revised by the Board: | |
|-----------------------|--|



Regional District of Alberni-Clayoquot

Bylaw No. A1070-3

A bylaw to amend Bylaw A1070, Bamfield Water Committee

The Board of the Alberni-Clayoquot Regional District in open meeting assembled enacts as follows:

1. CITATION

This bylaw may be cited for all purposes as *“Bylaw A1070-3, Bamfield Water Committee Amendment, 2022.”*

2. AMENDMENT

Bylaw No. A1070, *Bamfield Water Committee, 2011* is hereby amended as follows:

Amendment to Section 4 – Membership

- 4.4 One (1) member nominated by the Bamfield Marine Science Centre, *who shall sit as an ex-officio non-voting member;*
- 4.5 *One (1) member nominated by Bamfield Community Affairs, who shall sit as an ex-officio non-voting member;*
- 4.8 *A quorum at any meeting of the Bamfield Water Committee shall be the majority of the voting member of the committee, one of whom must be the Director or Alternate Director of the Regional District Board*

Amendment to Section 5 – Appointment and Term

- 5.1 Appointments to this Committee *must be nominated before the end of the year and* shall be for the term they are representatives of the organizations listed in Sections 4.1, 4.2, 4.3, 4.4, 4.5.

Read a first time this day of , 2022.

Read a second time this day of , 2022.

Read a third time this day of , 2022.

Adopted this day of , 2022.

Chairperson

General Manager of Administrative Services



REQUEST FOR DECISION

To: Bamfield Water Advisory Committee
From: Eddie Kunderman, Operations Manager
Meeting Date: October 20, 2022
Subject: Development Cost Charge Bylaw Review and Update

Recommendation:

THAT the Bamfield Water Committee recommend the Alberni-Clayoquot Regional District Board of Directors approve adoption of the new Bamfield Water System Development Cost Charges Bylaw.

Desired Outcome:

To update the Bamfield Water System Development Cost Charges Bylaw to more accurately reflect the capital costs associated with developments and recover funding to offset some of these costs.

Summary:

Koers Engineering has been working on a Development Cost Charge (DCC) update for the Bamfield Water System. Bylaw No. F1003 "A By-law to Impose Development Cost Charges for the Bamfield Water System" was created in 1996 and no longer is an accurate reflection of the DCC's necessary for the system. Koers has provided the attached "Development Cost Charge Bylaw Technical Report," which has provided the information to accurately update the DCC Bylaw and charges.

A large part of the bylaw approval process is receiving input from affected parties at various points of the process. Staff have drafted a detailed communications plan (attached), which identifies the parties that are most likely to be affected and identifies the means of communication with each of these parties. The "Development Cost Charge – Best Practices Guide, 3rd Edition 2005" (BPG) is a publication put forth by the BC Ministry of Community Services that identifies the best practices when creating DCC bylaws. Within the BPG it recommends that opportunities for stakeholder input be provided at two points during the DCC bylaw development:

- 1) Before the first reading by Council (Board)
- 2) Before the third reading by Council (Board)

It is also recommended that a public information meeting is held between the second and third readings of the bylaw, which will be taking place via zoom in this instance. Aside from presenting the DCC bylaw update to the Advisory Committee, staff will be providing the information to Huu-ay-aht First Nations and to the Bamfield Community Affairs Society. Staff will also provide individual information packages to the Planning Department, that can be presented to individual developers as we move through the process.

Bylaw No. F1003 contained 12 different types of development in which DCC charges could apply. The new DCC bylaw has reduced this to 5 main types of development: Singly Family Residential, Multi-Family Residential, Commercial, Institutional and Industrial.

For Single Family Residential and Multi-Family Residential developments, the DCC can be collected upon subdivision stage, or at the building permit stage if it isn't collected upon subdivision. For Commercial, Institutional and Industrial, the DCC are only collected at the building permit stage, as the amount of DCC is dependent upon the gross building area (Commercial and Institutional) or gross site area (Industrial).

In the new bylaw, the DCC charge remains constant, whether it is collected at the subdivision or building permit stage. In Bylaw F1003, there were different DCC charges due at both subdivision and building permit stages, which could cause confusion. The simplification of the process will help limit the confusion caused by the new bylaw, as compared to F1003.

The BPG also recommends a suitable period between when a new DCC bylaw is accepted, and when it is put into effect. This is known as a "grace period," which will be 30 days. There is also "In-Stream Protection" which provides stability for developers with an application already in process when a new DCC bylaw is accepted. The "In-Stream Protection" lasts for 12 months (from the time that the bylaw is adopted?), as long as the 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.

Background:

DCC's represent a part of the funding required to construct necessary capital projects and are funds collected from developments, to help offset some of additional burden development places on the water system. As the road network to the community of Bamfield is improved, it is expected that development will continue to flourish. It is important that the DCC bylaw is updated to meet the requirements and additional burden that this increased development will have on the current water system.

Time Requirements – Staff & Elected Officials:

Staff estimate approximately 20 hours of time will be needed for communications and approval of the new DCC bylaw.

Financial:

Below is schedule A from the new DCC bylaw, which shows the applicable DCC charges for each type of development:

| Type of Development | Upon Subdivision | Upon Building Permit |
|----------------------------|------------------------------|--|
| Single Family Residential | \$8,325 per residential unit | \$8,325 per residential unit (if not paid at time of Subdivision) |
| Multi-Family Residential | \$6,470 per residential unit | \$6,470 per residential unit (if not paid at time of subdivision) |

| | | |
|---------------|--|---|
| Commercial | | \$38.80 per 1m ² of gross building area |
| Institutional | | \$47.40 per 1 m ² of gross building area |
| Industrial | | \$19.41 per 1 m ² of gross site area |

Policy or Legislation:

Local Government Act, RSBC 2015, c.1., Sections 558 through 570 under Part 14 – Planning and Land Use Management and Division 19 – Development Cost Recovery allow local government to collect DCC’s to facilitate development by providing a method to finance capital projects related to roads, drainage, sewerage systems, waterworks and parks.

Options Considered:

Staff are not recommending any other options, given that Bylaw F1003 is outdated and does not meet the requirements that additional development is placing on the water system.

Submitted by: Jenny Brunn
 Jenny Brunn, General Manager of Community Services

Reviewed by: Wendy Thomson
 Wendy Thomson, General Manager of Administrative Services

Approved by: Daniel Sailland
 Daniel Sailland, MBA, Chief Administrative Officer

Type text here

WORKING DRAFT



Alberni-Clayoquot
Regional District

Bamfield Water System

Development Cost Charge Bylaw

Technical Report



- DRAFT -
July 26, 2022



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July 26, 2022
2228-01

Alberni-Clayoquot Regional District
3008 5th Ave
Port Alberni, BC V9Y 2E3

Attention: **Ms. Jenny Brunn**
 General Manager of Community Services

Re: Bamfield Water System
 Development Cost Charge Bylaw Technical Report, - DRAFT REPORT -

Koers & Associates Engineering Ltd. is pleased to submit a pdf copy of our report entitled: Bamfield Water System Development Cost Charge Bylaw Technical Report – Draft Report for review and comments.

This report is in support of a major update of the existing Alberni-Clayoquot Regional District (ACRD) “Bamfield Water System Development Cost Charge Bylaw No. F1003, 1996” which was adopted on January 27, 1997. This report has been prepared in accordance with the Development Cost Charge Best Practise Guide published by the Ministry of Community Services.

The twelve (12) land-use categories in the current bylaw are proposed to be replaced with the following five (5) land-use categories:

- Single Family
- Multi-Family
- Commercial
- Institutional
- Industrial

This study utilizes the build-out projections provided by ACRD staff based on the Bamfield Official Community Plan Bylaw No. P1309.

The water system infrastructure projects are from the Bamfield Water System Infrastructure Renewal & Long Range Plan, May 14, 2021 by Koers & Associates Engineering Ltd. The total estimated capital cost for the infrastructure projects is \$20,510,000+GST in Year 2022 dollars, as of July 2022. Project costs have been portioned between existing and future users based on the existing (Year 2021 Census) population count vs the future population based on the build-out projections.

.../2

July 26, 2022
2228-01

WORKING DRAFT

2

Alberni-Clayoquot Regional District
Ms. Jenny Brunn

For this draft report, a 1% Assist Factor has been used for calculating the DCC rates. We request the ACRD confirm the use of 1% for the final report.

The Ministry Submission Summary Checklist in Appendix A will be completed upon receipt of your comments.

We would be pleased to review the report with you at your convenience and answer any questions you may have.

The final report will be issued after receipt of your comments.

Yours truly,

KOERS & ASSOCIATES ENGINEERING LTD.

Chris Holmes, P.Eng.
Project Engineer

Chris Downey, P.Eng.
Project Manager

Permit to Practice No. 1001658

Enclosure

KOERS & ASSOCIATES ENGINEERING LTD.



Bamfield Water System Development Cost Charge Bylaw Technical Report

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A Ministry Submission Summary Checklist

1 INTRODUCTION

1.1 Background

The Bamfield Water System (BWS) is owned and operated by the Alberni Clayoquot Regional District (ACRD). The water supply source is Sugsaw Lake. The infrastructure owned and maintained by the ACRD includes:

- Raw Water Supply Intake (Sugsaw Lake)
- Raw Water Supply Submarine Pipelines
- Water Treatment Plant
- Water Booster Pump Station
- Treated Water Storage Reservoirs
- Watermains (Buried and Submarine)
- Water Service Connection and Water Meters
- Valves, Hydrants, Flushouts, Air Valves, and Other System Appurtenances
- Supervisory Control and Data Acquisition (SCADA) system

The current Bamfield Water System (BWS) Development Cost Charge (DCC) Bylaw (Bylaw No. F1003, 1996) has not been updated since it was adopted twenty-five (25) years ago on January 21, 1997.

The finding detailed in this report result from the ACRD's need for a major update of its DCCs. They are based on applicable capital water projects; their current estimated cost; development projections for each land-use type; project benefit to existing users; and amount of funds in the existing DCC Reserve fund. It should be noted that a development in one area of the BWS may contribute to the need for upgrading, expanding or construction of new infrastructure in another area of the system.

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.

The proposed DCCs are to be based on growth to OCP build-out and the resulting capital works required as identified in the infrastructure and planning documents listed in **Table 1**.

Table 1 - Relevant Infrastructure & Planning Documents

| No. | Document Description | Date | Author |
|---------------------------------|--|----------------|-------------------------------------|
| Bamfield Specific | | | |
| 1 | Bamfield Housing Needs Report | 2021 | ACRD |
| 2 | Bamfield Water System Infrastructure Renewal & Long Range Plan | 2021 May 14 | Koers & Associates Engineering Ltd. |
| 3 | Bamfield Official Community Plan | 2014 Oct 22 | ACRD et al. |
| Development Cost Charges | | | |
| 4 | Best Practices Guide, 3 rd Edition | 2005 | BC Government |

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:

- Jenny Brunn, General Manager of Community Services
- Alex Dyer, Planning Manager
- Eddie Kunderman, Operations Manager

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), 3rd 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 A**. 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 *Local Government Act*. The BPG is based on six principles which are recommended to be followed in the development of a DCC Bylaw:

- | | |
|----------------------------|---|
| Integration | A DCC program is subordinate to the broader goals of a community. |
| Benefiter Pays | Infrastructure costs should be paid by those who will use and benefit from the installation of such systems. |
| Fairness and Equity | Costs should be distributed between existing users and new development in a fair manner. |
| Accountability | All information on which DCC's are based on should be accessible and understandable by stakeholders. |
| Certainty | The DCC program should provide both stable charges and orderly construction of infrastructure |
| 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 Waivers, Reductions & Exemptions

Section 561 and 563 of the Local Government Act (LGA) describes circumstances when a development can have DCCs waived or reduced or are exempt from paying. A brief overview of each is presented below.

2.2.1 Waivers & Reductions

The Local Government Act, Division 19 – Development Costs Recovery, Section 563 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”:

- (a) not-for-profit rental housing, including supportive living housing;
- (b) for-profit affordable rental housing;
- (c) a subdivision of small lots that is designed to result in low greenhouse gas emissions; and

- (d) a development that is designed to result in a low environmental impact.

If waivers and/or reductions are to be provided, the local government, by bylaw, must:

- (a) must establish what constitutes an eligible development or class of eligible development for the purposes of one or more categories of eligible development,
- (b) must establish the amount or rates of reduction for an eligible development, which may be different for different categories of eligible development,
- (c) may establish the requirements that must be met in order to obtain a waiver or reduction and the conditions on which such a waiver or reduction may be granted

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.

2.2.2 Exemptions

The Local Government Act, Division 19 – Development Costs Recovery, Section 561 describe 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) when a DCC 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, regional district or greater board
- (3) where a building permit is issued for the construction, alteration, or extension of a building that:
 - a. contains fewer than 4 self-contained dwelling units (**see clarification note below**), and
 - b. be put to no other use than the residential use in those dwelling units:
- (4) 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 m² (square metres) (**see clarification note below**), and
 - b. each unit is to be put to no other use other than the residential use in those dwelling units
- (5) where the value of the work covered by the building permit does not exceed \$50,000 (**see clarification note below**); and

Clarification Note:

With regards to the DCC exemptions for less than four dwelling units, Section 561 (6) and (11) provides local government with the flexibility to require payment of DCCs for a building permit that contains fewer than 4 self-contained dwelling units.

With regards to the DCC exemptions for self-contained dwelling units no larger in area of 29 m², Section 561 (8) and (11) provide local government with the flexibility to increase the size of the area, subject to maximum value that may, by regulation, be established by the minister.

With regards to the DCC exemptions for a building permit not exceeding \$50,000, Section 561 (10) and (11) provide local government with the flexibility to set a higher value, subject to maximum value that may, by regulation, be established by the minister.

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 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.

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 and Development Permits & Rezoning Applications

Section 568 of the *Local Government Act* 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 Section 565 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 “DCC Credit” versus a “DCC 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:

- i Underlying DCC assumptions
- ii Broad policy considerations

- iii Updated development projections
- iv DCC program costs
- v Timing of proposed capital works
- vi Addition of new projects to the DCC program, when necessary
- vii 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.

3.1.2 Time Frame

The proposed Bylaw will be based on a ‘**build-out**’ basis for this DCC update. This means DCCs are based on the construction of the infrastructure needed to accommodate development the full extent of the Official Community Plan

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 and Multi-Family). Listed below is a brief description of the anticipated growth for the areas serviced by the BWS.

Table 2 summarizes the projected unit increase based on OCP Build-out as provided by the ACRD.

Table 2 - Residential Dwelling Units Projected Growth

| Residential Development Type | Number of Units |
|------------------------------|-----------------|
| Single Family | 551 |
| Multi Family | 200 |
| Total | 751 |

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 (m²). 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.

Given the limited areas zoned for commercial and institutional use in the BWS it has been assumed that all existing commercial and institutional lands will be redeveloped prior to build out.

Table 3 summarizes the projected increase in commercial and institutional gross floor area based on OCP Build-out as provided by the ACRD.

Table 3 - Commercial & Institutional Development Projected Growth

| Total Gross Floor Area | |
|------------------------------|---------------------------------|
| Commercial (m ²) | Institutional (m ²) |
| 63,188 | 135,621 |

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, which the Regional District has selected.

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.

Table 4 summarizes the projected increase in industrial developed based on OCP Build-out property as provided by the ACRD.

Table 4 - Industrial Development Projected Growth

| Total Land Area (m ²) |
|-----------------------------------|
| 146,685 |

A summary of the projected growth for each land use category based on OCP Build-out is presented in **Table 5**.

Table 5 - Projected Growth by Land-Use

| Land Use | Total Projected Growth |
|-----------------|------------------------|
| Residential | |
| - single family | 551 DU |
| - multi family | 200 DU |
| Commercial | 63,188 m ² |
| Institutional | 135,621 m ² |
| Industrial | 146,685 m ² |

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:

$$DCP = PC - GG - BEU - AF - RF$$

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 (Benefit) 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 Exemptions, Waivers & Reductions**)

4.2 Project Costs

Project construction costs in this report are preliminary, order of magnitude, estimates based on the *Bamfield Water System Infrastructure Renewal & Long Range Plan, Final Report, May 17, 2021.*

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. The costs are in 2022 dollars as July 2022 when the Engineering News Record Construction Cost Index (ENR CCI) was 13,168.

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 **no grant funding** will be available. 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 fact, 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 DCC calculation.

Table 6 lists the Bamfield Water System reserve fund balance as of June 30, 2022.

Table 6 - DCC Reserve Fund Balance

| DCC Category | Reserve Fund Balance \$ |
|--------------|-------------------------------|
| Water | \$ 79,493.64 |

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:

- Bamfield Water System Infrastructure Renewal & Long Range Plan, May 14, 2021 by Koers & Associates Engineering Ltd.

The location of each project is shown in the **Drawing No. 2228-01 Water Project Locations**.

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. The equivalent population factors are based on the Ministry's BPG.

Table 7 shows the equivalent population data used for the water system DCC calculations.

Table 7 - Water System Equivalent Population Summary

| Land Use Category | Projected Growth | Equivalent Population Factor | Equivalent Population |
|-------------------------------------|------------------|------------------------------|-----------------------|
| Single Family, lots | 551 | 1.93 | 1,063 |
| Multi Family, units | 200 | 1.5 | 300 |
| Commercial, m ² | 63,188 | 0.0090 | 569 |
| Institutional, m ² | 135,621 | 0.011 | 1,492 |
| Industrial, ha | 14.7 | 45 | 660 |
| Total Equivalent Population: | | | 4,084 |

6.3 Cost Charge Calculations

Table 8 – Water Project List & DCC Calculations 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 **4,084**.

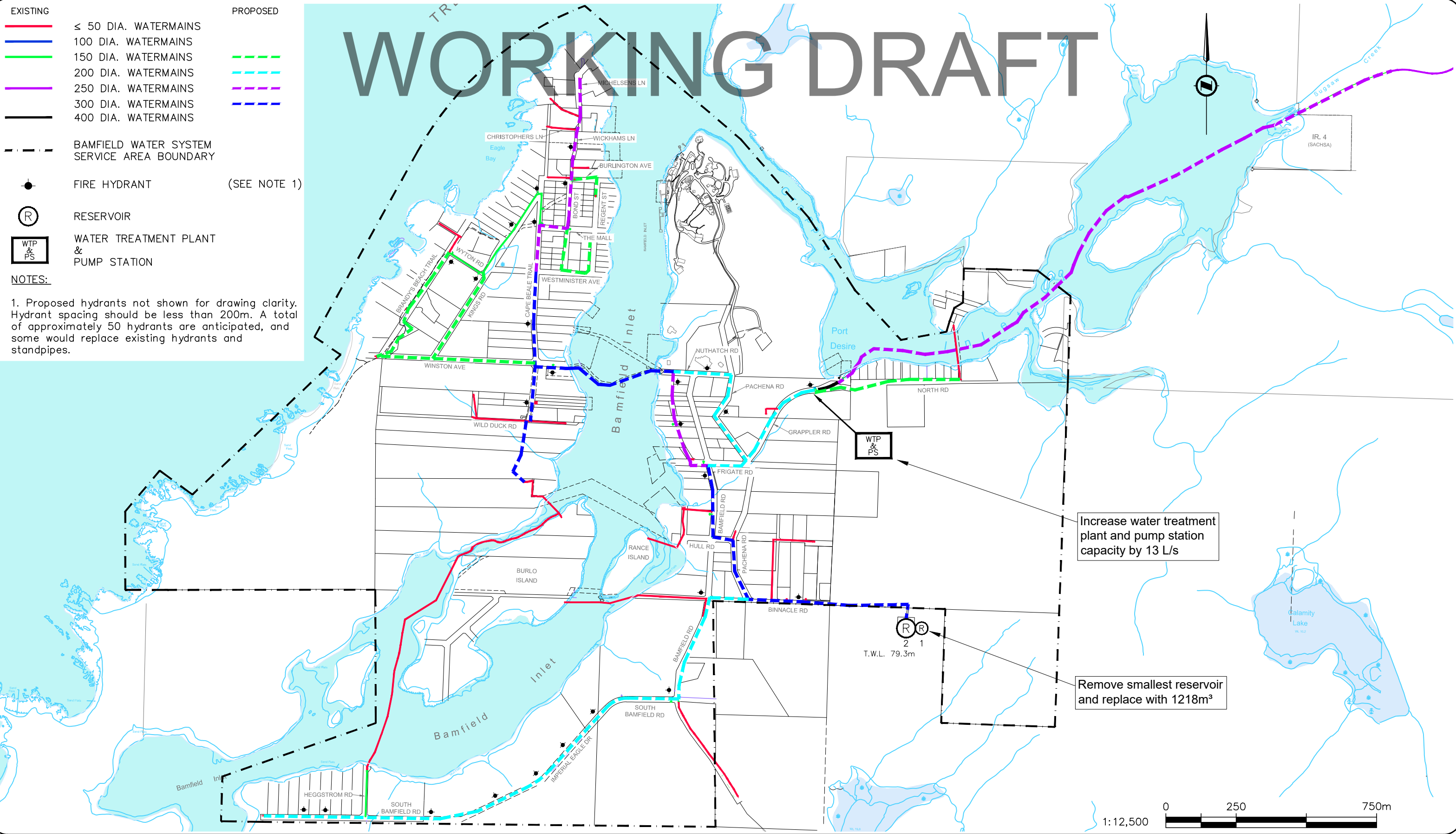
The Water System DCC per land-use is arrived at by multiplying the DCC unit cost per EPD by the Equivalent Population Demand for each land-use.

WORKING DRAFT

- EXISTING**
- ≤ 50 DIA. WATERMAINS
 - 100 DIA. WATERMAINS
 - 150 DIA. WATERMAINS
 - 200 DIA. WATERMAINS
 - 250 DIA. WATERMAINS
 - 300 DIA. WATERMAINS
 - 400 DIA. WATERMAINS
- PROPOSED**
- - -
 - - -
 - - -
 - - -
- BAMFIELD WATER SYSTEM SERVICE AREA BOUNDARY
 - FIRE HYDRANT (SEE NOTE 1)
 - R RESERVOIR
 - WTP & PS WATER TREATMENT PLANT & PUMP STATION

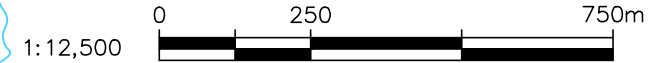
NOTES:

1. Proposed hydrants not shown for drawing clarity. Hydrant spacing should be less than 200m. A total of approximately 50 hydrants are anticipated, and some would replace existing hydrants and standpipes.



Increase water treatment plant and pump station capacity by 13 L/s

Remove smallest reservoir and replace with 1218m³



CLIENT
 Alberni-Clayoquot Regional District

PROJECT
 Bamfield Water System
 DCC Bylaw Technical Report

| | | | |
|-------------|-----------|-------------------------|----------|
| TITLE | | Water Project Locations | |
| APPROVED | CH | SCALE | 1:12,500 |
| DATE | JUNE 2022 | DWG No. | 2228-01 |
| PROJECT No. | 2228 | | |

WORKING DRAFT

Table 8
Water Project List and Land-Use DCC Calculation

File No. 2228
Date: July 26, 2022

| Project No. | Project Description | Quantity | Units | Diameter | | Estimated Unit Cost | Project Cost Estimate A | Benefit to Existing Users | | New Development D= (A-C) | Municipal Assist Factor 1% E= (D*%) | User Costs F= (C+E) | Recoverable DCC G = (A-F) |
|-----------------------|--|----------|---------------------|---------------|---------------|---------------------|-------------------------|---------------------------|---------------------|--------------------------|-------------------------------------|---------------------|---------------------------|
| | | | | Existing (mm) | Proposed (mm) | | | % B | \$ C = (A*B) | | | | |
| W-1 | Raw Water Supply Main Upgrade | 2,195 | m | 150 | 300 | 1,180 | 2,590,000 | 12.8% | 332,767 | 2,257,233 | 22,572 | 355,339 | 2,234,661 |
| W-2 | Water Treatment Plant Capacity Increase | 1,132 | m ³ /day | - | - | 6,500 | 7,360,000 | 12.8% | 945,622 | 6,414,378 | 64,144 | 1,009,766 | 6,350,234 |
| W-3 | New Water Storage Reservoir | 1,218 | m ³ | - | - | 1,800 | 2,190,000 | 12.8% | 281,374 | 1,908,626 | 19,086 | 300,460 | 1,889,540 |
| W-4 | Fire Hydrant Upgrades | 50 | ea. | - | - | 8,900 | 445,000 | 12.8% | 57,174 | 387,826 | 3,878 | 61,052 | 383,948 |
| East Bamfield | | | | | | | | | | | | | |
| W-5 | Tower Rd, Grappler Rd to North Rd | 525 | m | 50 | 150 | 740 | 390,000 | 12.8% | 50,108 | 339,892 | 3,399 | 53,507 | 336,493 |
| W-6 | Grappler Rd, Pumphouse to Frigate Rd | 350 | m | 150 | 200 | 790 | 275,000 | 12.8% | 35,332 | 239,668 | 2,397 | 37,729 | 237,271 |
| W-7 | Pachena Rd, Grappler Rd to Nuthatch Rd | 355 | m | 50 | 200 | 790 | 280,000 | 12.8% | 35,975 | 244,025 | 2,440 | 38,415 | 241,585 |
| W-8 | Nuthatch Rd, Pachena Rd to foreshore | 255 | m | 100 | 200 | 790 | 200,000 | 12.8% | 25,696 | 174,304 | 1,743 | 27,439 | 172,561 |
| W-9 | Waterfront SRW, Nuthatch Rd to Frigate Rd | 320 | m | 150 | 250 | 890 | 285,000 | 12.8% | 36,617 | 248,383 | 2,484 | 39,101 | 245,899 |
| W-10 | Bamfield Rd, Frigate Rd to Hull Rd | 235 | m | 150 | 300 | 1,180 | 275,000 | 12.8% | 35,332 | 239,668 | 2,397 | 37,729 | 237,271 |
| W-11 | Hull Rd, Bamfield Rd to Pachena Rd | 80 | m | 150 | 300 | 1,180 | 95,000 | 12.8% | 12,206 | 82,794 | 828 | 13,034 | 81,966 |
| W-12 | Pachena Rd, Hull Rd to Binnacle Rd | 250 | m | 50 & 150 | 300 | 1,180 | 295,000 | 12.8% | 37,902 | 257,098 | 2,571 | 40,473 | 254,527 |
| W-13 | Binnacle Rd, Pachena Rd to Reservoir | 485 | m | 150 | 300 | 1,180 | 570,000 | 12.8% | 73,234 | 496,766 | 4,968 | 78,202 | 491,798 |
| South Bamfield | | | | | | | | | | | | | |
| W-14 | Binnacle Rd, Pachena Rd to Bamfield Rd | 125 | m | 150 | 200 | 790 | 100,000 | 12.8% | 12,848 | 87,152 | 872 | 13,720 | 86,280 |
| W-15 | Bamfield Rd, Binnacle Rd to S Bamfield Rd | 390 | m | 150 | 200 | 790 | 310,000 | 12.8% | 39,829 | 270,171 | 2,702 | 42,531 | 267,469 |
| W-16 | Imperial Eagle Dr, Bamfield Rd to Imperial Eagle Dr | 950 | m | 150 | 200 | 790 | 750,000 | 12.8% | 96,361 | 653,639 | 6,536 | 102,897 | 647,103 |
| W-17 | South Bamfield Rd, Imperial Eagle Dr to Heggstrom Rd | 320 | m | 150 | 200 | 790 | 255,000 | 12.8% | 32,763 | 222,237 | 2,222 | 34,985 | 220,015 |
| W-18 | South Bamfield Rd, Heggstrom Rd to west end | 330 | m | 150 | 200 | 790 | 260,000 | 12.8% | 33,405 | 226,595 | 2,266 | 35,671 | 224,329 |
| West Bamfield | | | | | | | | | | | | | |
| W-19 | East/West Submarine Pipeline, Nuthatch to Winston Ave | 350 | m | 150 | 300 | 1,180 | 415,000 | 12.8% | 53,320 | 361,680 | 3,617 | 56,937 | 358,063 |
| W-20 | Winston Ave, foreshore to Cape Beale Trail <i>to the south</i> | 110 | m | 150 | 300 | 1,180 | 130,000 | 12.8% | 16,703 | 113,297 | 1,133 | 17,836 | 112,164 |
| W-21 | Cape Beale Trail, Winston Ave to Wild Duck Rd | 190 | m | 100 | 300 | 1,180 | 225,000 | 12.8% | 28,908 | 196,092 | 1,961 | 30,869 | 194,131 |
| W-22 | Cape Beale Trail, Wild Duch Rd to south <i>to the north</i> | 180 | m | 50 | 300 | 1,180 | 210,000 | 12.8% | 26,981 | 183,019 | 1,830 | 28,811 | 181,189 |
| W-23 | Cape Beale Trail, Winston Ave to Westminister Ave | 340 | m | 100 | 300 | 1,180 | 400,000 | 12.8% | 51,393 | 348,607 | 3,486 | 54,879 | 345,121 |
| W-24 | Cape Beale Trail, Westminister Ave to The Mall | 170 | m | 100 | 250 | 890 | 150,000 | 12.8% | 19,272 | 130,728 | 1,307 | 20,579 | 129,421 |
| W-25 | The Mall, Cape Beale Trail to Bond St | 110 | m | 100 | 250 | 890 | 100,000 | 12.8% | 12,848 | 87,152 | 872 | 13,720 | 86,280 |
| W-26 | Bond St, The Mall to Westminister Ave | 155 | m | 50 | 150 | 740 | 115,000 | 12.8% | 14,775 | 100,225 | 1,002 | 15,778 | 99,222 |
| W-27 | Westminister Ave, Bond St to Regent St | 95 | m | 20 | 150 | 740 | 70,000 | 12.8% | 8,994 | 61,006 | 610 | 9,604 | 60,396 |
| W-28 | Regent St, Westminister Ave to north | 110 | m | 50 | 150 | 740 | 80,000 | 12.8% | 10,279 | 69,721 | 697 | 10,976 | 69,024 |
| W-29 | Bond St, The Mall to Burlington Ave | 165 | m | 100 | 250 | 890 | 145,000 | 12.8% | 18,630 | 126,370 | 1,264 | 19,893 | 125,107 |
| W-30 | Burlington Ave, Bond St to Regent St | 90 | m | 50 | 150 | 740 | 65,000 | 12.8% | 8,351 | 56,649 | 566 | 8,918 | 56,082 |
| W-31 | Regent St, Burlington Ave to south | 60 | m | 50 | 150 | 740 | 45,000 | 12.8% | 5,782 | 39,218 | 392 | 6,174 | 38,826 |
| W-32 | Wickhams Ln, Burlington Ave to Christophers Ln | 175 | m | 150 & 50 | 250 | 890 | 155,000 | 12.8% | 19,915 | 135,085 | 1,351 | 21,265 | 133,735 |
| W-33 | Michelsens Ln, Christophers Ln to cul-de-sac <i>to the west</i> | 180 | m | 50 | 250 | 890 | 160,000 | 12.8% | 20,557 | 139,443 | 1,394 | 21,951 | 138,049 |
| W-34 | Winston Ave, Cape Beale Trail to Kings Rd | 350 | m | - | 150 | 740 | 260,000 | 12.8% | 33,405 | 226,595 | 2,266 | 35,671 | 224,329 |
| W-35 | Winston Ave, Kings Rd to Brandy's Beach Trail | 200 | m | - | 150 | 740 | 150,000 | 12.8% | 19,272 | 130,728 | 1,307 | 20,579 | 129,421 |
| W-36 | Kings Rd, Winston Ave to Wyton Rd | 350 | m | - | 150 | 740 | 260,000 | 12.8% | 33,405 | 226,595 | 2,266 | 35,671 | 224,329 |
| W-37 | Brandy's Beach Trail, Winston Ave to Wyton Rd | 605 | m | 50 | 150 | 740 | 450,000 | 12.8% | 57,817 | 392,183 | 3,922 | 61,738 | 388,262 |
| TOTALS | | 11,150 | m | | | | \$ 20,510,000 | | \$ 2,635,151 | \$ 17,874,849 | \$ 178,748 | \$ 2,813,900 | \$ 17,696,100 |

Project Cost Estimate Notes:
 1 Derived from Bamfield Water System Infrastructure Renewal & Long Range Plan, Final Report May 14, 2021 by Koers & Associates Engineering Ltd.
 2 Estimate are Class D and dated July 2022 when the ENR CCI value was 13,168.

| Development Cost Charge per Equivalent Person | |
|---|--------------------|
| Total DCC Recoverable Costs | 17,696,100 |
| DCC Reserves | 79,493.64 |
| Net Development Costs | 17,616,606 |
| Total Equivalent Population | 4,084 |
| DCC per Equivalent Person | \$ 4,313.53 |

| Development Growth Projection | | | |
|------------------------------------|---------|-------------------------------|-----------------------------|
| Land-Use Category | Total | Equivalent Population Density | Total Equivalent Population |
| Single Family Residential, units | 551 | 1.93 | 1,063 |
| Multi-Family Residential, units | 200 | 1.5 | 300 |
| Commercial, m ² | 63,188 | 0.0090 | 569 |
| Institutional, m ² | 135,621 | 0.011 | 1,492 |
| Industrial / Public Utility, ha | 146,685 | 0.0045 | 660 |
| Total Equivalent Population | | | 4,084 |

(Equivalent Populations as per the DCC BPG)

| DCC Charge Calculation | | | | |
|------------------------|--------------------|---------------------------|--------------------|---|
| Land-Use Category | Equiv. Pop Density | DCC per Equiv Pop Density | DCC Charge | DCC Unit |
| SF Res | 1.93 | \$4,313.53 | \$ 8,325.11 | per residential unit |
| MF Res | 1.5 | \$4,313.53 | \$ 6,470.29 | per residential unit |
| Commercial | 0.0090 | \$4,313.53 | \$ 38.80 | per m² of gross building area |
| Institutional | 0.0110 | \$4,313.53 | \$ 47.40 | per m² of gross building area |
| Indus/Public Util | 0.0045 | \$4,313.53 | \$ 19.41 | per ha of gross site area |

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6.4 Costs to Existing Users

Table 9 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 9 - Existing User & Development Charges

| Year | Project Costs | | Combined Total |
|------------|----------------|-----------------|----------------|
| | Existing Users | New Development | |
| Total Cost | \$ 2,813,900 | \$ 17,696,100 | \$ 20,510,000 |

6.5 Proposed DCC Rates

The calculated proposed DCC rate by land-use is presented in **Table 10**.

Table 10 - Summary of DCCs by Land-use

| Land-Use | Proposed DCCs |
|---------------|---|
| Single Family | \$ 8,325 per unit |
| Multi-Family | \$ 6,470 per unit |
| Commercial | \$ 38.80 per gross floor area, m ² |
| Institutional | \$ 47.40 per gross floor area, m ² |
| Industrial | \$ 19.41 per gross site area, m ² |

Table 11 - Bamfield Water DCC Categories & Rates, Existing & Proposed presents a summary of the existing bylaw DCC rates and the proposed DCC rates.

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Bamfield Water DCC Categories & Rates, Existing and Proposed

Existing Bylaw No. F1003 (January 27, 1997)
Schedule B

Koers File: 2228
Date: July 26, 2022

| No. | Type of Development | Charge Payable upon: | |
|-----|---|-----------------------------|--|
| | | Subdivision | Buildig Permit (if not paid at time of Subdivision) |
| 1 | Single Family Residential or cottage/vaction home subdivision or construction | \$ 3,600 per parcel created | \$ 3,600 for each self-contained dwelling unit constructed or altered |
| 2 | Multi Family Residential subdivision or construction | \$ 600 per parcel created | \$ 2,254 for each one bedroom unit constructed or altered |
| | | | \$ 2,700 for each two bedroom unit constructed or altered |
| | | | \$ 3,154 for each three bedroom unit constructed or altered |
| 3 | Hotel, motel, resort and cottage subdivision or construction | \$ 600 per parcel created | \$ 900 for each accomodation unit constructed or altered |
| 4 | Construction camp and dormatories | \$ 600 per parcel created | \$ 454 for each 4.60 m ² constructed or altered |
| 5 | Campground | \$ 600 per parcel created | \$ 454 for each campground space constructed or altered |
| 6 | Restaurant | \$ 600 per parcel created | \$ 317 for each 1.2 m ² constructed or altered |
| 7 | Service Station and Marina | \$ 600 per parcel created | \$ 900 per 100 m ² or part thereof constructed or altered |
| 8 | Service and Light Industrial (no laundry, food service or water dependent processing) | \$ 600 per parcel created | \$ 900 per 100 m ² or part thereof constructed or altered |
| 9 | Retail Store (no laundry or food service) | \$ 600 per parcel created | \$ 900 per 100 m ² or part thereof constructed or altered |
| 10 | Elementary and Secondary Schools | \$ 600 per parcel created | \$ 3,377 per classroom constructed or altered |
| 11 | Laundry | \$ 600 per parcel created | \$ 3,600 per washing machine installed |
| 12 | All other subdivision or construction | \$ 600 per parcel created | \$ 36 per 1 m ² or part thereof of floor space constructed or altered |

Proposed Categories

| No. | Type of Development | Charge Payable upon: | |
|-----|---------------------------|-------------------------------|--|
| | | Subdivision | Buildig Permit (if not paid at time of Subdivision) |
| 1 | Single Family Residential | \$ 8,325 per residential unit | |
| 2 | Multi-Family Residential | \$ 6,470 per residential unit | |
| 3 | Commercial | | \$ 38.80 per 1 m ² of gross building area |
| 4 | Institutional | | \$ 47.40 per 1 m ² of gross building area |
| 5 | Industrial | | \$ 19.41 per 1 m ² of of gross site area |

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 A, should be completed and forwarded with the amended bylaw for the Ministry’s review and approval.

The DCCs are established on a “Build-out” basis.

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 *Local Government Act* 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 8 lists the applicable DCC capital projects and their estimated cost.

Table 9 provides a summary of the cost of the DCC program to existing system users.

Table 10 provides a summary of the proposed DCC for each land-use category.

APPENDIX A

Ministry Submission Summary Checklist

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**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.

| | DCC RECOMMENDED BEST PRACTICE | Submission Page Reference |
|---|---|--|
| 1 | Did the development of this DCC bylaw include: <input checked="" type="checkbox"/> a full public process? <input type="checkbox"/> input from stakeholders? <input type="checkbox"/> Council input only? | |
| | Why? To receive feedback from the public and stakeholders prior to adoption by Council | |
| 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 |

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| | DCC RECOMMENDED BEST PRACTICE | Submission Page Reference |
|----|---|----------------------------------|
| 5 | Are Water DCCs established: <input checked="" type="checkbox"/> on a municipal-wide basis? Yes <input type="checkbox"/> on an area specific basis? | 12 |
| | Why? In accordance with the BPG. | |
| 6 | Are Parkland and parkland improvement DCCs established: <input type="checkbox"/> on a municipal-wide basis? Yes <input type="checkbox"/> on an area specific basis? | Not applicable |
| | Why? | Not applicable |
| 7 | Is the DCC time frame: <input type="checkbox"/> a revolving program (___ Years)? <input checked="" type="checkbox"/> a build out program (_____ Years)? <input type="checkbox"/> other? | 11 |
| | Why? DCC program is tied to population growth projections to build out and infrastructure required to accommodate the growth based. | |
| 8 | Are residential DCC categories established on the basis of: <input type="checkbox"/> density gradient? <input checked="" type="checkbox"/> building form? Yes <input type="checkbox"/> other? | 11 |
| | Why? This is the traditional approach, with established records of average population per unit available to assist in the projection estimates. | 11 |
| 9a | Are residential DCCs imposed on the basis of: <input checked="" type="checkbox"/> development units? Yes <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 |
| | Why? Unit projection information is available. | 11 |

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| | 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? | 13 |
| | Why? Unit projection information is available. | 13 |
| 9c | Are industrial DCCs imposed on the basis of: <input checked="" type="checkbox"/> gross site area? Yes, per m2 of gross site area. <input type="checkbox"/> other? | 14 |
| | Why? Unit projection information is available. | 14 |
| 10 | Is the DCC program consistent with: <input checked="" type="checkbox"/> the <i>Local Government Act</i> ? Yes <input type="checkbox"/> Regional Growth Strategy? ??? <input checked="" type="checkbox"/> Official Community Plan? Yes <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? | 3-11 n/a 1, 2, 12 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? Yes <input type="checkbox"/> Grant Assistance? No allowance made <input checked="" type="checkbox"/> Developer Contribution? Yes <input checked="" type="checkbox"/> Municipal assist Factor? Yes <input type="checkbox"/> Interim Financing? No allowance made <input checked="" type="checkbox"/> Other: No allowance for long-term debt. No allowance for inflation. | Table 8 20 16 20 17 ? 15 15 |
| | Why? Conforms with BPG. | |
| | 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? Yes <input type="checkbox"/> Parkland? <input type="checkbox"/> Parkland improvements? | n/a n/a n/a 19, Table 8 n/a n/a |

WORKING DRAFT

| | 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>? Yes</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? Yes</p> <p><input type="checkbox"/> other?</p> | 16, 17, Table 8 | | | | | | | | | | | | | | | | | | | | | | | | |
| | <p>Why? Assist factor is considered appropriate at this time.</p> | 16, 17 | | | | | | | | | | | | | | | | | | | | | | | | |
| | <p>Has a municipal assist factor been provided for:</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 30%;"><input type="checkbox"/> Roads? n/a</td> <td style="width: 30%;">Assist factor</td> <td style="width: 10%; text-align: center;">_____</td> <td style="width: 10%;">%</td> </tr> <tr> <td><input type="checkbox"/> Storm Drainage? n/a</td> <td>Assist factor</td> <td style="text-align: center;">_____</td> <td>%</td> </tr> <tr> <td><input type="checkbox"/> Sanitary Sewer? n/a</td> <td>Assist factor</td> <td style="text-align: center;">_____</td> <td>%</td> </tr> <tr> <td><input checked="" type="checkbox"/> Water? Yes</td> <td>Assist factor</td> <td style="text-align: center;">_____</td> <td>%</td> </tr> <tr> <td><input type="checkbox"/> Park land? n/a</td> <td>Assist factor</td> <td style="text-align: center;">_____</td> <td>%</td> </tr> <tr> <td><input type="checkbox"/> Park land improvements? n/a</td> <td>Assist factor</td> <td style="text-align: center;">_____</td> <td>%</td> </tr> </table> | <input type="checkbox"/> Roads? n/a | Assist factor | _____ | % | <input type="checkbox"/> Storm Drainage? n/a | Assist factor | _____ | % | <input type="checkbox"/> Sanitary Sewer? n/a | Assist factor | _____ | % | <input checked="" type="checkbox"/> Water? Yes | Assist factor | _____ | % | <input type="checkbox"/> Park land? n/a | Assist factor | _____ | % | <input type="checkbox"/> Park land improvements? n/a | Assist factor | _____ | % | 17, Table 8 |
| <input type="checkbox"/> Roads? n/a | Assist factor | _____ | % | | | | | | | | | | | | | | | | | | | | | | | |
| <input type="checkbox"/> Storm Drainage? n/a | Assist factor | _____ | % | | | | | | | | | | | | | | | | | | | | | | | |
| <input type="checkbox"/> Sanitary Sewer? n/a | Assist factor | _____ | % | | | | | | | | | | | | | | | | | | | | | | | |
| <input checked="" type="checkbox"/> Water? Yes | Assist factor | _____ | % | | | | | | | | | | | | | | | | | | | | | | | |
| <input type="checkbox"/> Park land? n/a | Assist factor | _____ | % | | | | | | | | | | | | | | | | | | | | | | | |
| <input type="checkbox"/> Park land improvements? n/a | 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? Yes</p> <p><input checked="" type="checkbox"/> other? Yes</p> | 8 8 | | | | | | | | | | | | | | | | | | | | | | | | |
| | <p>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. Construction, alteration or extension for a building containing fewer than four residential units to be collected at Building Permit Stage.</p> | 8 8 | | | | | | | | | | | | | | | | | | | | | | | | |

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| | DCC RECOMMENDED BEST PRACTICE | Submission Page Reference |
|-----|---|----------------------------------|
| 15 | <p>Are DCCs for multi-family land uses to be collected:</p> <p><input type="checkbox"/> at the time of subdivision? <input checked="" type="checkbox"/> at the time of building permit issuance? Yes</p> <p>Why? Recommend by BPG. Charges related to floorspace and the exact number of units are easily calculated at the Building Permit stage.</p> | <p>8</p> <p>8</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? Yes <input type="checkbox"/> to be set up?</p> | 17 |
| | 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? Yes <input type="checkbox"/> other?</p> | 8 |
| | 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 <input type="checkbox"/> No</p> | 9, 10 |
| 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 <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? | |

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| | DCC RECOMMENDED BEST PRACTICE | Submission Page Reference |
|----|---|----------------------------------|
| 19 | <p>Has a process to provide for minor routine amendments to the DCC bylaw to reflect changes in construction and other capital costs:</p> <p><input checked="" type="checkbox"/> been established? Yes</p> <p><input type="checkbox"/> not considered necessary?</p> <p><input type="checkbox"/> other?</p> | 10 |
| | Why? To reflect changes in inflation or construction costs. | 10 |
| 20 | <p>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:</p> <p><input checked="" type="checkbox"/> been established? Yes</p> <p><input type="checkbox"/> not considered necessary?</p> <p><input type="checkbox"/> other?</p> | 10, 11 |
| | 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. | 10 |
| | <p>Contact _____ Position _____ Phone _____</p> <p>*Signed by _____ Position _____ (*Signature of the Head of engineering, finance or planning for the local government.)</p> <p>Signed by (second signature optional) _____ Position _____ Date _____</p> | |

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MUNICIPALITY
SUMMARY OF DCCs - BYLAW NO(S).

| DCC Function | Residential Single Family (per dwelling) | Residential Multi-Family (per unit) | Commercial (per m²) | Institutional (per m²) | Industrial (per m²) |
|------------------------|---|--|---|---|---|
| Roads | | | | | |
| Storm Drainage | | | | | |
| Sanitary Sewer | | | | | |
| Water | \$8,325 | \$6,470 | \$38.80 | \$47.40 | \$19.41 |
| Park Land | | | | | |
| Park Land Improvements | | | | | |
| Total | | | | | |

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

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| For amendment bylaw, please indicate nature of change | Proposed Bylaw | |
|--|--|--|
| • New DCC service added | Water | |
| • Time horizon | Build Out | |
| • Capital costs | \$20,510,000 | |
| • Weighting of types of development (residential, commercial, industrial, etc.) | SF, MF = Dwelling Units Commercial = gross floor area Institutional = gross floor area Industrial = gross site area | |
| • Potential development | SF, MF, Commercial, Institutional, Industrial | |
| • Allocation of benefit between existing and potential units of development | Yes | |
| • Assist factor | 1% | |
| • Inclusion of Specific Interest Charges | No | |
| • Provide that a charge is payable where there is fewer than 4 self-contained dwelling units | Yes | |
| • Establish an amount higher than the \$50,000 minimum provided for in the <i>Local Government Act</i> . | No | |
| • Is a suitable period of notification before a new DCC bylaw in effect, known as a grace period? | Yes | |
| Other: (please list) • • | | |



Bamfield Water Development Cost Charges

COMMUNICATIONS PLAN

Prepared October 2022

Alberni-Clayoquot Regional District
Community Services Department



Background

If a property owner wishes to connect to the Bamfield Water System to their property may be required to pay Development Cost Charges under Bylaw No. F1003.

A DCC may be imposed for the sole purpose of providing funds to assist the ACRD Board of Directors to pay capital costs of providing, constructing, altering, or expanding water facilities. This applies to any development, including approval of a subdivision or a building permit authorizing construction, alteration, or extension of a building or structure.

Bylaw No. F1003 was passed by the Board in 1996. Given the expected growth in the Bamfield area, because of the upgrades to Bamfield Road, it is essential the ACRD update this bylaw and re-examine the current Development Cost Charges.

Communications Goals

Our community goals will focus on informing the board, public, and stakeholders. This will involve a number of steps designed to consult, involve, and collaborate with interested parties. We will follow this up with incorporating the input we received into the final bylaw and returning to inform these parties with how their input was used in the final decision-making process.

Internal

- Update Bamfield Water Advisory Committee on the updated bylaw prior to it moving forward to the ACRD Board of Director's meeting, and ensure they are given an opportunity to offer input.
- Bring the proposed bylaw changes to the Board of Directors and offer them an opportunity to offer input throughout the process.
- Ensure Administration team is given an opportunity to offer input and feedback throughout the process.

External

- Reach out to Huu-ay-aht First Nations to involve them in the process and allow input from their leaders
- Ensure residents of Bamfield are aware of the proposed changes to the DCC and are giving an opportunity to offer input before the final reading of the new bylaw.
- Engage all stakeholders at key milestones of the project.

Approach

Stakeholder Engagement

- Engage identified stakeholders of proposed changes to Bylaw No. F1003 prior to the first reading.

- Engage identified stakeholders of proposed changes to Bylaw No. F1003 prior to the third reading.
- Ensure key changes are identified – particularly changes that were the result of feedback received from stakeholders prior to the first reading.

General Public Engagement

- Ensure the public is given an opportunity to give feedback on the proposed bylaw changes following the second reading and before the third reading.

Interested Parties/Stakeholders

Many interested parties will be affected by this change to the Bamfield Water DCC. They are identified below along with their best anticipated communication strategies to meet their needs and expectations.

Bamfield Water Advisory Committee

- Regular committee meeting

ACRD Board of Directors

- Regular board meetings

Administration team

- Board and committee meetings
- One-on-one discussions

Huu-ay-aht First Nations

- Discussions with leadership
- One-on-one explanations
- ACRD Social media channels – Twitter, Facebook, Instagram
- ACRD website – www.acrd.bc.ca
- Media – media advisory/press release

Bamfield Residents

- One-on-one explanations
- Bamfield Community Affairs group meetings
- ACRD Social media channels – Twitter, Facebook, Instagram
 - o Cross posting to Bamfield Corkboard FB group
- ACRD website – www.acrd.bc.ca
- Media – media advisory/press release

Contractors/Developers/Businesses

- One-on-one explanations
- ACRD Social media channels – Twitter, Facebook, Instagram
- ACRD website – www.acrd.bc.ca

Media

- Media advisory or press release
- Local media – Alberni Valley News, Bamfielder, The Peak, Hashilthsa

- Regional media – CBC radio
- Social media channels

Methods (see workplan for more timeline and specific plan)

- 1) Initial introduction to Bamfield Water Advisory Committee**
 - Present new bylaw at their regular meeting
- 2) Gather feedback from stakeholders**
 - Host Zoom meeting prior to first and second reading to engage stakeholders
- 3) First and second readings of ACRD Board of Directors**
 - Present bylaw to Board at their regular meeting
 - Present feedback from BWAC to Board at their regular meeting
 - Present feedback from Stakeholders to Board at their regular meeting
- 4) Gather feedback from public**
 - Host Zoom meeting following second reading to engage the public
 - Present at the Bamfield Community Affairs group
- 5) Third reading of ACRD Board of Directors**
 - Present revised bylaw to Board at their regular meeting
 - Explanation of changes to Board at their regular meeting
- 6) Announcement of new bylaw**
 - Issue media advisory/media release
 - Post new bylaw on ACRD website
 - Share new bylaw through social media channels

Materials

News release – if quotes are included

Media advisory – if no quotes

Frequently Asked Questions – to be posted online

Bylaw document – to be posted online

Strategic Plan

Updating Bylaw No. F1003 is important to meet the Strategic Plan area related to Strategy 3.1: Appropriate Capital Reserves. Updating the DCC Bylaw will help allow us to ensure that the capital reserve remains able to cover the necessary infrastructure repair and replacement within the water system. It will also help us meet the goal of effectively managing our infrastructure to ensure that we are able to maintain high levels of service and to mitigate future costs by adjusting our DCC to be more appropriate to the community of Bamfield as it grows and changes in the coming years. Throughout the process we will also focus on the Communications and Engagement with Communities part of the Strategic Plan to create better awareness and gather input from the interested parties.

Team

ACRD Administration

Jenny Brunn – General Manager of Community Services

Eddie Kunderman – Operations Manager

DRAFT

| Status | Date | Description | Responsible for task | Materials needed |
|--------|--------------------|--|--|---|
| | October 20,2022 | Present the proposed BW DCC bylaw to the BWAC | Eddie Kunderman | <ul style="list-style-type: none"> - Copy of bylaw - Briefing document - Communications plan |
| | Late October 2022 | Gather feedback from stakeholders <ul style="list-style-type: none"> - Host Zoom meeting - Present bylaw and take questions/comments | Eddie Kunderman – with support from communications | <ul style="list-style-type: none"> - FAQ on bylaw - Presentation on changes |
| | November 9,2022 | Present bylaw to Board of Directors <ul style="list-style-type: none"> - Share summary and feedback from BWAC - First and second readings of the bylaw | Eddie Kunderman | <ul style="list-style-type: none"> - Copy of bylaw - Briefing document |
| | November 21, 2022 | Present to the Bamfield Community Affairs group | Eddie Kunderman – with support from communications | <ul style="list-style-type: none"> - FAQ on bylaw - Presentation on changes |
| | Late November 2022 | Engagement with Public <ul style="list-style-type: none"> ○ Be available for one-on-one conversations with stakeholders and public ○ Reach out to Huu-ay-aht First Nations leadership and Huu-ay-aht Group of Businesses ○ Host Zoom meeting for the public | Eddie Kunderman – with support from communications | <ul style="list-style-type: none"> - FAQ on bylaw - Presentation on changes |
| | December 14, 2022 | Present bylaw to Board of Directors <ul style="list-style-type: none"> - Share summary and feedback from stakeholders and public - Third and final readings Have Koers Engineering send to Ministry for final approval | Eddie Kunderman | <ul style="list-style-type: none"> - Copy of bylaw - Briefing document |
| | December, 2022 | Announce new bylaw <ul style="list-style-type: none"> ○ Issue media advisory or media release ○ Upload bylaw to bylaw webpage ○ Upload bylaw to News Release section of website and put in highlights section ○ Share on social media – Twitter, Instagram, Facebook | Communications with support from Eddie Kunderman | <ul style="list-style-type: none"> - Approved bylaw - News release/advisory |



Regional District of Alberni-Clayoquot

BYLAW NO. FXXX

A BYLAW TO IMPOSE DEVELOPMENT COST CHARGES WITHIN THE BAMFIELD WATER SYSTEM SERVICE AREA

WHEREAS the Board may, pursuant to the *Local Government Act*, impose, by bylaw, development cost charges;

AND WHEREAS Bylaw No. 268 being “A bylaw to establish a specified area within Electoral Area “A” of the Regional District of Alberni-Clayoquot for the purpose of providing financing for the construction of a water system to service the Community of Bamfield was adopted on November 28, 1979;

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 Board has considered the following:

- a) future land use patterns and development
- b) the phasing of works
- c) how development designed to result in a low environmental impact may affect the capital costs of infrastructure under section 559(2) and (3) of the *Local Government Act*
- d) that the costs are not excessive in relation to the capital cost of prevailing standards of service,
- e) that the charges will not deter development, discourage the construction of reasonably priced housing, the provision of reasonably priced serviced land, nor discourage development designed to result in a low environmental impact on the regional district

in the Bamfield Water System Service Area;

NOW THEREFORE, the Board of Directors of the Regional District of Alberni-Clayoquot in open meeting assembled enacts as follows:

1. INTERPRETATION

Definitions:

“ Dwelling, Single Family ” means a detached building or mobile home containing one dwelling unit used or intended for residential use.

“ Dwelling Unit ” means a self-contained unit consisting of one or more rooms designed occupied or intended for occupancy as a separate household with sleeping, sanitary and cooking facilities.

“ Gross Floor Area ” means the total area of all the floors measured to the extreme outer limits of the building, or to the centre of the firewalls, and areas giving access thereto, such as corridors, hallways, landing, foyers, staircases, and stairwells.

“ Service Area ” means the service area created under Bylaw No. 268 being “ A bylaw to establish a specified area within Electoral Area “ A ” of the Regional District of Alberni-Clayoquot for the purpose of providing financing for the construction of a water system to serve the community of Bamfield.

“ Subdivision ” means a subdivision of land under the *Land Title Act* or the *Strata Property Act*.

2. APPLICABLE SERVICE AREAS

This Bylaw applies to subdivisions and development in the Bamfield Water System Service Area.

3. CHARGES AND PAYMENT

3.1 Every person who obtains, in the service area:

- a) approval of a subdivision for any purpose of a parcel of land under the *Land Title Act* or the *Strata Property Act* which creates a parcel zoned to permit no more than two dwelling units, or
- b) a building permit, authorizing the construction, alteration or extension of a building or structure where the construction 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, be put to no other use other than the residential use in the dwelling units contained in the building;
- c) a building permit for any new floor area which has a construction value in excess of fifty thousand dollars (\$50,000);

shall pay, at the time of the approval of the subdivision or the issuance of the building permit, the applicable development cost charges as set out in Schedule ‘ A ’ attached to and forming part of this bylaw.

3.2 A development cost charge payable under this bylaw must be paid in accordance with the *Local Government Act*.

3.3 In the case of a comprehensive development area consisting of a parcel that has different uses permitted in different parts of a parcel, the development cost charges under this bylaw shall be calculated separately for each part of the comprehensive development designated respectively based on the types of development as described in Schedule A.

4. EXCEPTIONS

Section 3 does not apply to the extent that the payment of a development cost charge is subject to an exception, exemption, waiver or reduction provided for in the *Local Government Act* or in another enactment.

5. EFFECTIVE DATE

This bylaw will come into full force and effect 30 days from the adoption of the bylaw.

6. SEVERABILITY

In the event that any portion of this bylaw is declared invalid it shall be severed and the remainder of the bylaw shall continue in full force and effect.

7. REPEAL

This Bylaw repeals “Bamfield Water System Development Cost Charge Bylaw No. F1003, 1996”

8. CITATION

This bylaw may be cited as **the “Bamfield Water System Service Area Development Cost Charge Bylaw No. FXXX, 2022”**

Read a first time this

Read a second time this

Amended this

Read a third time this

APPROVED BY THE
INSPECTOR OF MUNICIPALITIES THIS

ADOPTED this

Certified true and correct copy of **“A Bylaw to Impose Development Cost Charges for the Bamfield Water System Local Service Area Bylaw No. FXXX, 2022”**

The Corporate seal of the Regional District of Alberni-Clayoquot was hereto affixed in the presence of:

Chief Administrative Officer

Chairperson

DRAFT

Schedule 'A'

Development cost charges payable under this bylaw are:

| Type of Development | Upon Subdivision | Upon Building Permit |
|----------------------------|------------------------------|--|
| Single Family Residential | \$8,325 per residential unit | \$8,325 per residential unit (if not paid at time of Subdivision) |
| Multi-Family Residential | \$6,470 per residential unit | \$6,470 per residential unit (if not paid at time of subdivision) |
| Commercial | | \$38.80 per 1m ² of gross building area |
| Institutional | | \$47.40 per 1 m ² of gross building area |
| Industrial | | \$19.41 per 1 m ² of gross site area |