



THE CORPORATION OF THE CITY OF COURTENAY

## STAFF REPORT

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**To:** Council  
**From:** Chief Administrative Officer  
**Subject:** 2021 Annual Development Cost Charges (DCC) Report

**File No.:** 1870-02 [2021]  
**Date:** April 25, 2022

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### PURPOSE:

To present Council with the 2021 Development Cost Charges (DCC) Reserve Fund Summary for information purposes.

### POLICY ANALYSIS:

Section 569(1) of the *Local Government Act* requires municipalities to report on the DCCs collected and spent during the fiscal period. This legislated report must be prepared annually and be made available to the public.

### EXECUTIVE SUMMARY:

The City collects DCCs in accordance with Bylaw 2840 (established 2016) and the balance in the reserves at December 31, 2021 is \$10,558,658.

In 2021, there were no DCC reductions and/or waivers.

### CAO RECOMMENDATIONS:

That based on the April 25, 2022 staff report "2021 Annual Development Cost Charges (DCC) Report", Council approve OPTION 1, and approves the City of Courtenay Annual Development Cost Charges (DCC) Reserve Fund Report for the year ended December 31, 2021.

Respectfully submitted,

Geoff Garbutt, M.P.I., MCIP, RPP  
Chief Administrative Officer

**BACKGROUND:**

In 1994, Council adopted Development Cost Charges Bylaw No. 1741, 1994, to authorize collection of DCC's to help pay for capital costs associated with providing, constructing, altering or expanding sewage, water, drainage and highway facilities, and providing and improving parkland. There have been amendments to the DCC bylaw since 1994 and the current bylaw in effect is Bylaw No. 2840, 2016.

Bylaw 2755, 2015 formally established the following statutory DCC reserve funds:

- a. Highway Facilities Development Cost Charge Reserve
- b. Storm Drainage Facilities Development Cost Charge Reserve
- c. Parkland Acquisition Development Cost Charge Reserve
- d. Water Facilities Development Cost Charge Reserve
- e. Sanitary Sewer Facilities Development Cost Charge Reserve
- f. Sanitary Sewer Facilities North East Zone Development Cost Charge Reserve

All development cost charge funds received to date have been deposited to separate accounts in the general ledger, and correctly accounted for in accordance with Section 188 of the *Community Charter*. Expenditures are approved annually through the financial plan bylaw for the purpose intended.

**DISCUSSION:**

Under Section 569 of the *Local Government Act*,

*“(1) Before June 30 in each year, a local government must prepare and consider a report in accordance with this section respecting the previous year.*

*(2) the report must include the following, reported for each purpose...for which the local government imposes the development cost charge in the applicable year:*

- (a) the amount of the development cost charges received;*
- (b) the expenditures from the development cost charge reserve funds;*
- (c) the balance in the development cost charge reserve funds at the start and the end of the applicable year;*
- (d) any waivers and reductions under section 563(2)*

*(3) The local government must make the report available to the public from the time it considers the report until June 30 in the following year.”*

Approval of the 2021 Development Cost Charges Reserve Fund Report will ensure statutory compliance with the *Local Government Act*.

**FINANCIAL IMPLICATIONS:**

Any development cost charges collected are initially recorded as deferred revenue on the City's financial statements until spending is authorized by Council, in accordance with the terms of the City's DCC bylaw and Public Sector Accounting Standards.

**ADMINISTRATIVE IMPLICATIONS:**

On Council review and approval of the DCC Annual report, it will be made publicly available via the City's website.

**ASSET MANAGEMENT IMPLICATIONS:**

There are no asset management implications.

**STRATEGIC PRIORITIES REFERENCE:**

Not Applicable

**OFFICIAL COMMUNITY PLAN REFERENCE:**

Not Applicable

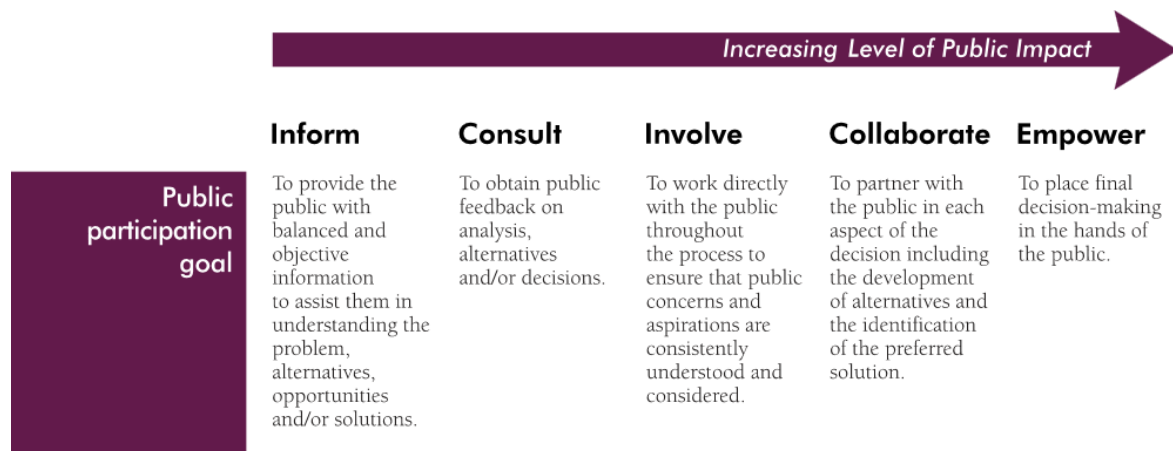
**REGIONAL GROWTH STRATEGY REFERENCE:**

Goal 5: Infrastructure:

New development will replace and/or upgrade aging infrastructure through DCC's.

**CITIZEN/PUBLIC ENGAGEMENT:**

The public will be **informed** of the outcome of Council's consideration of the 2021 Annual Development Cost Charges Reserve Fund Report. This is based on level one of the IAP2 Spectrum of Public Participation adopted as an element of Sound Project Design for the Corporate Workplan.



**OPTIONS:**

- 1: That Council approves the City of Courtenay Annual Development Cost Charges (DCC) Reserve Fund Report for the year ended December 31, 2021.
- 2: That Council defers approval of this report for further discussion.

Prepared by:

Krista McClintock, CPA, CGA  
Accountant

Reviewed by:

Renata Wyka, CPA, CGA  
Manager of Finance

Concurrence:



Geoff Garbutt, M.P.I., MCIP, RPP  
Chief Administrative Officer

Concurrence:



Adam Langenmaier, BBA, CPA, CA  
Director of Financial Services

Attachments:

- A. 2021 Annual Development Cost Charges Reserve Fund Summary

## Attachment A

### City of Courtenay

### 2021 Annual Development Cost Charges Reserve Fund Summary

in accordance with section 569 of the *Local Government Act*

Water DCC Bylaw #2755 Balance, January 1, 2021	537,996
Add: DCCs received during the year	140,653
Add: Interest earned during the year	919
<b>Balance, December 31, 2021</b>	<b>679,567</b>
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Sewer DCC Bylaw #1638 Balance, January 1, 2021	34,989
Add: Interest earned during the year	53
<b>Balance, December 31, 2021</b>	<b>35,042</b>
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Sewer DCC Bylaw #2755 Balance, January 1, 2021	1,121,402
Add: DCCs received during the year	460,195
Add: Interest earned during the year	2,042
Less: Greenwood Trunk Construction	(320,000)
<b>Balance, December 31, 2021</b>	<b>1,263,638</b>
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Highway DCC Bylaw #2755 Balance, January 1, 2021	4,470,872
Add: DCCs received during the year	903,143
Add: Interest earned during the year	7,359
Less: 5th St Bridge Rehabilitation	(33,880)
<b>Balance, December 31, 2021</b>	<b>5,347,495</b>
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Storm DCC Bylaw #2755 Balance, January 1, 2021	2,028,305
Add: DCCs received during the year	260,622
Add: Interest earned during the year	3,249
<b>Balance, December 31, 2021</b>	<b>2,292,175</b>
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Parkland DCC Bylaw #2755 Balance, January 1, 2021	691,923
Add: DCCs received during the year	259,971
Add: Interest earned during the year	1,247
Less: Valleyview Greenway Erosion Remediation	(12,400)
<b>Balance, December 31, 2021</b>	<b>940,741</b>
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<b>Total DCC Balance December 31, 2021</b>	<b>10,558,658</b>
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### Waivers and Reductions

For the year ended December 31, 2021, the City of Courtenay issued no waivers or reductions under section 569 (2)(d)