

STRATEGIC PLANNING COMMITTEE MEETING
AGENDA FOR WEDNESDAY FEBRUARY 11, 2026

We respectfully acknowledge that the land on which we gather and work is on the Unceded Traditional Territory of the K'ómoks First Nation, the traditional keepers of this land.

Meeting Location: Council Chambers, 1801B Beaufort Avenue, Comox

Call to Order: 5:00 p.m.

Adoption of the Agenda

1. STRATEGIC PRIORITIES REPORT:

- (2) a. [Strategic Plan Scorecard](#)

2. DISCUSSION ITEMS:

- (7) a. [Discussion with External Development Consultants on ACC/DCC](#)
- b. [Budget Discussion - how to reduce taxes](#)

ADJOURNMENT



CORPORATE OFFICER

ORGANIZATIONAL EXCELLENCE	AREA OF FOCUS	PROJECTS AND INITIATIVES	TASKS	YEAR	* STATUS
	Asset Management	Develop and implement an asset funding strategy to close the infrastructure deficit			2023
	Continue to consider electrification of the Town's fleet and equipment where practical and appropriate				In Progress
	Future proof infrastructure to prepare for climate change and events				In progress. Discussions with electrical contractor on generator installation for the Community Centre.
Staff Retention	Develop Standards of Conduct Policy to promote a positive workplace	Develop Policy		2023	Completed and adopted spring of 2025
		Develop/Update accompanying policies - Respectful Workplace, Purchasing, Use of Technology		2023	Respectful work place, IT, and use of technology policies completed and adopted by Council.
		Council adoption of policies		2024	Complete
	Pursue structural alignment through organizational Strategic Plan updates			2022-26	In progress
	Bylaw Enforcement Officer Safety	Safety inventory and assessment		2024	Complete
		Personal protective equipment		2024	Complete
	TOP PROJECT: Streamline development application process**	Implement e-permitting for development applications		2024	Complete
		Implement outcomes of development application review process		2024	Complete
	Cross-train casual employees in different departments	Community Centre casual trained in Corporate		2023	Complete.
		Corporate casual trained in Finance		2023	Complete
	Digitize requests for information - looking at using online forms for submission of certain requests.	Banner Station - online application		2023	Complete
		Bylaw Complaint - online application		2024	Complete
		Business Licence - online application		2024	Complete
	Complete Climate Change Risk Assessment and Action Plan	Deliver Climate Change Risk Assessment and Action Plan		2024	Complete
	Council Policy Development and Renewals	Council Conference and Travel Policy		2024	Approved at Feb 21 RCM
		Video Surveillance Policy		2024	Not started
Internal Processes	Establish Accessibility Committee			2024	Comox Valley Accessibility Committee established as a regional committee for all Comox Valley local governments. Council adopted Accessibility Plan in spring 2025.
	Complete accessibility audit of Town facilities, services and communications			2024	Complete
	Develop an Accessibility Plan			2025	Plan adopted Feb 2025
	Complete accessibility SparcBC grant projects (website map layer, accessibility button, photo gallery)			2025	Final report sent to SparcBC Nov 18, 2025 to initiate final payment to the Town.
	Marine Service Building Leases			2025	Complete
	Marina Food Vendor Lease Renewals			2024	Complete
Legal Agreement Development and Renewals	Solid Waste Commercial Contract Renewal			2024	In progress
	Facility Use Agreement Renewals			2025	In progress
	New Solid Waste Management Bylaw			2023	Complete
	Updated Fees and Charges Bylaw			2024	Complete
Bylaw Development and Renewals	Adopt new Business Improvement Area Bylaw			2025	Complete
Filing System Review and Archive	Administration files review and archive			2024	In progress
Customer Service	Move toward macro-focussed customer service model			2024	In progress. Example requirement to shovel sidewalks, requirement to mow boulevards, decreased support for development application construction.
	Develop an organizational growth plan			2024	Council approved 50% non-market growth in 2024 budget towards additional Parks seasonal. Council approved growth in Community Center revenue towards additional part time clerk and increased Ask-a-Trainer hours

* Status Colours:
** Strategic initiative reworded

Completed:

On Hold:

In Progress:

AREA OF FOCUS	PROJECTS AND INITIATIVES	TASKS	YEAR	* STATUS
Recreation	Focus on providing equitable access to community recreation through the LEAP and TRIP programs.	Provide Council Report: make permanent LEAP Adults	2024	Council approved LEAP adults at RCM June 5, 2024.
	Deliver youth recreation opportunities and continue to support the Comox Youth Council.		2024	CYC attended March 12th 2025. Mayor Minoins to serve as liaison.
	Youth Recreation	Hire Programmer	2024	Complete
	TOP PROJECT: Further enhance youth recreation opportunities through the construction of a pump track and development of skate park plans.	Determine location for pump track	2023	Council provided direction to seek grant support for pump track. Site considerations will be included in Parks and Trails Master Plan process. The Modular Pump Track report was presented to Council in October 2025. Staff reported back in December and are waiting for direction on the modular pump track.
		Seek and submit grant funding proposals	2024	Contractor hired to assist with search for grants.
	Update Recreation Marketing Plan	Add Council Strategic Plan vision, lenses and values to plan and create schedule of monthly communication tactics.	2025	Summer Camp branding and 2025 marketing and communication plan complete.
	Build schedule of Community Centre capital replacement	Source quotes for replacement Gym floor and wall	2024	Quotes received and consideration for replacement timing taking place. Water issue in floor believed to be resolved.
	Sport Field Strategy	Work with Courtenay and the CVRD to implement recommendations from the 2023 Comox Valley Sport Fields Strategy report	2024-25	Report provided to Council February 2025. Work beginning on regional sports field allocation and fee policy (see 'Good Governance' - relationships)
	Recreation Master Plan		2025-26	
	Parks	Complete Brooklyn Creek greenway south of Noel Avenue.		
Acquire further parks and nature space within town boundaries.				In progress
Complete an ocean front walkway connection west of Marina Park to Ellis Street.				Complete, Council directed to not move forward with this project
Explore acquiring a bee friendly designation				Completed. The Town is officially a bee friendly community.
TOP PROJECT: Develop an Urban Forest Management Strategy to catalogue current needs and map future growth of the Town's parks systems.				In progress. Draft plan was available for community review in November/December 2025. Final plan to be presented to Council in March 2026.
TOP PROJECT: Develop a Parks Master Plan to catalogue current needs and map future growth of the Town's parks systems.		2024-25	Completed. Select projects added to the Strategic Plan.	
Arts and Culture	Continue to support Nautical Days and Filberg Festival.	Renew management and maintenance agreement with Filberg Heritage Lodge and Park Association.	2024	In progress
		Develop Nautical Days Policy	2024	Complete
		Establish Nautical Days Advisory Committee	2024	Council Committee established, Terms of Reference on March 20 RCM, committee members appointed. Complete
		Dissolve Nautical Days Society	2025	Complete, society will not be dissolved as per Council direction December 4th 2024
	Provide support for community Halloween and Christmas Market events.		2024	Complete. Council resolved to provide funding to the BIA for these events.
	Continue to provide space for Pearl Ellis Art Gallery and Comox Archives and Museum		2024	Complete
	Construct Mack Laing viewing platform.		2024	Arch permit issued. Proceeding with design. Design complete, engaging with construction contractor to review potential cost-saving measures to ensure project remains within budget.
Public Safety	Hold annual forums, such as an annual Economic Development and Tourism forum and a Developer's Forum, with key Stakeholders			Developers Forum held in January of 2025.
	Continue provision of health and safety support including smoke detectors, AED's, Fire Smart support and wildfire mitigation, extreme weather event centers, and supporting outreach during extreme weather events.	Direct communications and assistance with citizens on improving their fire safety.	All	Over 60 AED's have been installed across Comox. Extreme weather event policy adopted by Council and Town staff committed to outreach support in conjunction with other valley municipalities during extreme weather events.
	Focus on life saving protection through the timely response to fire rescue and medical emergency situations.	Maintain good response times to emergencies.	All	Service delivery times meet current needs. Current daytime response of less than 2 minutes out of the station. Challenging maintaining an active group of dedicated and trained paid on call firefighters. High turnover. Update, 18 member left the department in 2025.
	Active participation in the Regional Emergency Management Program.	Maintain our partnership with other local governments to develop an effective role and response to local emergencies.	All	Staff attend regular meetings of Comox Valley Emergency Planning group and participate in training and exercises. Regional pooling of funds for indigenous engagement has been approved
	Increase public awareness of emergency evacuation routes			CVRD has a grant to update emergency evacuation routes information. Comox Fire Rescue has added links to web site with information about Evacuation routes. Difficult to designate evacuation routes within a small town as the routes are likely to change based on the type and location of an emergency. In a local emergency citizens would be directed by first responders as to which route to use to evacuate town.
Fire Station Replacement		2026	Council provided direction to develop architectural drawings in March 2025. Contract awarded to local company for design(May 2025). Capital Infrastructure grant applied for (June 2025). Update: Council approves financing plan. Budget tracking good, so far. Building permit applied for. Anticipate construction to start in April.	

* Status Colours: Completed:
 ** Strategic initiative reworded

On Hold:


In Progress:

AREA OF FOCUS	PROJECTS AND INITIATIVES	TASKS	YEAR	* STATUS	
ECONOMIC HEALTH	Downtown Vitality	TOP PROJECT: Complete a Downtown Action Plan to guide future development and balance the need for growth vs. desire to maintain a small-			Complete with Council consideration of projects on September 11th
		Support downtown beautification through flower beds and routine maintenance.			Continuing
		Provide enhanced development approvals support for downtown projects.			Continuing
		Explore and incentivize retail zoning in the downtown			policy support included in new OCP, to be completed by end of 2025.
		Explore establishing a Town of Comox Tourism Commission			Invitation for BIA to attend Council meeting has been extended
	Balancing Vibrancy &	Promote and support local commercial into residential areas.	Complete communities	2024	In Progress
			Rezoning application processing	2024	Council removed mixed use from North Pritchard Corridor
			Update home occupation regulations	2025	will be completed in new zoning bylaw, by end of 2025.
		Support the BIA in their renewal and potential boundary expansion process	Support the Renewal of the Downtown BIA	2025	Complete. Regular meetings with BIA initiated.
			Examine the feasibility of expanding the BIA	2025	Complete. BIA has decided to not expand for their next term.
	TOP PROJECT: Complete an Economic Development Strategy and Downtown Enhancement Action Plan.			Complete	
	Comox Marina	Increase the Town's Employment Lands land base	Building Complete July 2023	2023	Included in OCP discussion, to be complete by end of 2025. Official opening Sep 7, 2023
			Request for Proposals (RFP) for lease of Units 102 & 105, effective Aug 1, 2023	2023	Leases to Big Animal Encounters and Compass Adventure
		Complete and provide occupancy to the Marine Services Building.	Request for Proposals (RFP) for lease of Units 104 & 105, effective Feb 1, 2024	2024	Lease of both Units to Compass Adventure
			2024 Mobile Vendor Renewals	2024	Complete
Provide marina space to encourage tourism and commercial activities.		Mobile Vendor RFP for 2025-26	2025	Complete	
		Improve the pedestrian connection between the Marina and Comox Ave and explore mechanized alternatives		Improved lighting and additional sidewalks on Beaufort	
Install a floating platform off the breakwater			2024	Comox Valley Harbour Authority forwarded our proposal to Small Craft Harbours, a division of the Dept. of Fisheries and Oceans. Via CVHA, they advised the installation of a swim platform does not align with their purpose & mandate of the waterlot so the application is denied.	

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On Hold: 


In Progress: 

GOOD GOVERNANCE	AREA OF FOCUS	PROJECTS AND INITIATIVES	TASKS	YEAR	* STATUS	
	Community Participation		Develop a pre-application policy with community input requirements to support and broaden community participation.	Develop Application Flow Charts with specific engagement requirements	2024	completed as part of new development application procedure. Consultation will be for OCP amendments only, after Council has had an initial review.
			Further enhance online information regarding proposed developments.	Include development information on website	2024	Complete but opportunities for public engagement decreased through Provincial Regulation changes.
			Continue Town's communication and social media growth to build knowledge and engagement on town projects and initiatives.	Increase website readership	2023	Website views on top five pages (Homepage, Community Centre, Employment Opportunities, Program Registration, Recreation Guide) increased by 20% YTD in Jan 2024 compared to 2023
				Increase social media engagement	2023	Facebook followers up 11% over 2023, to 5200; Instagram followers up slightly to 1140, X followers 2,657 up over 2023 rates of 2,550.
				Promote ReCollect App for solid waste information	2023	Registered users up over 10% to 1987 users. Currently at 2050 (Nov. 2024)
	Relationships	Maintain high levels of support and coordination with other local governments and K'omoks First Nation.	Consult with K'omoks First Nations on projects of shared interest	2023	Presentation made to K'omoks Chief and Council. Bi-monthly meetings between KFN Council and Mayor and CAO have been scheduled.	
			Partner with other Comox Valley local governments in the Leisure for Everyone Accessibility Program (LEAP)	2023	Regional program established in April 2023	
			Partner with other Comox Valley local governments in establishing a regional accessibility committee to meet legislative requirements	2023	Regional framework adopted November 2023	
			Partner with City of Courtenay in regional sports field allocation and centralized booking strategy	2024	Underway completion expected 2026	
Coordinate with City of Courtenay in public engagement strategy for new solid waste			2023	Complete		
Decision Making	Improve ground level data collection and continue to modernize internal processes.	Finance and Public Works Department is exploring Asset Management software to better track and improve coordination of asset management and replacement.	2024-25	In Progress through Complete Communities project. Preparing an RFP for asset management software.		
		Include full life cycle costs in all asset acquisition or expansion decisions.	2024	Full life cycle costing is included in all capital acquisition budgeting decisions		

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Completed: 

On Hold: 

In Progress: 

BALANCED COMMUNITY PLANNING	AREA OF FOCUS	PROJECTS AND INITIATIVES	TASKS	YEAR	* STATUS
	Strategic Growth	Ensure appropriate amenity provisions in rezoning applications.		2024	Affordable housing contribution policy will be rescinded as per rising DCC and implementation of ACC's (October 22, 2025 RCM discussion).
		Develop an organization growth plan that supports and enhance the delivery of services as the community grows.	Work with Courtenay and the CVRD to implement recommendations from the 2023 Comox Valley Sport Fields Strategy report (staff report to Council, November 1, 2023).	2024-25	In progress
	Housing	TOP PROJECT: Update (Complete new) the OCP through community consultation to develop a vision for the future		2024	Commenced Nov 2024. First Readings on November 5th
		Apply for and complete the Complete Community grant program to support future planning decision making.		2023	Complete. Grant obtained
		Apply for and complete the CMHC Housing Accelerator grant program to accelerate the Town's modernization process and		2023	Complete. Grant obtained
		TOP PROJECT: Develop a Housing Strategy that creates conditions for a diversity of housing options		2025	Will be part of the OCP process Council received Housing Needs Assessment on September 4th RCM
	Community Addition	Require greenway and connectivity networks in new developments.		2024	will be identified in new OCP, to be completed end of 2025.
		Complete a DCC review to ensure equity and fairness in cost allocation in new developments.		2024	First three readings on October 22, 2025, to be adopted end of 2025.
		Create a community amenity policy for developments.		2024	Affordable housing contribution policy will be rescinded as per rising DCC and implementation of ACC's (October 22, 2025 RCM discussion).
Increase required bike parking and EV charging capabilities in multifamily development			will be identified in new OCP and Zoning Bylaw, to be completed end of 2025.		
Create a residential tree planting program		2026	Not started		

* Status Colours:

** Strategic initiative reworded

Completed:

On Hold:

In Progress:

TO: Mayor and Council	FILE: 1765-01
FROM: Jordan Wall, Chief Administrative Officer	DATE: May 2, 2025
SUBJECT: Update on Amenity Cost Charges (ACC) and Development Cost Charges (DCC)	

Report Approved:


 Jordan Wall, Chief
 Administrative Officer

RECOMMENDATION(S) FROM THE CHIEF ADMINISTRATIVE OFFICER:

THAT Council forward this report to the May 14, 2025, Comox Strategic Planning Committee meeting for consideration.

PURPOSE

To provide Council information on the current state of the Town’s draft Amenity Cost Charge (ACC) and Development Cost Charge (DCC) amounts and to provide an update on the process.

STRATEGIC PLAN LINKAGE

Organizational Excellence	Asset Management - Focus on life-cycle funding when considering asset additions or replacements and communicate to the public the cost and need for asset renewal.
Good Governance	Decision Making - We make evidence-based decisions focused on the best interests of the Town over the long term.
Balanced Community Planning	<p>Strategic Growth - We will balance the benefits of growth with the livability of our seaside community.</p> <p>Housing - We will create the conditions for a diversity of housing options in our unique seaside Town.</p> <p>Community Addition - We will ensure that each new major development adds positively to the community through appropriate amenity contributions and/or other community benefits.</p>

BACKGROUND

As part of the Town’s overall development and financial reviews in conjunction with updating the OCP, improving development application timelines, and ongoing asset management work the Town is in the process of updating its DCC’s project list as well as creating an ACC project list for the first time.

DCC’s and ACC’s are projects costs, within provincial regulations, borne by the municipality to create new infrastructure in order to facilitate population growth. The municipality can require payment of these funds by developers to offset these costs. The Town’s current DCC’s do not match needed capital infrastructure plans and as such are in need of a review.

The Town has 5 main categories of DCC’s :

1. Sanitary- sewer conveyance and related costs
2. Water- water conveyance and related costs
3. Drainage- storm water conveyance and related costs
4. Transportation- roads, sidewalks, and intersection improvements
5. Parks- Acquisition of parks lands and expansion of park infrastructure

ACC’s is a new category which can be used for costs related to Community Centers, Fire Halls, parks, daycares, libraries, and other approved uses.

A more in-depth analysis is attached to this report but through initial work staff has developed the following proposed draft ACC’s and DCC’s.

Cost Type	Current Cost (single family)	Proposed Cost Single Family Cost	Proposed Apartment Cost
Sanitary	\$1,000	\$8,000	\$4,500
Water	\$0	\$1,300	\$730
Drainage	\$0	\$1,300	\$500
Transportation	\$2,800	\$5,100	\$2,700
Parks	\$2,200	\$11,700	\$6,700
ACC	\$0	\$8,600	\$5,000
Total Town	\$6,000	\$34,700	\$20,130

The CVRD also charges DCC’s and is creating ACC’s which are charged on development in the Town. The CVRD’s current DCC’s rates are \$10,000 per single family home and are expected to grow to between \$20,000-\$25,000 on a single-family home. The rates on an apartment are \$8,500 and are expected to grow between \$15,000-\$20,000. These rates need to be added **on-top** of the Town’s proposed rates to see the total cost payable by a developer.

ACC’s and DCC’s are made up of two parts, the actual charge to developers and the “Municipal Assist Factor” which is the amount contributed by the municipality through reserves or taxation. All the above numbers are set at a 99% charge to developers with a 1% municipal assist factor which is the smallest assist factor allowed by the Province.

To make the matter slightly more complicated, each DCC and ACC project has two values within it. The cost attributable to growth and the cost attributable to current population.

For example, the total cost of the Fire Hall upgrade is anticipated to be \$6,000,000 with \$2,000,000 paid for by the Fire Protection District. The remaining \$4,000,000 attributes 20% of the cost towards the benefit of new development, therefore setting the ACC amount to \$800,000 . With a 1% municipal assist factor the ACC total amount recoverable is \$792,000. This results in \$528 of the \$8,600 ACC going towards the Fire Hall.

Council can change the value of DCC's to be charged on new development in two ways:

- You can add or remove projects from the DCC and ACC list
- You can change the municipal assist factor

Removing a project from the list, so long as the project is removed from the capital plan as well, will result in a net reduction of the cost to the municipality.

Increasing the municipal assist factor will shift the cost burden onto existing and future taxpayers.

Removing a project from the ACC/DCC list but keeping it in the capital plan will shift 100% of the cost of the project to existing and future taxpayers.

Finally, DCC's and ACC's are not charged for homes where development does not impose new capital cost burden on to the Town, for example when homes are built on existing single-family lots or when a house is being replaced. These charges are only instituted when additional density or lots are being created imposing a new capital cost burden to the Town. An already serviced vacant lot would not be charged an ACC or DCC unless it is built out at a density higher than Single Family.

ANALYSIS/ISSUES/IMPLICATIONS

Administration is currently taking a three phased approach to introducing ACC and DCC updates.

- 1) May 7th – Council introduce to the draft ACC/DCC rates for the first time. This will provide Council context to the decision in the Road Standards and Parks and Trails Master Plan reports on this agenda.
- 2) May 14th- Council will review and discuss the Parks and Trails Master Plan and desired Parks Acquisition list coming to a recommendation on a draft list and value to be forwarded to the next regular Council meeting.
- 3) May 21st Council will finalize the draft ACC and DCC rates and project lists to go to public consultation.

4) Engagement sessions be scheduled in June or July and either be done jointly with the other local governments in the valley or scheduled to be completed at a similar time. Both Courtenay and the CVRD are currently doing major reviews of their DCC and ACC rates and are progressing on similar timelines as the Town.

5) Once feedback is received Council will finalize DCC and ACC rates in bylaw in the fall of 2025.

The Comox Valley local governments are also working jointly to develop matching definitions and procedures to make development application process more efficient across the valley.

The Town's ACC and DCC project lists are attached to this report.

a. Financial

A reduction in \$100,000 in Transportation DCC costs will reduce the DCC cost by \$100 for a single-family home and \$37 for an apartment.

A reduction in \$100,000 in Parks DCC costs will reduce the DCC by \$82 per single family home or \$47 per apartment unit.

A reduction in \$100,000 in ACC costs will reduce the ACC by \$75 per single family home and \$43 per apartment unit.

- The vast majority of the Parks DCC costs are within the Parkland Acquisition amount \$12,100,000 for 12 acres of land.
- The vast majority of the ACC costs are \$9,000,000 for Community Center Expansion and \$800,000 for the Fire Hall upgrade

GOVERNANCE CONSIDERATIONS

Council will need to carefully consider both, what projects it foresees as needed and balance that against the desire to not set DCC's and ACC's so high that it significantly discourages development.

Examining Council's desire to provide expanded Park land and an expanded Community Center will greatly assist in this analysis.

**TOWN OF COMOX
ACC PROGRAM**

Project Name	Cost Estimate (2025)	Benefit Factor %	Benefit to New Development	Municipal Assist Factor 1%	DCC Recoverable	Total Municipal Responsibility
Facilities Master Plan	\$ 200,000	100%	\$ 200,000	\$2,000	\$ 198,000	\$ 2,000
Fitness Studio Expansion	\$ 4,000,000	100%	\$ 4,000,000	\$40,000	\$ 3,960,000	\$ 40,000
Phase A: Building Expansion	\$ 5,000,000	100%	\$ 5,000,000	\$50,000	\$ 4,950,000	\$ 50,000
CC/Village Park - Basketball Courts	\$ 150,000	20%	\$ 30,000	\$300	\$ 29,700	\$ 120,300
CC/Village Park - Pump track	\$ 650,000	20%	\$ 130,000	\$1,300	\$ 128,700	\$ 521,300
Highland Park - Skatepark	\$ 1,500,000	20%	\$ 300,000	\$3,000	\$ 297,000	\$ 1,203,000
Lancaster Park - Covered Picnic Shelter	\$ 50,000	20%	\$ 10,000	\$100	\$ 9,900	\$ 40,100
Lancaster Park - Pathway Lighting	\$ 100,000	20%	\$ 20,000	\$200	\$ 19,800	\$ 80,200
Marina Park - Performance Stage	\$ 250,000	20%	\$ 50,000	\$500	\$ 49,500	\$ 200,500
Marina Park - Shade Structures	\$ 50,000	20%	\$ 10,000	\$100	\$ 9,900	\$ 40,100
Fire Hall	\$ 6,000,000	20%	\$ 1,200,000	\$12,000	\$ 1,188,000	\$ 4,812,000
Multi Use Sportsbox Location TBD	\$ 300,000	20%	\$ 60,000	\$600	\$ 59,400	\$ 240,600
	\$18,250,000		\$11,010,000		\$10,899,900	\$7,350,100

TOWN OF COMOX
TRANSPORTATION PROGRAM

TRANSPORTATION PROGRAM							
Project Name	Description	Cost Estimate (2025)	Benefit Factor	Benefit to New Development	Municipal Assist Factor 1%	DCC Recoverable	Total Municipal Responsibility
Intersection Upgrade - Robb and Anderton Rd Roundabout	30m west bound turning lane	\$ 926,000	100%	\$ 926,000	\$ 9,260	\$ 916,740	\$ 9,260
Intersection Upgrade - Comox Ave at Anderton Rd		\$ 201,300	100%	\$ 201,300	\$ 2,013	\$ 199,287	\$ 2,013
Phase Two Glacier View Roundabout		\$ 1,250,000	100%	\$ 1,250,000	\$ 12,500	\$ 1,237,500	\$ 12,500
Transportation Master Plan	2 plans (1 every 5 years)	\$ 300,000	100%	\$ 300,000	\$ 3,000	\$ 297,000	\$ 3,000
Greenways - Dryden/Cambridge	Anderton Road to Pritchard Road	\$ 1,136,000	20%	\$ 227,200	\$ 2,272	\$ 224,928	\$ 911,072
Sidewalks - Minor Collector - Bolt	Aspen Road to Olympic Drive (Jubilee Cr.?)	\$ 717,000	20%	\$ 143,400	\$ 1,434	\$ 141,966	\$ 575,034
Sidewalks - Minor Collector - Bolt	Olympic Drive to Spitfire Drive	\$ 271,000	20%	\$ 54,200	\$ 542	\$ 53,658	\$ 217,342
Sidewalks - Minor Collector - Robb	Church Street to Pritchard Road	\$ 1,156,000	20%	\$ 231,200	\$ 2,312	\$ 228,888	\$ 927,112
Sidewalks - Minor Collector - Robb	Davis Street to Anderton Road	\$ 1,435,000	20%	\$ 287,000	\$ 2,870	\$ 284,130	\$ 1,150,870
Sidewalks - Major Collector - Aspen	Noel Avenue to Murrelet Drive	\$ 797,000	20%	\$ 159,400	\$ 1,594	\$ 157,806	\$ 639,194
Sidewalks - Major Collector - Church	Buena Vista Avenue to Noel Avenue	\$ 1,276,000	20%	\$ 255,200	\$ 2,552	\$ 252,648	\$ 1,023,352
Sidewalks - Major Collector - Noel	Linshart Street to Aspen Road	\$ 1,196,000	20%	\$ 239,200	\$ 2,392	\$ 236,808	\$ 959,192
Sidewalks - Major Collector - Noel	Tutor Drive to Aspen Road	\$ 925,000	20%	\$ 185,000	\$ 1,850	\$ 183,150	\$ 741,850
Sidewalks - Major Collector - Noel	Pritchard Road to Dogwood Avenue	\$ 765,000	20%	\$ 153,000	\$ 1,530	\$ 151,470	\$ 613,530
Sidewalks - Major Collector - Aitken	Bolt Avenue to Downey Avenue	\$ 1,036,000	20%	\$ 207,200	\$ 2,072	\$ 205,128	\$ 830,872
Sidewalks - Major Collector - Aitken	Downey Avenue to Comox Avenue	\$ 558,000	20%	\$ 111,600	\$ 1,116	\$ 110,484	\$ 447,516
Sidewalks - Major Collector - Pritchard	Noel Avenue to Maquinna Avenue	\$ 957,000	20%	\$ 191,400	\$ 1,914	\$ 189,486	\$ 767,514
Sidewalks - Arterial - Guthrie	Pritchard Road to Brooklyn Elementary School mid block crossing	\$ 1,433,000	20%	\$ 286,600	\$ 2,866	\$ 283,734	\$ 1,149,266
Intersection Upgrade - Rodello and Comox Ave Roundabout	95% currently in DCC	\$ 1,368,400	100%	\$ 1,368,400	\$ 13,684	\$ 1,354,716	\$ 13,684
Intersection Upgrade - Glacier View and Comox Ave Roundabout	95% currently in DCC	\$ 1,259,900	100%	\$ 1,259,900	\$ 12,599	\$ 1,247,301	\$ 12,599
		\$ 18,963,600		\$ 8,037,200	\$ 80,372	\$ 7,956,828	\$ 11,006,772

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**TOWN OF COMOX
WATER PROGRAM**

WATER PROGRAM						
Project Name	Cost Estimate (2025)	Benefit Factor %	Benefit to New Development	Municipal Assist Factor 1%	DCC Recoverable	Total Municipal Responsibility
Watermain Tie-in Tutor Dr Area	\$ 420,000	90%	\$ 378,000	\$ 3,780	\$ 374,220	\$ 45,780
Dryden Rd Watermain Loop	\$ 1,302,000	50%	\$ 651,000	\$ 6,510	\$ 644,490	\$ 657,510
Watermain Upgrade, Stewart & East Centennial	\$ 621,600	90%	\$ 559,440	\$ 5,594	\$ 553,846	\$ 67,754
Water Master Plan	\$ 300,000	100%	\$ 300,000	\$ 3,000	\$ 297,000	\$ 3,000
Totals	\$ 2,643,600		\$ 1,888,440	\$ 18,884	\$ 1,869,556	\$ 774,044

**TOWN OF COMOX
SANITARY SEWER PROGRAM**

Project No.	Project Name	Cost Estimate (2025)	Benefit Factor %	Benefit to New Development	Municipal Assist 1%	DCC Recoverable	Total Municipal Responsibility
S-1	Western Foreshore Upgrade	\$ 3,163,670.00	75%	\$ 2,372,753	\$ 23,728	\$ 2,349,024.98	\$ 814,645
S-2	Inflow & Infiltration Reduction	\$ 1,000,000.00	20%	\$ 200,000	\$ 2,000	\$ 198,000.00	\$ 802,000
S-3	Comox Ave Upgrade - Rodello to Anderton	\$ 571,600.00	50%	\$ 285,800	\$ 2,858	\$ 282,942.00	\$ 288,658
S-4	Anderton - Bolt to Guthrie	\$ 713,800.00	90%	\$ 642,420	\$ 6,424	\$ 635,995.80	\$ 77,804
S-5	Central Foreshore Upgrade	\$ 2,275,000.00	75%	\$ 1,706,250	\$ 17,063	\$ 1,689,187.50	\$ 585,813
S-6(New)	Sanitary Master Plan	\$ 400,000.00	100%	\$ 400,000	\$ 4,000	\$ 396,000.00	\$ 4,000
S-7(New)	Beaufort Ave Upgrade	\$ 298,000.00	75%	\$ 223,500	\$ 2,235	\$ 221,265.00	\$ 76,735
Totals		\$8,422,070		\$5,830,723	\$58,307	\$5,772,415	\$2,649,655

TOWN OF COMOX
DRAINAGE PROGRAM

Project Name	Previous Cost Estimate (2016)	Cost Estimate (2025)	Benefit Factor %	Benefit to New Development	Municipal Assist Factor 1%	DCC Recoverable	Total Municipal Responsibility
Carthew Creek	\$ 110,000	\$ 200,000	100%	\$ 200,000	\$ 2,000	\$ 198,000	\$ 2,000
Stormwater Master Plan		\$ 400,000	100%	\$ 400,000	\$ 4,000	\$ 396,000	\$ 4,000
Anderton Rd. (Guthrie to Bolt)	\$ 102,260	\$ 282,900	100%	\$ 282,900	\$ 2,829	\$ 280,071	\$ 2,829
Totals	\$ 212,260	\$ 882,900		\$ 882,900	\$ 8,829	\$ 874,071	\$ 8,829

**TOWN OF COMOX
PARKS PROGRAM**

Project Name	Total Project Costs (2025)	Benefit Factor %	Benefit to New Development	Municipal Assist Factor 1%	DCC Recoverable	Total Municipal Responsibility
Parkland Acquisition	\$ 12,088,436.63	100%	\$ 12,088,437	\$ 120,884	\$ 11,967,552	\$ 120,884
Anderton Park - Playground	\$ 600,000	100%	\$ 600,000	\$ 6,000	\$ 594,000	\$ 6,000
Anderton Park - Washrooms	\$ 100,000	50%	\$ 50,000	\$ 500	\$ 49,500	\$ 50,500
CC/Village Park - inclusive playground	\$ 1,000,000	100%	\$ 1,000,000	\$ 10,000	\$ 990,000	\$ 10,000
CC/Village Park Drainage	\$ 125,000	20%	\$ 25,000	\$ 250	\$ 24,750	\$ 100,250
CC/Village Park - Trail Development	\$ 250,000	100%	\$ 250,000	\$ 2,500	\$ 247,500	\$ 2,500
Elks and Royal Purple Park - Playground	\$ 100,000	20%	\$ 20,000	\$ 200	\$ 19,800	\$ 80,200
Kye Bay - Washroom	\$ 75,000	100%	\$ 75,000	\$ 750	\$ 74,250	\$ 750
Lancaster Park - Playground	\$ 150,000	20%	\$ 30,000	\$ 300	\$ 29,700	\$ 120,300
Lancaster Park - Washroom	\$ 150,000	100%	\$ 150,000	\$ 1,500	\$ 148,500	\$ 1,500
Lazo Foreshore/Point Holmes - Washroom	\$ 150,000	100%	\$ 150,000	\$ 1,500	\$ 148,500	\$ 1,500
Marina Park - Playground	\$ 1,000,000	100%	\$ 1,000,000	\$ 10,000	\$ 990,000	\$ 10,000
Northeast Woods - Washroom	\$ 150,000	100%	\$ 150,000	\$ 1,500	\$ 148,500	\$ 1,500

**TOWN OF COMOX
PARKS PROGRAM**

Parkland Acquisition - Forester	\$ 1,000,000	20%	\$ 200,000	\$ 2,000	\$ 198,000	\$ 802,000
Parkland Acquisition - NW Comox	\$ 1,000,000	20%	\$ 200,000	\$ 2,000	\$ 198,000	\$ 802,000
Playground - Forester	\$ 250,000	100%	\$ 250,000	\$ 2,500	\$ 247,500	\$ 2,500
Playground - North Comox	\$ 250,000	100%	\$ 250,000	\$ 2,500	\$ 247,500	\$ 2,500
Playground - Point Holmes	\$ 750,000	100%	\$ 750,000	\$ 7,500	\$ 742,500	\$ 7,500
Playground - Port Augusta Park	\$ 150,000	100%	\$ 150,000	\$ 1,500	\$ 148,500	\$ 1,500
Waterfront Parks - Trail Development	\$ 50,000	100%	\$ 50,000	\$ 500	\$ 49,500	\$ 500
Waterfront Parks - Washroom	\$ 75,000	100%	\$ 75,000	\$ 750	\$ 74,250	\$ 750
CC/Village Park - Site furnishings	\$ 100,000	20%	\$ 20,000	\$ 200	\$ 19,800	\$ 80,200
	\$19,963,437		\$17,933,437	\$179,334	\$17,754,102	\$2,209,334

18,160,992
0.02240



DCC's and ACC's

Craig Perry
Engineering Manager
Municipal Works

February 11, 2026 Strategic Planning Committee Agenda



TOWN OF
COMOX

Page 18

Agenda

- **What are they?**
- **How much are they?**
- **When do we get them?**
- **How can we change them?**
- **How will we implement them?**



What are DCC's/ACC's

- The Developer Cost Charges (DCC's) and Amenity Cost Charges (ACC's) are costs that municipalities can charge on *new development* to help offset the cost of new infrastructure.

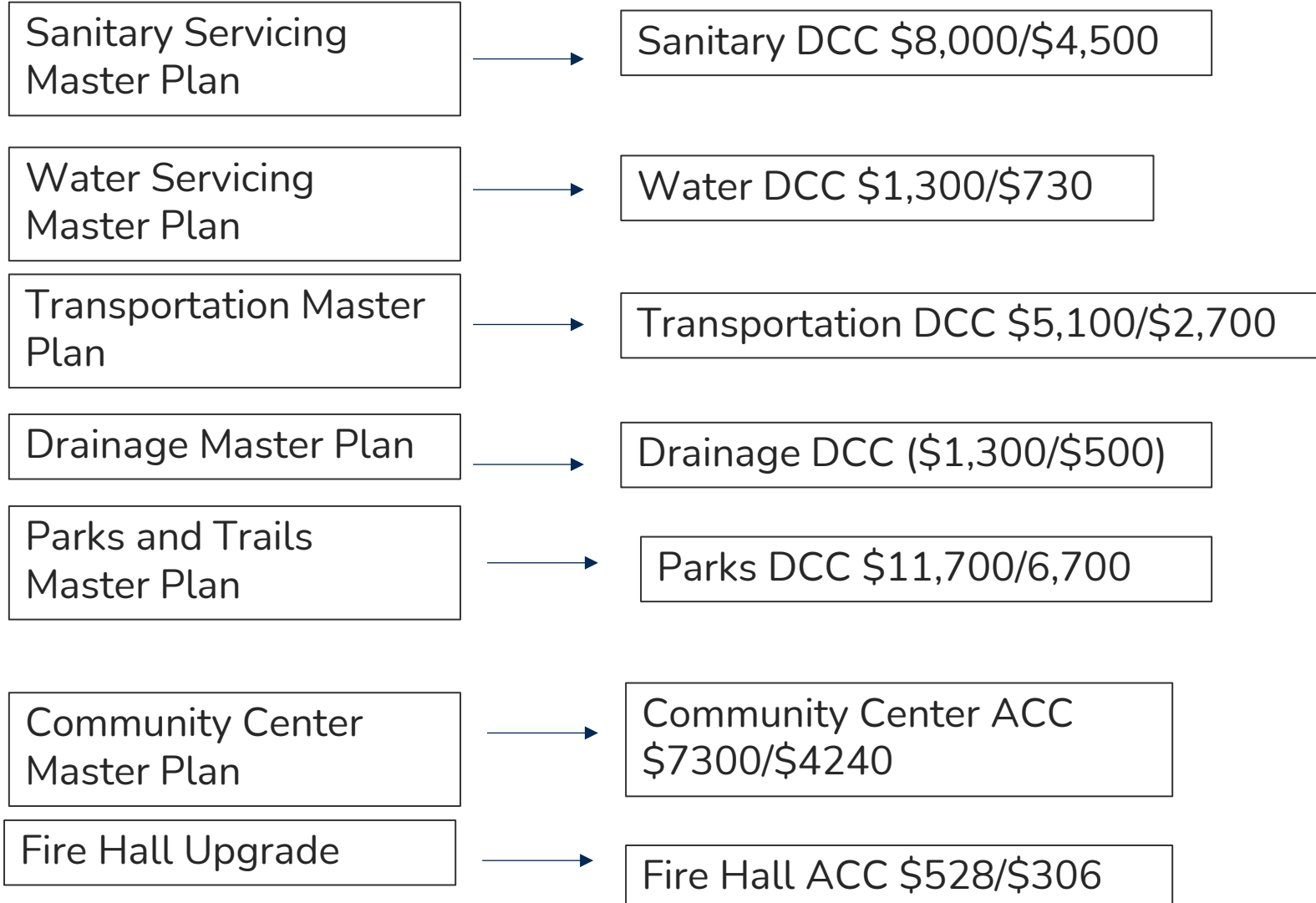
- DCC's
 - Roads
 - Water
 - Sewer
 - Parks

- ACC's:
 - Parks
 - Fire Hall
 - Community Centers
 - Other eligible costs



How did we develop them?

(Single Family/Multi Family)



DCC's and ACC's Total

- Comox DCC/ACC Total \$34,700/20,130
- Regional District ACC/DCC Total \$25,000/\$20,000*
- Total: **\$59,700/\$40,130**

* Regional District number are high level projections

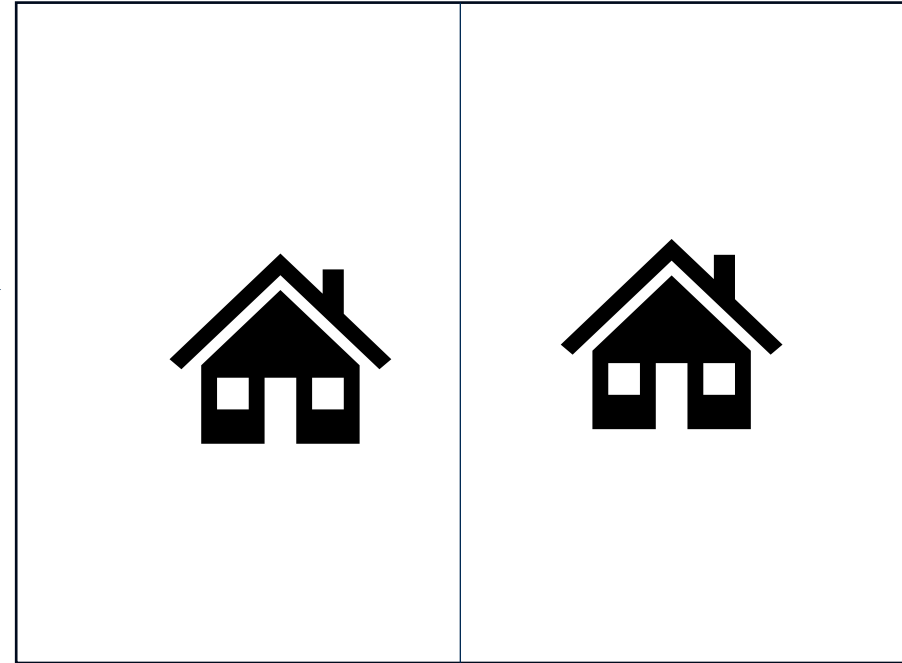
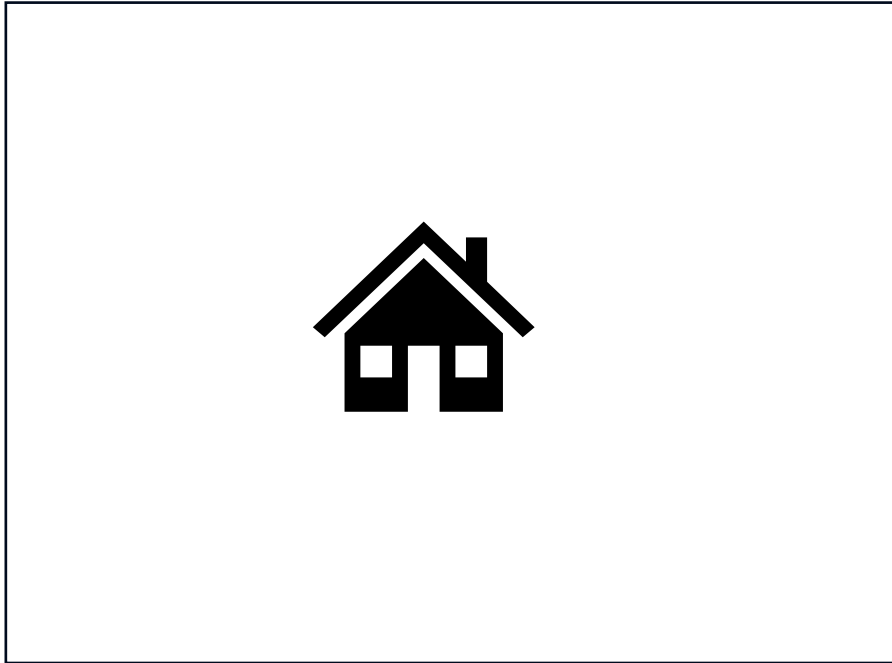


When do we collect DCCs?

1 Lot

Subdivision

2 Lots



We do not collect any
DCC's or ACC's

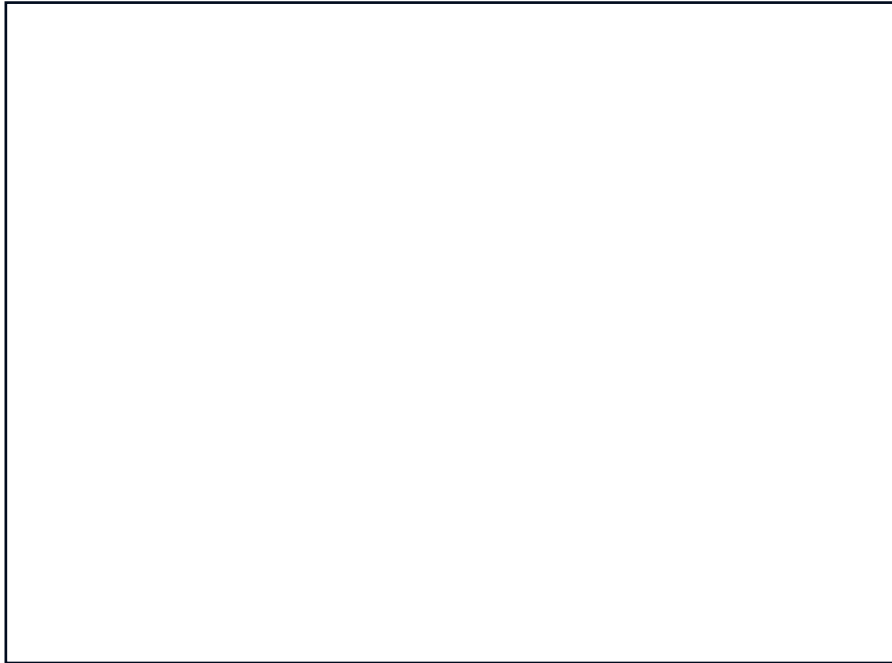
We collect 1 Single
Family DCC/ACC Cost

When do we collect DCCs?

1 Lot

Subdivision and Density
At Building Permit

2 Lots



We do not collect any
DCC's or ACC's

We collect 4 Low Density
residential DCC/ACC Charges

How do we change DCC/ACC Rates

Without additional Cost to Tax Payers

- Review the master plans and project lists and remove costs and projects that are not feasible, desirable, affordable, or meet Council's desired service levels.
- Do not construct those projects
- Get grants

With additional Cost to Tax Payers

- Review the master plans and project lists and remove costs and projects that are not feasible, desirable, affordable, or meet Council's desired service levels but still construct these projects.
- Increase the municipal assist factor from 1% to a number that is higher



DCC Implementation

May 7th

- Council will review road standards and sidewalk locations

May 14th

- Council will review Parks and Trails Master Plan and Parks DCC/ACC project lists
- Council will make recommendations to change ACC/DCC project lists
- Council will consider municipal assist factor

May 21st

- Council will finalize draft rates and draft project lists

June

- Public engagement on draft rates

Late Summer

- Adoption of ACC/DCC rates





TOWN OF
COMOX



TOWN OF COMOX
Council Meeting Decision

MEMORANDUM

TO: Planning, Finance	DATE: June 5, 2025
FROM: Shelly Russwurm, Corporate Officer	FILE: 1765-01, 1766-01
SUBJECT: Development Cost Charge and Amenity Cost Charge Draft Rates	


 Shelly Russwurm

MESSAGE: Resolution(s) passed at June 4, 2025 Regular Council Meeting:

THAT the Development Cost Charge rates with a municipal assist factor of 1% be endorsed. (2025.242) -- CARRIED

THAT Amenity Cost Charge rates with a municipal assist factor of 1% be endorsed. (2025.243) -- CARRIED

THAT the programs and draft rates be advanced to the public consultation phase as presented. (2025.244) -- CARRIED

TO: Mayor and Council	FILE: 1765-01, 1766-01
FROM: Jordan Wall, CAO	DATE: May 29, 2025
SUBJECT: Development Cost Charge and Amenity Cost Charge Draft Rates	

Report Approved:



Jordan Wall, Chief
Administrative Officer

RECOMMENDATION(S) FROM THE CHIEF ADMINISTRATIVE OFFICER:

1. THAT the Development Cost Charge rates with a municipal assist factor of 1% be endorsed.
2. THAT Amenity Cost Charge rates with a municipal assist factor of 1% be endorsed.
3. THAT the programs and draft rates be advanced to the public consultation phase as presented.

ALTERNATIVE TO THE RECOMMENDATIONS:

Option 1:

Council could choose to adjust the municipal assist factor for both or either of the proposed DCC or ACC rates or direct staff to remove a project from the program. The following motion would be in order:

1. THAT Development Cost Charge Rates with a municipal assist factor of X% be endorsed;
2. THAT Amenity Cost Charge Rates with a municipal assist factor of X% be endorsed; and
3. THAT project X be removed from the ACC or DCC project list.

Option 2:

1. THAT staff be directed to revise the presented programs and rates based on Council direction.

EXECUTIVE SUMMARY

The *Local Government Act* lays out the process for establishing DCC and ACC projects and rates, which include establishing growth projections, determining capital costs and timing of infrastructure to support growth, identify the extent to which each capital project benefits growth (Benefit Allocation), and Council determines how much the Town will assist development (Municipal Assist Factor). Each of these components inform the calculation of the DCC or ACC rates.

Staff have been reviewing and refining the program over the last several months to prioritizing growth-related projects, establishing the benefit allocation to growth and existing development for each project, ensuring that the Town has the financial capacity to fund the municipal portion of the proposed program, and reducing projects to ensure that the proposed charges will not deter development.

Direction received from Council regarding removing specific projects from the Parks DCC and Amenity Cost Charge Programs has been incorporated. Staff previously provided approximate rates incorporating the reduced program and associated rates. At first glance, it looks like the resulting DCC rates increased rather than decreased for the Low Density Residential land use category compared to what was previously reported in the Staff Report dated May 14, 2025. The perceived rate increase is because there was a revision to the land use category definition for Low Density Residential to also include one (1) detached accessory dwelling unit (DADU), such as a coach house, without the requirement for an additional DCC charge. This change results in an increase in the number of units/people expected to be living in a low density property because of a change in the land use category definition. The new definitions encourage more units on a property by including a DADU and a suite. The new numbers reflect an attempt to incentivize low density infill and the construction of medium density dwelling units (the missing middle) and a move away from the construction of single detached homes without accessory dwelling units. The change in the residential land use categories definitions is proposed to be aligned with the CVRD and the City of Courtenay to provide regional consistency and simplify rate calculations for staff and the development community. There have also been some minor price updates in DCC projects based on new costing and project information.

Once the proposed rate is endorsed by Council, the *Local Government Act* requires consultation with the development industry and the public for ACC bylaws and is recommended best practice for DCC bylaws. In advance of the consultation additional financial feasibility testing will be completed. Input received during the engagement will be brought back to Council to consider during the bylaw consideration process. Between third and fourth reading, the DCC bylaw is reviewed and requires approval of the Provincial Inspector of Municipalities, a process that is currently taking 2-3 months. Approval by the Inspector is not required for an ACC Bylaw.

PURPOSE

The purpose of this report is to seek Council's endorsement of proposed rates for both the Development Cost Charge (DCC) and Amenity Cost Charge (ACC) programs and launch of the public consultation phase of this project.

STRATEGIC PLAN LINKAGE

The 2022-2026 Strategic Plan identifies the following project/initiative that contributes to the Balanced Community Planning Strategic Priority:

- Community Addition: Ensuring each new major development adds to community through appropriate amenity contributions and/or community benefits.
 - Complete a DCC review to ensure equity and fairness in cost allocation for new developments
 - Create a community amenity policy for developments

BACKGROUND

In response to Council's direction to proceed with development of the DCC and ACC Programs, the project was launched in November 2024. This project is one of the Housing Accelerator Fund initiatives prioritized for completion in 2025. Urban Systems has been selected to work with staff to develop new programs for an ACC and a Fire Protection Facility DCC and revise DCC programs and rates for existing programs.

Bill 46 introduced changes to the existing *Local Government Act* Section 19, most notably to include a new amenity financing tool intended to replace Community Amenity Contributions (CACs) and changes to DCC legislation to expand the allowable categories including fire protection facilities, police facilities and solid waste and recycling facilities.

Establishing cost recovery mechanisms such as development cost charges is beneficial to the Town in financing new investment in infrastructure and community facilities in response to growth related to community goals and housing supply mandates. The intent of DCC and ACC programs is to recover the cost of new infrastructure and facilities required for growth, by assigning a portion of those costs to new development through development charges. This ensures new development pays a prorated portion of the cost of, for example, upsized underground infrastructure (DCCs) or expanded recreation facilities (ACCs). Acknowledging that existing infrastructure and facilities also will be upgraded or renewed to serve the existing population and development in the community, DCC and ACC programs are required to demonstrate how the apportioning of cost has been established.

Staff have been refining the program over the last several ensuring that the Town has the financial capacity to fund the municipal portion of the proposed program and reducing projects to ensure that the proposed charges will not deter development. Direction received from Council regarding removing specific projects from the Parks DCC and Amenity Cost Charge Programs has been incorporated in the proposed rates including the requested reduction in the park acquisition component of the Parks DCC program from \$12 million to \$3 million.

Staff and the consultants have now completed the necessary analysis and program design to establish draft rates and proceed to public consultation stage. After consultation, feedback will be considered and then separate ACC and DCC bylaws will be brought forward to Council for consideration of readings. Inspector of Municipalities approval is required for the DCC Bylaw and will follow initial bylaw readings by Council.

Growth forecasts were used to identify growth-related projects and costs. In determining the list of growth-related projects, considerable time was spent ensuring that current replacement and renewal plans were considered in determining the benefit allocation between existing and future development.

This work was prepared by Urban Systems in consultation with staff, and the result of this work is summarized in a presentation included as Attachment A.

DCC and ACC programs rely on projections of growth for the next 10-20 years. The numbers used in the program are based on population projections and anticipated development of new housing and other new development.

Further information regarding the inputs used for the development of the DCC program and rates is included in the Draft DCC Background Report appended to this report as Attachment B. This report will be finalized and submitted to the Inspector of Municipalities as part of DCC Bylaw approval.

ANALYSIS/ISSUES/IMPLICATIONS

Municipal Assist Factor

The LGA states that the purpose of DCCs and ACCs is to provide funds to 'assist' local governments with paying for capital costs. The legislation therefore requires an "assist factor" be included when determining the DCC and ACC rates, thus resulting in the Municipal Assist Factor. This factor offers discretion for Councils to set a level of municipal assistance towards the cost of DCC or ACC for new development. The ratio can be set anywhere between 1-99% but is typically set at 1%. A higher assist factor could be used to support a relatively lower cost of development, however it does so by shifting a portion of the cost of new infrastructure that serves new growth, to the existing taxpayers in the Town. The municipal assist factor should be a reflection of the community's support towards the financing of infrastructure required to serve new development. The municipal assist can vary by infrastructure category in the DCC and ACC programs. Most municipalities opt to apply an assist factor of 1% because the development of the programs includes focusing on only that portion of infrastructure costs that are directly attributable to new development and most municipalities don't have the financial resources to subsidize DCC and ACC charges. It is also possible to develop a bylaw that phases in DCC increases by starting with a higher assist factor and decreasing the assist factor percentage annually over 3-5 years.

Projects and Benefit Allocation

DCC and ACC programs are comprised of multiple eligible projects in each category. As the volume and costs of these projects increases rates for these programs will rise. The calculation of rates includes a benefit factor which represents the percentage of the project attributable to growth. This ensures that only the growth portion is used to calculate rates.

When collecting for various projects in the DCC and ACC programs, both 10 and 20-year timeframes were established to align with existing master plans. For example, programs with relatively up to date plans and or studies have 20-year timeframes while water, sewer and drainage have 10-year timelines. Associated master plans are included as projects in the DCC programs to ensure that the infrastructure needs of growth are well-understood and incorporated in the DCC program as per recommended best practices.

DCC rates are directly tied to the project costs and the benefit allocation to growth. It is a best practice to complete annual inflationary adjustments as permitted by legislation and update DCC programs

every 3-5 years to ensure that the Town is collecting adequate charges to deliver the projects needed to support growth. Minor amendments are also recommended should construction cost rise at a disproportionate rate to inflation (i.e. during COVID 19).

CAC Policy

Like many other BC municipalities, the Town already has a Community Amenity Contribution (CAC) Policy. This policy relies on voluntary contributions at time of zoning amendments and is based on a similar concept aiming at recovering cost related to growth from new development. Specific to rezoning applications the rationale has generally been that the increased density creates new, not previously anticipated needs for infrastructure, affordable housing, and facilities. The Town's current OCP includes policies that identifies several items that may be negotiated at time of rezoning, including affordable housing. The Policy will be further reviewed as part of the OCP update that is currently underway. Affordable housing is not an eligible ACC project.

The current legislation does not preclude local governments from continuing to negotiate CAC; however, it is important that the Town does not double charge for specific amenities. The proposed ACC Program does not include any of the specifically mentioned amenities noted in the OCP CAC policy to avoid the risk of double charging. If legal advice or legislation changes, staff will inform Council accordingly.

Financial Feasibility Analysis

When setting ACC rates, section 570 of the *Local Government Act* includes requirements for local governments to consider whether the charges will deter development or discourage the construction or provision of reasonably priced housing or land through economic analysis or financial feasibility testing. The project workplan includes financial feasibility analysis to understand the impacts of charges on development viability. The extent of this analysis will vary based on factors such as whether the ACC is being introduced for the first time, the magnitude of the proposed changes, and the local housing market and land supply conditions. In some cases, a high-level qualitative assessment of market conditions will suffice. Financial feasibility analysis as part of the ACC review to understand the impacts of charges on development viability.

The impact of ACCs on development varies depending on factors such as whether the charge is applied to projects under existing zoning or pre-zoning, and whether ACCs represent a new project cost. Implementing ACCs alongside zoning changes, such as increased density, can offset the impact on development viability. The allowable height and density of a project are regulated by the site's zoning. When zoning changes to permit greater density, land values often rise, as increased density effectively adds more land by allowing more buildable space. Additional permitted floor space raises a site's market value, especially in high demand locations. The increased land value resulting from a zoning change can help mitigate the financial impact of an ACC. If ACCs are introduced at the same time as zoning changes (via pre-zoning), the enhanced land value can offset the impact of the ACC. The site's land value, inclusive of both the pre-zoning increase and ACC impact, remains higher than its pre-existing value. As the Town is currently preparing a revised OCP and is completing a Zoning Bylaw

Review that includes pre-zoning for at least 20-years of housing need, the consideration of an ACC is well-timed.

Public Consultation

There is no mandatory public consultation activities described in legislation for DCC, however, engagement is beneficial in obtaining Inspector of Municipalities approval which is required. *Local Government Act* Section 570 sets out requirements for consultation on ACC's. Per the ACC Best Practices Guide and s. 570 of the *Local Government Act*, consultation is required as part of developing or updating an ACC program. Consultation with interested parties promotes transparency, trust, and fairness and is a recommended best practice when developing both ACC and DCC. The consultation process should involve consultation with parties considered to be affected by the development of ACC and DCC bylaws, which could include the public, development community, and other organizations. One or more opportunities must be provided in a manner the local government considers appropriate.

All three regional municipalities and the CVRD are currently developing or revising DCC and/or ACC programs; CAOs from each jurisdiction have discussed hosting a Valley-wide engagement session to provide an opportunity for interested parties to efficiently provide feedback to each local government/regional district's program updates at a combined event recognizing that interested parties often work in all the Comox Valley jurisdictions. It is recommended that the Town participate in this collaborative session based on Council's direction.

Other ways of providing feedback opportunities include making information (e.g., display boards or posters) available at the Town Office and at the OCP Open house or other community engagement events. Additional information will be uploaded to a project page on the Town website including Council reports and presentations, FAQ Sheet, and general project timelines.

Feedback received will be included when presenting the DCC and ACC Bylaw to Council for further consideration.

In Stream Protection

When a new ACC or DCC Bylaw is enacted, an existing development application submitted prior to the adoption of the new Bylaw(s) is granted 12-month in-stream protection. In-stream protection will apply to both building permit and subdivision applications received prior to the adoption of any new ACC or DCC Bylaw. Protection is also extended to complete rezoning and development permit applications that were submitted prior to the adoption of any new ACC or DCC Bylaw and that will result in a building permit within 12 months of bylaw adoption. If an application meets the required criteria of being submitted prior to the adoption of the new ACC or DCC Bylaw, it is provided protection from rate increases

Statutory Exemptions:

As per provincial legislation, the following are exempt from paying DCCs and ACCs:

- Development in which a DCC or ACC has previously been paid;

- Development that does not impose a new capital cost burden; and,
- Places of Worship.

DCC exemptions that can be varied by Council:

- Building Permits for work that does not exceed \$50,000 in value (\$75,000 proposed)
- Self-contained residential dwelling units no larger than 29 m² (312 ft²).
- Fewer than 4 units (existing bylaw and proposed to apply single units)

ACC exemptions:

The *Local Government Act* establishes several situations where a development is exempt from ACC including places used for public worship, prescribed classes of affordable and special needs housing (e.g. purpose-built rental units owned or leased by government entities or non-profits, supportive housing, cooperative housing, transitional housing, emergency shelters), and developments that do not result in an increase of population or workers.

Waivers and Reductions

Under the *Local Government Act*, a local government may opt to impose an additional Bylaw through which DCCs or ACCs may be waived or reduced. DCC waivers or reductions can be provided in support of development resulting in the creation of affordable rental housing or reduced environmental impact. Waiver and Reduction Bylaws do not require approval from the Inspector of Municipalities.

The Town does not currently provide any DCC waivers or reductions. Should the Town establish any waivers or reductions, the amount waived is to be entirely supported by the existing taxpayer.

Council can direct staff to develop a waivers and reductions bylaw at anytime and does not have to be done in conjunction with the subject bylaws. Waiver and Reduction Bylaws would afford the opportunity to reduce charges on any of the following types of development:

- Not-for-profit rental housing
- Supportive living housing
- For-profit affordable rental housing
- A subdivision of small lots designed to result in low greenhouse gas emissions
- A development designed to result in low environmental impact

Draft Rates:

The proposed DCC rates per program and the ACC rates are broken down in Table 1 below. Table 2 shows the combined DCC and ACC rates per category. Proposed rates anticipate a 1% municipal assist factor. Should Council wish to increase the assist factor, this would result in an increase to the municipal financial responsibility. Additional details about how the rates were determined, including project details, are included in a draft DCC Background Report (Attachment B) and a draft ACC Memo (Attachment C). Table 3 shows the proposed Town of Comox DCC and ACC rates as well as the Comox Valley Regional District (CVRD) proposed DCC rates, note that the CVRD rates are draft and subject to

change. The Town collects DCC rates on behalf of the CVRD at the time of development. Note that the regional rates are proposed and may be adjusted by the CVRD prior to being adopted.

TABLE 1 : Proposed DCC Rates per Program and ACC Rates

Land Use	Proposed Development Cost Charge							Proposed Amenity Cost Charge	Unit of Charge
	Transportation	Water	Sanitary Sewer	Drainage	Parks	Fire	Total		
Low Density Residential	\$6,498	\$3,658	\$10,912	\$516	\$8,763	\$445	\$30,792	\$9,991	Per Lot
Medium Density Residential	\$2,962	\$1,710	\$5,102	\$387	\$4,097	\$208	\$14,466	\$4,671	Per Dwelling Unit
High Density Residential	\$25.58	\$20.35	\$60.71	\$2.62	\$48.75	\$2.48	\$160.49	\$55.58	Per sq.m. of GFA
Commercial	\$6.69	\$9.50	\$28.34	\$1.96	\$0.00	\$1.16	\$47.65	\$0.00	Per sq.m. of GFA
Institutional	\$7.64	\$14.25	\$42.51	\$1.96	\$0.00	\$1.73	\$68.09	\$0.00	Per sq.m. of GFA
Industrial	\$8.60	\$4.75	\$14.17	\$1.08	\$0.00	\$0.58	\$29.18	\$0.00	Per sq.m. of GFA

TABLE 2: Proposed DCC and ACC Rates Combined

<u>Land Use</u>	<u>Total DCC</u>	<u>Total ACC</u>	<u>Combined (DCC+ACC)</u>	<u>Unit of Charge</u>
Low Density Residential	\$30,792	\$9,991	\$40,783	Per Lot
Medium Density Residential	\$14,466	\$4,671	\$19,137	Per Dwelling Unit
High Density Residential	\$160.49	\$55.58	\$216.07	Per sq.m. of GFA
Commercial	\$47.65	\$0.00	\$47.65	Per sq.m. of GFA
Institutional	\$68.09	\$0.00	\$68.09	Per sq.m. of GFA
Industrial	\$29.18	\$0.00	\$29.18	Per sq.m. of GFA

TABLE 3: Proposed Comox Rates and Proposed Regional Rates

<u>Land Use</u>	<u>Proposed Town of Comox Rates (DCC + ACC)</u>	<u>Proposed Regional DCC Rates</u>	<u>Combined Town & Regional Rate</u>	<u>Unit of Charge</u>
Low Density Residential	\$40,783	\$16,377	\$57,160	Per Lot
Medium Density Residential	\$19,137	\$8,919	\$28,056	Per Dwelling Unit
High Density Residential	\$216.07	\$80.40	\$296.47	Per sq.m. of GFA
Commercial	\$47.65	\$34.10	\$81.75	Per sq.m. of GFA
Institutional	\$68.09	\$34.10	\$136.29	Per sq.m. of GFA
Industrial	\$29.18	\$21.83	\$51.01	Per sq.m. of GFA

**Note, these rates are draft and subject to change*

DCC Comparisons:

While DCC rates reflect the projects needed to facilitate growth for an individual jurisdiction, it is common practice to consider DCC rates in other municipalities, even though each municipality has unique needs to accommodate growth. When comparing rates, it is also important to note that what is included in the definition and how the rates are applied vary. For example, a detached ADU in Kelowna would have an additional charge to a detached dwelling, while in Comox it would not. Also consider the date of the DCC program, as older programs may not be keeping up with current construction costs and in some cases are also under review (i.e. Courtenay and Peachland).

FIGURE 1: DCC Medium Density DCC Comparisons including Regional DCC

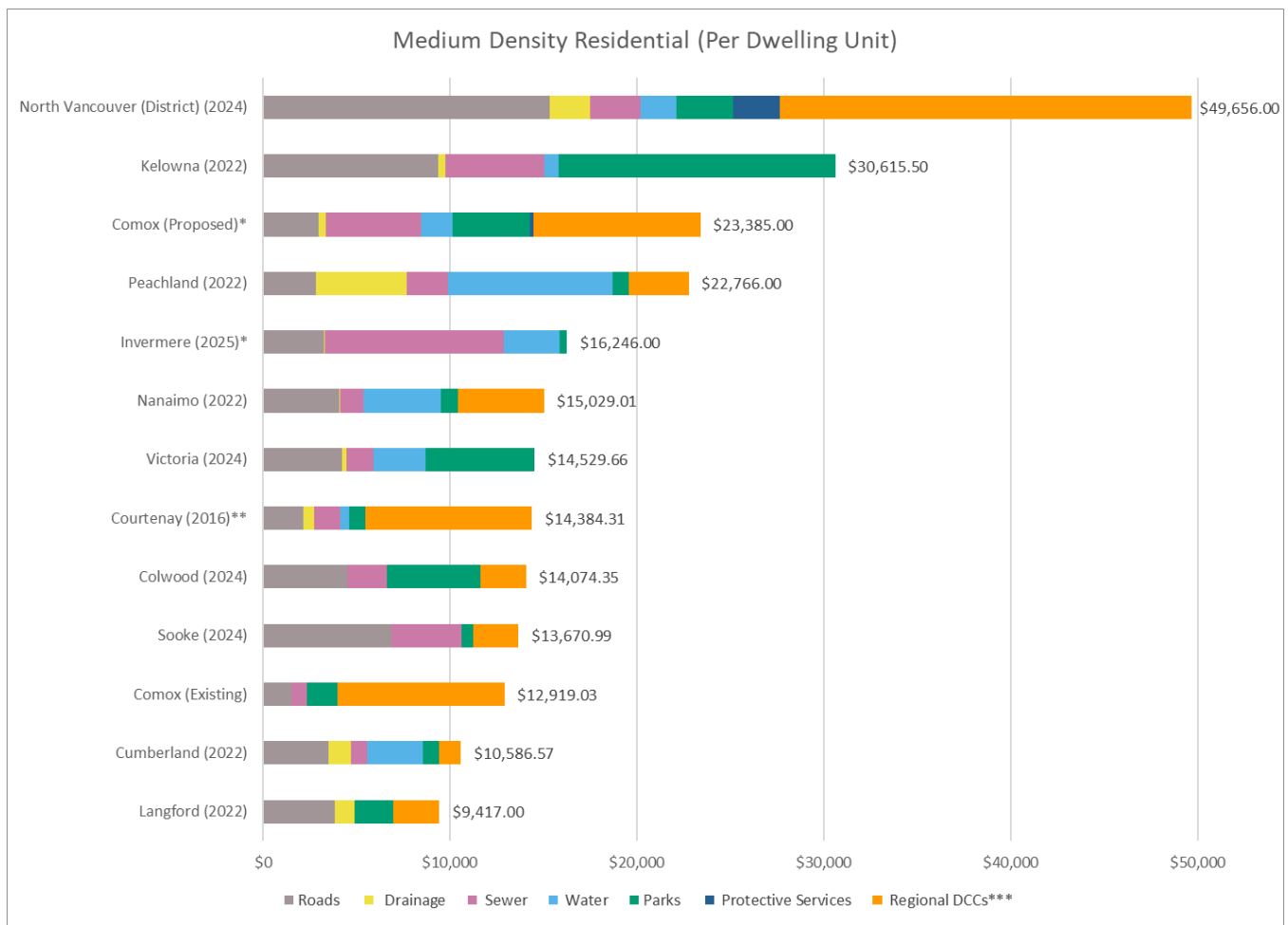
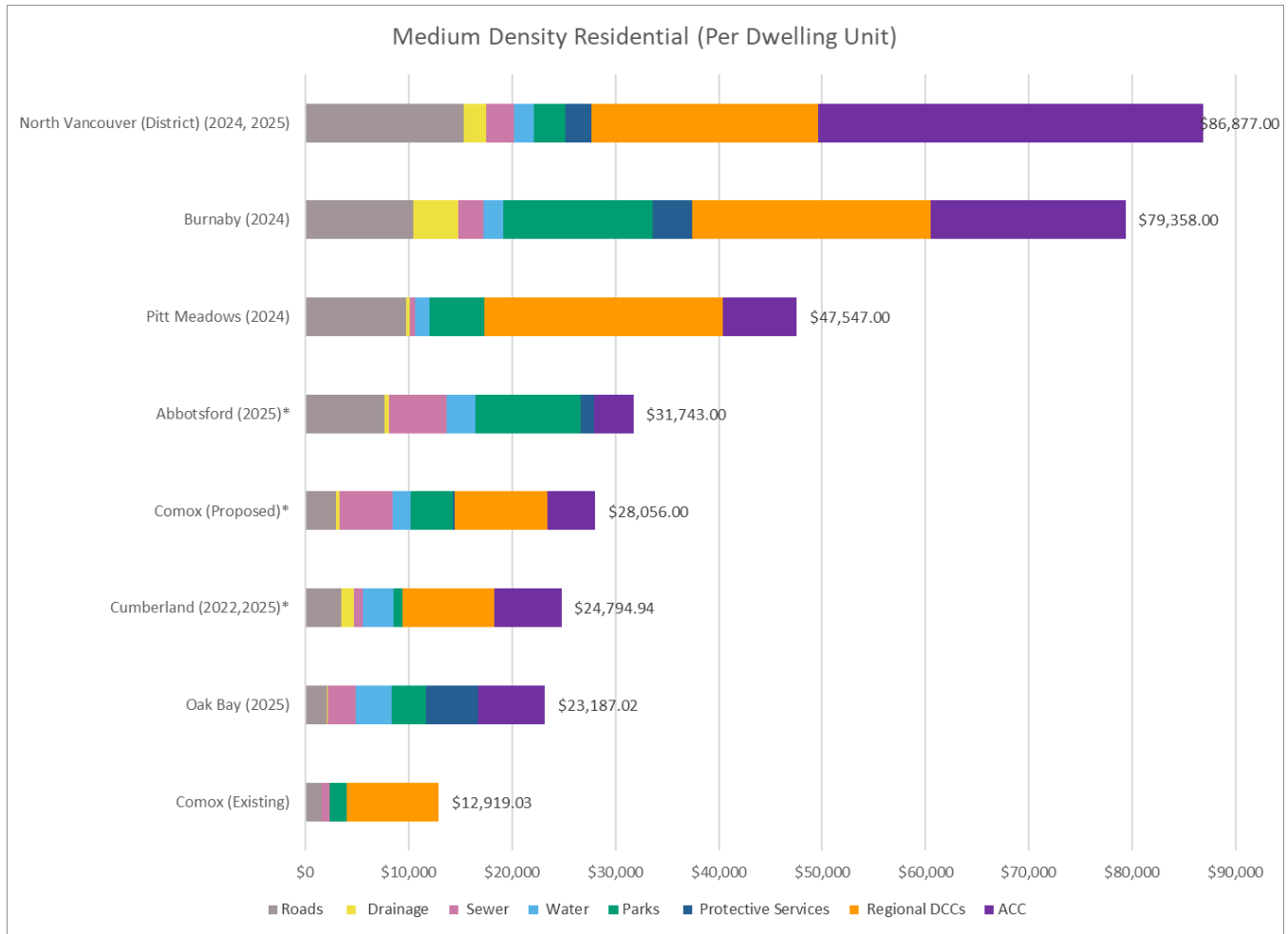


FIGURE 2: DCC Medium Density DCC Comparisons including Regional DCC and ACC



FINANCIAL IMPLICATIONS

ACC and DCC charges on new development would provide funding for investment in infrastructure to support that growth. Implementation of the programs as soon as possible will support new development funding their share of infrastructure costs and will mitigate costs to existing taxpayers. Based on the projected growth rates and the proposed rates with a 1% municipal assist, the DCC program could collect approximately \$24 million over the 10 and 20-year programs from development activity, offsetting the projected \$37million in capital costs. The ACC recoverable is projected to be \$9.3M of the \$10M capital cost of the program.

The estimate cost impact per \$100,000 of DCC or ACC recoverable is outlined in Table 4 below per program and land use category.

TABLE 4: Approximate Cost Increase per \$100K

<u>Land Use</u>	<u>Transportation</u> (\$/per \$100K)	<u>Water/Sewer</u> (\$/per \$100K)	<u>Drainage</u> (\$/per \$100K)	<u>Parks/ACC</u> (\$/per \$100K)	<u>Unit of Charge</u>
Low Density Residential	\$120	\$198	\$181	\$107	Per Lot
Medium Density Residential	\$55	\$93	\$136	\$50	Per Dwelling Unit
High Density Residential	\$0.47	\$82	\$0.92	\$0.60	Per sq.m. of GFA
Commercial	\$0.12	\$0.52	\$0.69	n/a	Per sq.m. of GFA
Institutional	\$0.14	\$0.77	\$0.69	n/a	Per sq.m. of GFA
Industrial	\$0.16	\$0.26	\$0.38	n/a	Per sq.m. of GFA

Establishing ACC and DCC programs will assist in financial planning for infrastructure and facilities related to growth. Any money collected is kept in reserve until projects are advanced for approval. The use of ACC and DCC funds are restricted, limited to only funding the growth-related costs of projects that are identified in the program.

NEXT STEPS

1. Further to Council direction, staff will make requested revisions and proceed with additional financial feasibility analysis and preparation of public engagement materials.
2. Public engagement including launching a project webpage, information boards for Town Hall and OCP Open House, and collaboration with other Comox Valley local government jurisdictions to host a regional housing and development industry DCC/ACC open house is targeted for early summer 2025.
3. An engagement feedback summary will be presented to Council together with draft DCC and ACC Bylaws for consideration in late Summer 2025.
4. Once the subject bylaws have received third reading, they will be submitted along with a detailed background report to the Inspector of Municipalities for review and approval prior to bringing back to Council for adoption toward the end of 2025.

ATTACHMENTS:

ATTACHMENT A: DCC and ACC Overview and Rates PowerPoint Presentation

ATTACHMENT B: Draft DCC Background Report

ATTACHMENT C: Draft ACC Memo

TOWN OF COMOX DEVELOPMENT COST CHARGE AND AMENITY COST CHARGE UPDATE

Council Presentation
June 4, 2025



Nancy Henderson
Senior Local Government Advisor
Urban Systems Ltd.

AGENDA

- Purpose & Outcomes
- DCC Overview
- DCC Proposed Rates & Community Comparisons
- ACC Overview
- ACC Proposed Rates & Community Comparisons
- Next Steps
- Council Recommendation
- Discussion

PURPOSE & OUTCOMES

PROJECT PURPOSE

Update the Town's Development Cost Charge (DCC) Bylaw and develop an Amenity Cost Charge (ACC) Bylaw to ensure the Town's development finance tools effectively and sustainably fund essential amenities needed to support growth

PRESENTATION PURPOSE

Equip Council to make informed decisions regarding the ongoing development of the DCC + ACC program and bylaw

DESIRED OUTCOMES

- Develop a common understanding of DCC + ACC best practices
- Present rate options for Council's consideration
- Receive direction and ensure alignment on next steps

WHY NOW?

- Recent **changes to Provincial Legislation:**
 - Allow a wider scope of services and amenities to be cost shared (Bill 46)
 - Permits more density through the small-scale multi-unit housing (SSMUH)
- Last updated in 2016, the **DCC rate no longer reflects the funding that is needed** to deliver infrastructure projects required to support growth
- **Best practice** for reviewing the DCC program:
 - Conduct a minor update every 1 to 3 years
 - Conduct a major update every 3 to 5 years
- Opportunity to **collect additional funds** through introduction of an **Amenity Cost Charge Bylaw**

WHY USE DCCs and ACCs?

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

DEVELOPMENT FINANCE TOOLS





DCCs OVERVIEW

WHAT ARE DCCs?

- Help communities recover the costs of **off-site infrastructure needed for growth**
- Based on the **principle of cost-sharing** infrastructure between existing taxpayers and new developments
- **Provincially-regulated** development finance tool
 - Part 14, Division 19 of the Local Government Act (LGA)
 - New legislation (Bill 46) now allows a wider scope of services and amenities
 - DCC Best Practices Guide (March 2025)
 - DCC Guide for Elected Officials

WHAT PROJECTS CAN DCCs PAY FOR?

DCCs CAN BE USED TO FUND

Capital costs (planning, engineering, design, legal, studies) for:

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

DCCs CANNOT BE USED TO FUND

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

WHICH PARKS PROJECTS ARE DCC-ELIGIBLE?



DCCs CAN BE USED TO FUND

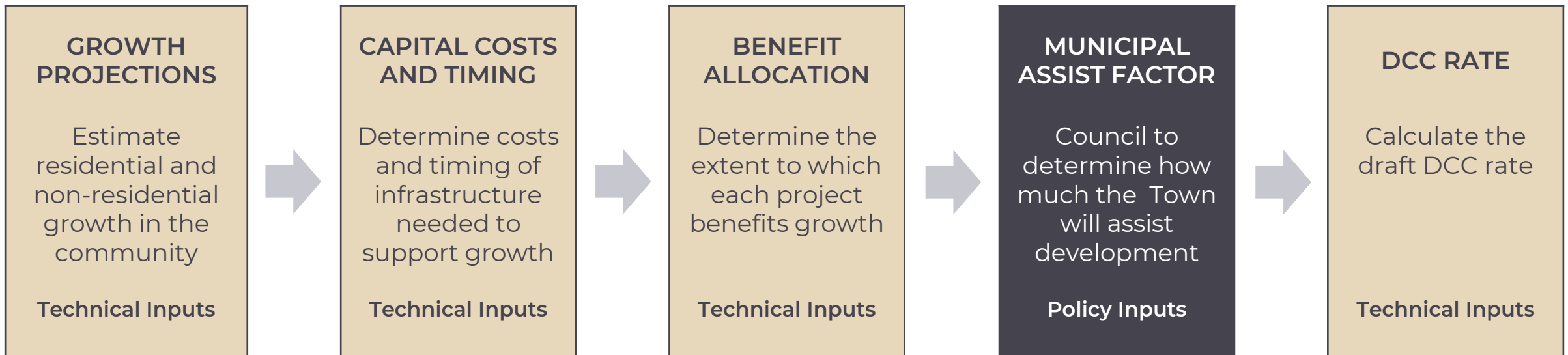
- Park acquisition
- Park improvements:
 - Fencing
 - Landscaping
 - Drainage and irrigation
 - Trails
 - Restrooms
 - Changing rooms
 - Playground equipment
 - Playing field equipment

DCCs CANNOT BE USED TO FUND

- Off-street parking facilities
- Sports field lighting
- Artificial turf
- Sport courts
- New recreation buildings – *eligible for collection under ACCs*

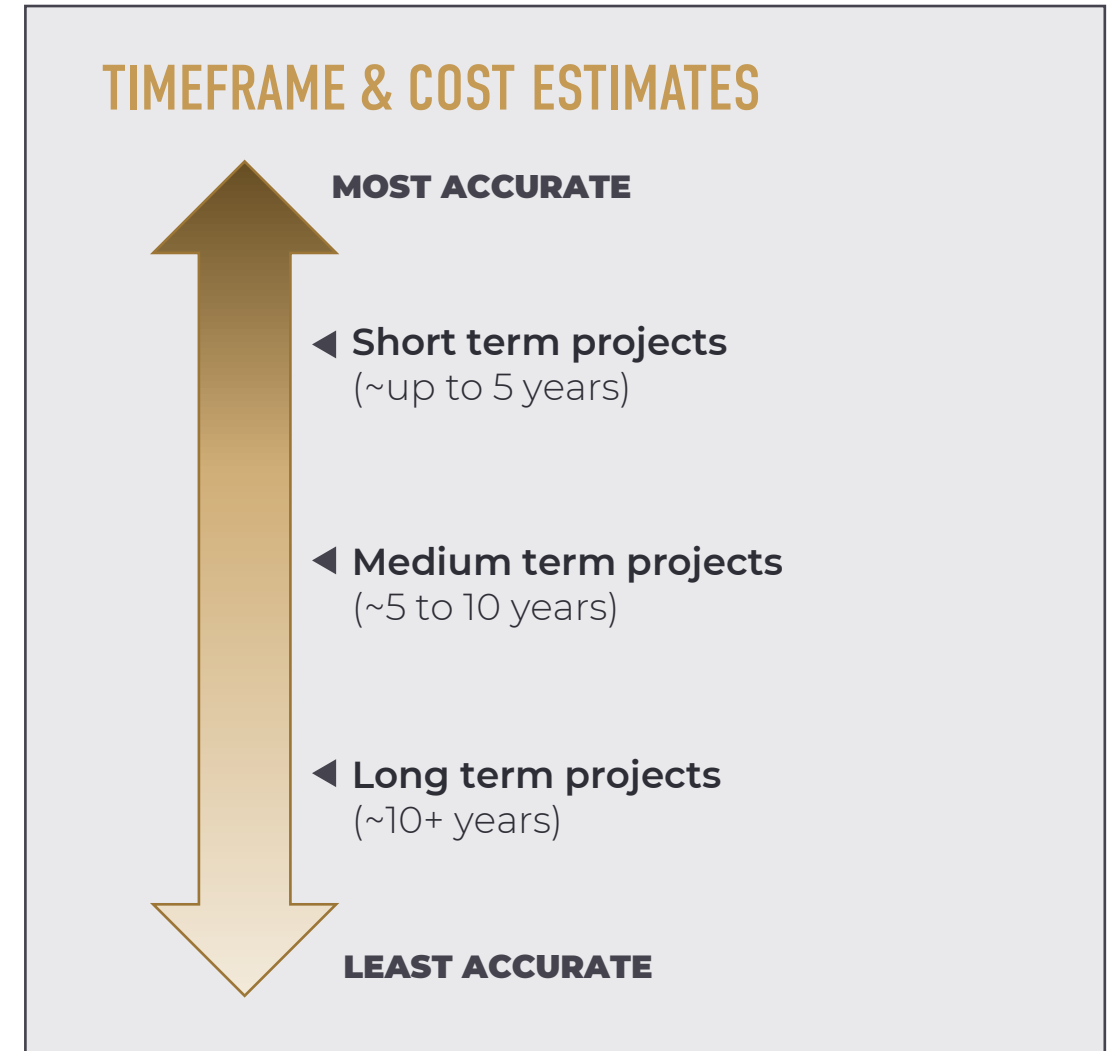
HOW DO WE DETERMINE THE DCC RATE?

 = Technical Inputs
 = Policy Inputs



DCC PROGRAM TIMEFRAME

- Typically, a 10 to 30 years 'rolling' program updated every 3 to 5 years
- Accuracy of cost estimates can be related to project timing.



ALLOCATING BENEFIT

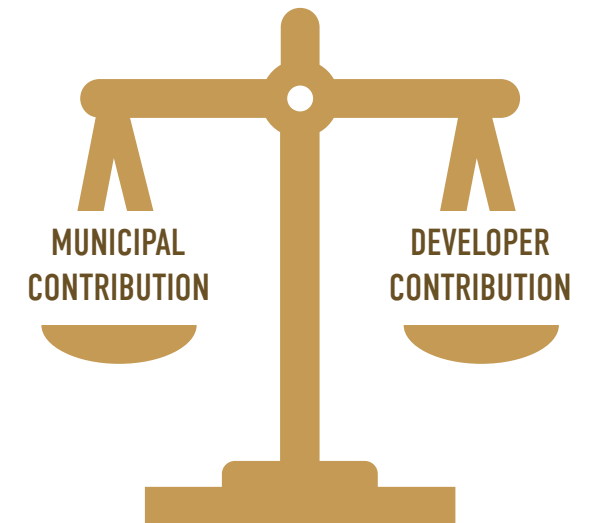
- A benefit allocation (%) is assigned to each project to reflect anticipated benefit to growth
- Ensures costs are shared equitably between the current and future population (benefiters)
- The benefit allocation can be determined based on the following methods:
 1. 'Rule of thumb'
 2. Technical analysis
 3. Population growth



Projects that are not growth-driven (i.e., 0%) are not eligible for DCCs

MUNICIPAL ASSIST FACTOR

- Legislation requires local governments to assist development for DCCs
- Assist amount must be made up through non-DCC revenue (general taxation)
- **Council has complete discretion** to set an assist factor between 1% (least assistance) and 99% (most assistance)
- The assist factor is **varied by DCC Program** (e.g., roads, water, sewer); not by land use type



HOW ARE DCCs COLLECTED?

- Land use categories are a proxy for the impact of built form on infrastructure services

LAND USE CATEGORIES	TIMING OF CHARGE	UNITS OF CHARGE
Residential		
Low-density	Subdivision	Per Lot
Medium-density	Building permits	Per Dwelling Unit
High-density	Building permits	Per m ² GFA*
Non-residential		
Commercial	Building permits	Per m ² GFA*
Industrial	Building permits	Per m ² GFA*
Institutional	Building permits	Per m ² GFA*

* GFA means Gross Floor Area

WHEN ARE DCCs COLLECTED?

- DCCs are paid by applicants for:
 - Applicants for **subdivision approval** to create low density development sites
 - Applicants for **building permits** to construct medium- and high-density residential uses, commercial, industrial, and institutional development



DCC RECOVERABLE COSTS

PROJECT COST	BENEFIT ALLOCATION	ASSIST FACTOR
	35% to new growth	1%
\$1 Million (M)	\$350 K 35% x (\$1 M)	\$3.5 K 1% x (\$350 K)

CONTRIBUTION	BENEFIT ALLOCATION	ASSIST FACTOR	FINAL COST SHARE
DEVELOPMENT	\$350 K Development share (35% benefit to future population)	(\$3.5 K) 1% cost assistance/deduction on Development share	\$346.5 K Development responsibility
TOWN	\$650 K Town share (65% benefit to current population)	\$3.5 K Town contributes 1% assistance	\$653.5 K Town responsibility



PROPOSED DCC RATES

SUMMARY OF KEY CHANGES

- Addition of Water, Drainage, and Fire DCC Programs
- Consolidation of land use categories to better reflect impact on infrastructure and ease of administration
 - Review of equivalent factors to accommodate SSMUH-type development (e.g., Plexes, Detached accessory dwelling units)
- DCC program time horizons vary by expected timing of projects for each program (e.g., 10 year and 20-year programs)

PROPOSED DCC RATES

Land Use	Unit of Charge	Current DCC Rates	Draft DCC Rates <i>(1% MAF)</i>	% Increase
Low Density Residential	Per Lot	\$5,992.07	\$26,554	343%
Medium Density Residential	Per Dwelling Unit	\$4,000.03	\$12,485	212%
High Density Residential	Per m ² GFA	\$51.45	\$136.92	166%
Commercial	Per m ² GFA	\$100.90	\$47.65	-53%
Institutional	Per m ² GFA	\$46.54	\$68.09	46%
Industrial	Per m ² GFA	\$3.58	\$29.18	715%

TRANSPORTATION PROGRAM

Service	Total Capital Costs (\$M)	Benefit Allocation (%)	DCC Recoverable (\$M)	Municipal Assist Factor (%)	Municipal Costs (Benefit to Existing + 1% MAF) (\$M)
Transportation	13.0	20-100%	6.8	1%	6.2
Total	\$13.0M		\$6.8M		\$6.2M

- 20-year time horizon
- Examples of projects include:
 - Intersection upgrades
 - Sidewalks
 - Roundabouts

WATER PROGRAM

Service	Total Capital Costs (\$M)	Benefit Allocation (%)	DCC Recoverable (\$M)	Municipal Assist Factor (%)	Municipal Costs (Benefit to Existing + 1% MAF) (\$M)
Water	3.6	50-100%	2.9	1%	0.7
Total	\$3.6M		\$2.9M		\$0.7M

- 10-year time horizon
- Examples of projects include:
 - Watermain Tie-in
 - Watermain Looping
 - Water Master Plan

SANITARY SEWER PROGRAM

Service	Total Capital Costs (\$M)	Benefit Allocation (%)	DCC Recoverable (\$M)	Municipal Assist Factor (%)	Municipal Costs (Benefit to Existing + 1% MAF) (\$M)
Sanitary Sewer	8.7	20-100%	6.0	1%	2.6
Total	\$8.7M		\$6.0M		\$2.6M

- 10-year time horizon
- Examples of projects include:
 - Western and Central Foreshore Upgrades
 - Pipe upsizing
 - Inflow & Infiltration Reduction
 - Sanitary Master Plan

DRAINAGE PROGRAM

Service	Total Capital Costs (\$M)	Benefit Allocation (%)	DCC Recoverable (\$M)	Municipal Assist Factor (%)	Municipal Costs (Benefit to Existing + 1% MAF) (\$M)
Drainage	0.4	100%	0.4	1%	0.004
Total	\$0.4		\$0.4		\$0.004M

- 10-year time horizon
- Project list includes:
 - Stormwater Master Plan

PARKS PROGRAM

Service	Total Capital Costs (\$M)	Benefit Allocation (%)	DCC Recoverable (\$M)	Municipal Assist Factor (%)	Municipal Costs (Benefit to Existing + 1% MAF) (\$M)
Parks	9.5	20-100%	8.2	1%	1.3
Total	\$9.5M		\$8.2M		\$1.3M

- 20-year time horizon
- Examples of projects include:
 - Parkland Acquisition
 - Playgrounds & Washrooms
 - Trail Development

FIRE PROGRAM

Service	Total Capital Costs (\$M)	Benefit Allocation (%)	DCC Recoverable (\$M)	Municipal Assist Factor (%)	Municipal Costs (Benefit to Existing + 1% MAF) (\$M)
Fire	2.3	20%	0.4	1%	1.8
Total	\$2.3M		\$0.4M		\$1.8M

- 20-year time horizon
- Project list includes:
 - Fire Hall Expansion

DCC CAPITAL COST SUMMARY

Service	Total Capital Costs (\$M)	DCC Recoverable (\$M)	Municipal Costs (Benefit to Existing + 1% MAF) (\$M)
Transportation	13.0	6.8	6.2
Water	3.6	2.9	0.7
Drainage	0.4	0.4	0.1
Sanitary Sewer	8.7	6.0	2.6
Parks	9.5	8.2	1.3
Fire	2.3	0.4	1.8
Total*	\$37.4M	\$24.7M	\$12.7M

**Values may not total due to rounding*

DCC MUNICIPAL COST CONSIDERATIONS

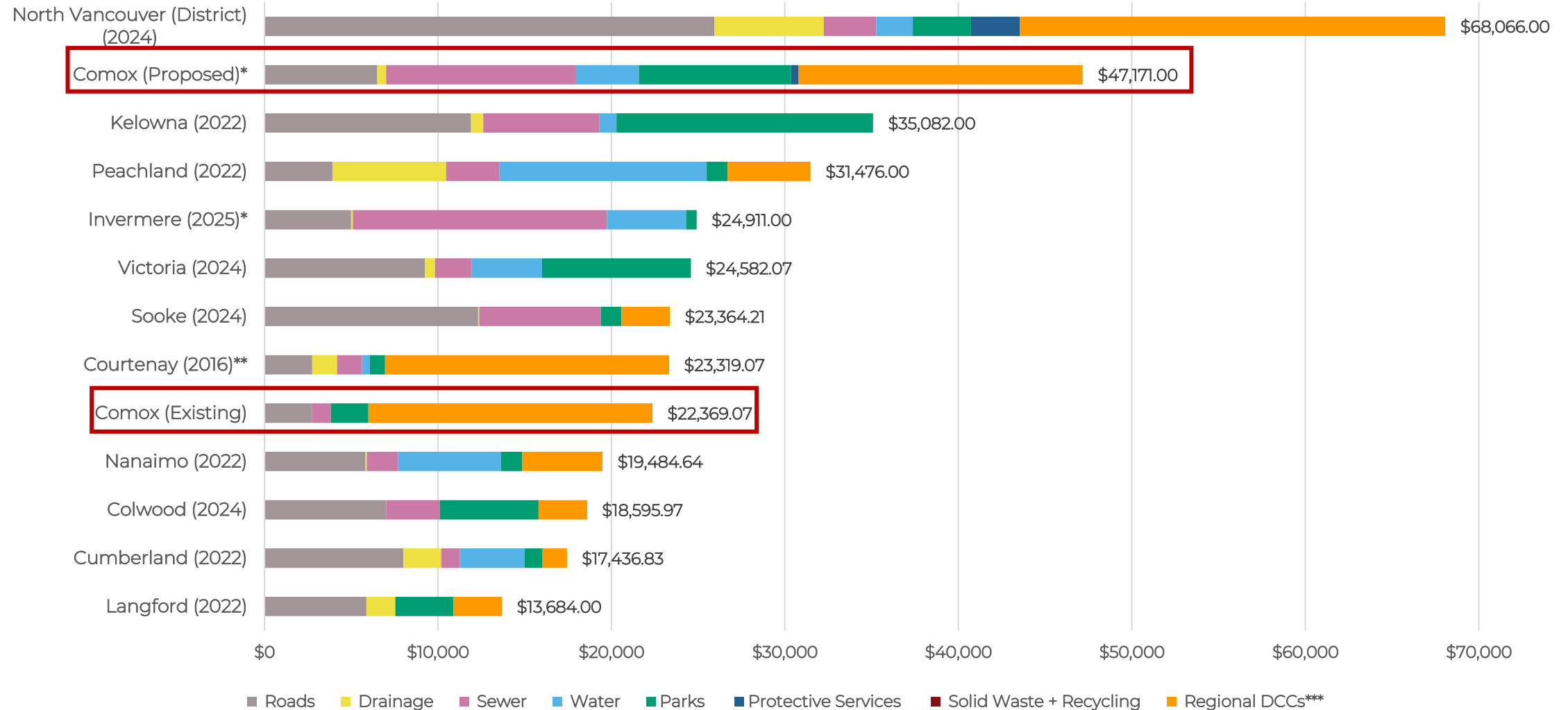
Service	Municipal Costs <i>(Benefit to Existing + 1% MAF)</i> (\$M)	Program Time Horizon <i>(years)</i>	Municipal Cost Per year (\$)
Transportation	6.2	20	309,268
Water	0.7	10	74,212
Sanitary Sewer	2.6	10	264,490
Drainage	0.004	10	400
Parks	1.3	20	65,622
Fire	1.8	20	90,893
Total*	\$12.7M		\$804,885 (10 years) \$339,102 (20 years)

**Values may not total due to rounding*



DCC COMMUNITY COMPARISONS

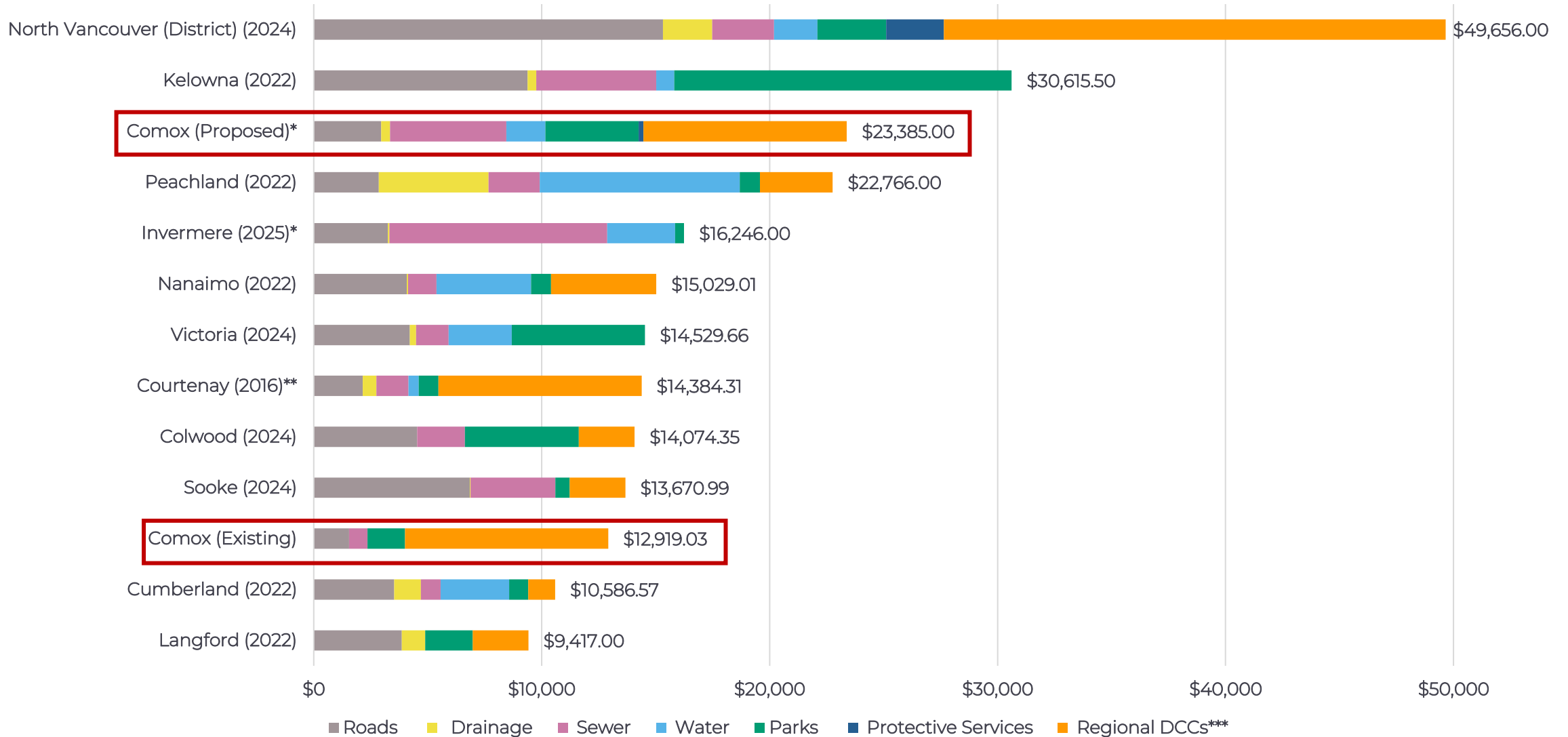
LOW DENSITY RESIDENTIAL (PER LOT)



*Communities with proposed rates

**CVRD Regional DCC draft rates are subject to change

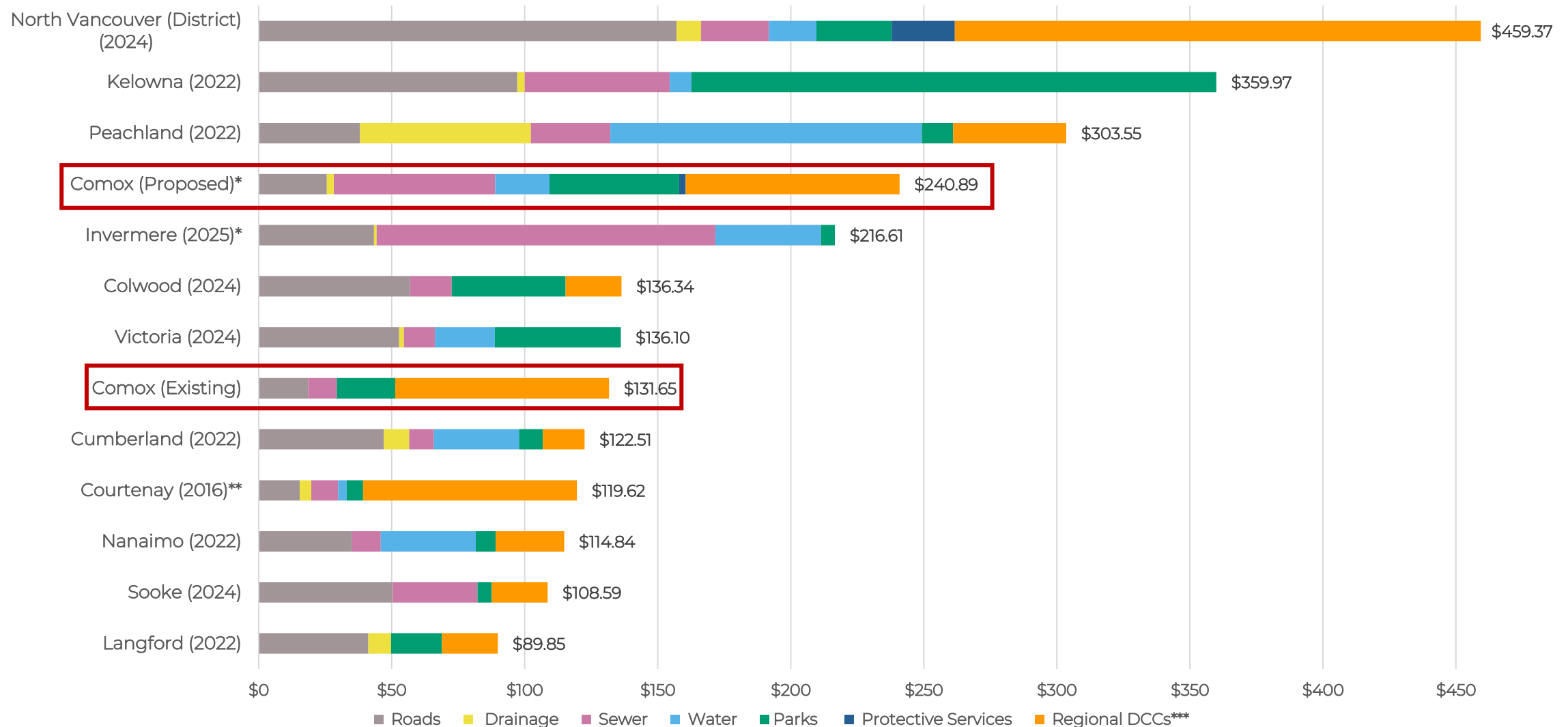
MEDIUM DENSITY RESIDENTIAL (PER LOT)



*Communities with proposed rates

**CVRD Regional DCC draft rates are subject to change

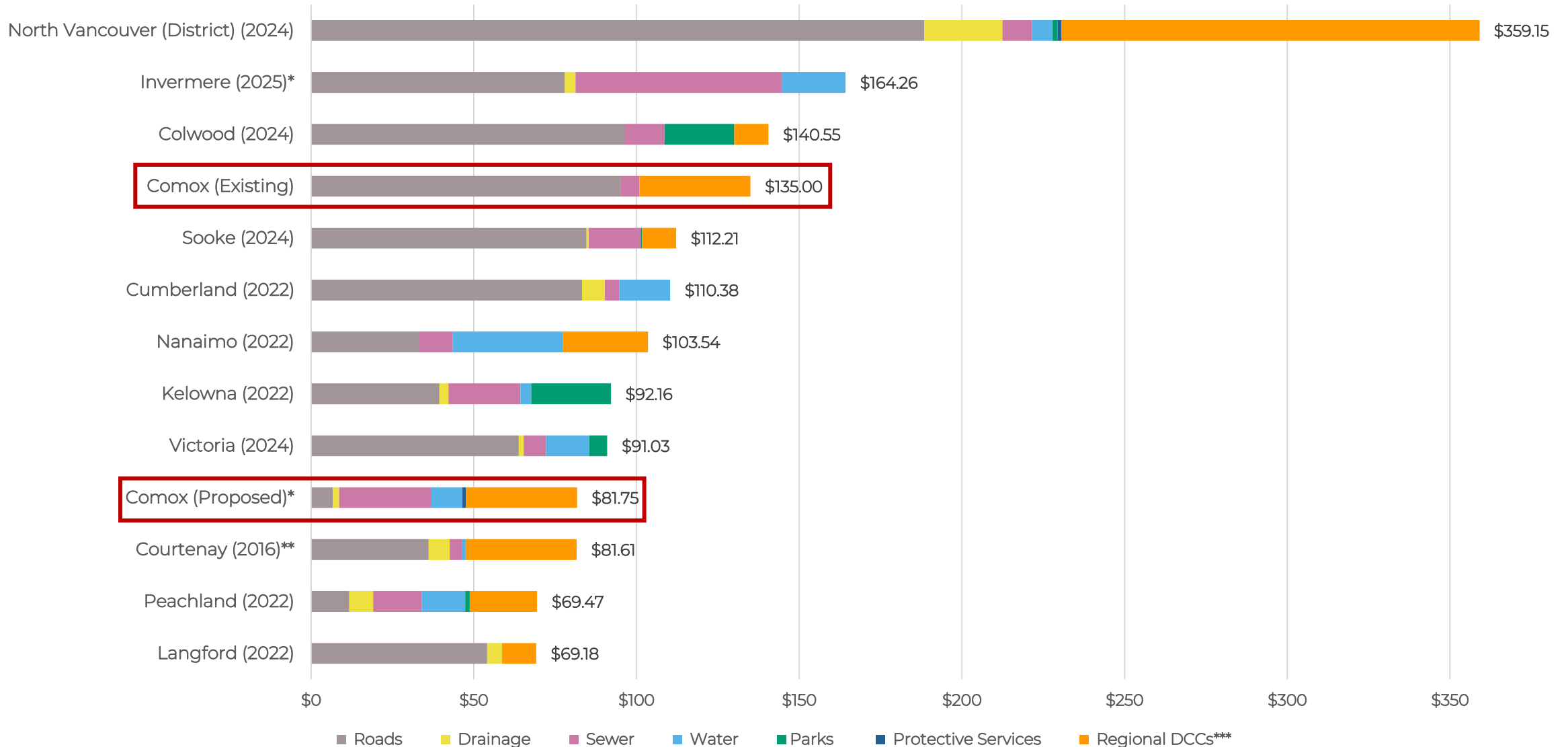
HIGH DENSITY RESIDENTIAL (PER SQUARE METRE GFA)



*Communities with proposed rates

**CVRD Regional DCC draft rates are subject to change

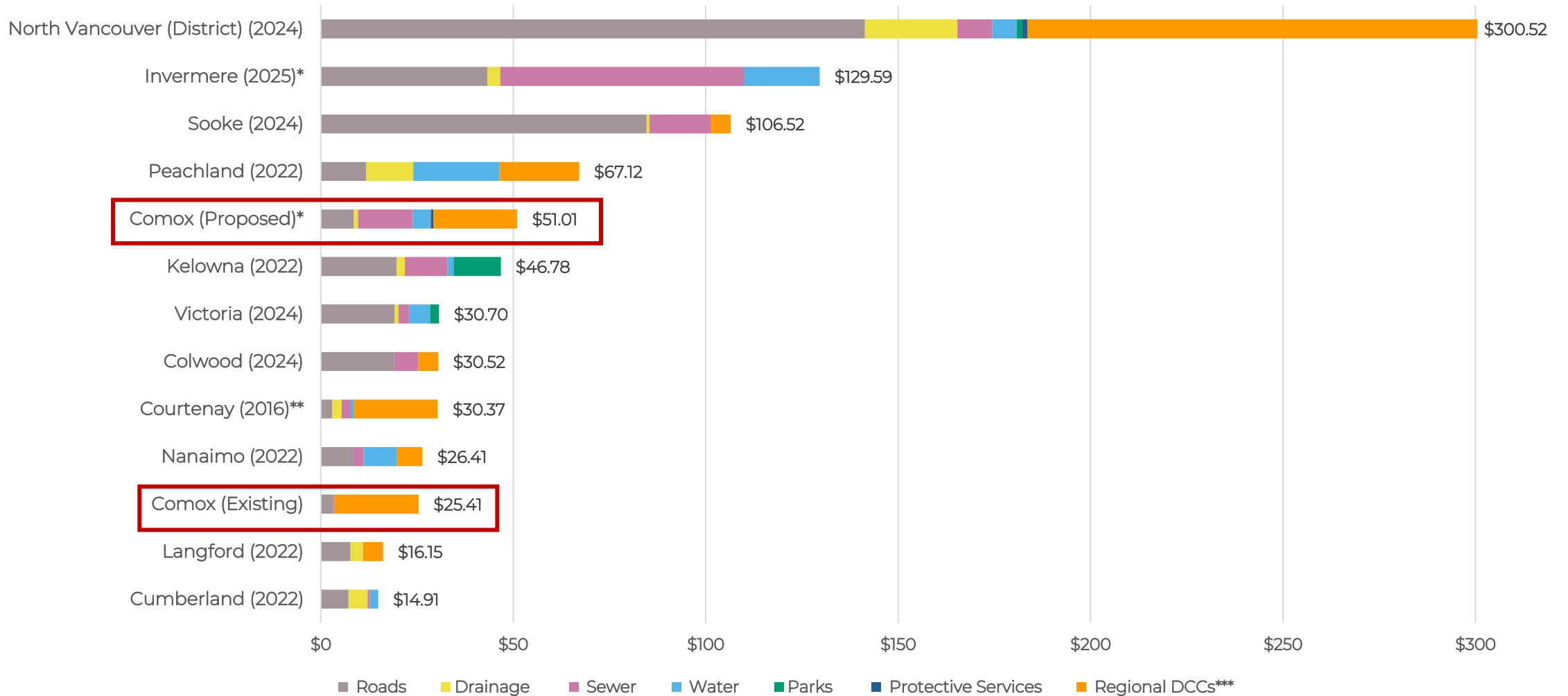
COMMERCIAL (PER SQUARE METRE GFA)



*Communities with proposed rates

***CVRD Regional DCC draft rates are subject to change

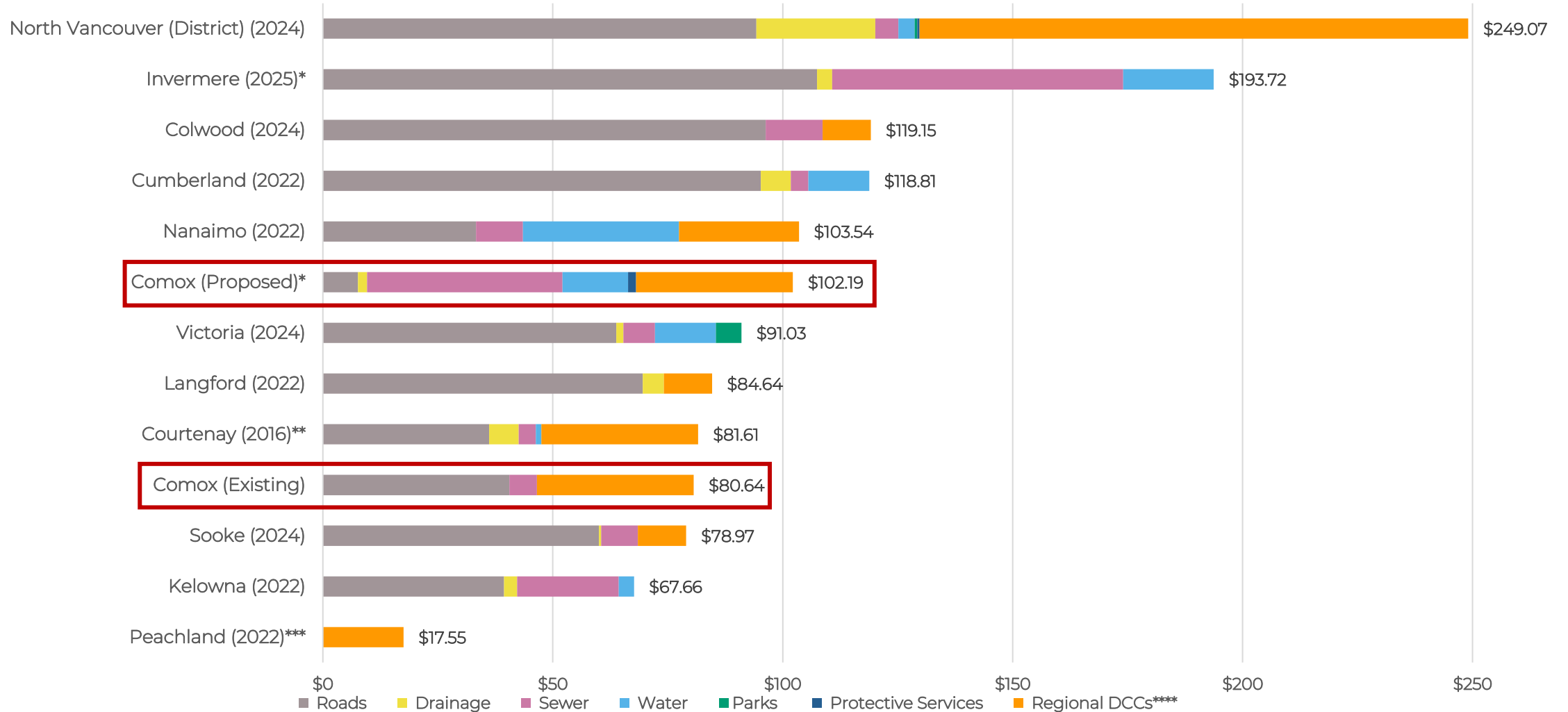
INDUSTRIAL (PER SQUARE METRE GFA)



*Communities with proposed rates

**CVRD Regional DCC draft rates are subject to change

INSTITUTIONAL (PER SQUARE METRE GFA)



*Communities with proposed rates

**Communities undertaking update

***Peachland charges on a per bed basis, only regional charge is shown



ACC OVERVIEW

DEVELOPMENT FINANCE TOOLS

Development
Cost Charges

Amenity Cost
Charges

5% Parkland
Dedication

Local Area
Service
Charges

User Fees &
Charges

Works &
Services
Agreements

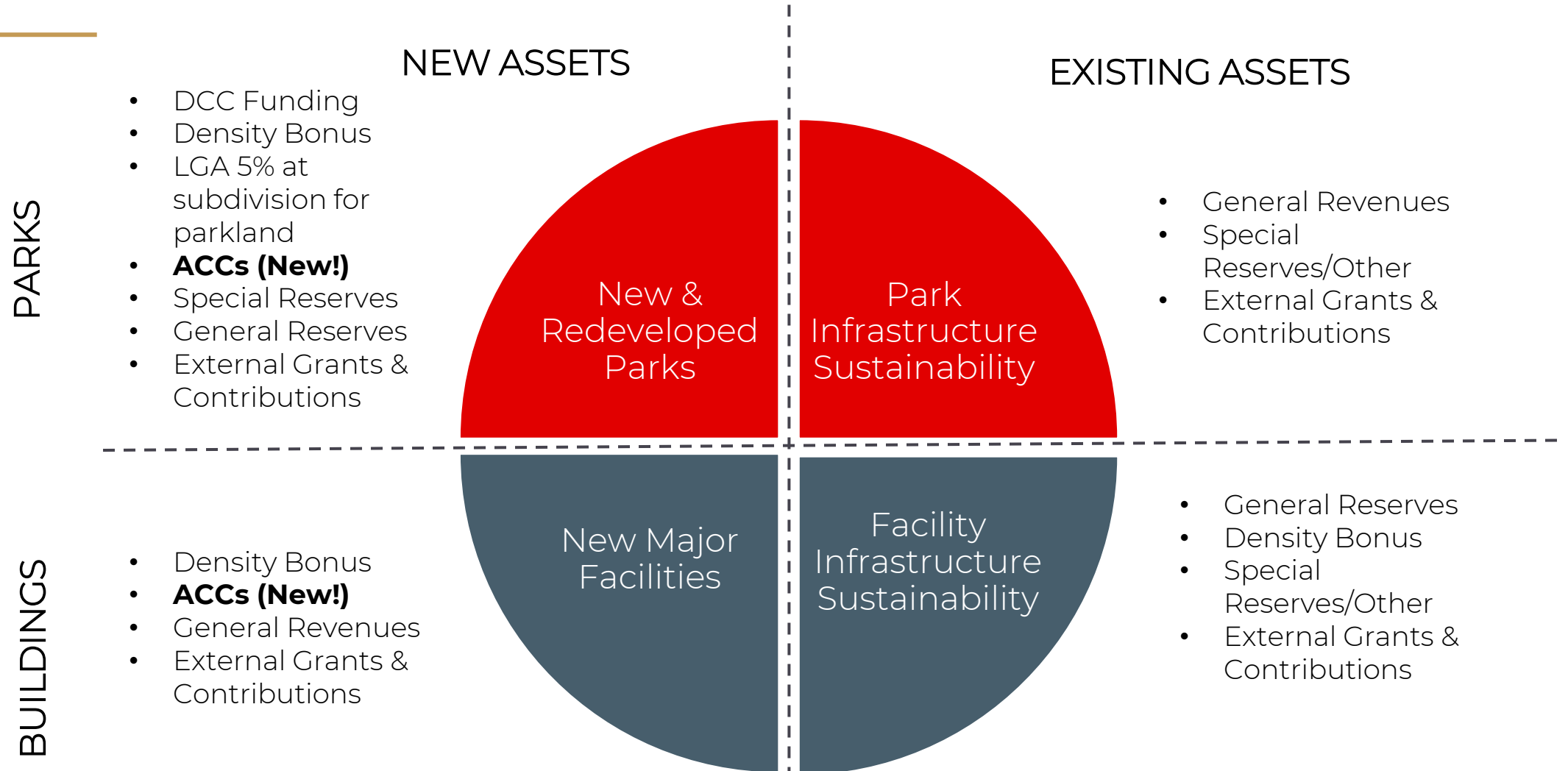
General
Revenue

Latecomer
Agreements

Density
Bonusing

Community
Amenity
Contributions

HOW DO WE PAY FOR PARKS & AMENITIES?

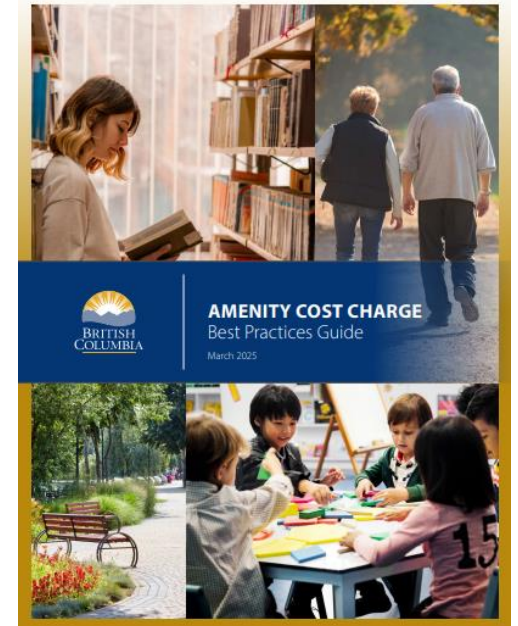


WHAT ARE ACCs?

- Help communities recover the costs of amenities that provide social, cultural, heritage, recreational, or environmental benefits to a community
- Closely resemble DCCs
 - Charges for one-time capital costs
 - Growth-driven
- Regulated by the Province
 - New legislation (Bill 46)
 - Division 19.1 of the *Local Government Act*
 - ACC Best Practices Guide (new!)

ACC BEST PRACTICES GUIDE – ITEMS OF NOTE

- Can only be used for capital costs
- Cannot be used to pay for housing of any kind
- Cannot be levied on “affordable housing” or “places of worship”
- Cannot be levied if a development doesn’t result in increased population of residents or workers
- Must be owned by local government or through a “partnering agreement”
- Approval by Inspector of Municipalities is not required
- Cannot overlap with DCCs, CACs, Density Bonusing – no “double charging”



WHAT WORKS CAN ACCs PAY FOR?

ACCs CAN BE USED TO FUND

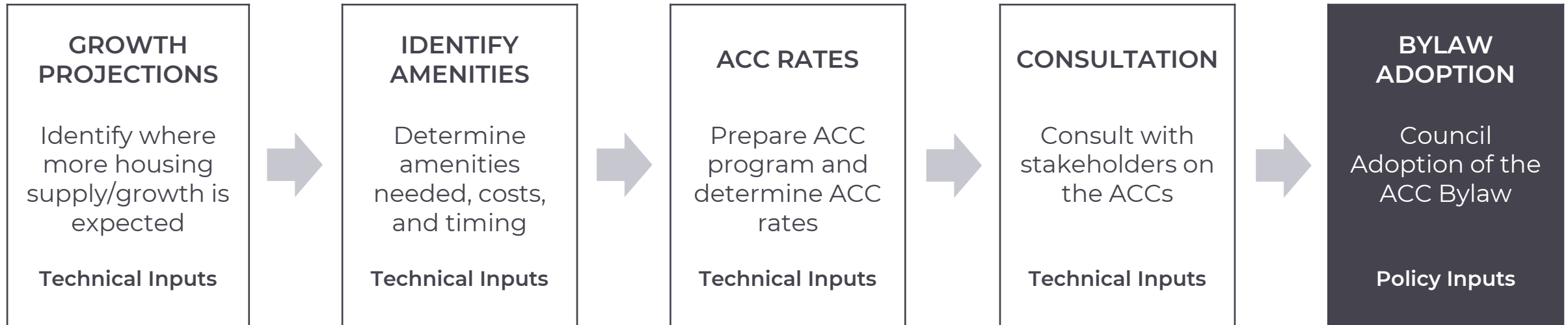
Amenities (non-exhaustive)

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

ACCs CANNOT BE USED TO FUND

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

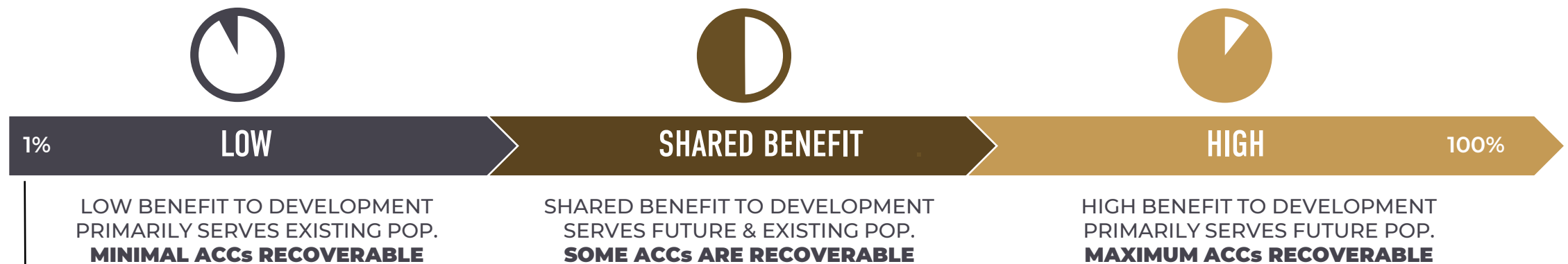
HOW IS THE ACC RATE DETERMINED?



Note: Economic analysis to determine the impacts of the ACC program on development viability is now a requirement (extent of the analysis varies)

ALLOCATING BENEFIT

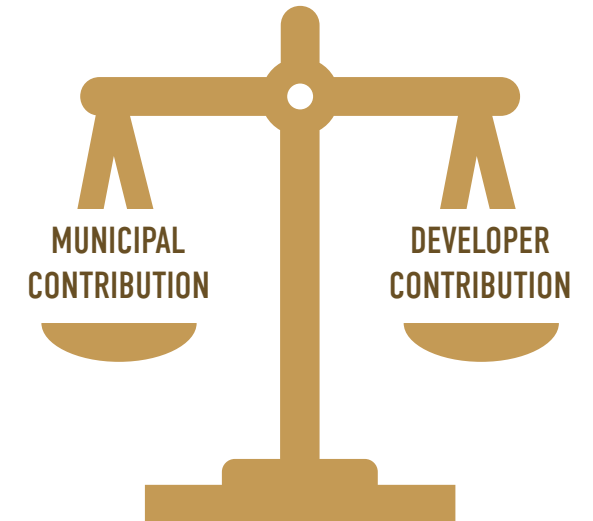
- A benefit allocation (%) is assigned to each project to reflect anticipated benefit to growth
- Ensures costs are shared equitably between the current and future population (benefiters)
- The benefit allocation can be determined based on the following methods:
 1. Population growth
 2. Technical analysis (capacity modelling)
 3. 'Rule of thumb'



Projects that are not growth-driven (i.e., 0%) are not eligible for ACCs

MUNICIPAL ASSIST FACTOR

- Legislation requires local governments to assist development for ACCs
- Assist amount must be made up through non-ACC revenue (general taxation)
- **Council has complete discretion** to set an assist factor between 1% (least assistance) and 99% (most assistance)
- The assist factor is can vary **by categories within the ACC program (e.g., daycares, libraries)**





PROPOSED ACC RATES

PROPOSED ACC RATES

Land Use	Unit of Charge	Draft ACC Rates (1% MAF)
Low Density Residential	Per dwelling unit	\$9,991
Medium Density Residential	Per dwelling unit	\$4,671
High Density Residential	Per m ² GFA	\$55.58
Commercial	Per m ² GFA	<i>not charged</i>
Industrial	Per m ² GFA	<i>not charged</i>
Institutional	Per m ² GFA	<i>not charged</i>

ACC PROJECT SUMMARY

- Village Field Master Plan
- Recreation Centre Expansion
- Basketball Courts
- Bike Skills Trail
- Covered Picnic Shelter
- Pathway Lighting
- Shade Structures

ACC CAPITAL COST SUMMARY

	Total Capital Costs <i>(\$M)</i>	DCC Recoverable <i>(\$M)</i>	Municipal Costs <i>(Benefit to Existing + 1% MAF)</i> <i>(\$M)</i>
Amenities	10.20	9.31	0.89
Total*	\$10.2M	\$9.3M	\$0.9M

**Values may not total due to rounding*

ACC MUNICIPAL COST CONSIDERATIONS

	Municipal Costs <i>(Benefit to Existing + 1% MAF)</i> (\$M)	Program Time Horizon <i>(years)</i>	Municipal Cost Per Year (\$)
Amenities	0.89	20	\$44,700
Total*	\$0.9M		\$44,700 (20 years)

**Values may not total due to rounding*

- The combined ACC and DCC Municipal responsibility per year is:
 - \$849,585 (10 years)
 - \$383,802 (20 years)

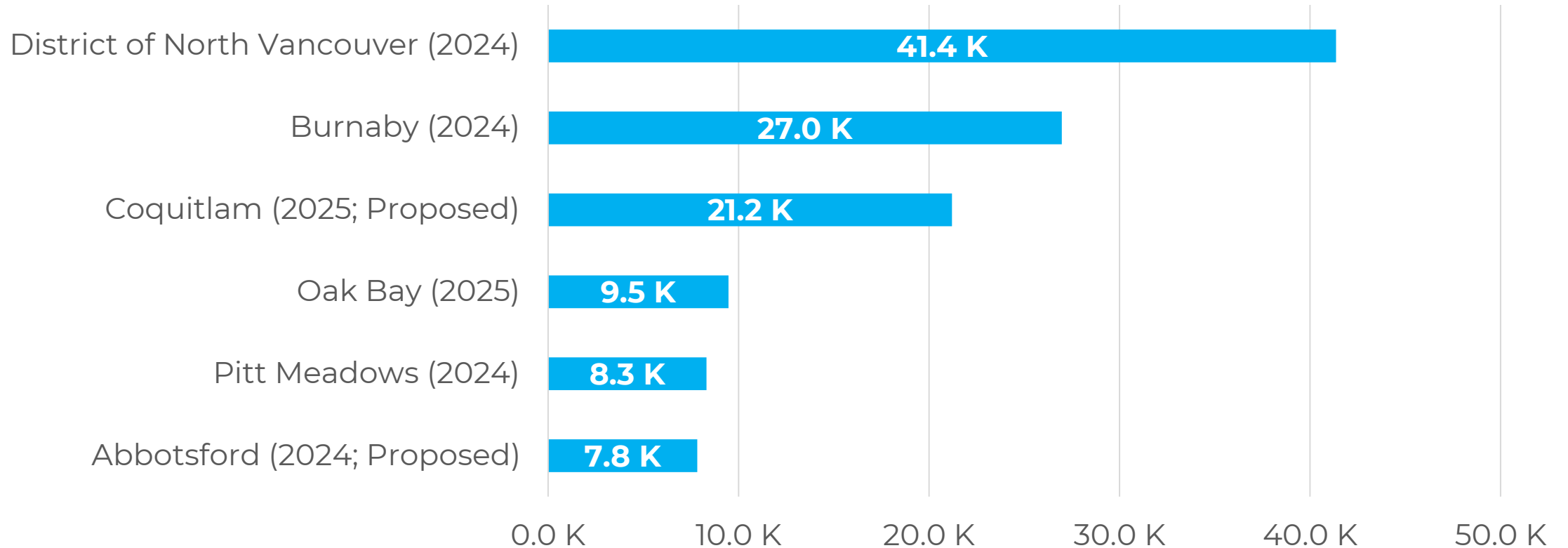


ACC COMMUNITY COMPARISONS

WHAT IS THE UPTAKE OF ACC BYLAWS?

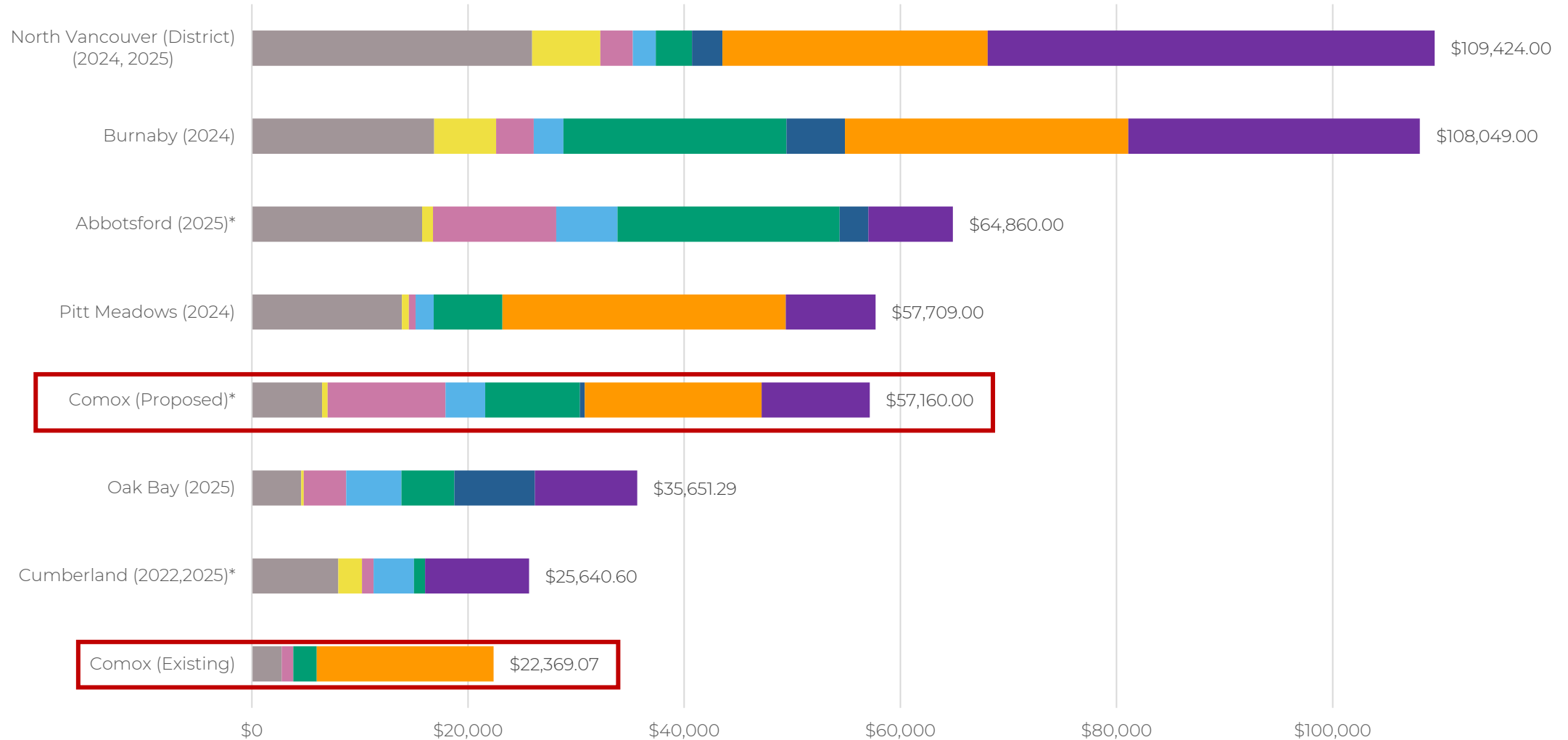
- Communities that have proposed or adopted ACC rates:
 - Comox (Proposed) – *charged on residential uses*
 - Cumberland (Proposed) – *charged only on residential uses*
 - Abbotsford (Proposed) – *charged on all land use categories*
 - North Vancouver (District) – *only charged on residential uses*
 - Pitt Meadows – *only charged on residential uses*
 - Oak Bay – *charged on all land use categories*
 - Burnaby – *charged on all land use categories*
- All communities charge ACCs on a municipal-wide basis

LOW DENSITY RESIDENTIAL ACC EXAMPLES



LOW DENSITY RESIDENTIAL (PER LOT)

Low Density Residential (Per Unit)

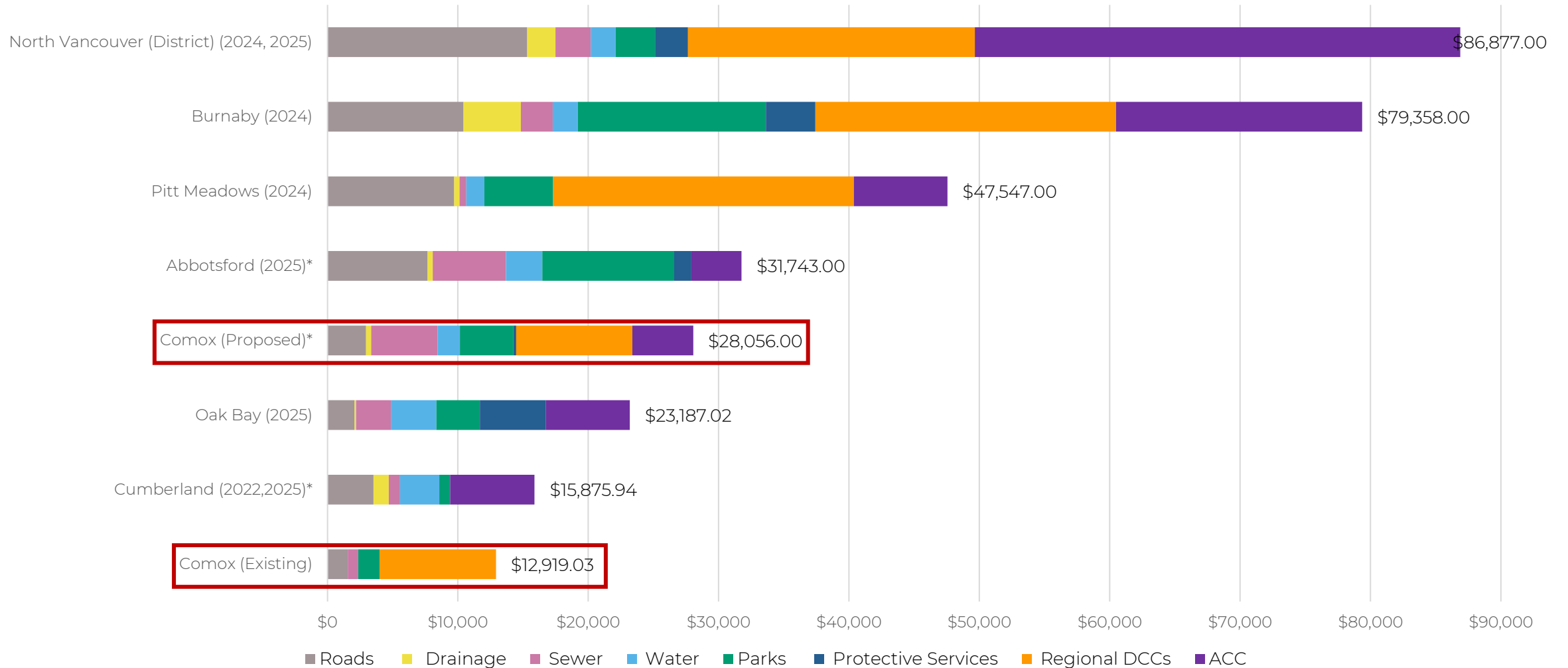


Roads
 Drainage
 Sewer
 Water
 Parks
 Protective Services
 Regional DCCs
 ACC

*Communities with proposed rates

MEDIUM DENSITY RESIDENTIAL (PER LOT)

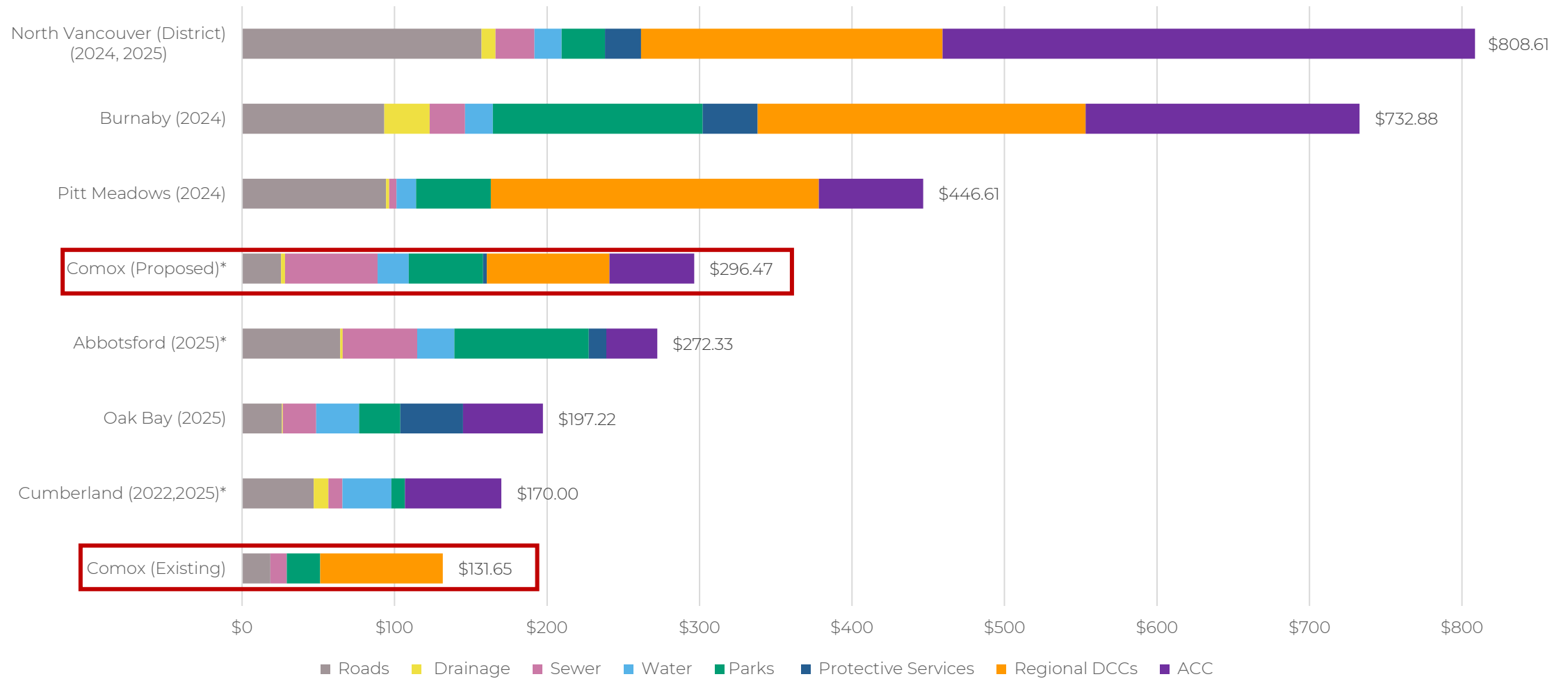
Medium Density Residential (Per Dwelling Unit)



*Communities with proposed rates

HIGH DENSITY RESIDENTIAL (PER SQUARE METRE GFA)

High Density Residential (Per Square Metre GFA)



*Communities with proposed rates



ACC + DCC NEXT STEPS

NEXT STEPS

- **Economic Analysis**

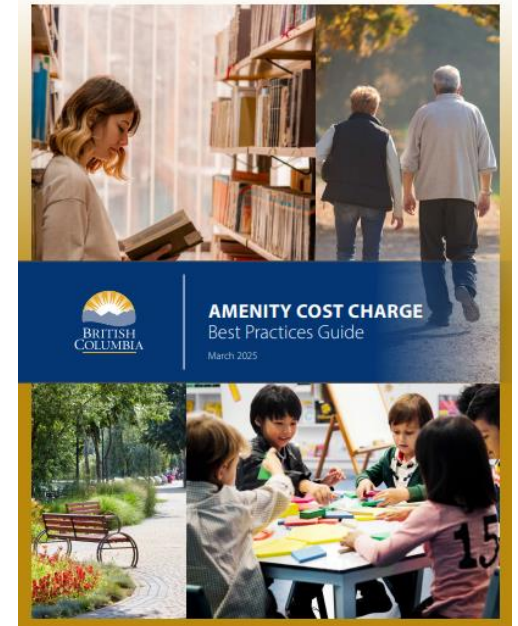
- Local governments must consider whether ACCs are excessive in relation to the capital cost of prevailing service standards in the municipality
 - The Best Practices Guide encourages financial feasibility analyses for representative development scenarios

- **Interested Parties Consultation**

- **Council Engagement – Presentation** (Economic Analysis , Consultation Summary, Consideration of Bylaw Readings)

LAND ECONOMIC ANALYSIS

- ACCs and DCCs must not deter development or discourage reasonably priced housing or land development
- Legislation does not establish the type of analysis required; the new ACC Best Practices Guide provides direction on the extent of analysis
- Scope can range from a high-level qualitative assessment of market conditions to a more detailed analysis of several representative case studies and should be reflective of the magnitude of the proposed ACC
- The Lieutenant Governor may make additional regulations prescribing economic and other analyses



INTERESTED PARTIES ENGAGEMENT

- The ACC legislation requires local governments to consult with parties considered to be affected by an ACC bylaw, which includes:
 - General public
 - Council
 - Public authorities
 - Development community
- One or more opportunities are required
- Potential to join a regional stakeholder event with Courtenay, Comox, and the CVRD





DISCUSSION & QUESTIONS



COUNCIL RECOMMENDATION

STAFF RECOMMENDATION

Recommendation:

1. THAT the Development Cost Charge rates with a municipal assist factor of 1% be endorsed;
2. THAT Amenity Cost Charge rates with a municipal assist factor of 1% be endorsed; and
3. THAT the programs and draft rates be advanced to the public consultation phase as presented.

Alternative: Council provides staff with alternative direction regarding the assist factor or proposed projects.

TOWN OF COMOX

DEVELOPMENT COST CHARGE BYLAW 2025-XX

DRAFT - BACKGROUND REPORT

MAY 26, 2025

URBAN SYSTEMS LTD.
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URBAN
SYSTEMS

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DATE: MAY 26, 2025 (DRAFT)

FILE:

3791.0023.08

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EXECUTIVE SUMMARY

In 2024, the Town of Comox (Town) initiated the process of updating their Development Cost Charge (DCC) Bylaw. The Town last updated its DCC Bylaw in 2016 through a major update. The DCC Bylaw was developed with growth information from the Official Community Plan (adopted 2011, updated and revised in 2020) and based on infrastructure needed to service growth identified through recently completed infrastructure assessments and plans.

The development of this DCC bylaw included the following:

- Reviewing and updating residential and non-residential growth estimates in the DCC program
- Reviewing and updating eligible DCC projects, cost estimates, and appropriate benefit allocations
- Reviewing and adjusting equivalencies to reflect new demand information
- Establishment of Water, Drainage, and Fire DCC Programs and determining eligible DCC projects, cost estimates, and appropriate benefit allocations
- Identifying appropriate time horizons for the DCC Programs based on infrastructure needs
- Identifying new land use categories to better align with impact on infrastructure and development trends the Town is experiencing now and into the future
- Incorporating Provincial legislative changes into the Town's development finance practices

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

Table ES 1: Proposed DCC Rates

Land Use	Unit of Charge	Transportation	Water	Sanitary Sewer	Drainage	Parks	Fire Facilities	Proposed Total Rate (2025)
Low Density Residential	Per Parcel	\$6,498	\$3,658	\$10,912	\$516	\$8,763	\$445.0	\$30,792
Medium Density Residential	Per Dwelling Unit	\$2,962	\$1,710	\$5,102	\$387	\$4,097	\$208.0	\$14,466
High Density Residential	Per m ² gross floor area	\$25.58	\$20.35	\$60.71	\$2.62	\$48.75	\$2.48	\$160.49
Commercial	Per m ² gross floor area	\$6.69	\$9.50	\$28.34	\$1.96	\$0.00	\$1.16	\$47.65
Institutional	Per m ² gross floor area	\$7.64	\$14.25	\$42.51	\$1.96	\$0.00	\$1.73	\$68.09
Industrial	Per m ² gross floor area	\$8.60	\$4.75	\$14.17	\$1.08	\$0.00	\$0.58	\$29.18

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1.0 BACKGROUND

The Town of Comox (the Town) last updated its Development Cost Charge (DCC) Bylaw in 2016. In the current bylaw, DCCs are only levied on Roads, Parks, and Sanitary Sewer services and projects. Since then, the Town has updated its Official Community Plan (adopted in 2011, with substantive updates in 2020) and various infrastructure assessments and plans. These documents provide new information on anticipated growth and infrastructure needed to service growth. The Town is in a strong position to update its DCC Bylaw.

A major DCC bylaw update is appropriate when there is significant new information on growth and infrastructure needed to service growth. Given the length of time since the previous DCC Bylaw was adopted, a major update was conducted that involved a fulsome review of all inputs to the DCC rate calculation including the following:

- Reviewing and updating residential and non-residential growth estimates in the DCC program
- Reviewing and updating eligible DCC projects, cost estimates, and appropriate benefit allocations
- Reviewing and adjusting equivalencies to reflect new demand information
- Establishment of Water, Drainage and Fire DCC Programs and determining eligible DCC projects, cost estimates, and appropriate benefit allocations
- Identifying appropriate time horizons for the DCC Programs based on infrastructure needs
- Identifying new land use categories to better align with impact on infrastructure and development trends the Town is experiencing now and into the future; and,
- Incorporating Provincial legislative changes into the Town's development finance practices

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

- *Local Government Act*
- Development Cost Charges Best Practices Guide, Ministry of Municipal Affairs
- Town of Comox Official Community Plan (2011)
- Town of Comox Housing Needs Report (2024)
- Town of Comox 2025-2029 Financial Plan
- Town of Comox Strategic Plan 2022-2026
- Comox Valley Regional District Growth Strategy (2018)
- Town of Comox plans and other technical studies

The proposed DCC program includes the Town's sanitary sewer, water, drainage, transportation (roads), providing and developing parkland, and fire facilities.

It should be noted that the material provided in the background report is meant for information only. Reference should be made to Comox Development Cost Charges Bylaw No. 1830, for the specific DCC rates until the new DCC Bylaw has been adopted.

2.0 DCC KEY ELEMENTS

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

Table 1: DCC Key Elements

Key Element	Town 2025 DCC Update	Rationale	Aligns with Best Practices Guide?
Time Horizon	Varies by Program	<ul style="list-style-type: none"> • 10-year time horizon for Water, Sanitary Sewer and Drainage DCC Programs to reflect timing of infrastructure needs • 20-year time horizon for Transportation, Parks, and Fire Programs to reflect timing of infrastructure needs 	✓
Town-wide or area-specific charge	Town-wide charge	<ul style="list-style-type: none"> • DCC projects are components of Town-wide infrastructure/parks systems and, therefore provide a Town-wide benefit 	✓
Grant Assistance	None	<ul style="list-style-type: none"> • No identified DCC projects include grant assistance 	✓
Developer Contribution	None	<ul style="list-style-type: none"> • No identified DCC projects include a developer contribution 	✓
Financing	No	<ul style="list-style-type: none"> • No long-term debt financing is included 	✓
Benefit Allocation	20 – 100%	<ul style="list-style-type: none"> • 100% benefit is allocated to projects required only to increase capacity due to growth or to service growth • For projects where both new and existing residents will benefit, benefit has been calculated based on modelling, the ratio of new population to total population, or rule of thumb (for some studies) 	✓
Municipal Assist Factor	1%	<ul style="list-style-type: none"> • The Town is contributing 1% for all DCC programs 	✓

Key Element	Town 2025 DCC Update	Rationale	Aligns with Best Practices Guide?
Units of charge	Per dwelling unit and per square meter gross floor area	<ul style="list-style-type: none"> Per parcel or dwelling unit for low density residential and medium density residential uses. DCCs are levied on residential low density at time of subdivision and at time of building permit for medium residential density when number of units is known. Per square meter of gross floor area for high density residential, commercial, industrial, and institutional uses as impact on infrastructure is expected to correlate with floor space 	✓

3.0 GROWTH PROJECTIONS AND EQUIVALENCIES

3.1 RESIDENTIAL GROWTH PROJECTIONS

The residential growth projections were informed by the Town’s building permit data for the past 10 years and the 2024 Housing Needs Report. Confirmed through discussions with Town staff, this DCC update reflects the anticipated growth patterns.

Residential growth projections by density type for the 10- and 20-year time horizons used in this DCC update are shown in the tables below.

Table 2: Residential Growth by Dwelling Type (10 years)

Dwelling Type	Number of New Units	Persons per Unit	New Population
Low Density Residential	140	3.85	539
Medium Density Residential	190	1.8	342
High Density Residential	570	1.6	912
Total	900	-	1,793

Table 3: Residential Growth by Dwelling Type (20 years)

Dwelling Type	Number of New Units	Persons per Unit	New Population
Low Density Residential	280	3.85	1,078
Medium Density Residential	380	1.8	684
High Density Residential	1,140	1.6	1,824
Total	1,800	-	3,586

3.2 NON-RESIDENTIAL GROWTH PROJECTIONS

Growth projections for commercial, industrial, and institutional uses are based on recent building permit data and input from Town staff. Non-residential growth projections for the 10-, and 20-year time horizons used in this DCC update are shown in the following tables.

Table 4: Non-Residential Growth by Land Use (10 years)

Land Use	New Development	Units
Commercial	6,850	m ² gross floor area
Industrial	1,910	m ² gross floor area
Institutional	10,000	m ² gross floor area

Table 5: Non-Residential Growth by Land Use (20 Years)

Land Use	New Development	Units
Commercial	13,700	m ² gross floor area
Industrial	3,820	m ² gross floor area
Institutional	20,000	m ² gross floor area

3.3 EQUIVALENCIES

The equivalencies used to calculate DCC rates have been reviewed in detail in this update and revised based on current information to reflect changes in expectations regarding relative impact. This DCC update included the introduction of a Drainage program which included the associated impervious area equivalencies. Additionally, Water and Fire programs were introduced and leverage the equivalent

population factor used for the Sanitary Sewer program. The equivalent population factors were reviewed and updated based on the information for growth. The equivalencies are outlined in Table 6 below.

Table 6: Equivalencies

Land Use	Transportation (trip ends)	Drainage (imperviousness)	Water, Sewer & Fire (pop.)	Parks (pop.)
Low Density Residential (per parcel)	1.36	1.00	3.85	3.85
Medium Density Residential (per dwelling unit)	0.62	0.75	1.8	1.8
High Density Residential (per dwelling unit)	0.40	0.38	1.6	1.6
Commercial (per m ² gross floor area)	0.0014	0.0038	0.010	n/a
Industrial (per m ² gross floor area)	0.0016	0.0038	0.015	n/a
Institutional (per m ² gross floor area)	0.0018	0.0021	0.005	n/a

Transportation

For transportation projects, the cost of development is distributed based on the expected number of trips generated by each land use and through discussion with Town staff to confirm appropriateness. Trip ends are based on the ITE Trip Generation Manual.

Drainage

In general terms, the impact on the storm drainage system of developing a parcel of land is expressed as the amount of stormwater run-off that must be accommodated by the system. The accepted parameter for expressing imperviousness in stormwater run-off calculations is the “run-off coefficient”. The run-off coefficient reflects the ratio between the impervious area on a parcel and the total area of the parcel. Run-off coefficients are then used to determine equivalency factors necessary to develop Equivalent Drainage Units (EDUs), the basis for calculating drainage DCCs. EDUs were allocated with reference to the appropriate impervious surface and lot coverage assumptions in the Town of Comox 2013 Storm System Modeling & Captial Plan Study as well as permitted lot coverages in the Town of Comox Zoning Bylaw 1850.

Sanitary, Water and Fire Facilities

For residential demand, occupancy rates can be used to project demands for water, sanitary and fire services. Occupancy rates were informed by 2021 Census Data from Statistics Canada. For non-residential land uses, equivalent populations per square metre were established.

Parks

Given the need for new park space and since park development is generated by new residents (as opposed to commercial, industrial, and institutional growth), the Town will continue to levy Parks DCCs only on residential development. For residential demand, occupancy rates can be used to project demands for park acquisition and development. Occupancy rates were informed by 2021 Census Data from Statistics Canada.

4.0 DCC PROJECTS AND COSTS

4.1 DCC PROJECTS

The existing DCC program was reviewed, and projects that are still required that have not yet been built were carried forward with updated cost estimates. New projects were incorporated based on recent infrastructure assessments and plans that identify growth-related projects. The types of projects included in the DCC program are as follows:

- Intersection upgrades
- Sidewalk development
- Water main upgrades
- Sewer trunk main upgrades
- Parkland acquisition
- Parkland upgrades
- Fire stations expansion
- Studies

All projects included in the DCC program are owned and controlled by the Town. The capital costs for the Fire Station is shared between the Town and the Comox Fire Protection Improvement District, only the portion of the project and costs that the Town is responsible for is included in the Fire program. All parkland improvement costs include only DCC eligible components for park development as outlined in sec. 566(2)(b)(ii) of the LGA. A complete list of detailed projects and cost estimates is provided in **Appendix A**.

4.2 DCC COSTS

DCC rates are determined by applying the key elements, growth projections, and equivalencies described earlier in this report to projects that are DCC eligible and expected to be built within the specified DCC timeframe. An overview of the DCC costs by infrastructure type is provided in Table 7. Costs reflect 2025 dollars.

Table 7: DCC Program Overview and Capital Costs

Service	Total Capital Costs (Millions)	Benefit Allocation	Municipal Assist Factor	DCC Recoverable (Millions)	Municipal Contribution (Millions) ⁽¹⁾
Transportation	\$13.0	20-100%	1%	\$6.8	\$6.2
Water	\$3.6	50-100%	1%	\$2.9	\$0.7
Drainage	\$0.4	100%	1%	\$0.39	\$0.04
Sanitary Sewer	\$8.7	20-100%	1%	\$6.0	\$2.7
Parkland Acquisition and Improvements	\$9.5	20-100%	1%	\$8.2	\$1.3
Fire Facilities	\$2.3	20%	1%	\$0.4	\$1.8
Total ⁽²⁾	\$37.4 M			\$24.7 M	\$12.7M

⁽¹⁾ Includes municipal assist factor and portion allocated to existing development.

⁽²⁾ Figures may not add due to rounding.

4.3 INTEREST ON LONG-TERM DEBT

No interest on long-term debt is included.

5.0 DCC RATES

A comparison of existing and proposed DCC rates is included in Table 8 below. Detailed proposed rates are included in Table 9.

Table 8: DCC Rate Comparison

Land Use	Unit of Charge	Existing Rate (2016)	Proposed Rate (2025)	% Change
Low Density Residential	Per Parcel	\$5,992.07	\$30,792	414%
Medium Density Residential	Per Dwelling Unit	\$4,000.03	\$14,466	262%
High Density Residential	Per sq.m of GFA	\$51.45	\$160.49	212%
Commercial	Per sq.m of GFA	\$100.90	\$47.65	-53%
Institutional	Per sq.m of GFA	\$46.54	\$68.09	46%
Industrial	Per sq.m of GFA	\$3.58	\$29.18	715%

Table 9: Proposed DCC Rates

Land Use	Unit of Charge	Transportation	Water	Sanitary Sewer	Drainage	Parks	Fire Facilities	Proposed Total Rate (2025)
Low Density Residential	Per Parcel	\$6,498	\$3,658	\$10,912	\$516	\$8,763	\$445.0	\$30,792
Medium Density Residential	Per Dwelling Unit	\$2,962	\$1,710	\$5,102	\$387	\$4,097	\$208.0	\$14,466
High Density Residential	Per m ² gross floor area	\$25.58	\$20.35	\$60.71	\$2.62	\$48.75	\$2.48	\$160.49
Commercial	Per m ² gross floor area	\$6.69	\$9.50	\$28.34	\$1.96	\$0.00	\$1.16	\$47.65
Institutional	Per m ² gross floor area	\$7.64	\$14.25	\$42.51	\$1.96	\$0.00	\$1.73	\$68.09
Industrial	Per m ² gross floor area	\$8.60	\$4.75	\$14.17	\$1.08	\$0.00	\$0.58	\$29.18

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6.0 CONSULTATION AND DCC RATES

6.1 INTERESTED PARTIES' CONSULTATION

[PLACEHOLDER - WILL BE UPDATED FOLLOWING CONSULTATION]:

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7.0 DCC IMPLEMENTATION

7.1 BYLAW EXEMPTIONS

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

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

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

The Town will maintain the thresholds as set out by the *LGA* for residential units no larger than 29 square metres. The Town has chosen to increase the value of work threshold and will not charge on building permits less than \$75,000 in value, this has been reflect in the proposed DCC Bylaw. Changes to the legislation allow local governments at building permit to charge DCCs at building permit on residential developments of fewer than four self-contained dwelling units, if such a charge is provided for in the local government's DCC bylaw. The Town will continue to charge DCCs on fewer than four self-contained dwelling units at building permit.

7.2 DCC WAIVERS AND REDUCTIONS

The *LGA* provides local governments the discretionary authority to waive or reduce DCCs for certain types of development to promote affordable housing and low environmental impact development. The Best Practices Guide specifies the DCC program must remain whole which means for any waivers or reductions the Town provides, this same value must be paid to the DCC reserves from municipal funds, not paid for by the rest of the development community. Waivers and reductions are typically defined in a DCC Waivers and Reduction Bylaw, separate from the DCC Bylaw as it does not need approval by the Inspector of Municipalities. At this time, the Town does not have a DCC waivers and reductions bylaw.

7.3 COLLECTION OF CHARGES

Local governments can choose to collect DCCs at time of subdivision approval or building permit issuance, whichever comes first. Of the two possible collection times, subdivision approval occurs earlier in the process. The Town will collect DCCs for Low Density Residential uses at time of subdivision approval. Collecting DCCs early will allow the Town to ensure timely provision of infrastructure and services. DCCs for medium density residential and high density residential land uses and non-residential land uses will be collected at time of building permit (or at subdivision, whichever comes first) when floor area will be known.

7.4 COLLECTION OF DCCS ON REDEVELOPED OR EXPANDED DEVELOPMENTS

When an existing building or development undergoes an expansion or redevelopment there is usually a need for additional DCC related infrastructure. The new developer / builder should pay the applicable DCCs based on the additional floor area for high density residential, commercial, industrial, or institutional land uses at the DCC rates in the current DCC bylaw. In essence, the Town is giving a DCC credit for the existing development or building. DCCs are only levied on the *new* development/ building area.

Note that if a single dwelling unit is replaced by another single dwelling unit, then no additional DCCs are payable. If a lot is subdivided into two, for example, to construct two small lot single dwelling units, then DCCs are payable on the one additional single dwelling lot.

7.5 IN-STREAM APPLICATIONS

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

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

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

OR

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

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

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

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

7.6 CONTINUOUS IMPROVEMENT RECOMMENDATIONS

7.6.1 REBATES AND CREDITS

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

7.6.2 DCC MONITORING AND ACCOUNTING

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

7.6.3 DCC REVIEWS

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



APPENDIX A

DCC Program and Calculations

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**TOWN OF COMOX
TRANSPORTATION 20 YEAR PROGRAM
DCC PROJECT LIST**

Project No.	Project Name	Description	Col. (2)	Col. (3)	Col. (4) = Col. (2) x Col. (3)	Col. (6)	Col. (7) = Col. (4) - Col. (6)	Col. (8) = Col. (2) - Col. (7)
			Cost Estimate (2025\$)	Benefit Factor %	Benefit to New Development	Municipal Assist Factor 1%	DCC Recoverable	Total Municipal Responsibility
R-001	Intersection Upgrade - Robb and Anderton Rd Roundabout	30m west bound turning lane	\$ 926,000	100%	\$ 926,000	\$ 9,260	\$ 916,740	\$ 9,260
R-002	Intersection Upgrade - Comox Ave at Anderton Rd		\$ 201,300	100%	\$ 201,300	\$ 2,013	\$ 199,287	\$ 2,013
R-003	Phase Two Glacier View Roundabout		\$ 1,250,000	100%	\$ 1,250,000	\$ 12,500	\$ 1,237,500	\$ 12,500
R-004	Transportation Master Plan	2 plans (1 every 5 years)	\$ 300,000	100%	\$ 300,000	\$ 3,000	\$ 297,000	\$ 3,000
R-005	Greenways - Dryden/Cambridge	Anderton Road to Pritchard Road	\$ 1,136,000	20%	\$ 227,200	\$ 2,272	\$ 224,928	\$ 911,072
R-006	Sidewalks - Minor Collector - Buena Vista	Ivy Place to Church Street	\$ 224,000	20%	\$ 44,800	\$ 448	\$ 44,352	\$ 179,648
R-007	Sidewalks - Major Collector - Aspen	Noel Avenue to Bolt Avenue	\$ 323,869	20%	\$ 64,774	\$ 648	\$ 64,126	\$ 259,743
R-008	Sidewalks - Major Collector - Noel	Linshart Street to Aspen Road	\$ 1,196,000	20%	\$ 239,200	\$ 2,392	\$ 236,808	\$ 959,192
R-009	Sidewalks - Major Collector - Noel	Pritchard Road to Dogwood Avenue	\$ 765,000	20%	\$ 153,000	\$ 1,530	\$ 151,470	\$ 613,530
R-010	Sidewalks - Major Collector - Aitken	Bolt Avenue to Downey Avenue	\$ 1,036,000	20%	\$ 207,200	\$ 2,072	\$ 205,128	\$ 830,872
R-011	Sidewalks - Major Collector - Aitken	Downey Avenue to Comox Avenue	\$ 558,000	20%	\$ 111,600	\$ 1,116	\$ 110,484	\$ 447,516
R-012	Sidewalks - Major Collector - Pritchard	Noel Avenue to Maquinna Avenue	\$ 957,000	20%	\$ 191,400	\$ 1,914	\$ 189,486	\$ 767,514
R-013	Sidewalks - Major Collector - Pritchard	Noel Avenue to Balmoral Ave	\$ 515,200	20%	\$ 103,040	\$ 1,030	\$ 102,010	\$ 413,190
R-014	Sidewalks - Arterial - Pritchard	Guthrie Road to North	\$ 935,200	20%	\$ 187,040	\$ 1,870	\$ 185,170	\$ 750,030
R-015	Intersection Upgrade - Rodello and Comox Ave Roundabout		\$ 1,368,400	100%	\$ 1,368,400	\$ 13,684	\$ 1,354,716	\$ 13,684
R-016	Intersection Upgrade - Glacier View and Comox Ave Roundabout		\$ 1,259,900	100%	\$ 1,259,900	\$ 12,599	\$ 1,247,301	\$ 12,599
TOTALS			\$ 12,951,869		\$ 6,834,854	\$ 68,349	\$ 6,766,505	\$ 6,185,364

**TOWN OF COMOX
TRANSPORTATION 20 YEAR PROGRAM
DCC RATE CALCULATION**

Land Use	Col. (1)	Col. (2)	Col. (3)	Col. (4) = (1) x (3)	Col. (5) = (4) / (a)
	Estimated New Development	Unit	Wt. Trip Rate	Trip Ends	
Low Density Residential	280	Per Lot	1.3600	381	34%
Medium Density Residential	380	Per Dwelling Unit	0.6200	236	21%
High Density Residential	1,140	Per Dwelling Unit	0.4000	456	40%
Commercial	13,700	Per sq.m. of GFA	0.0014	19	2%
Institutional	3,820	Per sq.m. of GFA	0.0016	6	1%
Industrial	20,000	Per sq.m. of GFA	0.0018	36	3%
			Total Trip Ends	1,134 (a)	100%
B: Unit Transportation DCC Calculation					
Net Road DCC Program Recoverable		\$6,766,505	(b)		
Existing DCC Reserve Monies		\$ 1,350,056.97	(c)		
Net Amount to be Paid by DCCs		\$5,416,448	(d) = (b) - (c)		
DCC per Trip End		\$4,777.71	(e) = (d) / (a)		
C: Resulting Transportation DCCs					DCC Revenue Estimates
Low Density Residential		\$6,498	Per Lot	(e) x Col. (3)	\$1,819,440
Medium Density Residential		\$2,962	Per Dwelling Unit	(e) x Col. (3)	\$1,125,560
High Density Residential		\$1,911	Per Dwelling Unit	(e) x Col. (3)	\$2,178,540
		\$25.58	Per sq.m. of GFA		
Commercial		\$6.69	Per sq.m. of GFA	(e) x Col. (3)	\$91,653
Institutional		\$7.64	Per sq.m. of GFA	(e) x Col. (3)	\$29,185
Industrial		\$8.60	Per sq.m. of GFA	(e) x Col. (3)	\$172,000

Notes

Urban Systems Ltd.
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**TOWN OF COMOX
WATER 10 YEAR PROGRAM
DCC PROJECT LIST**

Project No.	Project Name	Description	Col. (2)	Col. (3)	Col. (4) = Col. (2) x Col. (3)	Col. (6)	Col. (7) = Col. (4) - Col. (6)	Col. (8) = Col. (2) - Col. (7)
			Cost Estimate (2025\$)	Benefit Factor %	Benefit to New Development	Municipal Assist Factor 1%	DCC Recoverable	Total Municipal Responsibility
W-01	Watermain Tie-in Tutor Dr Area	600 mm diameter - Noel Ave. - Aspen Rd to Spitfire Drive	\$ 1,386,000	100%	\$ 1,386,000	\$ 13,860	\$ 1,372,140	\$ 13,860
W-02	Dryden Rd Watermain Loop	Anderton Rd to Highwood Dr (880m of 200mm dia)	\$ 1,302,000	50%	\$ 651,000	\$ 6,510	\$ 644,490	\$ 657,510
W-03	Watermain Upgrade, Stewart & East Centennial	420m of 200mm dia.	\$ 621,600	90%	\$ 559,440	\$ 5,594	\$ 553,846	\$ 67,754
W-04	Water Master Plan	2 plans (1 every 5 years)	\$ 300,000	100%	\$ 300,000	\$ 3,000	\$ 297,000	\$ 3,000
Totals			\$ 3,609,600		\$ 2,896,440	\$ 28,964	\$ 2,867,476	\$ 742,124

**TOWN OF COMOX
WATER 10 YEAR PROGRAM
DCC RATE CALCULATION**

A: Water Calculation					
Land Use	Col. (1)	Col. (2)	Col. (3)	Col. (4) = (1) x (3)	Col. (5) = (4) / (a)
	Estimated New Development	Unit	Persons Per Unit	Equivalent Population	
Low Density Residential	140	Per Lot	3.8500	539	28%
Medium Density Residential	190	Per Dwelling Unit	1.8000	342	18%
High Density Residential	570	Per Dwelling Unit	1.6000	912	47%
Commercial	6,850	Per sq.m. of GFA	0.0100	69	4%
Institutional	1,910	Per sq.m. of GFA	0.0150	29	1%
Industrial	10,000	Per sq.m. of GFA	0.0050	50	3%
			Total Equivalent Population	1,940 (a)	100%
B: Unit Water DCC Calculation					
Net Water DCC Program Recoverable		\$ 2,867,475.60	(b)		
Existing DCC Reserve Monies		\$ 1,024,085.14	(c)		
Net Amount to be Paid by DCCs		\$ 1,843,390.46	(d) = (b) - (c)		
DCC per Equivalent Population		\$950.13	(e) = (d) / (a)		
C: Resulting Water DCCs					DCC Revenue Estimates
Low Density Residential		\$3,658	Per Lot	(e) x Col. (3)	\$512,120
Medium Density Residential		\$1,710	Per Dwelling Unit	(e) x Col. (3)	\$324,900
High Density Residential		\$1,520 \$20.35	Per Dwelling Unit Per sq.m. of GFA	(e) x Col. (3)	\$866,400
Commercial		\$9.50	Per sq.m. of GFA	(e) x Col. (3)	\$65,075
Institutional		\$14.25	Per sq.m. of GFA	(e) x Col. (3)	\$27,218
Industrial		\$4.75	Per sq.m. of GFA	(e) x Col. (3)	\$47,500

Notes

**TOWN OF COMOX
SANITARY SEWER 10 YEAR PROGRAM
DCC PROJECT LIST**

Project No.	Project Name	Description	Col. (2)	Col. (3)	Col. (4) = Col. (2) x Col. (3)	Col. (6)	Col. (7) = Col. (4) - Col. (6)	Col. (8) = Col. (2) - Col. (7)
			Cost Estimate (2025\$)	Benefit Factor %	Benefit to New Development	Municipal Assist Factor 1%	DCC Recoverable	Total Municipal Responsibility
S-01	Western Foreshore Upgrade	460m of 300m main - upsized from 200mm	\$ 3,163,670	75%	\$ 2,372,753	\$ 23,728	\$ 2,349,024.98	\$ 814,645
S-02	Inflow & Infiltration Reduction		\$ 1,000,000	20%	\$ 200,000	\$ 2,000	\$ 198,000.00	\$ 802,000
S-03	Comox Ave Upgrade - Rodello to Anderton	355m of 300mm main - upsized from 200mm	\$ 571,600	50%	\$ 285,800	\$ 2,858	\$ 282,942.00	\$ 288,658
S-04	Andteron - Bolt to Guthrie	430m of 250mm - upsized	\$ 713,800	90%	\$ 642,420	\$ 6,424	\$ 635,995.80	\$ 77,804
S-05	Central Foreshore Upgrade	200m of 300m main - upsized to 525mm	\$ 2,275,000	75%	\$ 1,706,250	\$ 17,063	\$ 1,689,187.50	\$ 585,813
S-06	Sanitary Master Plan	2 plans (1 every 5 years)	\$ 400,000	100%	\$ 400,000	\$ 4,000	\$ 396,000.00	\$ 4,000
S-07	Beaufort Ave Upgrade	Upgrades on Beaufort Ave from Wilcox to Church Street	\$ 285,000	100%	\$ 285,000	\$ 2,850	\$ 282,150.00	\$ 2,850
S-08	Noel Ave Upgrade	Upgrade on Noel Ave between Pritchard Road and Nimpkish	\$ 268,500	75%	\$ 201,375	\$ 2,014	\$ 199,361.25	\$ 69,139
Totals			\$8,677,570		\$6,093,598	\$60,936	\$6,032,662	\$2,644,908

**TOWN OF COMOX
SANITARY SEWER 10 YEAR PROGRAM
DCC RATE CALCULATION**

A: Sanitary Sewer Calculation					
Land Use	Col. (1)	Col. (2)	Col. (3)	Col. (4) = (1) x (3)	Col. (5) = (4) / (a)
	Estimated New Development	Unit	Persons Per Unit	Equivalent Population	
Low Density Residential	140	Per Lot	3.8500	539	28%
Medium Density Residential	190	Per Dwelling Unit	1.8000	342	18%
High Density Residential	570	Per Dwelling Unit	1.6000	912	47%
Commercial	6,850	Per sq.m. of GFA	0.0100	69	4%
Institutional	1,910	Per sq.m. of GFA	0.0150	29	1%
Industrial	10,000	Per sq.m. of GFA	0.0050	50	3%
			Total Equivalent Population	1,940 (a)	100%
B: Unit Sanitary Sewer DCC Calculation					
Net Sewer DCC Program Recoverable		\$6,032,662	(b)		
Existing DCC Reserve Monies		\$ 533,744.78	(c)		
Net Amount to be Paid by DCCs		\$5,498,917	(d) = (b) - (c)		
DCC per Equivalent Population		\$2,834.27	(e) = (d) / (a)		
C: Resulting Sanitary Sewer DCCs					DCC Revenue Estimates
Low Density Residential		\$10,912	Per Lot	(e) x Col. (3)	\$1,527,680
Medium Density Residential		\$5,102	Per Dwelling Unit	(e) x Col. (3)	\$969,380
High Density Residential		\$4,535	Per Dwelling Unit	(e) x Col. (3)	\$2,584,950
		\$60.71	Per sq.m. of GFA		
Commercial		\$28.34	Per sq.m. of GFA	(e) x Col. (3)	\$194,129
Institutional		\$42.51	Per sq.m. of GFA	(e) x Col. (3)	\$81,194
Industrial		\$14.17	Per sq.m. of GFA	(e) x Col. (3)	\$141,700

**TOWN OF COMOX
DRAINAGE 10 YEAR PROGRAM
DCC PROJECT LIST**

Project No.			Col. (2)	Col. (3)	Col. (4) = Col. (2) x Col. (3)	Col. (6)	Col. (7) = Col. (4) - Col. (6)	Col. (8) = Col. (2) - Col. (7)
	Project Name	Description	Cost Estimate (2025\$)	Benefit Factor %	Benefit to New Development	Municipal Assist Factor 1%	DCC Recoverable	Total Municipal Responsibility
D-01	Stormwater Master Plan	2 plans (1 every 5 years)	\$ 400,000	100%	\$ 400,000	\$ 4,000	\$ 396,000	\$ 4,000
	Totals		\$ 400,000		\$ 400,000	\$ 4,000	\$ 396,000	\$ 4,000

**TOWN OF COMOX
DRAINAGE 10 YEAR PROGRAM
DCC RATE CALCULATION**

A: Drainage Generation Calculation						
Land Use	Col. (1) Estimated New Development	Col. (2) Unit	Col. (3) Impervious Area/Unit (m ²) Equivalent Factor	Col. (4) = (1) x (3) Equivalent Factor	Col. (5) = (4) / (a)	
Low Density Residential	140	Per Lot	1.0000	140	25%	
Medium Density Residential	190	Per Dwelling Unit	0.7500	143	26%	
High Density Residential	570	Per Dwelling Unit	0.3800	217	39%	
Commercial	6,850	Per sq.m. of GFA	0.0038	26	5%	
Institutional	1,910	Per sq.m. of GFA	0.0038	7	1%	
Industrial	10,000	Per sq.m. of GFA	0.0021	21	4%	
			Total Equivalent Factor	553 (a)	100%	
B: Unit Drainage DCC Calculation						
Net Drainage DCC Program Recoverable			\$396,000 (b)			
Existing DCC Reserve Monies		\$ 110,218.27 (c)				
Net Amount to be Paid by DCCs		\$285,782 (d) = (b) - (c)				
DCC per Equivalent Factor		\$516.42 (e) = (d) / (a)				
C: Resulting Drainage DCCs						DCC Revenue Estimates
Low Density Residential		\$516 Per Lot	(e) x Col. (3)			\$72,240
Medium Density Residential		\$387 Per Dwelling Unit	(e) x Col. (3)			\$73,530
High Density Residential		\$196 Per Dwelling Unit \$2.62 Per sq.m. of GFA	(e) x Col. (3)			\$111,720
Commercial		\$1.96 Per sq.m. of GFA	(e) x Col. (3)			\$13,426
Institutional		\$1.96 Per sq.m. of GFA	(e) x Col. (3)			\$3,744
Industrial		\$1.08 Per sq.m. of GFA	(e) x Col. (3)			\$10,800

**TOWN OF COMOX
PARKS 20 YEAR PROGRAM
DCC PROJECT LIST**

Project No.	Project Name	Description	Col. (2)	Col. (3)	Col. (4) = Col. (2) x Col. (3)	Col. (6)	Col. (7) = Col. (4) - Col. (6)	Col. (8) = Col. (2) - Col. (7)
			Cost Estimate (2025\$)	Benefit Factor %	Benefit to New Development	Municipal Assist Factor 1%	DCC Recoverable	Total Municipal Responsibility
P-001	Community Park Acquisition	Portion of parkland targets in PMP	\$ 3,000,000	100%	\$ 3,000,000	\$ 30,000	\$ 2,970,000	\$ 30,000
P-002	Anderton Park - Playground	New/Upgrade	\$ 600,000	100%	\$ 600,000	\$ 6,000	\$ 594,000	\$ 6,000
P-003	Anderton Park - Washrooms	Expansion	\$ 100,000	50%	\$ 50,000	\$ 500	\$ 49,500	\$ 50,500
P-004	CC/Village Park - inclusive playground	New/Upgrade	\$ 1,000,000	100%	\$ 1,000,000	\$ 10,000	\$ 990,000	\$ 10,000
P-005	CC/Village Park Drainage	Upgrade	\$ 125,000	20%	\$ 25,000	\$ 250	\$ 24,750	\$ 100,250
P-006	CC/Village Park - Trail Development	New	\$ 250,000	100%	\$ 250,000	\$ 2,500	\$ 247,500	\$ 2,500
P-007	Elks and Royal Purple Park - Playground	Expand	\$ 100,000	20%	\$ 20,000	\$ 200	\$ 19,800	\$ 80,200
P-008	Kye Bay - Washroom	New	\$ 75,000	100%	\$ 75,000	\$ 750	\$ 74,250	\$ 750
P-009	Lancaster Park - Playground	Expansion	\$ 150,000	20%	\$ 30,000	\$ 300	\$ 29,700	\$ 120,300
P-010	Lancaster Park - Washroom	New	\$ 150,000	100%	\$ 150,000	\$ 1,500	\$ 148,500	\$ 1,500
P-011	Lazo Foreshore/Point Holmes - Washroom	New	\$ 150,000	100%	\$ 150,000	\$ 1,500	\$ 148,500	\$ 1,500
P-012	Marina Park - Playground	New/Upgrade	\$ 1,000,000	100%	\$ 1,000,000	\$ 10,000	\$ 990,000	\$ 10,000
P-013	Northeast Woods - Washroom	New	\$ 150,000	100%	\$ 150,000	\$ 1,500	\$ 148,500	\$ 1,500
P-015	Parkland Acquisition - NW Comox	New	\$ 1,000,000	20%	\$ 200,000	\$ 2,000	\$ 198,000	\$ 802,000
P-016	Playground - Forester	New	\$ 250,000	100%	\$ 250,000	\$ 2,500	\$ 247,500	\$ 2,500
P-017	Playground - North Comox	New	\$ 250,000	100%	\$ 250,000	\$ 2,500	\$ 247,500	\$ 2,500
P-018	Playground - Point Holmes	New	\$ 750,000	100%	\$ 750,000	\$ 7,500	\$ 742,500	\$ 7,500
P-019	Playground - Port Augusta Park	New	\$ 150,000	100%	\$ 150,000	\$ 1,500	\$ 148,500	\$ 1,500
P-020	Waterfront Parks - Trail Development	New	\$ 50,000	100%	\$ 50,000	\$ 500	\$ 49,500	\$ 500
P-021	Waterfront Parks - Washroom	New	\$ 75,000	100%	\$ 75,000	\$ 750	\$ 74,250	\$ 750
P-022	CC/Village Park - Site furnishings	Upgrade	\$ 100,000	20%	\$ 20,000	\$ 200	\$ 19,800	\$ 80,200
Totals			\$9,475,000		\$8,245,000	\$82,450	\$8,162,550	\$1,312,450

**TOWN OF COMOX
PARKS 20 YEAR PROGRAM
DCC RATE CALCULATION**

A: Parks Calculation					
Land Use	Col. (1) Estimated New Development	Col. (2) Unit	Col. (3) Persons Per Unit (Residential)	Col. (4) = (1) x (3) Equivalent Population	Col. (5) = (4) / (a) %
Low Density Residential	280	Per Lot	3.8500	1,078	30%
Medium Density Residential	380	Per Dwelling Unit	1.8000	684	19%
High Density Residential	1,140	Per Dwelling Unit	1.6000	1,824	51%
Commercial	-	Per sq.m. of GFA	0.0000	-	0%
Institutional	-	Per sq.m. of GFA	0.0000	-	0%
Industrial	-	Per sq.m. of GFA	0.0000	-	0%
Total Equivalent Population				3,586 (a)	100%
B: Unit Parks DCC Calculation					
Net Park DCC Program Recoverable		\$8,162,550	(b)		
Existing DCC Reserve Monies	\$	-	(c)		
Net Amount to be Paid by DCCs		\$8,162,550	(d) = (b) - (c)		
DCC per Equivalent Population		\$2,276.23	(e) = (d) / (a)		
C: Resulting Parks DCCs					DCC Revenue Estimates
Low Density Residential		\$8,763	Per Lot	(e) x Col. (3)	\$2,453,640
Medium Density Residential		\$4,097	Per Dwelling Unit	(e) x Col. (3)	\$1,556,860
High Density Residential		\$3,642 \$48.75	Per Dwelling Unit Per sq.m. of GFA	(e) x Col. (3)	\$4,151,880
Commercial		\$0.00	Per sq.m. of GFA	(e) x Col. (3)	\$0
Institutional		\$0.00	Per sq.m. of GFA	(e) x Col. (3)	\$0
Industrial		\$0.00	Per sq.m. of GFA	(e) x Col. (3)	\$0

**TOWN OF COMOX
FIRE 20 YEAR PROGRAM
DCC PROJECT LIST**

					Col. (2)	Col. (3)	Col. (4) = Col. (2) x Col. (3)	Col. (6)	Col. (7) = Col. (4) - Col. (6)	Col. (8) = Col. (2) - Col. (7)
Project No.	Project Name	Description	Total Capital Cost Estimate (2025\$)	Regional Cost Share - Comox Portion	Cost Estimate (2025\$)	Benefit Factor %	Benefit to New Development	Municipal Assist Factor 1%	DCC Recoverable	Total Municipal Responsibility
F-001	Fire Hall Expansion	Expanding existing Fire Hall space from 4,200 sqft to 10,000 sqft	\$ 3,400,000.00	67%	\$ 2,266,667	20%	\$ 453,333	\$ 4,533	\$ 448,800	\$ 1,817,867
					\$2,266,667		\$453,333	\$4,533	\$448,800	\$1,817,867

**TOWN OF COMOX
FIRE 20 YEAR PROGRAM
DCC RATE CALCULATION**

A: Fire Calculation					
Land Use	Col. (1)	Col. (2)	Col. (3)	Col. (4) = (1) x (3)	Col. (5) = (4) / (a)
	Estimated New Development	Unit	Persons Per Unit	Equivalent Factor	
Low Density Residential	280	Per Lot	3.8500	1,078	28%
Medium Density Residential	380	Per Dwelling Unit	1.8000	684	18%
High Density Residential	1,140	Per Dwelling Unit	1.6000	1,824	47%
Commercial	13,700	Per sq.m. of GFA	0.0100	137	4%
Institutional	3,820	Per sq.m. of GFA	0.0150	57	1%
Industrial	20,000	Per sq.m. of GFA	0.0050	100	3%
			Total Equivalent Factor	3,880 (a)	100%
B: Unit Fire DCC Calculation					
Net Fire DCC Program Recoverable		\$448,800	(b)		
Existing DCC Reserve Monies	\$	-	(c)		
Net Amount to be Paid by DCCs		\$448,800	(d) = (b) - (c)		
DCC per Equivalent Factor		\$115.66	(e) = (d) / (a)		
C: Resulting Fire DCCs					DCC Revenue Estimates
Low Density Residential		\$445	Per Lot	(e) x Col. (3)	\$124,600
Medium Density Residential		\$208	Per Dwelling Unit	(e) x Col. (3)	\$79,040
High Density Residential		\$185	Per Dwelling Unit	(e) x Col. (3)	\$210,900
		\$2.48	Per sq.m. of GFA		
Commercial		\$1.16	Per sq.m. of GFA	(e) x Col. (3)	\$15,892
Institutional		\$1.73	Per sq.m. of GFA	(e) x Col. (3)	\$6,609
Industrial		\$0.58	Per sq.m. of GFA	(e) x Col. (3)	\$11,600

APPENDIX B

Town of Comox Development
Cost Charge Bylaw, 2025, No. XX

DRAFT

DATE: May 28, 2025
TO: Jordan Wall, Chief Administrative Officer
FROM: Urban Systems Ltd.
FILE: 3791.0023.08
SUBJECT: Town of Comox – DRAFT Amenity Cost Charge (ACC) Memorandum

1.0 BACKGROUND

In 2024, the Town of Comox (Town) initiated the process to develop an Amenity Cost Charge (ACC) bylaw. The Town does not currently collect ACCs; the ACC program has been created in response to anticipated growth from recent legislative changes.

As a new cost-recovery tool, many municipalities across B.C. are implementing ACCs to support municipal financial sustainability. The advantages of implementing an ACC bylaw are as follows:

- Provides certainty to the development community about amenity upgrade costs.
- Ensures costs for future amenities are fairly distributed across the benefiting developments.
- Fosters fairness by ensuring the development community and existing property taxpayers share the costs of growth-related amenities.
- Minimizes financial risk by allowing the Town to save for growth-related amenity costs.

The new ACC program will capture current infrastructure costs for capitalized amenities that are driven by growth. The proposed rates ensures that those who will use and benefit from Town-provided amenities share the growth-related costs in a fair and equitable manner. Key drivers for the development of the Town's ACC program include:

- Community growth and changing development patterns.
- New amenities required to meet the needs arising from future development and growth.
- Ensuring timely and transparent cost recovery on capitalized amenities.

The Town's new ACC program aligns with the new Development Cost Charge (DCC) program, which drew on capital planning, population growth modelling, as well as conversations with key staff across various departments.

This memo presents the Town's proposed ACC rates and program. The proposed 2025 ACC rates are provided in **Table ES-1**.

DATE: May 28, 2025

FILE: 3791.0023.08

SUBJECT: Town of Comox – DRAFT Amenity Cost Charge (ACC) Memorandum

Table ES-1: Proposed ACC Rates

Land Use	Unit	Total ACC Rate
Low-Density Residential	per lot	\$9,991
Medium-Density Residential	per dwelling unit	\$4,671
High-Density Residential	per m ² of GFA	\$55.58
Commercial	per m ² of GFA	\$0.00
Industrial	per m ² of GFA	\$0.00
Institutional	per m ² of GFA	\$0.00

Please note that the material provided in this memorandum is meant for information only. The Town’s adopted ACC Bylaw should be referred to for rates and requirements.

2.0 ACC KEY ELEMENTS

As is also the case with DCCs, there are key elements within an ACC program that should be considered when determining rates. **Table 1** outlines the key elements, decisions, and supporting rationale used in this update.

Table 1. ACC Key Elements

Key Element	ACC Program	Rationale	Aligns with DCC Program?
Time Horizon	20 Years	Aligns with capital plans and infrastructure planning studies	✓
Town-wide or area-specific charge	Town -wide charge	ACC projects are components of Town-wide infrastructure/parks systems and therefore provide a Town-wide benefit	✓
Grant Assistance	None	No identified ACC projects include grant assistance	✓
Developer Contribution	None	No identified ACC projects include a developer contribution	✓
Financing	No	No identified ACC projects include financing	✓
Benefit Factor	20% to 100%	100% benefit is allocated to projects required only to increase capacity due to growth or to service growth. 20% benefit is allocated to projects where both new and existing residents will benefit, benefit has been calculated based on the ratio of new population to total population.	✓
Municipal Assist Factor (MAF)	1%	A 1% municipal assist factor was selected by Council to reflect best practice.	✓

Key Element	ACC Program	Rationale	Aligns with DCC Program?
Units of charge	Per lot, per dwelling unit, and per m ² Gross Floor Area (GFA)	<p>Per lot for low density residential. ACCs are levied on single family dwellings at time of subdivision or building permit, as determined by the Town, to collect ACCs as early in the process as possible.</p> <p>Per dwelling unit for medium density. ACCs are levied on ground-oriented attached dwellings and apartment units at building permit when the number of units is known.</p> <p>Per m² of Gross Floor Area (GFA) for high density residential as impact on infrastructure is expected to correlate most closely with floor space.</p>	✓
Economic Viability	Underway	The Province recommends that economic analysis be conducted to determine the economic impacts of ACCs on development. At this time, the Town has not completed an economic analysis.	✓

3.0 ACC PROJECTS AND COSTS

ACC rates are determined by using the same technical inputs applied to DCCs (i.e., growth projections, equivalencies). These inputs are applied to projects that are ACC eligible and expected to be built within the specified program timeframe.

3.1 ACC PROJECTS

The proposed projects align the ACC programs with current hard costs (i.e., construction, materials) and were vetted for eligibility according to the Ministerial requirements for ACCs. Capital costs for projects are based on new project lists and include contingency and engineering allowances. A summary of the ACC project lists is included in **Table 2**; the comprehensive ACC project list is provided in **Appendix A**.

Table 2. ACC Project List Summary

Service	Project List Summary
Amenities	<ul style="list-style-type: none"> • Village Field Master Plan • Recreation Centre expansions • Skills Trail • Basketball Courts • Park amenities (e.g., shade structures, covered picnic shelters, pathway lighting)
<p><i>Note: the Town of Comox will own and control all projects in this ACC program.</i></p>	

3.2 BENEFIT FACTORS

As is also the case with DCCs, project benefit factors (or benefit allocations) for ACCs are used on a project-by-project basis to determine the extent to which a proposed amenity benefits future growth versus existing users.

Some ACC projects may benefit the population at large, in which case the capital costs (or a portion of them) should be shared by the entire community. Other projects will only benefit new growth, in which case the new users benefiting from these services will pay most of the project costs.

The benefit factor of each ACC eligible project was evaluated on a scale of 25% to 100% using two main approaches:

1. Baseline - Benefit to the population at large (20%)

Primarily benefits existing development but will also add capacity that proportionately benefits and supports the future population of the community, which is expected to grow by approximately 20% over the next 20 years.

2. Rule of thumb – fully growth driven (100%)

Benefits future development and would not be required if not for growth occurring. Purely growth driven infrastructure projects.

A summary of the benefit factor methodology is included in **Table 3**.

Table 3. Summary of Benefit Factor Methodology

Service	Benefit Allocation (Developer Responsibility)	Benefit Factor Methodology
Amenities	20% to 100%	Benefit to the population at large AND rule of thumb

3.3 ACC COSTS

The total ACC Program Capital Costs amount to **\$10.2 M**—of those costs, **\$19.3 M** are eligible for recovery through ACCs (i.e., paid by the development community). The Town is responsible for funding the remaining **\$894 K (\$44.7 K/year)** through Town revenues (e.g., property tax). This is a key consideration for Council when

considering the Town’s financial sustainability and the costs to developers and existing taxpayers. These costs are included in **Table 4**.

Table 4. Total Cost of Proposed ACC Program

Program Inputs			Developer Responsibility	Municipal Responsibility		
Service	Total Capital Costs	Benefit Factor	Municipal Assist Factor	ACC Recoverable Program Costs	Municipal Costs	Annual Municipal Costs (20 y)
Amenities	\$10.2 M	20-100%	1%	\$9.3 M	\$894 K	\$44.7 K

3.4 INTEREST ON LONG-TERM DEBT

No interest on long-term debt is included in the ACC program.

4.0 PROPOSED ACC RATES

ACC rates are determined by applying the key elements, growth projections, and equivalencies described earlier in this report to projects that are ACC eligible and expected to be built within the specified ACC timeframe.

Table 5 below summarizes the total proposed ACC rates for the Town, along with each ACC program. The ACC rate is only going to be charged on residential uses. ICI uses will not be charged ACCs. The ACC calculations were based on a 1% assist factor for all categories.

Table 5. Total ACC Rates

Land Use	Unit	Total
Low-Density Residential	Per lot	\$9,991
Medium-Density Residential	Per dwelling unit	\$4,671
High-Density Residential	Per m ² of GFA	\$55.58
Commercial	Per m ² of GFA	\$0.00
Industrial	Per m ² of GFA	\$0.00
Institutional	Per m ² of GFA	\$0.00

**The ACC rates include a 1% Municipal Assist Factor*

5.0 STAKEHOLDER CONSULTATION

[PLACEHOLDER – will be finalized once the consultation has been completed]

6.0 ACC IMPLEMENTATION

Generally, the implementation of an ACC bylaw aligns with the implementation of a DCC bylaw. Notable differences are outlined in the following section.

6.1 BYLAW EXEMPTIONS

As per the *Local Government Act (LGA)*, an ACC is not payable if any of the following apply at the time of application for a building permit:

- The building permit authorizes the construction, alteration, or extension of a building or part of a building that is, or will be, after the construction, alteration, or extension, exempt from taxation under section 220(1)(h) or 224(2)(f) of the *Community Charter*;
- An ACC is not payable in relation to affordable and special needs housing units that are required under an affordable and special needs housing zoning bylaw as defined under section 478(1) of the *LGA*;
- No increase in the population of residents or workers is expected to result from the development;
- An ACC in respect of a particular amenity is not payable if an ACC in respect of that amenity has previously been paid for the same development, unless further development is expected to result in an increase in the population of residents or workers;
- An ACC is not payable in respect of a capital cost for which a DCC may be imposed;
- The development falls within any class of affordable housing prescribed by regulation; or,
- The *LGA* or any regulations thereunder provide that no ACC is payable.

6.2 COLLECTION OF CHARGES – BUILDING PERMIT AND SUBDIVISION

Municipalities will collect ACCs at the same time DCCs are collected.

6.3 COLLECTION OF ACCs ON REDEVELOPED OR EXPANDED DEVELOPMENTS

Collection of ACCs in cases of redevelopment or expansion will follow the precedent set by DCC collection (i.e., if DCC credits are provided for the existing development, ACC credits will also be provided).

6.4 IN-STREAM PROTECTION AND PHASE-IN OF ACC RATES

The new ACC rates will be in force as per the effective date in the ACC Bylaw upon adoption. Protection from rate increases for development applications submitted prior to the adoption date will be provided as per legislation.

6.5 REBATES AND CREDITS

The Town should establish a practice to guide staff in the collection of ACCs and the use of ACC credits. Policies for ACC credits, rebates, and latecomer agreements can be drafted to assist staff with development finance administration.

DATE: May 28, 2025

FILE: 3791.0023.08

SUBJECT: Town of Comox – DRAFT Amenity Cost Charge (ACC) Memorandum

6.6 ACC MONITORING AND ACCOUNTING

To monitor the ACC Program, the Town should enter all the projects contained in the ACC program into a tracking system, such as the one established for DCCs.

Local governments are required to prepare a publicly available report regarding ACC collection and use of funds before June 30 of each year. These reports must include the following information:

- Amount of ACCs received;
- Expenditures from ACC reserve fund(s), including any expenditures made to a person or public authority under a partnering agreement;
- The balance in the ACC reserve fund(s) at the start and end of the applicable year;
- Any waivers or reductions made; and,
- Any in-kind amenity contributions.

6.7 ACC REVIEWS

Local governments can update their ACC bylaw as needed. For efficiency, it is recommended that updates are aligned with land use and financial planning cycles. Local governments may also consider reviewing and updating ACC bylaws in line with DCC updates, new and updated financial plans, OCPs, HNRs, and/or zoning bylaws.


APPENDIX A: ACC PROJECT LIST AND CALCULATIONS

Project No.	Col. (1)		Col. (2)	Col. (3)	Col. (4) = Col. (2) x Col. (3)	Col. (6)	Col. (7) = Col. (4) - Col. (6)	Col. (8) = Col. (2) - Col. (7)
	Project Name	Description	Cost Estimate (2025\$)	Benefit Factor %	Benefit to New Development	Municipal Assist Factor 1%	ACC Recoverable	Total Municipal Responsibility
ACC-001	Village Field Master Plan		\$ 200,000	100%	\$ 200,000	\$ 2,000	\$ 198,000	\$ 2,000
ACC-002	Recreation Centre	Fitness studio expansion	\$ 4,000,000	100%	\$ 4,000,000	\$ 40,000	\$ 3,960,000	\$ 40,000
ACC-003	Recreation Centre	North Entrance expansion	\$ 5,000,000	100%	\$ 5,000,000	\$ 50,000	\$ 4,950,000	\$ 50,000
ACC-004	CC/Village Park - Basketball Courts	Creation of a central Recreation hub at CC.	\$ 150,000	20%	\$ 30,000	\$ 300	\$ 29,700	\$ 120,300
ACC-005	CC/Village Park - Skills Trail	New	\$ 650,000	20%	\$ 130,000	\$ 1,300	\$ 128,700	\$ 521,300
ACC-006	Lancaster Park - Covered Picnic Shelter	New	\$ 50,000	20%	\$ 10,000	\$ 100	\$ 9,900	\$ 40,100
ACC-007	Lancaster Park - Pathway Lighting	New	\$ 100,000	20%	\$ 20,000	\$ 200	\$ 19,800	\$ 80,200
ACC-008	Marina Park - Shade Structures	New	\$ 50,000	20%	\$ 10,000	\$ 100	\$ 9,900	\$ 40,100
Totals			\$10,200,000		\$9,400,000		\$9,306,000	\$894,000

A: ACC Calculation					
Land Use	Col. (1)	Col. (2)	Col. (3)	Col. (4) = (1) x (3)	Col. (5) = (4) / (a)
	Estimated New Development	Unit	Persons Per Unit (Residential)	Equivalent Population	
Low Density Residential	280	Per Parcel or Dwelling Unit	3.8500	1,078	30%
Medium Density Residential	380	Per Parcel or Dwelling Unit	1.8000	684	19%
High Density Residential	1,140	Per Parcel or Dwelling Unit	1.6000	1,824	51%
Commercial	13,700	Per sq.m. of GFA	0.0000	-	0%
Institutional	3,820	Per sq.m. of GFA	0.0000	-	0%
Industrial	20,000	Per sq.m. of GFA	0.0000	-	0%
			Total Equivalent Population	3,586 (a)	100%
B: Unit ACC Calculation					
Net ACC Program Recoverable		\$9,306,000	(b)		
Existing ACC Reserve Monies	\$	-	(c)		
Net Amount to be Paid by ACCs		\$9,306,000	(d) = (b) - (c)		
DCC per Equivalent Population		\$2,595.09	(e) = (d) / (a)		
C: Resulting ACCs					ACC Revenue Estimates
Low Density Residential		\$9,991	Per Parcel or Dwelling Unit	(e) x Col. (3)	\$2,797,480
Medium Density Residential		\$4,671	Per Parcel or Dwelling Unit	(e) x Col. (3)	\$1,774,980
High Density Residential		\$4,152 \$55.58	Per Parcel or Dwelling Unit Per sq.m. of GFA	(e) x Col. (3)	\$4,733,280
Commercial		\$0.00	Per sq.m. of GFA	(e) x Col. (3)	\$0
Institutional		\$0.00	Per sq.m. of GFA	(e) x Col. (3)	\$0
Industrial		\$0.00	Per sq.m. of GFA	(e) x Col. (3)	\$0

To: Mayor and Council	File: N/A
From: Jordan Wall, CAO	Date: October 17, 2025
Subject: Development Cost Charge & Amenity Cost Charge Bylaws	

Prepared by:



Jordan Wall, CAO

RECOMMENDATION(S) FROM THE CHIEF ADMINISTRATIVE OFFICER:

1. THAT Amenity Cost Charges Bylaw No. 2052 be read a first, second and third time.
2. THAT Development Cost Charges Bylaw No. 2053 be read a first, second and third time.
3. THAT Development Cost Charges Bylaw No. 2053 be advanced to the Inspector of Municipalities for approval.
4. THAT Council Policy CCL-069.03 (Affordable Housing Amenity Contribution) be rescinded, subject to the adoption of Amenity Cost Charges Bylaw No. 2052 and Development Cost Charges Bylaw No. 2053.

ALTERNATIVE TO THE RECOMMENDATIONS:

Council could choose to adjust the municipal assist factor for both or either of the proposed DCC or ACC programs or direct staff to remove a project from either program. The following motions would be in order should Council wish to revise either bylaw or program:

1. THAT Development Cost Charge Bylaw No. 2053 be amended to reflect Development Cost Charge rates with a municipal assist factor of X% for X DCC Program;
2. THAT Amenity Cost Charges Bylaw No. 2052 be amended to reflect Amenity Cost Charge rates with a municipal assist factor of X%;

3. THAT project X be removed from the DCC project list and rates revised accordingly;
4. THAT project X be removed from the ACC project list. And rates revised accordingly; and,
5. THAT staff be directed to revise the assist factor for the ACC and DCC programs to be phase in over X-years based on Council direction.

EXECUTIVE SUMMARY

The **Local Government Act** requires DCC and ACC bylaws to be based on growth projections, project costs and timing, benefit allocation, and a municipal assist factor, while ensuring charges do not deter development or affordable housing.

Over the past year, staff have refined the program by prioritizing growth-related projects, adjusting benefit allocations between growth and existing development, and ensuring the Town can fund its portion. Council direction on removing projects has also been incorporated, and land use categories have been aligned regionally with CVRD and Courtenay.

As a result, **revised rates now show a 30% decrease for residential uses and 35%+/- decrease for all other uses**, achieved through refinements in population projections and benefit allocations, as well as Housing Accelerator funding support.

Industry and public consultation took place in July 2025, with information shared through a dedicated project webpage and open house. Updated background reports and draft bylaws (ACC Bylaw No. 2052 and DCC Bylaw No. 2053) are now before Council for three readings. The DCC bylaw will subsequently require Provincial Inspector approval.

Council is also being asked to consider rescinding Council Policy CCL-069.03 (Affordable Housing Amenity Contribution), subject to the adoption of the new ACC and DCC bylaws. Economic analysis that has been completed as a requirement of passing an ACC bylaw. This analysis shows a difficult profitability analysis for most multi-family buildings 4 stories or under. The creation of ACC's and increase in DCC's coupled with an affordable housing contribution is likely to push most developments into the territory of being un-profitable and lead to lack of construction in the Town.

PURPOSE

The purpose of this report is for Council to consider the first three readings of Amenity Cost Charges Bylaw No. 2052 and Development Cost Charge Bylaw No. 2053 and to direct staff to advance the DCC Bylaw to the Inspector of Municipalities for review and approval.

STRATEGIC PLAN LINKAGE

The 2022-2026 Strategic Plan identifies the following project/initiative that contributes to the Balanced Community Planning Strategic Priority:

- Community Addition: Ensuring each new major development adds to community through appropriate amenity contributions and/or community benefits.
 - Complete a DCC review to ensure equity and fairness in cost allocation for new developments
 - Create a community amenity policy for developments

BACKGROUND

In response to Council's direction to proceed with development of the DCC and ACC Programs, the project was launched in November 2024. This project is one of the Housing Accelerator Fund initiatives prioritized for completion in 2025.

Establishing cost recovery mechanisms such as development cost charges is beneficial to the Town in financing new investment in infrastructure and community facilities in response to growth related to community goals and housing supply mandates. The intent of DCC and ACC programs is to recover the cost of new infrastructure and facilities required for growth, by assigning a portion of those costs to new development through development charges. This ensures new development pays a prorated portion of the cost of, for example, upsized underground infrastructure (DCCs) or expanded recreation facilities (ACCs). Acknowledging that existing infrastructure and facilities also will be upgraded or renewed to serve the existing population and development in the community, DCC and ACC programs are required to demonstrate how the apportioning of cost has been established.

Growth forecasts were used to identify growth-related projects and costs. In determining the list of growth-related projects, considerable time was spent ensuring that current replacement and renewal plans were considered in determining the benefit allocation between existing and future development. This work was prepared by Urban Systems in consultation with staff.

Further information regarding the inputs used for the development of the ACC and DCC program and rates is included in the ACC Memo and DCC Background Report appended to this report as Attachment C and D. The DCC Background Report will be finalized and submitted to the Inspector of Municipalities as part of DCC Bylaw approval process.

ANALYSIS

Municipal Assist Factor

The *Local Government Act* states that the purpose of DCCs and ACCs is to provide funds to 'assist' local governments with paying for capital costs. The legislation therefore requires an "assist factor" be included

when determining the DCC and ACC rates, thus resulting in the Municipal Assist Factor. This factor offers discretion for Councils to set a level of municipal assistance towards the cost of DCC or ACC for new development. The ratio can be set anywhere between 1-99% but is typically set at 1%. A higher assist factor could be used to support a relatively lower cost of development, however, it does so by shifting a portion of the cost of new infrastructure that serves new growth, to the existing taxpayers in the Town.

The municipal assist factor should be a reflection of the community's support towards the financing of infrastructure required to serve new development. The municipal assist can vary by infrastructure category in the DCC and ACC programs. Most municipalities opt to apply an assist factor of 1% because the development of the programs includes focusing on only that portion of infrastructure costs that are directly attributable to new development and most municipalities don't have the financial resources to subsidize DCC and ACC charges. It is also possible to develop a bylaw that phases in DCC increases by starting with a higher assist factor and decreasing the assist factor percentage annually over 3-5 years.

Projects and Benefit Allocation

DCC and ACC programs are comprised of multiple eligible projects in each category. As the volume and costs of these projects increases, rates for these programs will subsequently rise. The calculation of rates includes a benefit factor which represents the percentage of the project attributable to growth. This ensures that only the growth portion is used to calculate rates.

When collecting for various projects in the DCC and ACC programs, both 10- and 20-year timeframes were established to align with existing master plans. For example, programs with relatively up to date plans and or studies have 20-year timeframes while water, sewer and drainage have 10-year timeframes. Associated master plans are included as projects in the programs to ensure that the infrastructure needs of growth are well-understood and incorporated in the ACC and DCC program as per recommended best practices.

Rates are directly tied to the project costs and the benefit allocation to growth. It is a best practice to complete annual inflationary adjustments as permitted by legislation and update DCC programs every 3-5 years to ensure that the Town is collecting adequate charges to deliver the projects needed to support growth. Minor amendments are also recommended should construction cost rise at a disproportionate rate to inflation (i.e. during COVID 19).

In Stream Protection

When a new ACC or DCC Bylaw is enacted, an existing development application submitted prior to the adoption of the new Bylaw(s) is granted 12-month in-stream protection. In-stream protection will apply to both building permit and subdivision applications received prior to the adoption of any new ACC or DCC Bylaw. Protection is also extended to complete rezoning and development permit applications that were submitted prior to the adoption of any new ACC or DCC Bylaw and that will result in a building permit within 12 months of bylaw adoption. If an application meets the required criteria of being

submitted prior to the adoption of the new ACC or DCC Bylaw, it is provided protection from rate increases.

Statutory Exemptions:

As per provincial legislation, the following are exempt from paying DCCs and ACCs:

- Development in which a DCC or ACC has previously been paid;
- Development that does not impose a new capital cost burden; and,
- Places of Worship.

DCC exemptions that can be varied by Council:

- Building Permits for work that does not exceed \$50,000 in value (\$75,000 proposed);
- Self-contained residential dwelling units no larger than 29 m² (312 ft²); and,
- Fewer than 4 units (existing bylaw and proposed to apply single units).

ACC exemptions:

The *Local Government Act* establishes several situations where a development is exempt from ACC including places used for public worship, prescribed classes of affordable and special needs housing (e.g. purpose-built rental units owned or leased by government entities or non-profits, supportive housing, cooperative housing, transitional housing, emergency shelters), and developments that do not result in an increase of population or workers.

The Town does not currently provide any DCC waivers or reductions. Should the Town establish any waivers or reductions, the amount waived is to be entirely supported by the existing taxpayer. Council can direct staff to develop a waivers and reductions bylaw at anytime and does not have to be done in conjunction with the subject bylaws.

Financial Feasibility Analysis

When setting ACC rates, Section 570 of the *Local Government Act* includes requirements for local governments to consider whether the charges will deter development or discourage the construction or provision of reasonably priced housing or land through economic analysis or financial feasibility testing.

The impact of ACCs on development varies depending on factors such as whether the charge is applied to projects under existing zoning or pre-zoning, and whether ACCs represent a new project cost. Implementing ACCs alongside zoning changes, such as increased density, can offset the impact on development viability. When zoning changes permit greater density, land values often rise, as increased density effectively adds more land by allowing more buildable space. Additional permitted floor space raises a site's market value, especially in high demand locations. The increased land value resulting from a zoning change can help mitigate the financial impact of an ACC. If ACCs are introduced at the same time as zoning changes (via pre-zoning), the enhanced land value can offset the impact of the ACC. The site's land value, inclusive of both the pre-zoning increase and ACC impact, remains higher than its pre-existing value.

The Town retained Urban Systems to conduct Financial Feasibility Analysis to assess the impact of revised Town ACC and DCCs as well as proposed revisions to CVRD regional DCCs. The report illustrated that financial viability of some development case studies was impacted by a combination of increased charges, parking requirements, and development application processing timelines.

During the development of the ACC and DCC program the Town reduced the volume of ACC and DCC projects and directed \$1.026 million of Housing Accelerator funding the Central Foreshore DCC sewer project to decrease rates and prioritize infrastructure that will support an increased housing supply. The Town has also made parking requirement adjustments, initiated pre-zoning and other streamlining initiatives as a concerted efforts to reduce processing timelines to maintain market viability for priority housing and development in the community.

Public Consultation

There is no mandatory public consultation activities described in legislation for DCC, however, engagement is beneficial in obtaining Inspector of Municipalities approval which is required. Section 570 of the *Local Government Act* sets out requirements for consultation on ACC's. Per the ACC Best Practices Guide and s. 570 of the *Local Government Act*, consultation is required as part of developing or updating an ACC program.

As three regional municipalities and the CVRD are currently developing or revising DCC and/or ACC programs, a Valley-wide engagement session was held. This session provided an opportunity for interested parties to efficiently provide feedback on each local government/regional district's program updates at a combined event recognizing that interested parties often work across all the Comox Valley jurisdictions.

A regional joint interest holder consultation session was held in-person at the Native Sons Hall in Courtenay, BC, on July 21, 2025, from 12:00 PM to 2:00 PM. Prior to the session, each local government sent out email invitations to members of the development community and other interested parties. Registration for the event was available online and open to all.

The Town also published information about the proposed ACC and DCC update online through the Town website, which included Council meeting materials and an initial report.

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

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

- Comments regarding the engineering standards for storm drainage that are impacting development costs;
- Concerns regarding rate increase;
- Consideration of phased-in increases; and,

- Concerns around development feasibility due to cost increases.

Rate Revisions

Staff and our consultants have been refining the DCC program and reviewing benefit allocation in response to the financial feasibility analysis and the public engagement process. Staff have also been reviewing the available Housing Accelerator Funds that are on hand and are eligible to be directed to the DCC program to reduce rates and expedite the completion of necessary infrastructure projects to advance increasing priority housing. Grant funds of \$1.026 million have been directed to the Central Foreshore Sewer project. **Table 1** compares the previously presented rates to Council on June 4, 2025, and during the public engagement period with recently reduced rates incorporated in the draft ACC and DCC Bylaws before Council for consideration of readings.

The proposed DCC rates per program and the ACC rates are summarized in **Table 2** below. **Table 3** shows the combined DCC and ACC rates per category.

Proposed rates anticipate a 1% municipal assist factor. Should Council wish to increase the assist factor, this would result in an increase to the municipal financial responsibility. Additional details about how the rates were determined, including project details, are included in an ACC Memo (**Attachment C**) and a DCC Background Report (**Attachment D**).

Council Policy CCL-069.03 (Affordable Housing Amenity Contribution)

With the proposed significant increases to Development Cost Charges (DCCs) and the introduction of a new Amenity Cost Charge (ACC) Bylaw, the combined financial impact on new development will be substantial. When these new charges are considered alongside the Town's current Affordable Housing Amenity Contribution Policy, which requires developer contributions toward affordable housing as a condition of zoning amendments, it becomes evident that most projects would no longer be financially viable. To avoid overburdening development and ensure that housing and mixed-use projects remain feasible, staff recommend that the Affordable Housing Amenity Contribution Policy be rescinded as a condition of adopting the new DCC and ACC bylaws.

Council may consider revisiting affordable housing contributions in the future through other mechanisms such as inclusionary zoning or density bonusing provisions. However, these tools are also proving to be financially challenging under current market conditions and development economics.

TABLE 1: Proposed DCC and ACC Rate Comparison (October 2025 and July 2025)

Land Use	Unit of Charge	October 2025 Draft Rates			July 2025 Draft Rates			% Change
		Proposed DCC Rate (1% MAF)	Proposed ACC Rate (1% MAF)	Total Rate (DCC + ACC)	Proposed DCC Rate (1% MAF)	Proposed ACC Rate (1% MAF)	Total Rate (DCC + ACC)	
Low Density Residential	Per Lot	\$23,433	\$7,963	\$31,396	\$30,792	\$9,991	\$40,783	-30%
Medium Density Residential	Per Dwelling Unit	\$11,022	\$3,723	\$14,745	\$14,466	\$4,671	\$19,137	-30%
High Density Residential	Per sq.m. of GFA	\$121.50	\$44.30	\$165.80	\$160.49	\$55.58	\$216.07	-30%
Commercial	Per sq.m. of GFA	\$34.91	\$0.00	\$34.91	\$47.65	\$0.00	\$47.65	-36%
Institutional	Per sq.m. of GFA	\$49.54	\$0.00	\$49.54	\$68.09	\$0.00	\$68.09	-37%
Industrial	Per sq.m. of GFA	\$21.85	\$0.00	\$21.85	\$29.18	\$0.00	\$29.18	-34%

TABLE 2: Proposed DCC Rates per Program and ACC Rates

Land Use	Unit of Charge	DCC Rates							ACC Rates	TOTAL (DCC + ACC)
		Transportation	Water	Sanitary Sewer	Drainage	Parks	Fire	Total DCC		
Low Density Residential	Per Lot	\$5,320	\$2,697	\$7,523	\$456	\$6,994	\$443	\$23,433	\$7,963	\$31,396
Medium Density Residential	Per Dwelling Unit	\$2,425	\$1,261	\$3,517	\$342	\$3,270	\$207	\$11,022	\$3,723	\$14,745
High Density Residential	Per sq.m. of GFA	\$20.95	\$15.01	\$41.85	\$2.32	\$38.91	\$2.46	\$121.50	\$44.30	\$165.80
Commercial	Per sq.m. of GFA	\$5.48	\$7.01	\$19.54	\$1.73	\$0.00	\$1.15	\$34.91	\$0.00	\$34.91
Institutional	Per sq.m. of GFA	\$6.26	\$10.51	\$29.31	\$1.73	\$0.00	\$1.73	\$49.54	\$0.00	\$49.54
Industrial	Per sq.m. of GFA	\$7.04	\$3.50	\$9.77	\$0.96	\$0.00	\$0.58	\$21.85	\$0.00	\$21.85

TABLE 3: Proposed DCC and ACC Rates Combined

<u>Land Use</u>	<u>Unit of Charge</u>	<u>Proposed DCC Rate (1% MAF)</u>	<u>Proposed ACC Rate (1% MAF)</u>	<u>Total Rate (DCC + ACC)</u>
Low Density Residential	Per Lot	\$23,433	\$7,963	\$31,396
Medium Density Residential	Per Dwelling Unit	\$11,022	\$3,723	\$14,745
High Density Residential	Per sq.m. of GFA	\$121.50	\$44.30	\$165.80
Commercial	Per sq.m. of GFA	\$34.91	\$0.00	\$34.91
Institutional	Per sq.m. of GFA	\$49.54	\$0.00	\$49.54
Industrial	Per sq.m. of GFA	\$21.85	\$0.00	\$21.85

FINANCIAL IMPLICATIONS

ACC and DCC charges on new development would provide funding for investment in infrastructure to support that growth. Implementation of the programs as soon as possible will support new development funding their share of infrastructure costs and will mitigate costs to existing taxpayers. Based on the projected growth rates and the proposed rates with a 1% municipal assist, the DCC program could collect approximately \$28.1 million over the 10- and 20-year programs from development activity, offsetting the projected \$40.3 million in capital costs. The municipal responsibility associated with the DCC program is \$12.3 program.

The ACC recoverable is projected to be \$9.5M of the \$10.2M capital cost of the program, leaving the municipality with a responsibility of \$844K.

Establishing ACC and DCC programs will assist in financial planning for infrastructure and facilities related to growth. Any money collected is kept in reserve until projects are advanced for approval. The use of ACC and DCC funds are restricted, limited to only funding the growth-related costs of projects that are identified in the program.

Cyclical reviews of the programs are necessary and provide an opportunity to report back on the efficacy of the program. The DCC program should be reviewed when master plans are completed and revised every 3-5 years.

The Province has recently announced that it will be amending the Development Cost Charge and Amenity Cost Charge (Installments) Regulation to expand the use of on-demand surety bonds¹ province-wide. Pre-approved developers will have the option to defer 75% of their DCCs charges until occupancy or within 4 years (currently 2), whichever comes first, following a permit approval. This change is anticipated to have a cash flow impact on the Town's revenue associated with DCC collections over the short-term. The changes are expected to come into effect on Jan. 1, 2026

NEXT STEPS

Once the subject DCC bylaw has received its third reading, it will be submitted along with a detailed background report to the Inspector of Municipalities for review and approval prior to bringing back to Council for adoption toward the end of 2025 or early 2026.

ATTACHMENTS:

ATTACHMENT A: Draft Amenity Cost Charges Bylaw No. 2052

ATTACHMENT B: Draft Development Cost Charges Bylaw No. 2053

ATTACHMENT C: ACC Memo

ATTACHMENT D: DCC Background Report

ATTACHMENT E: Council Policy CCL-069.03 (Affordable Housing Amenity Contribution Policy)

¹ On-demand surety bonds are financial guarantees that developers provide to give assurances that they will fulfil their contract. Currently the Town requires a different financial tool, known as irrevocable letters of credit from a bank. Developers prefer on-demand surety bonds because they do not restrict a developer's access to credit. An on-demand surety bond can be converted to cash within 15 days without court involvement.

ATTACHMENT A: Draft Amenity Cost Charges Bylaw No. 2052

TOWN OF COMOX

BYLAW NO. 2052

A BYLAW TO IMPOSE AMENITY COST CHARGES

WHEREAS pursuant to the *Local Government Act*, the Council of the Town of Comox may, by bylaw, impose amenity cost charges;

AND WHEREAS amenity cost charges may be imposed for the purpose of providing funds to assist the municipality in paying the capital costs of providing, constructing, altering, or expanding a facility or feature (amenity) that provides social, cultural, heritage, recreational or environmental benefits to a community and service, directly or indirectly, the development for which the charges are imposed;

AND WHEREAS Council has considered the charges imposed by this bylaw in relation to future land use patterns and development, the phasing of works and services and the provision of park land described in the Official Community Plan, expected increases in population growth of residents and workers, the Financial Plan, and how development designed to result in a low environmental impact may affect the capital costs of facilities or features;

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

NOW THEREFORE the Council of the Town of Comox, in open meeting assembled, enacts as follows:

1.0 TITLE:

This bylaw may be cited for all purposes as the "Amenity Cost Charges Bylaw No. 2052".

2.0 DEFINITIONS AND INTERPRETATION:

- 2.1 This Bylaw applies to all applications for Subdivision and for issuance of a Building Permit for parcels located in the Town of Comox.
- 2.2 In the event of a conflict with any term of this Bylaw with the provisions of the *Local Government Act* authorizing the imposition of amenity cost charges, this Bylaw is to be interpreted so that it is consistent with the authority set out in the *Local Government Act*.
- 2.3 Any reference to a statute or regulation refers to an enactment of British Columbia as amended, revised consolidated or replaced from time to time, and any reference to a bylaw refers to a bylaw of the Town of Comox, as amended, revised consolidated or replaced from time to time.
- 2.4 In this Bylaw, unless the context otherwise requires:

- (a) "Building Permit" means any permit required under the Town of Comox Building Bylaw, as amended, or repealed and replaced from time to time.
- (b) "Construction" includes building, erection, installation, repair, alteration, addition, enlargement, moving, relocating, reconstruction, demolition, removal, excavation, or shoring requiring a Building Permit.
- (c) "Detached Accessory Dwelling Unit" means a self-contained Dwelling Unit designed to the applicable regulations under the Zoning Bylaw, that is detached from and clearly accessory to a One-Unit Dwelling or Two-Unit Dwelling and includes coach houses, carriage houses, or laneway houses, and may be situated above a detached garage.
- (d) "Development" means Construction that requires the issuance of a Building Permit or Subdivision.
- (e) "Dwelling, Multiple-Unit" means a principal building consisting of three (3) or more Dwelling Units.
- (f) "Dwelling, One-Unit" means a principal building used exclusively for residential purposes and consisting of one (1) Dwelling Unit and may include a fully enclosed Secondary Suite as an independent Dwelling Unit located within the principal building.
- (g) "Dwelling, Two-Unit" means a principal building used exclusively for residential purposes and consisting of two (2) principal Dwelling Units, and each principal dwelling unit in a Two-Unit Dwelling may include one fully enclosed Secondary Suite as an independent dwelling unit located within the principal building.
- (h) "Dwelling Unit" means a room, a suite of rooms or a building or structure that is used or intended to be used as a self-contained private residence for one (1) household that may contain eating, living, sleeping and sanitary facilities.
- (i) "Gross Floor Area" or "GFA" means the sum of the total floor area on a lot of each storey in each building measured to the outside face of the exterior walls; excludes the areas of canopies, sundecks, outside stairs, concealed parking, separate and attached carports and garages.
- (j) "High Density Residential" means a Multiple-Unit Dwelling with self-contained Dwelling Units accessed through a common hallway, one or more of which are wholly or partly above another self-contained Dwelling Unit. For the purpose of calculating amenity cost charges, High Density Residential also includes a Detached Accessory Dwelling Unit except for one Detached Accessory Dwelling Unit associated with a One-Unit Building.
- (k) "Lot" means any lot, parcel, block, or other area in which land is held or into which

it is legally subdivided, and for certainty, includes a bare land strata lot under the *Strata Property Act*.

- (l) "Low Density Residential" means a One-Unit Dwelling, or One-Unit Dwelling plus one Detached Accessory Dwelling Unit.
- (m) "Mobile Home" means a building containing one (1) Dwelling Unit, built in a factory environment in one or more sections, intended to be occupied in a place other than its manufacture and is constructed to the CAN/CSA Z-240 (Mobile Home) standard, but excludes recreational vehicles.
- (n) "Mobile Home Park" means a lot used for the accommodation of two (2) or more Mobile Homes placed on constructed pads.
- (o) "Medium Density Residential" means a Two-Unit Dwelling or Multiple-Unit Dwelling with self-contained Dwelling Units accessible through separate, ground-oriented entrances. Forms include Mobile Home Parks, duplexes, triplexes, fourplexes and townhouses.
- (p) "Secondary Suite" means a self-contained Dwelling Unit that is smaller than, secondary to, and connected to a principal Dwelling Unit located within a principal building on the same lot. For the purposes of this Bylaw a Secondary Suite is deemed not to be a separate Dwelling Unit from the principal Dwelling Unit.
- (q) "Subdivision" means a subdivision as defined in the *Land Title Act* or *Strata Property Act*.
- (r) "Town" means the Town of Comox.
- (s) "Zoning Bylaw" means the Town of Comox Zoning Bylaw, as amended, or repealed and replaced from time to time.

3.0 AMENITY COST CHARGES:

3.1 Pursuant to section 570.2 (1) of the *Local Government Act* for the purpose of providing funds to assist the Town in paying the capital costs of providing, constructing, altering or expanding the amenities set out in Schedule "B" to this Bylaw to service, directly or indirectly, the Development and the increased population of residents that results from the Development for which the charge is being imposed, the amenity cost charges set out in Schedule "A", attached hereto and forming part of this Bylaw, are hereby imposed on every person who obtains:

- (a) approval of a Subdivision of land under the *Land Title Act* or the *Strata Property Act*, that results in two (2) or more Lots on which the Zoning Bylaw permits the Construction of Low Density Residential;

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

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

4.0 EXEMPTIONS:

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

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

4.2 Despite any other provision of this Bylaw, an amenity cost charge is not payable:

- (a) in relation to affordable and special needs housing units that are required under an affordable and special needs housing zoning bylaw as defined under section 478.1 of the *Local Government Act*;
- (b) if no increase in the population of residents is expected to result from the Development;
- (c) in respect of a particular amenity, if an amenity cost charge in respect of that amenity has previously been paid for the same Development, unless further Development is expected to result in an increase in the population of residents or workers;
- (d) in respect of a capital cost for which a development cost charge may be imposed;
- (e) in relation to a Development for any class of affordable housing prescribed by regulation; or
- (f) the *Local Government Act* or any regulations thereunder provide that no amenity cost charge is payable.

5.0 CALCULATION OF APPLICABLE CHARGES:

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

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

5.3 When a Lot or a building or structure on a Lot is used or Developed or intended to be

used or Developed for more than one class of use, charges under this Bylaw shall be the aggregate of the applicable charges set out in Schedule "A" multiplied by the number of proposed Dwelling Units for Low Density Residential or Medium Density Residential and by the total square metres of GFA for High Density Residential.

5.4 The Town will consider provision of an amenity in lieu of an amenity cost charge payment in accordance with section 570.9 of the *Local Government Act*.

6.0 EFFECTIVE DATE:

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

7.0 SEVERABILITY:

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

8.0 ADOPTION:

READ A FIRST AND SECOND time this day of , 2025

READ A THIRD time this day of , 2025

ADOPTED this day of , 2025

MAYOR

CORPORATE OFFICER

SCHEDULE "A"

Comox Amenity Cost Charges Bylaw No. 2052

Amenity Cost Charge Rates

Land Use	Unit	Total
Low Density Residential	Per Dwelling Unit/Lot	\$7,963
Medium Density Residential	Per Dwelling Unit	\$3,723
High Density Residential	Per m ² of GFA	\$44.30
Commercial	Per m ² of GFA	\$0.00
Industrial	Per m ² of GFA	\$0.00
Institutional	Per m ² of GFA	\$0.00

SCHEDULE "B"

Comox Amenity Cost Charges Bylaw No. 2052

List of Amenities

1. Village Field Master Plan
2. Comox Community Centre Fitness Studio Expansion
3. Comox Community Centre Phase A: Building Expansion
4. CC/Village Park – Basketball Courts
5. CC/Village Park – Skills Trail
6. Lancaster Park – Covered Picnic Shelter
7. Lancaster Park – Pathway Lighting
8. Marina Park – Shade Structures

ATTACHMENT B: Draft Development Cost Charges Bylaw No. 2053

TOWN OF COMOX

BYLAW NO. 2053

A BYLAW TO IMPOSE DEVELOPMENT COST CHARGES

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

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

AND WHEREAS the Council of the Town of Comox is of the opinion that the charges imposed by this Bylaw:

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

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

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

NOW THEREFORE the Council of the Town of Comox, in open meeting assembled, enacts as follows:

1.0 TITLE:

This bylaw may be cited for all purposes as the "Development Cost Charges Bylaw No. 2053".

2.0 DEFINITIONS AND INTERPRETATION:

- 2.1 This Bylaw applies to all applications for Subdivision and for issuance of a Building Permit for parcels located in the Town of Comox.
- 2.2 In the event of a conflict with any term of this Bylaw with the provisions of the *Local Government Act* authorizing the imposition of development cost charges, this Bylaw is to be interpreted so that it is consistent with the authority set out in the *Local Government Act*.
- 2.3 Any reference to a statute or regulation refers to an enactment of British Columbia as amended, revised consolidated or replaced from time to time, and any reference to a bylaw refers to a bylaw of the Town of Comox, as amended, revised consolidated or replaced from time to time.
- 2.4 In this Bylaw, unless the context otherwise requires:
- (a) "Building Permit" means any permit required under the Town of Comox Building Bylaw, as amended, or repealed and replaced from time to time.
 - (b) "Commercial" means a commercial Development in a commercial Zone, or a similar Development in another Zone permitted in accordance with the Zoning Bylaw, in which the predominant use, as determined by its general purpose and list permitted uses, is of a commercial nature. Commercial uses generally include buying, selling, or trading of goods or services direct to consumers, administrative, professional or other business operations.
 - (c) "Community Care Facility" means an establishment licensed as required under the *Community Care and Assisted Living Act* intended to provide care for three (3) or more persons not related by blood or marriage to care provider.
 - (d) "Construction" includes building, erection, installation, repair, alteration, addition, enlargement, moving, relocating, reconstruction, demolition, removal, excavation, or shoring requiring a Building Permit.
 - (e) "Detached Accessory Dwelling Unit" means a self-contained Dwelling Unit designed to the applicable regulations under the Zoning Bylaw, that is detached from and clearly accessory to a One-Unit Dwelling or Two-Unit Dwelling and includes coach houses, carriage houses, or laneway houses, and may be situated above a detached garage.
 - (f) "Development" means Construction that requires the issuance of a Building Permit or Subdivision.
 - (g) "Dwelling, Multiple-Unit" means a principal building consisting of three (3) or more Dwelling Units.

- (h) "Dwelling, One-Unit" means a principal building used exclusively for residential purposes and consisting of one (1) Dwelling Unit and may include a fully enclosed Secondary Suite as an independent Dwelling Unit located within the principal building.
- (i) "Dwelling, Two-Unit" means a principal building used exclusively for residential purposes and consisting of two (2) principal Dwelling Units, and each principal dwelling unit in a Two-Unit Dwelling may include one fully enclosed Secondary Suite as an independent dwelling unit located within the principal building.
- (j) "Dwelling Unit" means a room, a suite of rooms or a building or structure that is used or intended to be used as a self-contained private residence for one (1) household that may contain eating, living, sleeping and sanitary facilities.
- (k) "Gross Floor Area" or "GFA" means the sum of the total floor area on a lot of each storey in each building measured to the outside face of the exterior walls; excludes the areas of canopies, sundecks, outside stairs, concealed parking, separate and attached carports and garages.
- (l) "High Density Residential" means a Multiple-Unit Dwelling with self-contained Dwelling Units accessed through a common hallway, one or more of which are wholly or partly above another self-contained Dwelling Unit. For the purpose of calculating development cost charges, High Density Residential also includes a Detached Accessory Dwelling Unit except for one Detached Accessory Dwelling Unit associated with a One-Unit Building.
- (m) "Industrial" means an industrial Development in an industrial Zone, or similar Development in another Zone permitted in accordance with the Zoning Bylaw, in which the predominant use, as determined by its general purpose and list of permitted uses, is of an industrial nature. Industrial uses generally include manufacturing, processing, fabricating, distilling, brewing, assembling, storing, transporting, distributing, wholesaling, testing, servicing, repairing, wrecking, recycling or salvaging of goods, materials or things for direct use or resale to individual business customers, and not for the general public and includes cannabis grow operations.
- (n) "Institutional" means an institutional Development in an institutional Zone or a similar Development in another Zone permitted in accordance with the Zoning Bylaw, in which the predominant use, as determined by its general purpose and list of permitted uses, is of an institutional nature. Institutional use generally includes non-profit civic facilities, services dedicated to religious, charitable, educational, health, or welfare purposes, and Community Care Facilities.
- (o) "Lot" means any lot, parcel, block, or other area in which land is held or into which it is legally subdivided, and for certainty, includes a bare land strata lot under the

Strata Property Act.

- (p) "Low Density Residential" means a One-Unit Dwelling, or One-Unit Dwelling plus one Detached Accessory Dwelling Unit.
- (q) "Mobile Home" means a building containing one (1) Dwelling Unit, built in a factory environment in one or more sections, intended to be occupied in a place other than its manufacture and is constructed to the CAN/CSA Z-240 (Mobile Home) standard, but excludes recreational vehicles.
- (r) "Mobile Home Park" means a lot used for the accommodation of two (2) or more Mobile Homes placed on constructed pads.
- (s) "Medium Density Residential" means a Two-Unit Dwelling or Multiple-Unit Dwelling with self-contained Dwelling Units accessible through separate, ground-oriented entrances. Forms include Mobile Home Parks, duplexes, triplexes, fourplexes and townhouses.
- (t) "Secondary Suite" means a self-contained Dwelling Unit that is smaller than, secondary to, and connected to a principal Dwelling Unit located within a principal building on the same lot. For the purposes of this Bylaw a Secondary Suite is deemed not to be a separate Dwelling Unit from the principal Dwelling Unit.
- (u) "Subdivision" means a subdivision as defined in the *Land Title Act* or *Strata Property Act*.
- (v) "Town" means the Town of Comox.
- (w) "Zone" means the zones identified and defined in the Zoning Bylaw.
- (x) "Zoning Bylaw" means the Town of Comox Zoning Bylaw, as amended, or repealed and replaced from time to time.

3.0 DEVELOPMENT COST CHARGES:

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

- (a) approval of a Subdivision of land under the *Land Title Act* or the *Strata Property Act*, that results in two (2) or more Lots on which the Zoning Bylaw permits the Construction of Low Density Residential;
- (b) approval of a Building Permit for all other types of Development to which this Bylaw applies.

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

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

3.3 For certainty, this Bylaw imposes charges in respect of Building Permits authorizing the Construction, of buildings or structures that will, after the Construction, contain fewer than four (4) Dwelling Units and for which the Dwelling Units in the building or structure will be put to no use other than residential use.

4.0 EXEMPTIONS:

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

- (a) the permit authorizes the Construction, of a building or part of a building that is, or will be, after the Construction, exempt from taxation under section 220(1)(h) or 224(2)(f) of the *Community Charter*;
- (b) the permit authorizes the Construction of Dwelling Units in a building, where the floor area of each Dwelling Unit is no larger than 29m², and each Dwelling Unit is to be put to no other use other than residential use in those Dwelling Units;
- (c) the value of the work authorized by the permit does not exceed \$75,000;
- (d) the Development does not impose new capital cost burdens on the Town;
- (e) a development cost charge has previously been paid for the Development unless, as a result of further Development, new capital cost burdens will be imposed on the municipality; or
- (f) the *Local Government Act* or any regulations thereunder provide that no development cost charge is payable.

5.0 CALCULATION OF APPLICABLE CHARGES:

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

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

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

SCHEDULE "A"

Comox Development Cost Charges Bylaw No. 2053
 Development Cost Charge Rates

Land Use	Unit	Transportation	Water	Sewer	Drainage	Parks	Fire	Total
Low Density Residential	Per Lot	\$5,320	\$2,697	\$7,523	\$456	\$6,994	\$443	\$23,433
Medium Density Residential	Per Dwelling Unit	\$2,425	\$1,261	\$3,517	\$342	\$3,270	\$207	\$11,022
High Density Residential	Per m ² of GFA	\$20.95	\$15.01	\$41.85	\$2.32	\$38.91	\$2.46	\$121.50
Commercial	Per m ² of GFA	\$5.48	\$7.01	\$19.54	\$1.73	\$0.00	\$1.15	\$34.91
Institutional	Per m ² of GFA	\$6.26	\$10.51	\$29.31	\$1.73	\$0.00	\$1.73	\$49.54
Industrial	Per m ² of GFA	\$7.04	\$3.50	\$9.77	\$0.96	\$0.00	\$0.58	\$21.85

ATTACHMENT C: ACC Memo

DATE: October 9, 2025
 TO: Jordan Wall, Chief Administrative Officer
 FROM: Urban Systems Ltd.
 FILE: 3791.0023.08
 SUBJECT: Town of Comox – DRAFT Amenity Cost Charge (ACC) Memorandum

1.0 BACKGROUND

In 2024, the Town of Comox (Town) initiated the process to develop an Amenity Cost Charge (ACC) bylaw. The Town does not currently collect ACCs; the ACC program has been created in response to anticipated growth from recent legislative changes.

As a new cost-recovery tool, many municipalities across B.C. are implementing ACCs to support municipal financial sustainability. The advantages of implementing an ACC bylaw are as follows:

- Provides certainty to the development community about amenity upgrade costs.
- Ensures costs for future amenities are fairly distributed across the benefiting developments.
- Fosters fairness by ensuring the development community and existing property taxpayers share the costs of growth-related amenities.
- Minimizes financial risk by allowing the Town to save for growth-related amenity costs.

The new ACC program will capture current infrastructure costs for capitalized amenities that are driven by growth. The proposed rates ensures that those who will use and benefit from Town-provided amenities share the growth-related costs in a fair and equitable manner. Key drivers for the development of the Town’s ACC program include:

- Community growth and changing development patterns.
- New amenities required to meet the needs arising from future development and growth.
- Ensuring timely and transparent cost recovery on capitalized amenities.

The Town’s new ACC program aligns with the new Development Cost Charge (DCC) program, which drew on capital planning, population growth modelling, as well as conversations with key staff across various departments.

This memo presents the Town’s proposed ACC rates and program. The proposed 2025 ACC rates are provided in **Table ES-1**.

Table ES-1: Proposed ACC Rates

Land Use	Unit	Total ACC Rate
Low-Density Residential	per lot	\$7,963
Medium-Density Residential	per dwelling unit	\$3,723
High-Density Residential	per m ² of GFA	\$44.30
Commercial	per m ² of GFA	\$0.00
Industrial	per m ² of GFA	\$0.00
Institutional	per m ² of GFA	\$0.00

Please note that the material provided in this memorandum is meant for information only. The Town’s adopted ACC Bylaw should be referred to for rates and requirements.

2.0 ACC KEY ELEMENTS

As is also the case with DCCs, there are key elements within an ACC program that should be considered when determining rates. **Table 1** outlines the key elements, decisions, and supporting rationale used in this update.

Table 1. ACC Key Elements

Key Element	ACC Program	Rationale	Aligns with DCC Program?
Time Horizon	20 Years	Aligns with capital plans, OCP, and infrastructure planning studies Aligns with DCC Program and Bylaw	✓
Town-wide or area-specific charge	Town -wide charge	ACC projects are components of Town-wide infrastructure/parks systems and therefore provide a Town-wide benefit	✓
Grant Assistance	None	No identified ACC projects include grant assistance	✓
Developer Contribution	None	No identified ACC projects include a developer contribution	✓
Financing	No	No identified ACC projects include financing	✓
Benefit Factor	25% to 100%	100% benefit is allocated to projects required only to increase capacity due to growth or to service growth. 25% benefit is allocated to projects where both new and existing residents will benefit, benefit has been calculated based on the ratio of new population to total population.	✓
Municipal Assist Factor (MAF)	1%	A 1% municipal assist factor was selected by Council to reflect best practice.	✓
Units of charge	Per lot, per dwelling unit, and per m ² Gross Floor Area (GFA)	Per lot for low density residential. ACCs are levied on single family dwellings at time of subdivision or building permit, as determined by the Town, to collect ACCs as early in the process as possible. Per dwelling unit for medium density. ACCs are levied on ground-oriented attached dwellings and apartment units at building permit when the number of units is known. Per m² of Gross Floor Area (GFA) for high density residential as impact on infrastructure is expected to correlate most closely with floor space.	✓
Economic Viability	Completed	The Province recommends that economic analysis be conducted to determine the economic impacts of ACCs on development. Financial testing of ACC (and DCC)	✓

Key Element	ACC Program	Rationale	Aligns with DCC Program?
		implementation has be completed and involved proforma analysis on several development case studies.	

3.0 LEGISLATIVE AND POLICY CONTEXT

3.1 LEGISLATIVE FRAMEWORKS AND PROVINCIAL REQUIREMENTS

The ACC project list was reviewed to ensure it meets the criteria set out in the *Local Government Act (LGA)* and the Amenity Cost Charge Best Practices Guide (Best Practices Guide). The Best Practices Guide sets a framework for local governments to underpin the creation and implementation process for new ACC bylaws. The proposed rates in this memorandum follow the structure of the Best Practices Guide to ensure consistency with best practices.

3.2 LOCAL GOVERNMENT POLICES AND DOCUMENTS

As the Town’s ACC program was developed, the following municipal documents were consulted:

- The Official Community Plan (OCP)
- The Housing Needs Assessment
- The proposed DCC program and Bylaw
- Parks and Trails Master Plan, 2025

In addition to the above documents, staff were regularly consulted on the proposed program. These discussions supported program refinement and finalization.

4.0 ACC PROJECTS

ACC rates are determined by using the same technical inputs applied to DCCs (i.e., growth projections, equivalencies). These inputs are applied to projects that are ACC eligible and expected to be built within the specified program timeframe.

4.1 ACC PROJECTS

The proposed projects align the ACC programs with current hard costs (i.e., construction, materials) and were vetted for eligibility according to the Ministerial requirements for ACCs. Capital costs for projects are based on new project lists and include contingency and engineering allowances. A summary of the ACC project lists is included in **Table 2**; the comprehensive ACC project list is provided in **Appendix A**.

Table 2. ACC Project List Summary

Service	Project List Summary
Amenities	<ul style="list-style-type: none"> • Village Field Master Plan • Recreation Centre expansions • Skills Trail • Basketball Courts • Park amenities (e.g., shade structures, covered picnic shelters, pathway lighting)
<p><i>Note: the Town of Comox will own and control all projects in this ACC program.</i></p>	

5.0 ASSUMPTIONS AND METHODOLOGIES

5.1 CALCULATION METHODOLOGY

5.1.1 Cost Estimates

The ACC program was prepared using cost estimates provided and confirmed by Town staff.

5.1.2 Growth Projections

Updated growth projections from the DCC update were used to calculate the proposed ACC rates. The residential growth projections outlined in **Table 3** were prepared using the following sources and references:

Unit and Growth Projections

- BC Stats. (2025). Population Estimates, Projection, and Statistics – Town of Comox. Government of British Columbia.
- Statistics Canada (2025). 2021 Census – Structural Type of Dwelling and Household Size. Government of Canada.

Other References

- Town of Comox. (2024). *Housing Needs Report*;
- Town of Comox (2022-2024). *Building Permit Data*; and,
- Conversations with staff across departments.

The reference information outlined the expected population increase and related dwelling unit construction over the 20-year time frame (2025-2045). These projections were then refined through collaboration with staff as new and ongoing building permit applications were received. As a result, adjustments were made to better reflect recent permit data and development trends.

As the proposed ACC will not be charged on non-industrial (commercial, industrial, and institutional) uses, no growth projections were prepared for these categories.

Table 3: Growth Projections

Land Use	Unit(s) of Growth	20-Year Growth Projections (Rounded)
Low-Density Residential	lot	300
Medium-Density Residential	dwelling unit	520
High-Density Residential	Dwelling unit	1,520

5.1.3 Equivalencies

Different land uses have different impacts on amenities. To reflect these differences, equivalent units are used to allocate ACC costs across land uses.

The amenity equivalencies included in **Table 4** are based on the future service population and anticipated needs for future land use. They align with the average household sizes from the 2021 Census data for the Town of Comox and weighted based on building typology allocations from available building permit data. Note that the equivalencies reflect the assumed impact of secondary suites for those residential uses that permit them. The equivalencies used are aligned with the DCC program.

Table 4: Equivalencies

Land Use	Equivalency Factor
Low-Density Residential	3.85
Medium-Density Residential	1.8
High-Density Residential	1.6

5.2 ACC COSTS

5.2.1 Capital Cost Estimates and Revenue Projections

The total ACC Program Capital Costs amount to **\$10.2 M**—of those costs, **\$9.5 M** are eligible for recovery through ACCs (i.e., paid by the development community). The Town is responsible for funding the remaining **\$844 K (\$42.2 K/year)** through Town revenues (e.g., property tax). This is a key consideration for Council when

considering the Town’s financial sustainability and the costs to developers and existing taxpayers. These costs are included in **Table 5**.

Table 5. Total Cost of Proposed ACC Program

Program Inputs				Developer Responsibility	Municipal Responsibility	
Service	Total Capital Costs	Benefit Factor	Municipal Assist Factor	ACC Recoverable Program Costs	Municipal Costs	Annual Municipal Costs (20 y)
Amenities	\$10.2 M	25-100%	1%	\$9.5 M	\$844 K	\$42.2 K

5.2.2 Interest on Long-Term Debt

No interest on long-term debt is included in the ACC program.

5.3 BENEFIT FACTORS

As is also the case with DCCs, project benefit factors (or benefit allocations) for ACCs are used on a project-by-project basis to determine the extent to which a proposed amenity benefits future growth versus existing users.

Some ACC projects may benefit the population at large, in which case the capital costs (or a portion of them) should be shared by the entire community. Other projects will only benefit new growth, in which case the new users benefiting from these services will pay most of the project costs.

The benefit factor of each ACC eligible project was evaluated on a scale of 25% to 100% using two main approaches:

1. Baseline - Benefit to the population at large (25%)

Primarily benefits existing development but will also add capacity that proportionately benefits and supports the future population of the community, which is expected to grow by approximately 25% over the next 20 years.

2. Rule of thumb – fully growth driven (100%)

Benefits future development and would not be required if not for growth occurring. Purely growth driven infrastructure projects.

A summary of the benefit factor methodology is included in **Table 6**.

Table 6. Summary of Benefit Factor Methodology

Service	Benefit Allocation (Developer Responsibility)	Benefit Factor Methodology
Amenities	25% to 100%	Benefit to the population at large AND rule of thumb

5.4 MUNICIPAL ASSIST FACTOR

The Town is proposing a 1% assist factor. When selecting this assist factor, considerations included the impact of the proposed rates on development viability, as well as amenity needs over the course of the program’s time frame of 20 years.

To reduce the initial impact of the ACC rates on development viability, Council may opt to increase the Municipal Assist Factor (MAF) and reduce it annually (i.e., an assist factor of 25% in Year 1, followed by 5% reductions each subsequent year until it reaches the minimum 1%). Increasing the assist factor would result in increased costs to the Town. No phase-in of the ACC rates in the initial years of program implementation is proposed at this time.

6.0 PROPOSED ACC RATES

ACC rates are determined by applying the key elements, growth projections, and equivalencies described earlier in this report to projects that are ACC eligible and expected to be built within the specified ACC timeframe.

Table 7 below summarizes the total proposed ACC rates for the Town, along with each ACC program. The ACC rate is only going to be charged on residential uses. ICI uses will not be charged ACCs. The ACC calculations were based on a 1% assist factor for all categories.

Table 7. Total ACC Rates

Land Use	Unit	Total
Low-Density Residential	Per lot	\$7,963
Medium-Density Residential	Per dwelling unit	\$3,723
High-Density Residential	Per m ² of GFA	\$44.30
Commercial	Per m ² of GFA	\$0.00
Industrial	Per m ² of GFA	\$0.00
Institutional	Per m ² of GFA	\$0.00

**The ACC rates include a 1% Municipal Assist Factor*

7.0 STAKEHOLDER CONSULTATION

The draft ACC rates were presented to Council on June 4th, 2025. Council then directed staff to proceed with two levels of engagement, which included the following:

1. Direct engagement with developers via an in-person open house.
2. Informed engagement for stakeholders through the provision of the draft ACC rates, program, and draft ACC memorandum posted to the Town's website.

Notice of the engagement was posted on the Town's website on July 3rd, and an invitation was sent directly to the Town's list of developers on July 4th.

The in-person stakeholder engagement session took place on July 21st, 2025, from 12pm to 2pm. Engagement was done in tandem with the Town's DCC update, the engagement session also included other communities in the Comox Valley proposing an ACC bylaw or updating their DCC bylaws: the City of Courtenay, Village of Cumberland, and Comox Valley Regional District. The event featured a presentation on the proposed ACC rates, opportunities for discussion with staff, and boards displaying the proposed rates and program information. A total of 53 stakeholders attended the event.

Feedback from the stakeholder engagement was recorded. Key feedback included the following:

- Concerns around higher rates and impact on development viability

The feedback received was taken back to Council for information.

8.0 ACC IMPLEMENTATION

8.1 FINANCIAL FEASIBILITY

As outlined in the *LGA* and Best Practices Guide, local governments are required to consider whether DCCs will deter development and discourage the construction of reasonably priced housing or the provision of reasonably priced serviced land. The Town retained Urban Systems to conduct Financial Feasibility Analysis to assess the impact of revised Town ACC and DCCs as well as proposed revisions to CVRD regional DCCs. The report illustrated that financial viability was impacted by increased charges, parking requirements, and development application processing timelines. The Town made adjustments to the DCC program to reduce rates. The Town has also made parking requirement adjustments, initiated pre-zoning and other streamlining initiatives as a concerted efforts to reduce processing timelines in an effort to maintain market viability for priority housing and development in the community.

8.2 BYLAW EXEMPTIONS

As per the *LGA*, an ACC is not payable if any of the following apply at the time of application for a building permit:

- The building permit authorizes the construction, alteration, or extension of a building or part of a building that is, or will be, after the construction, alteration, or extension, exempt from taxation under section 220(1)(h) or 224(2)(f) of the *Community Charter*;
- An ACC is not payable in relation to affordable and special needs housing units that are required under an affordable and special needs housing zoning bylaw as defined under section 478(1) of the *LGA*;

- No increase in the population of residents or workers is expected to result from the development;
- An ACC in respect of a particular amenity is not payable if an ACC in respect of that amenity has previously been paid for the same development, unless further development is expected to result in an increase in the population of residents or workers;
- An ACC is not payable in respect of a capital cost for which a DCC may be imposed;
- The development falls within any class of affordable housing prescribed by regulation; or,
- The LGA or any regulations thereunder provide that no ACC is payable.

8.3 ACC WAIVERS AND REDUCTIONS

The Town does not have any ACC waivers or reductions at this time.

8.4 COLLECTION OF CHARGES – BUILDING PERMIT AND SUBDIVISION

Municipalities will collect ACCs at the same time DCCs are collected.

8.5 COLLECTION OF ACCs ON REDEVELOPED OR EXPANDED DEVELOPMENTS

Collection of ACCs in cases of redevelopment or expansion will follow the precedent set by DCC collection (i.e., if DCC credits are provided for the existing development, ACC credits will also be provided).

8.6 IN-STREAM PROTECTION AND PHASE-IN OF ACC RATES

The new ACC rates will be in force as per the effective date in the ACC Bylaw upon adoption. Protection from rate increases for development applications submitted prior to the adoption date will be provided as per legislation.

8.7 REBATES AND CREDITS

The Town should establish a practice to guide staff in the collection of ACCs and the use of ACC credits. Policies for ACC credits, rebates, and latecomer agreements can be drafted to assist staff with development finance administration.

8.8 ACC MONITORING AND ACCOUNTING

To monitor the ACC Program, the Town should enter all the projects contained in the ACC program into a tracking system, such as the one established for DCCs.

Local governments are required to prepare a publicly available report regarding ACC collection and use of funds before June 30 of each year. These reports must include the following information:

- Amount of ACCs received;
- Expenditures from ACC reserve fund(s), including any expenditures made to a person or public authority under a partnering agreement;
- The balance in the ACC reserve fund(s) at the start and end of the applicable year;
- Any waivers or reductions made; and,

- Any in-kind amenity contributions.

8.9 ACC REVIEWS

Local governments can update their ACC bylaw as needed. For efficiency, it is recommended that updates are aligned with land use and financial planning cycles. Local governments may also consider reviewing and updating ACC bylaws in line with DCC updates, new and updated financial plans, OCPs, HNRs, and/or zoning bylaws.

APPENDIX A: ACC PROJECT LIST AND CALCULATIONS

Project No.	Col. (1)		Col. (2)	Col. (3)	Col. (4) = Col. (2) x Col. (3)	Col. (6)	Col. (7) = Col. (4) - Col. (6)	Col. (8) = Col. (2) - Col. (7)
	Project Name	Description	Cost Estimate (2025\$)	Benefit Factor %	Benefit to New Development	Municipal Assist Factor 1%	ACC Recoverable	Total Municipal Responsibility
ACC-001	Village Field Master Plan	1 plan anticipated over 20 year time horizon.	\$ 200,000	100%	\$ 200,000	\$ 2,000	\$ 198,000	\$ 2,000
ACC-002	Fitness Studio Expansion	Fitness studio expansion	\$ 4,000,000	100%	\$ 4,000,000	\$ 40,000	\$ 3,960,000	\$ 40,000
ACC-003	Phase A: Building Expansion	North Entrance expansion	\$ 5,000,000	100%	\$ 5,000,000	\$ 50,000	\$ 4,950,000	\$ 50,000
ACC-004	CC/Village Park - Basketball Courts	Creation of a central Recreation hub at CC.	\$ 150,000	25%	\$ 37,500	\$ 375	\$ 37,125	\$ 112,875
ACC-005	CC/Village Park - Skills Trail	New to service both growth and the existing population.	\$ 650,000	25%	\$ 162,500	\$ 1,625	\$ 160,875	\$ 489,125
ACC-006	Lancaster Park - Covered Picnic Shelter	New to service both growth and the existing population.	\$ 50,000	25%	\$ 12,500	\$ 125	\$ 12,375	\$ 37,625
ACC-007	Lancaster Park - Pathway Lighting	New to service both growth and the existing population.	\$ 100,000	25%	\$ 25,000	\$ 250	\$ 24,750	\$ 75,250
ACC-008	Marina Park - Shade Structures	New to service both growth and the existing population.	\$ 50,000	25%	\$ 2,500	\$ 125	\$ 12,375	\$ 37,625
Totals			\$10,200,000		\$9,450,000		\$9,355,500	\$844,500

A: ACC Calculation					
Land Use	Col. (1)	Col. (2)	Col. (3)	Col. (4) = (1) x (3)	Col. (5) = (4) / (a)
	Estimated New Development	Unit	Persons Per Unit (Residential)	Equivalent Population	
Low Density Residential	300	Per Lot	3.8500	1,155	26%
Medium Density Residential	520	Per Dwelling Unit	1.8000	936	21%
High Density Residential	1,520	Per Dwelling Unit	1.6000	2,432	54%
Commercial	14,000	Per sq.m. of GFA	0.0000	-	0%
Institutional	3,820	Per sq.m. of GFA	0.0000	-	0%
Industrial	30,000	Per sq.m. of GFA	0.0000	-	0%
			Total Equivalent Population	4,523 (a)	100%
B: Unit ACC Calculation					
Net ACC Program Recoverable		<u>\$9,355,500</u>	(b)		
Existing ACC Reserve Monies		\$ -	(c)		
Net Amount to be Paid by ACCs		\$9,355,500	(d) = (b) - (c)		
DCC per Equivalent Population		\$2,068.43	(e) = (d) / (a)		
C: Resulting ACCs					ACC Revenue Estimates
Low Density Residential		\$7,963	Per Lot	(e) x Col. (3)	\$2,388,900
Medium Density Residential		\$3,723	Per Dwelling Unit	(e) x Col. (3)	\$1,935,960
High Density Residential		\$3,309	Per Dwelling Unit	(e) x Col. (3)	\$5,029,680
		\$44.30	Per sq.m. of GFA		
Commercial		\$0.00	Per sq.m. of GFA	(e) x Col. (3)	\$0
Institutional		\$0.00	Per sq.m. of GFA	(e) x Col. (3)	\$0
Industrial		\$0.00	Per sq.m. of GFA	(e) x Col. (3)	\$0

ATTACHMENT D: DCC Background Report

TOWN OF COMOX

DEVELOPMENT COST CHARGE BYLAW NO. 2053

DRAFT - BACKGROUND REPORT

OCTOBER 6TH, 2025

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3791.0023.08

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EXECUTIVE SUMMARY

In 2024, the Town of Comox (Town) initiated the process of updating their Development Cost Charge (DCC) Bylaw. The Town undertook a major update to its DCC Bylaw in 2016, no other updates have been undertaken since. The update to the DCC Bylaw was informed by growth information from the Official Community Plan (adopted 2011, updated and revised in 2020) and based on infrastructure needed to service growth identified through recently completed infrastructure assessments and plans.

The development of this DCC Bylaw included the following:

- Reviewing and updating residential and non-residential growth estimates in the DCC program
- Reviewing and updating eligible DCC projects, cost estimates, and appropriate benefit allocations
- Reviewing and adjusting equivalencies to reflect new demand information
- Establishment of Water, Drainage, and Fire DCC Programs and determining eligible DCC projects, cost estimates, and appropriate benefit allocations
- Identifying appropriate time horizons for the DCC Programs based on infrastructure needs
- Identifying new land use categories to better align with impact on infrastructure and development trends the Town is experiencing now and into the future
- Incorporating Provincial legislative changes into the Town's development finance practices

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

Table ES 1: Proposed DCC Rates

Land Use	Unit of Charge	Transportation	Water	Sanitary Sewer	Drainage	Parks	Fire Facilities	Proposed Total Rate (2025)
Low Density Residential	Per Lot	\$5,320	\$2,697	\$7,523	\$456	\$6,994	\$443	\$23,433
Medium Density Residential	Per Dwelling Unit	\$2,425	\$1,261	\$3,517	\$342	\$3,270	\$207	\$11,022
High Density Residential	Per m ² gross floor area	\$20.95	\$15.01	\$41.85	\$2.32	\$38.91	\$2.46	\$121.50
Commercial	Per m ² gross floor area	\$5.48	\$7.01	\$19.54	\$1.73	\$0.00	\$1.15	\$34.91
Institutional	Per m ² gross floor area	\$6.26	\$10.51	\$29.31	\$1.73	\$0.00	\$1.73	\$49.54
Industrial	Per m ² gross floor area	\$7.04	\$3.50	\$9.77	\$0.96	\$0.00	\$0.58	\$21.85

1.0 BACKGROUND

The Town of Comox (the Town) last updated its Development Cost Charge (DCC) Bylaw in 2016. In the current bylaw, DCCs are only levied on Roads, Parks, and Sanitary Sewer services and projects. During the previous update the applicable DCC reserves covered the estimated DCC project capital costs for the Drainage and Water programs and no DCCs were levied for those infrastructure types.

Since then, the Town has updated its Official Community Plan (adopted in 2011, with substantive updates in 2020) and various infrastructure assessments and plans. These documents provide new information on anticipated growth and infrastructure needed to service growth. The Town is in a strong position to update its DCC Bylaw.

A major DCC bylaw update is appropriate when there is significant new information on growth and infrastructure needed to service growth. Given the length of time since the previous DCC Bylaw was adopted, a major update was conducted that involved a fulsome review of all inputs to the DCC rate calculation including the following:

- Reviewing and updating residential and non-residential growth estimates in the DCC program
- Reviewing and updating eligible DCC projects, cost estimates, and appropriate benefit allocations
- Reviewing and adjusting equivalencies to reflect new demand information
- Establishment of Water, Drainage and Fire DCC Programs and determining eligible DCC projects, cost estimates, and appropriate benefit allocations
- Identifying appropriate time horizons for the DCC Programs based on infrastructure needs
- Identifying new land use categories to better align with impact on infrastructure and development trends the Town is experiencing now and into the future; and,
- Incorporating Provincial legislative changes into the Town's development finance practices

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

- *Local Government Act*
- Development Cost Charges Best Practices Guide, Ministry of Municipal Affairs
- Town of Comox Official Community Plan (2011)
- Town of Comox Housing Needs Report (2024)
- Town of Comox 2025-2029 Financial Plan
- Town of Comox Strategic Plan 2022-2026
- Comox Valley Regional District Growth Strategy (2018)
- Town of Comox plans and other technical studies

The proposed DCC program includes the Town's sanitary sewer, water, drainage, transportation (roads), providing and developing parkland, and fire facilities. Due to the updated information and the drainage and water infrastructure have been incorporated back into the DCC program for this update. A new fire protection program has been established based on recent enabling legislation.

It should be noted that the material provided in the background report is meant for information only. Reference should be made to Comox Development Cost Charges Bylaw No. 1830, for the specific DCC rates until the new DCC Bylaw No. 2053 has been adopted.

2.0 DCC KEY ELEMENTS

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

Table 1: DCC Key Elements

Key Element	Town 2025 DCC Update	Rationale	Aligns with Best Practices Guide?
Time Horizon	Varies by Program	<ul style="list-style-type: none"> • 10-year time horizon for Water, Sanitary Sewer and Drainage DCC Programs to reflect timing of infrastructure needs • 20-year time horizon for Transportation, Parks, and Fire Programs to reflect timing of infrastructure needs 	✓
Town-wide or area-specific charge	Town-wide charge	<ul style="list-style-type: none"> • DCC projects are components of Town-wide infrastructure/parks systems and, therefore provide a Town-wide benefit 	✓
Grant Assistance	Yes	<ul style="list-style-type: none"> • The Town is leveraging a \$1.026M grant (in-hand) for Project S-05 Central Foreshore Capacity Increase in the Sanitary Sewer Program 	✓
Developer Contribution	None	<ul style="list-style-type: none"> • No identified DCC projects include a developer contribution 	✓
Financing	No	<ul style="list-style-type: none"> • No long-term debt financing is included 	✓
Benefit Allocation	25 – 100%	<ul style="list-style-type: none"> • 100% benefit is allocated to projects required only to service growth • For projects where both new and existing residents will benefit, benefit has been calculated based on modelling, the ratio of new population to total population, or rule of thumb (for some studies) 	✓
Municipal Assist Factor	1%	<ul style="list-style-type: none"> • The Town is contributing 1% for all DCC programs 	✓

Key Element	Town 2025 DCC Update	Rationale	Aligns with Best Practices Guide?
Units of charge	Per dwelling unit and per square meter gross floor area	<ul style="list-style-type: none"> • <i>Per lot or dwelling unit</i> for low density residential and medium density residential uses. DCCs are levied on residential low density at time of subdivision and at time of building permit for medium residential density when number of units is known. • <i>Per square meter of gross floor area</i> for high density residential, commercial, industrial, and institutional uses as impact on infrastructure is expected to correlate with floor space 	✓

3.0 GROWTH PROJECTIONS AND EQUIVALENCIES

3.1 RESIDENTIAL GROWTH PROJECTIONS

The residential growth projections were informed by multiple sources of data, including the Town's building permit data for the past 10 years, BC Stats, Canada Mortgage and Housing Corporation (CMHC) data, and the 2024 Housing Needs Report. The projections utilized were confirmed through discussions with Town staff, this DCC update reflects the anticipated growth patterns.

Residential growth projections by density type for the 10- and 20-year time horizons used in this DCC update are shown in the tables below.

Table 2: Residential Growth by Dwelling Type (10 years)

Dwelling Type	Number of New Units	Persons per Unit	New Population
Low Density Residential	150	3.85	578
Medium Density Residential	260	1.8	468
High Density Residential	760	1.6	1,216
Total	1,170	-	2,262

Table 3: Residential Growth by Dwelling Type (20 years)

Dwelling Type	Number of New Units	Persons per Unit	New Population
Low Density Residential	300	3.85	1,155
Medium Density Residential	520	1.8	936
High Density Residential	1,520	1.6	2,432
Total	2,340	-	4,523

3.2 NON-RESIDENTIAL GROWTH PROJECTIONS

Growth projections for commercial, industrial, and institutional uses are based on recent building permit data, available land base based on land use designations, and input from Town staff. Non-residential growth projections for the 10-, and 20-year time horizons used in this DCC update are shown in the following tables.

Table 4: Non-Residential Growth by Land Use (10 years)

Land Use	New Development	Units
Commercial	7,000	m ² gross floor area
Institutional	1,910	m ² gross floor area
Industrial	15,000	m ² gross floor area

Table 5: Non-Residential Growth by Land Use (20 Years)

Land Use	New Development	Units
Commercial	14,000	m ² gross floor area
Institutional	3,820	m ² gross floor area
Industrial	30,000	m ² gross floor area

3.3 EQUIVALENCIES

The equivalencies used to calculate DCC rates have been reviewed in detail in this update and revised based on current information to reflect changes in expected relative impact. This DCC update included the reincorporation of a Drainage program which included the associated impervious area

equivalencies. Additionally, the Water program was reincorporated, and the Fire program was introduced, both programs leverage the equivalent population factor used for the Sanitary Sewer program. The equivalent population factors were reviewed and updated based on the information for growth. The equivalencies are outlined in Table 6 below.

Table 6: Equivalencies

Land Use	Transportation (trip ends)	Drainage (imperviousness)	Water, Sewer & Fire (pop.)	Parks (pop.)
Low Density Residential (per parcel)	1.36	1.00	3.85	3.85
Medium Density Residential (per dwelling unit)	0.62	0.75	1.8	1.8
High Density Residential (per dwelling unit)	0.40	0.38	1.6	1.6
Commercial (per m ² gross floor area)	0.0014	0.0038	0.010	n/a
Institutional (per m ² gross floor area)	0.0016	0.0038	0.015	n/a
Industrial (per m ² gross floor area)	0.0018	0.0021	0.005	n/a

Transportation

For transportation projects, the cost of development is distributed based on the expected number of trips generated by each land use and through discussion with Town staff to confirm appropriateness. Trip ends are based on the ITE Trip Generation Manual.

Drainage

In general terms, the impact on the storm drainage system of developing a parcel of land is expressed as the amount of stormwater run-off that must be accommodated by the system. The accepted parameter for expressing imperviousness in stormwater run-off calculations is the “run-off coefficient”. The run-off coefficient reflects the ratio between the impervious area on a parcel and the total area of the parcel. Run-off coefficients are then used to determine equivalency factors necessary to develop Equivalent Drainage Units (EDUs), the basis for calculating drainage DCCs. EDUs were allocated with reference to the appropriate impervious surface and lot coverage assumptions in the Town of Comox 2013 Storm System Modeling & Captial Plan Study as well as permitted lot coverages in the Town of Comox Zoning Bylaw 1850.

Sanitary, Water and Fire Facilities

For residential demand, occupancy rates can be used to project demands for water, sanitary and fire services. Occupancy rates were informed by 2021 Census Data from Statistics Canada. For non-residential land uses, equivalent populations per square metre were established.

Parks

Given the need for new park space and since park development is generated by new residents (as opposed to commercial, industrial, and institutional growth in the local context), the Town will continue to levy Parks DCCs only on residential development. For residential demand, occupancy rates can be used to project demands for park acquisition and development. Occupancy rates were informed by 2021 Census Data from Statistics Canada.

4.0 DCC PROJECTS AND COSTS

4.1 DCC PROJECTS

The existing DCC program was reviewed, and projects that are still required that have not yet been built were carried forward with updated cost estimates. New projects were incorporated based on recent infrastructure assessments and plans that identify growth-related projects. The program represents the most essential infrastructure required to facilitate development over the time horizon. The types of projects included in the DCC program are as follows:

- Intersection service upgrades
- Sidewalk development
- Water main upsizing and looping to increase capacity
- Sewer trunk main upsizing
- Parkland acquisition to maintain existing LOS
- Park capital to service new growth
- Fire station expansion
- Studies to plan for growth

All projects included in the DCC program are owned and controlled by the Town. The capital costs for the Fire Station are shared between the Town and the Comox Fire Protection Improvement District, only the portion of the project and costs that the Town is responsible for is included in the Fire program. To address the Town's parkland provision targets as outlined in the Town's Parks and Trails Master Plan, 2025 (PTMP) parkland acquisition is being leveraged to address the anticipated growth and provide community parks in greenfield areas. During the development of the parks program several projects and acquisitions were removed to reduce rates to not deter development. A complete list of detailed projects and cost estimates is provided in **Appendix A**.

4.1.1 CONSIDERATION OF OTHER FINANCIAL TOOLS

As local governments can leverage multiple financial tools to fund growth related infrastructure, it is important to ensure transparency by identifying the projects funded through each one. To ensure that the Town is not double-charging development, the DCC project lists were developed to ensure there is no overlap between the following tools:

- 5% Parkland Dedication/Cash-in-lieu
Consideration has been given to the relationship between 5% parkland dedication/cash-in-lieu and parkland acquisition in the DCC program. Under the Town's Parks and Trails Master Plan (2025), multiple park types are classified, including Community Parks and Neighbourhood Parks. Community Parks are described as large active park spaces that are a destination for the entire community and Neighbourhood Parks are described as local recreation space for neighbourhood residents within close walking distance. The Town is leveraging the 5% parkland dedication/cash-in-lieu to acquire Neighbourhood parkland. The parkland acquisition included in the DCC project list reflects the acquisition of Community parkland; revenue generated will be used to acquire land for the purpose of Community Parks.
- Amenity Cost Charges (ACC)
Consideration has been given to the relationship between the DCC project list and the development of the Town's future ACC program. Projects eligible for DCC inclusion are not in the ACC program and vice versa.

4.2 DCC COSTS

DCC rates are determined by applying the key elements, growth projections, and equivalencies described earlier in this report to projects that are DCC eligible and expected to be built within the specified DCC timeframe. An overview of the DCC costs by infrastructure type is provided in Table 7. Costs reflect 2025 dollars.

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

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

Table 7: DCC Program Overview and Capital Costs

Service	Total Capital Costs (Millions)	Benefit Allocation	Municipal Assist Factor	DCC Recoverable (Millions)	Municipal Contribution (Millions) ⁽¹⁾
Transportation	\$13.0	25-100%	1%	\$7.0	\$6.1
Water	\$3.6	50-100%	1%	\$2.7	\$0.9
Drainage	\$0.5	90-100%	1%	\$0.43	\$0.03
Sanitary Sewer	\$7.7	25-100%	1%	\$5.3	\$2.4
Parkland Acquisition and Improvements	\$13.4	25-100%	1%	\$12.1	\$1.3
Fire Facilities	\$2.3	25%	1%	\$0.6	\$1.7
Total ⁽²⁾	\$40.3 M			\$28.1 M	\$12.3M

⁽¹⁾ Includes municipal assist factor and portion allocated to existing development.

⁽²⁾ Figures may not add due to rounding.

4.3 BENEFIT ALLOCATION

Project benefit allocations are used on a project-by-project basis to determine the extent to which the proposed DCC project benefits future growth versus existing users.

The benefit factor of each DCC eligible project was evaluated on a program by program basis. In general, all programs followed these two scenarios for the lower and upper limits of the benefit allocation :

1. Baseline - Benefit to the population at large (25%)

Primarily benefits existing development but will also add capacity that proportionately benefits and supports the future population of the community, which is expected to grow by approximately 25% over the next 20 years.

2. Rule of thumb – fully growth driven (100%)

Benefits future development and would not be required if not for growth occurring. This benefit allocation was applied to purely growth driven DCC projects and master plans required to assess future infrastructure needs to address growth.

For each project where the benefit allocation fell between 25% and 100%, the following factors informed the determined benefit allocation:

- Location of project
- Service area, high growth location or infill development
- Age of existing infrastructure
- Level of service
- Scale of capacity increase

This ensured fairness in infrastructure funding and helped determine the extent to which the project is driven by the anticipated growth and what benefits the existing population would receive from the DCC projects.

4.4 GRANT FUNDING

The Town has received grant funding through the Housing Accelerator Fund (HAF). Funding provided through HAF is required to be contributed to initiatives that accelerate the construction of new housing, including funding infrastructure that will facilitate development. The Town has chosen to leverage this funding to address growth related infrastructure needs and \$1.026M of funding has been incorporated in the Sanitary Sewer Program and attributed toward project S-05 Central Foreshore Capacity Increase. This project has been identified as a priority project as the system is at capacity and the potential for growth is high. The project will support pre-zoning decisions and facilitate development in the Town and will likely be undertaken in the next year.

4.5 INTEREST ON LONG-TERM DEBT

No interest on long-term debt is included.

5.0 DCC RATES

A comparison of existing and proposed DCC rates is included in Table 8 below. Detailed proposed rates are included in Table 9.

Table 8: DCC Rate Comparison

Land Use	Unit of Charge	Existing Rate (2016)	Proposed Rate (2025)	% Change
Low Density Residential	Per Lot	\$5,992.07	\$23,433	291%
Medium Density Residential	Per Dwelling Unit	\$4,000.03	\$11,022	176%
High Density Residential	Per m ² gross floor area	\$51.45*	\$121.50	136%
Commercial	Per m ² gross floor area	\$100.90	\$34.91	-65%
Institutional	Per m ² gross floor area	\$46.54	\$49.54	6%
Industrial	Per m ² gross floor area	\$3.58	\$21.85	510%

**Converted from a per dwelling unit charge to a per m² gross floor area charge*

Table 9: Proposed DCC Rates

Land Use	Unit of Charge	Transportation	Water	Sanitary Sewer	Drainage	Parks	Fire Facilities	Proposed Total Rate (2025)
Low Density Residential	Per Lot	\$5,320	\$2,697	\$7,523	\$456	\$6,994	\$443	\$23,433
Medium Density Residential	Per Dwelling Unit	\$2,425	\$1,261	\$3,517	\$342	\$3,270	\$207	\$11,022
High Density Residential	Per m ² gross floor area	\$20.95	\$15.01	\$41.85	\$2.32	\$38.91	\$2.46	\$121.50
Commercial	Per m ² gross floor area	\$5.48	\$7.01	\$19.54	\$1.73	\$0.00	\$1.15	\$34.91
Institutional	Per m ² gross floor area	\$6.26	\$10.51	\$29.31	\$1.73	\$0.00	\$1.73	\$49.54
Industrial	Per m ² gross floor area	\$7.04	\$3.50	\$9.77	\$0.96	\$0.00	\$0.58	\$21.85

6.0 CONSULTATION AND DCC RATES

6.1 INTERESTED PARTIES' CONSULTATION

The draft DCC rates were presented to Council on June 4th, 2025. During the meeting Council considered whether the draft DCCs:

- Are excessive in relation to the capital cost of the prevailing standards of service;
- Will deter development; and
- Discourage the development of reasonably priced housing or serviced land.

Though the proposed update represents a large increase from the current DCC rates, the existing program is substantially out of date and does not represent the current needs or long-term vision for the Town. The projects included in the program are the essential projects required to facilitate development and match the level of service the Town aims to provide to residents based on the Council adopted policies, plans, and strategies.

Council recommended staff proceed with two levels of engagement, which included the following:

1. Direct engagement with developers via an in-person open house.
2. Informed engagement for stakeholders through the provision of the draft DCC rates, program and draft background report posted to the Town's website.

Notice of the engagement was posted on the Town's website on July 3, and an invitation was sent directly to the Town's list of developers on July 4th.

The in-person stakeholder engagement session took place on July 21st, 2025, from 12pm to 2pm, involving communities in the Comox Valley updating their DCC bylaws: the City of Courtenay, Village of Cumberland, and Comox Valley Regional District. The event featured a presentation on proposed DCC rates, opportunities for discussion with staff, and boards displaying the proposed rates and program information. A total of 53 stakeholders attended the event.

Feedback from the stakeholder engagement was recorded and a letter was circulated to the Town from a stakeholder regarding the DCC update.

Key feedback included the following:

- Comments regarding the engineering standards for storm drainage that are informing the costs;
- Concerns regarding rate increase;
- Consideration of phased-in increases; and
- Concerns around development feasibility due to cost increases.

The feedback received was taken back to Council for information. The DCC programs were revised to include the HAF grant and adjustments were made to benefit allocation to help address the rate increases. These changes, along with other actions adopted by Council, have been done to ensure development feasibility. In addition, developers will have the option to pay their DCCs in installments per provincial updates to the LGA anticipated to come into effect January 1st, 2026.

Council considered the option of phased increases for the rates as suggested by stakeholders. It was determined that the total municipal responsibility of the program, without an increased municipal assist factor, represents the maximum the Town can sustainably contribute to the infrastructure required to facilitate growth.

7.0 DCC IMPLEMENTATION

7.1 BYLAW EXEMPTIONS

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

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

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

The Town will maintain the thresholds as set out by the *LGA* for residential units no larger than 29 square metres. The Town has chosen to increase the value of work threshold and will not charge on building permits less than \$75,000 in value, this has been reflect in the proposed DCC Bylaw. Changes to the legislation allow local governments at building permit to charge DCCs at building permit on residential developments of fewer than four self-contained dwelling units, if such a charge is provided for in the local government's DCC bylaw. The Town will continue to charge DCCs on fewer than four self-contained dwelling units at building permit.

7.2 DCC WAIVERS AND REDUCTIONS

The *LGA* provides local governments the discretionary authority to waive or reduce DCCs for certain types of development to promote affordable housing and low environmental impact development. The Best Practices Guide specifies the DCC program must remain whole which means for any waivers or reductions the Town provides, this same value must be paid to the DCC reserves from municipal funds, not paid for by the rest of the development community. Waivers and reductions are typically defined in a DCC Waivers and Reduction Bylaw, separate from the DCC Bylaw as it does not need approval by the Inspector of Municipalities. At this time, the Town does not have a DCC waivers and reductions bylaw.

7.3 COLLECTION OF CHARGES

Local governments can choose to collect DCCs at time of subdivision approval or building permit issuance, whichever comes first. Of the two possible collection times, subdivision approval occurs earlier in the process. The Town will collect DCCs for Low Density Residential uses at time of subdivision approval. Collecting DCCs early will allow the Town to ensure timely provision of infrastructure and services. DCCs for medium density residential and high density residential land uses and non-residential

land uses will be collected at time of building permit (or at subdivision, whichever comes first) when floor area will be known.

7.4 COLLECTION OF DCCS ON REDEVELOPED OR EXPANDED DEVELOPMENTS

When an existing building or development undergoes an expansion or redevelopment there is usually a need for additional DCC related infrastructure. The new developer / builder should pay the applicable DCCs based on the additional floor area for high density residential, commercial, industrial, or institutional land uses at the DCC rates in the current DCC bylaw. In essence, the Town is giving a DCC credit for the existing development or building. DCCs are only levied on the *new* development/ building area.

Note that if a single dwelling unit is replaced by another single dwelling unit, then no additional DCCs are payable. If a lot is subdivided into two, for example, to construct two small lot single dwelling units, then DCCs are payable on the one additional single dwelling lot.

7.5 FINANCIAL FEASIBILITY

As outlined in the *LGA* and Best Practices Guide, local governments are required to consider whether DCCs will deter development and discourage the construction of reasonably priced housing or the provision of reasonably priced serviced land. The Town retained Urban Systems to conduct Financial Feasibility Analysis to assess the impact of revised Town ACC and DCCs as well as proposed revisions to CVRD regional DCCs. The report illustrated that financial viability was impacted by increased charges, parking requirements, and development application processing timelines. During the development of the DCC program the Town reduced the volume of DCC projects and directed HAF grant the to a DCC sewer project to maintain viability. The Town has also made parking requirement adjustments, initiated pre-zoning and other streamlining initiatives as a concerted efforts to reduce processing timelines in an effort to maintain market viability for priority housing and development in the community.

7.6 IN-STREAM APPLICATIONS

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

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

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

OR

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

The new DCC Bylaw is not applicable to a construction, alteration, or extension if: (a) a building permit is issued within 12 months of the new DCC Bylaw adoption, AND (b) either a building

permit application, a development permit application or a rezoning application associated with the construction (defined as “precursor application”) is in stream when the new DCC Bylaw is adopted, and the applicable application fee has been paid. The development authorized by the building permit must be entirely within the area subject to the precursor application.

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

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

7.7 PAYMENT BY INSTALLMENTS

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

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

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

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

7.8 CONTINUOUS IMPROVEMENT RECOMMENDATIONS

7.8.1 REBATES AND CREDITS

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

7.8.2 DCC MONITORING AND ACCOUNTING

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

7.8.3 DCC REVIEWS

To keep the DCC program as current as possible, the Town should review its program annually. Based on its annual review, the Town may make minor amendments to the DCC rates. The Town should apply a

CPI inflationary factor, as permitted by legislation, annually (to a maximum of four years). Typically, a major amendment to the DCC program and rates is recommended every three to five years. All DCC Bylaw amendments require approval from the Ministry, with the exception of CPI adjustments.



APPENDIX A

DCC Program and Calculations

**TOWN OF COMOX
TRANSPORTATION 20 YEAR PROGRAM
DCC PROJECT LIST**

Project No.	Project Name	Description	Col. (2)	Col. (3)	Col. (4) = Col. (2) x Col. (3)	Col. (6)	Col. (7) = Col. (4) - Col. (6)	Col. (8) = Col. (2) - Col. (7)
			Cost Estimate (2025\$)	Benefit Factor %	Benefit to New Development	Municipal Assist Factor 1%	DCC Recoverable	Total Municipal Responsibility
R-001	Intersection - Robb and Anderton Rd Roundabout	Intersection upgrade to maintain level of service in response to growth.	\$ 926,000	95%	\$ 879,700	\$ 8,797	\$ 870,903	\$ 55,097
R-002	Intersection - Comox Ave at Anderton Rd	Intersection upgrade to maintain level of service in response to growth.	\$ 201,300	95%	\$ 191,235	\$ 1,912	\$ 189,323	\$ 11,977
R-003	Phase Two Glacier View Roundabout	Intersection upgrade to maintain level of service in response to growth.	\$ 1,250,000	95%	\$ 1,187,500	\$ 11,875	\$ 1,175,625	\$ 74,375
R-004	Transportation Master Plan	2 plans (1 every 5 years)	\$ 300,000	100%	\$ 300,000	\$ 3,000	\$ 297,000	\$ 3,000
R-005	Greenways - Dryden/Cambridge	Greenway development from Anderton Road to Pritchard Road to expand active transportation network for growing population.	\$ 1,136,000	25%	\$ 284,000	\$ 2,840	\$ 281,160	\$ 854,840
R-006	Sidewalks - Minor Collector - Buena Vista	Sidewalk development from Ivy Place to Church Street to expand active transportation network for growing population.	\$ 224,000	25%	\$ 56,000	\$ 560	\$ 55,440	\$ 168,560
R-007	Sidewalks - Major Collector - Aspen	Sidewalk development from Noel Avenue to Bolt Avenue to expand active transportation network for growing population.	\$ 323,869	25%	\$ 80,967	\$ 810	\$ 80,158	\$ 243,712
R-008	Sidewalks - Major Collector - Noel	Sidewalk development from Linshart Street to Aspen Road to expand active transportation network for growing population.	\$ 1,196,000	25%	\$ 299,000	\$ 2,990	\$ 296,010	\$ 899,990
R-009	Sidewalks - Major Collector - Noel	Sidewalk development from Pritchard Road to Dogwood Avenue to expand active transportation network for growing population.	\$ 765,000	25%	\$ 191,250	\$ 1,913	\$ 189,338	\$ 575,663
R-010	Sidewalks - Major Collector - Aitken	Sidewalk Development from Bolt Avenue to Downey Avenue to expand active transportation network for growing population.	\$ 1,036,000	25%	\$ 259,000	\$ 2,590	\$ 256,410	\$ 779,590
R-011	Sidewalks - Major Collector - Aitken	Sidewalk Development from Downey Avenue to Comox Avenue to expand active transportation network for growing population.	\$ 558,000	25%	\$ 139,500	\$ 1,395	\$ 138,105	\$ 419,895
R-012	Sidewalks - Major Collector - Pritchard	Sidewalk Development from Noel Avenue to Maquinna Avenue to expand active transportation network for growing population.	\$ 957,000	25%	\$ 239,250	\$ 2,393	\$ 236,858	\$ 720,143
R-013	Sidewalks - Major Collector - Pritchard	Sidewalk Development Noel Avenue to Balmoral Ave to expand active transportation network for growing population.	\$ 515,200	25%	\$ 128,800	\$ 1,288	\$ 127,512	\$ 387,688
R-014	Sidewalks - Arterial - Pritchard	Sidewalk Development Guthrie Road to North to expand active transportation network for growing population.	\$ 935,200	25%	\$ 233,800	\$ 2,338	\$ 231,462	\$ 703,738
R-015	Intersection - Rodello and Comox Ave Roundabout	Intersection upgrade to maintain level of service in response to growth.	\$ 1,368,400	95%	\$ 1,299,980	\$ 13,000	\$ 1,286,980	\$ 81,420
R-016	Intersection - Glacier View and Comox Ave Roundabout	Intersection upgrade to maintain level of service in response to growth.	\$ 1,259,900	95%	\$ 1,196,905	\$ 11,969	\$ 1,184,936	\$ 74,964
TOTALS			\$ 12,951,869		\$ 6,966,887	\$ 69,669	\$ 6,897,218	\$ 6,054,651

**TOWN OF COMOX
TRANSPORTATION 20 YEAR PROGRAM
DCC RATE CALCULATION**

Land Use	Col. (1)	Col. (2)	Col. (3)	Col. (4) = (1) x (3)	Col. (5) = (4) / (a)
	Estimated New Development	Unit	Wt. Trip Rate	Trip Ends	
Low Density Residential	300	Per Lot	1.3600	408	29%
Medium Density Residential	520	Per Dwelling Unit	0.6200	322	23%
High Density Residential	1,520	Per Dwelling Unit	0.4000	608	43%
Commercial	14,000	Per sq.m. of GFA	0.0014	20	1%
Institutional	3,820	Per sq.m. of GFA	0.0016	6	0%
Industrial	30,000	Per sq.m. of GFA	0.0018	54	4%
			Total Trip Ends	1,418 (a)	100%
B: Unit Transportation DCC Calculation					
Net Road DCC Program Recoverable		\$6,897,218 (b)			
Existing DCC Reserve Monies	\$	1,350,056.97 (c)			
Net Amount to be Paid by DCCs		\$5,547,161 (d) = (b) - (c)			
DCC per Trip End		\$3,911.65 (e) = (d) / (a)			
C: Resulting Transportation DCCs					DCC Revenue Estimates
Low Density Residential		\$5,320 Per Lot		(e) x Col. (3)	\$1,596,000
Medium Density Residential		\$2,425 Per Dwelling Unit		(e) x Col. (3)	\$1,261,000
High Density Residential		\$1,565 Per Dwelling Unit \$20.95 Per sq.m. of GFA		(e) x Col. (3)	\$2,378,800
Commercial		\$5.48 Per sq.m. of GFA		(e) x Col. (3)	\$76,720
Institutional		\$6.26 Per sq.m. of GFA		(e) x Col. (3)	\$23,913
Industrial		\$7.04 Per sq.m. of GFA		(e) x Col. (3)	\$211,200

Notes

**TOWN OF COMOX
WATER 10 YEAR PROGRAM
DCC PROJECT LIST**

Project No.	Project Name	Description	Col. (2)	Col. (3)	Col. (4) = Col. (2) x Col. (3)	Col. (6)	Col. (7) = Col. (4) - Col. (6)	Col. (8) = Col. (2) - Col. (7)
			Cost Estimate (2025\$)	Benefit Factor %	Benefit to New Development	Municipal Assist Factor 1%	DCC Recoverable	Total Municipal Responsibility
W-01	Watermain Tie-in Tutor Dr Area	Watermain tie-in to facilitate growth along Noel Ave from Aspen Road to Spitfire Drive.	\$ 1,386,000	90%	\$ 1,247,400	\$ 12,474	\$ 1,234,926	\$ 151,074
W-02	Dryden Rd Watermain Loop	Watermain loop to increase capacity from Anderton Rd to Highwood Drive.	\$ 1,302,000	50%	\$ 651,000	\$ 6,510	\$ 644,490	\$ 657,510
W-03	Stewart & East Centennial Watermain Upsizing	Watermain upsizing to facilitate growth.	\$ 621,600	90%	\$ 559,440	\$ 5,594	\$ 553,846	\$ 67,754
W-04	Water Master Plan	2 plans (1 every 5 years)	\$ 300,000	100%	\$ 300,000	\$ 3,000	\$ 297,000	\$ 3,000
Totals			\$ 3,609,600		\$ 2,757,840	\$ 27,578	\$ 2,730,262	\$ 879,338

**TOWN OF COMOX
WATER 10 YEAR PROGRAM
DCC RATE CALCULATION**

A: Water Calculation						
Land Use	Col. (1)	Col. (2)	Col. (3)	Col. (4) = (1) x (3)	Col. (5) = (4) / (a)	
	Estimated New Development	Unit	Persons Per Unit	Equivalent Population		
Low Density Residential	150	Per Lot	3.8500	578	24%	
Medium Density Residential	260	Per Dwelling Unit	1.8000	468	19%	
High Density Residential	760	Per Dwelling Unit	1.6000	1,216	50%	
Commercial	7,000	Per sq.m. of GFA	0.0100	70	3%	
Institutional	1,910	Per sq.m. of GFA	0.0150	29	1%	
Industrial	15,000	Per sq.m. of GFA	0.0050	75	3%	
			Total Equivalent Population	2,435 (a)	100%	
B: Unit Water DCC Calculation						
Net Water DCC Program Recoverable		\$ 2,730,261.60	(b)			
Existing DCC Reserve Monies		\$ 1,024,085.14	(c)			
Net Amount to be Paid by DCCs		\$ 1,706,176.46	(d) = (b) - (c)			
DCC per Equivalent Population		\$700.65	(e) = (d) / (a)			
C: Resulting Water DCCs					DCC Revenue Estimates	
Low Density Residential		\$2,697	Per Lot	(e) x Col. (3)	\$404,550	
Medium Density Residential		\$1,261	Per Dwelling Unit	(e) x Col. (3)	\$327,860	
High Density Residential		\$1,121 \$15.01	Per Dwelling Unit Per sq.m. of GFA	(e) x Col. (3)	\$851,960	
Commercial		\$7.01	Per sq.m. of GFA	(e) x Col. (3)	\$49,070	
Institutional		\$10.51	Per sq.m. of GFA	(e) x Col. (3)	\$20,074	
Industrial		\$3.50	Per sq.m. of GFA	(e) x Col. (3)	\$52,500	

Notes

**TOWN OF COMOX
SANITARY SEWER 10 YEAR PROGRAM
DCC PROJECT LIST**

Project No.	Project Name	Description	In-hand Grant Funding (2025\$)	Col. (2)	Col. (3)	Col. (4) = Col. (2) x Col. (3)	Col. (6)	Col. (7) = Col. (4) - Col. (6)	Col. (8) = Col. (2) - Col. (7)
				Cost Estimate (2025\$)	Benefit Factor %	Benefit to New Development	Municipal Assist Factor 1%	DCC Recoverable	Total Municipal Responsibility
S-01	Western Foreshore Capacity Increase	460m of 300mm main upsized to increase capacity		\$ 3,163,670	75%	\$ 2,372,753	\$ 23,728	\$ 2,349,024.98	\$ 814,645
S-02	Inflow & Infiltration Reduction	Efficiency upgrades to network to avoid upsizing.		\$ 1,000,000	25%	\$ 250,000	\$ 2,500	\$ 247,500.00	\$ 752,500
S-03	Comox Ave Capacity Increase	Capacity increase on Comox Ave between Rodello Street and Anderton Road		\$ 571,600	50%	\$ 285,800	\$ 2,858	\$ 282,942.00	\$ 288,658
S-04	Anderton Road Capacity Increase	Capacity increase on Anderton Road between Bolt Ave and Guthrie Road		\$ 713,800	90%	\$ 642,420	\$ 6,424	\$ 635,995.80	\$ 77,804
S-05	Central Foreshore Capacity Increase	200m of 300mm main upsized to increase capacity	\$ 1,026,056	\$ 1,248,944	75%	\$ 936,708	\$ 9,367	\$ 927,340.92	\$ 321,603
S-06	Sanitary Master Plan	2 plans (1 every 5 years)		\$ 400,000	100%	\$ 400,000	\$ 4,000	\$ 396,000.00	\$ 4,000
S-07	Beaufort Ave Capacity Increase	Capacity increase on Beaufort Ave from Wilcox to Church Street		\$ 285,000	90%	\$ 256,500	\$ 2,565	\$ 253,935.00	\$ 31,065
S-08	Noel Ave Capacity Increase	Capacity increase on Noel Ave between Pritchard Road and Nimpkish		\$ 268,500	75%	\$ 201,375	\$ 2,014	\$ 199,361.25	\$ 69,139
Totals				\$7,651,514		\$5,345,556	\$53,456	\$5,292,100	\$2,359,414

**TOWN OF COMOX
SANITARY SEWER 10 YEAR PROGRAM
DCC RATE CALCULATION**

A: Sanitary Sewer Calculation					
Land Use	Col. (1)	Col. (2)	Col. (3)	Col. (4) = (1) x (3)	Col. (5) = (4) / (a)
	Estimated New Development	Unit	Persons Per Unit	Equivalent Population	
Low Density Residential	150	Per Lot	3.8500	578	24%
Medium Density Residential	260	Per Dwelling Unit	1.8000	468	19%
High Density Residential	760	Per Dwelling Unit	1.6000	1,216	50%
Commercial	7,000	Per sq.m. of GFA	0.0100	70	3%
Institutional	1,910	Per sq.m. of GFA	0.0150	29	1%
Industrial	15,000	Per sq.m. of GFA	0.0050	75	3%
			Total Equivalent Population	2,435 (a)	100%
B: Unit Sanitary Sewer DCC Calculation					
Net Sewer DCC Program Recoverable		\$5,292,100	(b)		
Existing DCC Reserve Monies		\$ 533,744.78	(c)		
Net Amount to be Paid by DCCs		\$4,758,355	(d) = (b) - (c)		
DCC per Equivalent Population		\$1,954.03	(e) = (d) / (a)		
C: Resulting Sanitary Sewer DCCs					DCC Revenue Estimates
Low Density Residential		\$7,523	Per Lot	(e) x Col. (3)	\$1,128,450
Medium Density Residential		\$3,517	Per Dwelling Unit	(e) x Col. (3)	\$914,420
High Density Residential		\$3,126	Per Dwelling Unit	(e) x Col. (3)	\$2,375,760
		\$41.85	Per sq.m. of GFA		
Commercial		\$19.54	Per sq.m. of GFA	(e) x Col. (3)	\$136,780
Institutional		\$29.31	Per sq.m. of GFA	(e) x Col. (3)	\$55,982
Industrial		\$9.77	Per sq.m. of GFA	(e) x Col. (3)	\$146,550

**TOWN OF COMOX
DRAINAGE 10 YEAR PROGRAM
DCC PROJECT LIST**

Project No.			Col. (2)	Col. (3)	Col. (4) = Col. (2) x Col. (3)	Col. (6)	Col. (7) = Col. (4) - Col. (6)	Col. (8) = Col. (2) - Col. (7)
	Project Name	Description	Cost Estimate (2025\$)	Benefit Factor %	Benefit to New Development	Municipal Assist Factor 1%	DCC Recoverable	Total Municipal Responsibility
D-01	Carthrew Creek	Addressing drainage impacts resulting from growth.	\$ 259,000.00	90%	\$ 233,100	\$ 2,331	\$ 230,769	\$ 28,231
D-02	Stormwater Master Plan	1 plan (1 plan every 6 years)	\$ 200,000	100%	\$ 200,000	\$ 2,000	\$ 198,000	\$ 2,000
	Totals		\$ 459,000		\$ 433,100	\$ 4,331	\$ 428,769	\$ 30,231

**TOWN OF COMOX
DRAINAGE 10 YEAR PROGRAM
DCC RATE CALCULATION**

A: Drainage Generation Calculation						
Land Use	Col. (1)	Col. (2)	Col. (3)	Col. (4) = (1) x (3)	Col. (5) = (4) / (a)	
	Estimated New Development	Unit	Impervious Area/Unit (m ²) Equivalent Factor	Equivalent Factor		
Low Density Residential	150	Per Lot	1.0000	150		21%
Medium Density Residential	260	Per Dwelling Unit	0.7500	195		28%
High Density Residential	760	Per Dwelling Unit	0.3800	289		41%
Commercial	7,000	Per sq.m. of GFA	0.0038	27		4%
Institutional	1,910	Per sq.m. of GFA	0.0038	7		1%
Industrial	15,000	Per sq.m. of GFA	0.0021	32		5%
			Total Equivalent Factor	699 (a)		100%
B: Unit Drainage DCC Calculation						
Net Drainage DCC Program Recoverable		\$428,769	(b)			
Existing DCC Reserve Monies		\$ 110,218.27	(c)			
Net Amount to be Paid by DCCs		\$318,551	(d) = (b) - (c)			
DCC per Equivalent Factor		\$455.62	(e) = (d) / (a)			
C: Resulting Drainage DCCs					DCC Revenue Estimates	
Low Density Residential		\$456	Per Lot	(e) x Col. (3)		\$68,400
Medium Density Residential		\$342	Per Dwelling Unit	(e) x Col. (3)		\$88,920
High Density Residential		\$173 \$2.32	Per Dwelling Unit Per sq.m. of GFA	(e) x Col. (3)		\$131,480
Commercial		\$1.73	Per sq.m. of GFA	(e) x Col. (3)		\$12,110
Institutional		\$1.73	Per sq.m. of GFA	(e) x Col. (3)		\$3,304
Industrial		\$0.96	Per sq.m. of GFA	(e) x Col. (3)		\$14,400

**TOWN OF COMOX
PARKS 20 YEAR PROGRAM
DCC PROJECT LIST**

Project No.	Project Name	Description	Col. (2)	Col. (3)	Col. (4) = Col. (2) x Col. (3)	Col. (6)	Col. (7) = Col. (4) - Col. (6)	Col. (8) = Col. (2) - Col. (7)
			Cost Estimate (2025\$)	Benefit Factor %	Benefit to New Development	Municipal Assist Factor 1%	DCC Recoverable	Total Municipal Responsibility
P-001	Community Park Acquisition	Portion of parkland targets in PTMP and targeted toward greenfield development and growing areas.	\$ 6,900,000	100%	\$ 6,900,000	\$ 69,000	\$ 6,831,000	\$ 69,000
P-002	Trail Development	New trails to be developed to service growth.	\$ 320,000	100%	\$ 320,000	\$ 3,200	\$ 316,800	\$ 3,200
P-003	Anderton Park - Playground	New/Upgrade to service growth.	\$ 600,000	100%	\$ 600,000	\$ 6,000	\$ 594,000	\$ 6,000
P-004	Anderton Park - Washrooms	Expansion to service growth.	\$ 100,000	50%	\$ 50,000	\$ 500	\$ 49,500	\$ 50,500
P-005	CC/Village Park - inclusive playground	New/Upgrade to service growth.	\$ 1,000,000	100%	\$ 1,000,000	\$ 10,000	\$ 990,000	\$ 10,000
P-006	CC/Village Park Drainage	Upgrade to address increase in users due to growth.	\$ 125,000	25%	\$ 31,250	\$ 313	\$ 30,938	\$ 94,063
P-008	Elks and Royal Purple Park - Playground	Expansion to address increase in users due to growth.	\$ 100,000	25%	\$ 25,000	\$ 250	\$ 24,750	\$ 75,250
P-009	Kye Bay - Washroom	New to service growth.	\$ 75,000	100%	\$ 75,000	\$ 750	\$ 74,250	\$ 750
P-010	Lancaster Park - Playground	Expansion to address increase in users due to growth.	\$ 150,000	25%	\$ 37,500	\$ 375	\$ 37,125	\$ 112,875
P-011	Lancaster Park - Washroom	New to service growth.	\$ 150,000	100%	\$ 150,000	\$ 1,500	\$ 148,500	\$ 1,500
P-012	Lazo Foreshore/Point Holmes - Washroom	New to service growth.	\$ 150,000	100%	\$ 150,000	\$ 1,500	\$ 148,500	\$ 1,500
P-013	Marina Park - Playground	New/Expansion to service growth.	\$ 1,000,000	100%	\$ 1,000,000	\$ 10,000	\$ 990,000	\$ 10,000
P-014	Northeast Woods - Washroom	New to service growth.	\$ 150,000	100%	\$ 150,000	\$ 1,500	\$ 148,500	\$ 1,500
P-015	Parkland Acquisition	Portion of parkland targets in PTMP to address growth occurring in community and achieve a consistent level of service.	\$ 1,000,000	25%	\$ 250,000	\$ 2,500	\$ 247,500	\$ 752,500
P-016	Playground - Forester	New to service growth.	\$ 250,000	100%	\$ 250,000	\$ 2,500	\$ 247,500	\$ 2,500
P-017	Playground - North Comox	New to service growth.	\$ 250,000	100%	\$ 250,000	\$ 2,500	\$ 247,500	\$ 2,500
P-018	Playground - Point Holmes	New to service growth.	\$ 750,000	100%	\$ 750,000	\$ 7,500	\$ 742,500	\$ 7,500
P-019	Playground - Port Augusta Park	New to service growth.	\$ 150,000	100%	\$ 150,000	\$ 1,500	\$ 148,500	\$ 1,500
P-021	Waterfront Parks - Washroom	New to service growth.	\$ 75,000	100%	\$ 75,000	\$ 750	\$ 74,250	\$ 750
P-022	CC/Village Park - Site furnishings	New features to address increase in users due to growth.	\$ 100,000	25%	\$ 25,000	\$ 250	\$ 24,750	\$ 75,250
Totals			\$13,395,000		\$12,238,750	\$122,388	\$12,116,363	\$1,278,638

**TOWN OF COMOX
PARKS 20 YEAR PROGRAM
DCC RATE CALCULATION**

A: Parks Calculation					
Land Use	Col. (1)	Col. (2)	Col. (3)	Col. (4) = (1) x (3)	Col. (5) = (4) / (a)
	Estimated New Development	Unit	Persons Per Unit (Residential)	Equivalent Population	
Low Density Residential	300	Per Lot	3.8500	1,155	26%
Medium Density Residential	520	Per Dwelling Unit	1.8000	936	21%
High Density Residential	1,520	Per Dwelling Unit	1.6000	2,432	54%
Commercial	-	Per sq.m. of GFA	0.0000	-	0%
Institutional	-	Per sq.m. of GFA	0.0000	-	0%
Industrial	-	Per sq.m. of GFA	0.0000	-	0%
			Total Equivalent Population	4,523 (a)	100%
B: Unit Parks DCC Calculation					
Net Park DCC Program Recoverable		\$12,116,363	(b)		
Existing DCC Reserve Monies	\$	3,900,000.00	(c)		
Net Amount to be Paid by DCCs		\$8,216,363	(d) = (b) - (c)		
DCC per Equivalent Population		\$1,816.57	(e) = (d) / (a)		
C: Resulting Parks DCCs					DCC Revenue Estimates
Low Density Residential		\$6,994	Per Lot	(e) x Col. (3)	\$2,098,200
Medium Density Residential		\$3,270	Per Dwelling Unit	(e) x Col. (3)	\$1,700,400
High Density Residential		\$2,907 \$38.91	Per Dwelling Unit Per sq.m. of GFA	(e) x Col. (3)	\$4,418,640
Commercial		\$0.00	Per sq.m. of GFA	(e) x Col. (3)	\$0
Institutional		\$0.00	Per sq.m. of GFA	(e) x Col. (3)	\$0
Industrial		\$0.00	Per sq.m. of GFA	(e) x Col. (3)	\$0

**TOWN OF COMOX
FIRE 20 YEAR PROGRAM
DCC PROJECT LIST**

					Col. (2)	Col. (3)	Col. (4) = Col. (2) x Col. (3)	Col. (6)	Col. (7) = Col. (4) - Col. (6)	Col. (8) = Col. (2) - Col. (7)
Project No.	Project Name	Description	Total Capital Cost Estimate (2025\$)	Regional Cost Share - Comox Portion	Cost Estimate (2025\$)	Benefit Factor %	Benefit to New Development	Municipal Assist Factor 1%	DCC Recoverable	Total Municipal Responsibility
F-001	Fire Hall Expansion	Expanding existing Fire Hall space from 4,200 sqft to 10,000 sqft to service growth.	\$ 3,400,000.00	67%	\$ 2,266,667	25%	\$ 566,667	\$ 5,667	\$ 561,000	\$ 1,705,667
					\$2,266,667		\$566,667	\$5,667	\$561,000	\$1,705,667

**TOWN OF COMOX
FIRE 20 YEAR PROGRAM
DCC RATE CALCULATION**

A: Fire Calculation					
Land Use	Col. (1)	Col. (2)	Col. (3)	Col. (4) = (1) x (3)	Col. (5) = (4) / (a)
	Estimated New Development	Unit	Persons Per Unit	Equivalent Factor	
Low Density Residential	300	Per Lot	3.8500	1,155	24%
Medium Density Residential	520	Per Dwelling Unit	1.8000	936	19%
High Density Residential	1,520	Per Dwelling Unit	1.6000	2,432	50%
Commercial	14,000	Per sq.m. of GFA	0.0100	140	3%
Institutional	3,820	Per sq.m. of GFA	0.0150	57	1%
Industrial	30,000	Per sq.m. of GFA	0.0050	150	3%
			Total Equivalent Factor	4,870 (a)	100%
B: Unit Fire DCC Calculation					
Net Fire DCC Program Recoverable		\$561,000	(b)		
Existing DCC Reserve Monies	\$	-	(c)		
Net Amount to be Paid by DCCs		\$561,000	(d) = (b) - (c)		
DCC per Equivalent Factor		\$115.19	(e) = (d) / (a)		
C: Resulting Fire DCCs					DCC Revenue Estimates
Low Density Residential		\$443	Per Lot	(e) x Col. (3)	\$132,900
Medium Density Residential		\$207	Per Dwelling Unit	(e) x Col. (3)	\$107,640
High Density Residential		\$184 \$2.46	Per Dwelling Unit Per sq.m. of GFA	(e) x Col. (3)	\$279,680
Commercial		\$1.15	Per sq.m. of GFA	(e) x Col. (3)	\$16,100
Institutional		\$1.73	Per sq.m. of GFA	(e) x Col. (3)	\$6,609
Industrial		\$0.58	Per sq.m. of GFA	(e) x Col. (3)	\$17,400