

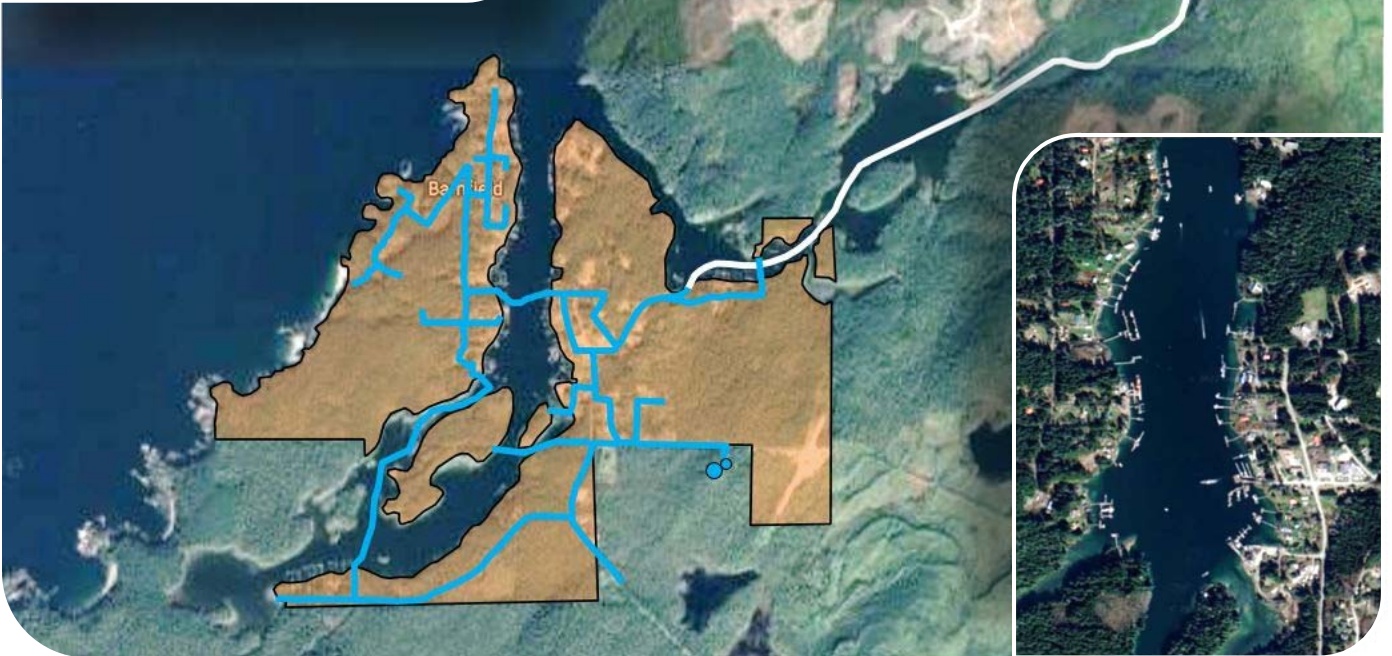


Alberni-Clayoquot
Regional District

Bamfield Water System

Development Cost Charge Bylaw

Technical Report



- Final -
October 12, 2022



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October 12, 2022
2228-02

Alberni-Clayoquot Regional District
3008 5th Ave
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Attention: **Ms. Jenny Brunn**
 General Manager of Community Services

Re: Bamfield Water System
 Development Cost Charge Bylaw Technical Report, - FINAL 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 – Final Report.

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

Alberni-Clayoquot Regional District
Ms. Jenny Brunn

A 1% Assist Factor has been used for calculating the DCC rates and a copy of the updated Ministry Submission Summary Checklist is included in Appendix A. The checklist should be reviewed and updated, if warranted, after the DCC bylaw has been developed and is ready for submission to the provincial government for review and approval.

The development of this technical report is the beginning of the process in the passage of an updated DCC Bylaw. Other steps in the process include:

- stakeholders (public and development community) notifications and input,
- bylaw readings by the Board, and
- bylaw approval from the provincial government.

The attached flow chart from the *Development Cost Charge Best Practise Guide* published by the Ministry of Community Services identifies the individual steps and where they occur in the DCC bylaw approval process.

We have enjoyed working on this assigned and appreciate the opportunity to be of service to the ACRD and the Bamfield Water System users. Do not hesitate to contact us if we can be of further assistance in any way.

Yours truly,

KOERS & ASSOCIATES ENGINEERING LTD.

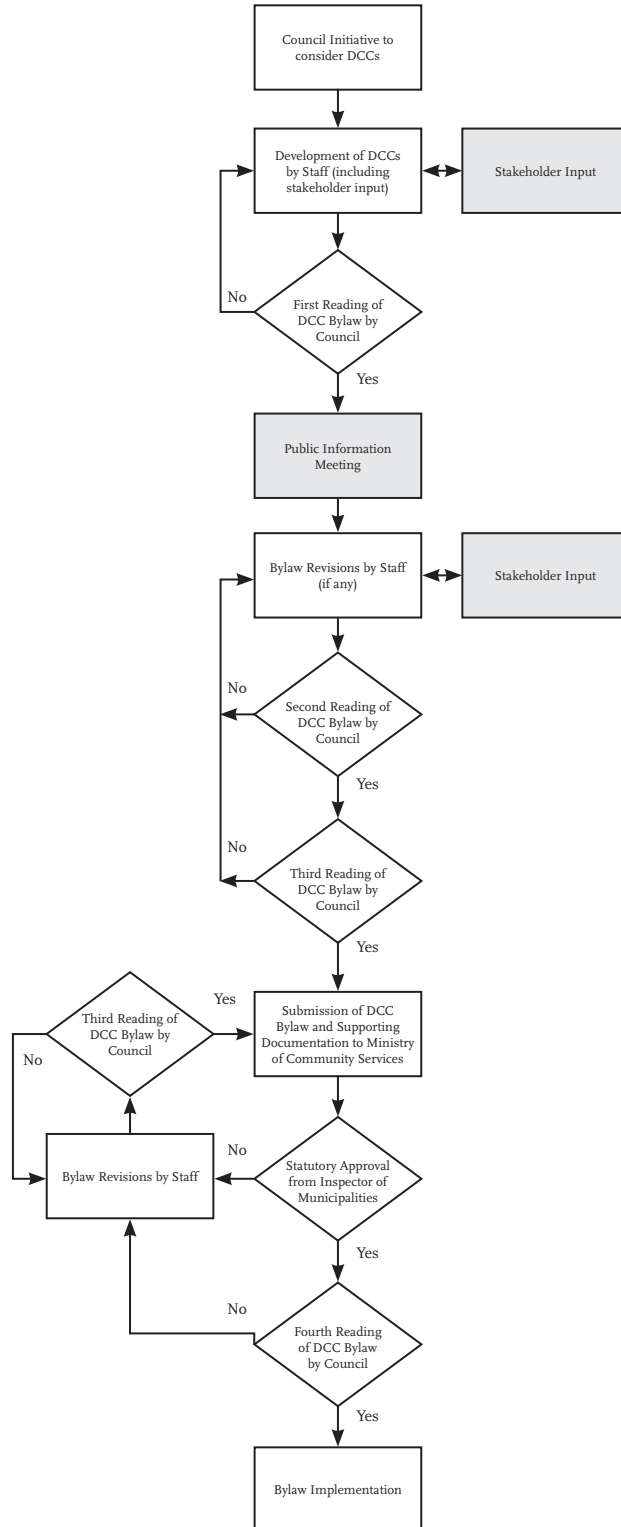
Chris Holmes, P.Eng.
Project Engineer

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Project Manager

Permit to Practice No. 1001658

Enclosure

Stakeholder Participation Strategy.





Bamfield Water System Development Cost Charge Bylaw Technical Report

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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

<i>No.</i>	<i>Document Description</i>	<i>Date</i>	<i>Author</i>
<i>Bamfield Specific</i>			
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.
<i>Development Cost Charges</i>			
4	<i>Best Practices Guide, 3rd Edition</i>	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 two residential categories (Single Family and Multi-Family) and does this proposed update. **Table 2** summarizes the projected unit increase based on OCP Build-out as provided by the ACRD for the two residential categories.

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 of 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, m ²	146,685	0.0045	660
Total Equivalent Population:			4,084

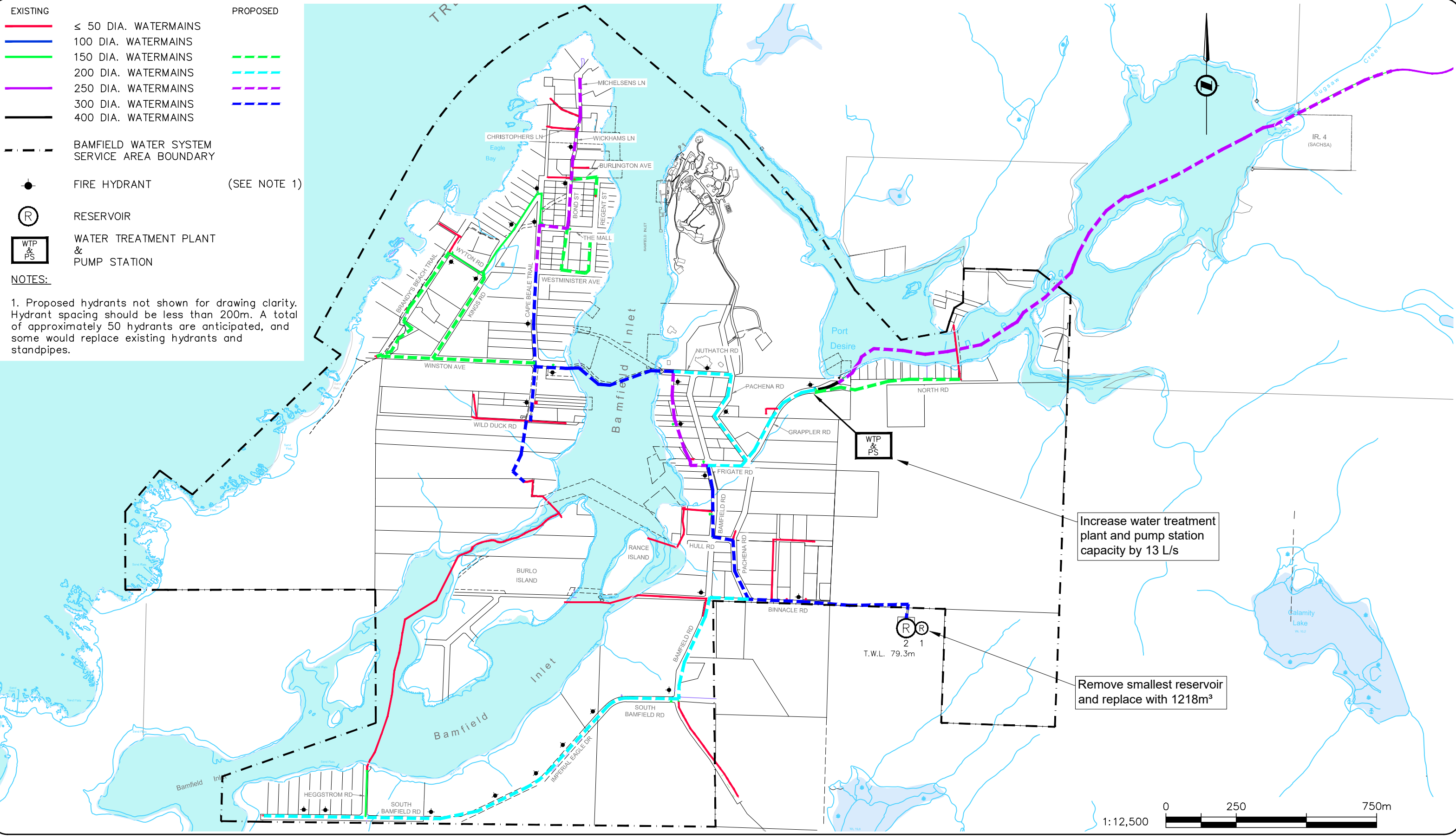
6.3 Cost Charge Calculations

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.

File: H:\0002 Alberni Clayoquot RD\2228 Bamfield Water 2022 DCC Study\03 Drawings\2228-01.dwg Plot Time: Jun 14, 2022 - 3:26pm User: jsmith



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		

Table 8
Water Project List and Land-Use DCC Calculation

File No. 2228
Date: Oct 12, 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, m ²	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

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.

**Table 11
Bamfield Water DCC Categories & Rates, Existing and Proposed**

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

Koers File: 2228
Date: Oct 12, 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	Camprground	\$ 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

**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 type="checkbox"/> a full public process? <input checked="" 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

	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?	12
	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?	12
	Why? This is the traditional approach, with established records of average population per unit available to assist in the projection estimates.	12
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?	12
	Why? Unit projection information is available.	12

	DCC RECOMMENDED BEST PRACTICE	Submission Page Reference
9b	Are commercial and institutional DCCs imposed on the basis of: <input checked="" type="checkbox"/> floor space? Yes, per m2 of gross building floor space. <input type="checkbox"/> other?	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?	13/14
	Why? Unit projection information is available.	13/14
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

	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
	Why? Assist factor is considered appropriate at this time.	16, 17
	<p>Has a municipal assist factor been provided for:</p> <p><input type="checkbox"/> Roads? n/a Assist factor _____%</p> <p><input type="checkbox"/> Storm Drainage? n/a Assist factor _____%</p> <p><input type="checkbox"/> Sanitary Sewer? n/a Assist factor _____%</p> <p><input checked="" type="checkbox"/> Water? Yes Assist factor <u>1</u> %</p> <p><input type="checkbox"/> Park land? n/a Assist factor _____%</p> <p><input type="checkbox"/> Park land improvements? n/a Assist factor _____%</p>	17, Table 8
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
	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.	8 8

	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?</p> <p><input checked="" type="checkbox"/> at the time of building permit issuance? Yes</p> <p>Why? Recommend by BPG. 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. There is an existing water DCC Reserve Fund account</p> <p><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</p> <p><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</p> <p><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</p> <p><input type="checkbox"/> No</p> <p>If yes, a copy of the policy statement is included with this submission.</p>	Ref._____
	If no, why not?	

	DCC RECOMMENDED BEST PRACTICE	Submission Page Reference
19	<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>	

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.

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> .	Yes	
• Is a suitable period of notification before a new DCC bylaw in effect, known as a grace period?	Yes	
Other: (please list) • •		