



The Corporation of the City of Courtenay

# Staff Report

**To:** Council

**File No.:** 5040-20

**From:** Acting Director of Development Services

**Date:** January 14, 2026

**Subject:** Amenity Cost Charges Bylaw No. 3207 – 1st, 2nd and 3rd Reading

**PURPOSE:** To request Council consideration and approval of 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> reading of the Amenity Cost Charges Bylaw No. 3207.

## **BACKGROUND:**

At the Council meeting on December 10, 2025, three amenity cost charge rate options were detailed in the report named “Amenity Cost Charges (ACC) Rate Options” (see attached). The options available for Council’s consideration were:

- **Option 1:** Residential and Commercial Uses
- **Option 2:** Residential, Commercial, and Industrial Uses
- **Option 3:** Residential, Commercial, Industrial, and Institutional Uses

Following discussions, Council reached a decision and approve Option 1 , applying ACCs to residential and commercial sectors via the following resolution:

*“THAT Council direct staff to prepare a bylaw to establish an Amenity Cost Charges program and include residential and commercial use ACC rates as outlined in Option 1.”*

## **DISCUSSION:**

Amenity Cost Charge (ACC) bylaws do not require approval from the Inspector of Municipalities, unlike Development Cost Charge (DCC) bylaws, which necessitate this approval between the third and fourth readings. This distinction allows for a swifter advancement of the ACC bylaw; however, the goal is for Council to consider the final adoption of both the DCC and ACC bylaws simultaneously. ACCs are designed to provide funding specifically for community amenities, while DCCs address infrastructure costs associated with new development. The alignment of these timelines, supported by guideline documents being developed, will offer greater clarity regarding costs, the application of charges, and the formulas used, thereby facilitating easier navigation of the new charges for the development community and the City.

The DCC bylaw and the required supporting documentation were submitted to the Inspector of Municipalities in December of 2025, with a response anticipated in early 2026.

## **POLICY ANALYSIS:**

Bill 46 – Housing Statues (Development Financial Act), 2023, amends the *Local Government Act* to enable local governments to finance the cost of new public amenities that are needed as a result of new growth through the establishment of an ACC program, rates and bylaw.

## **FINANCIAL IMPLICATIONS:**

The approval of the Amenity Cost Charge (ACC) bylaw allows for the collection of charges on new subdivision and building permits that do not have in-stream application protection, with potential revenue estimated at up to \$26 million over 20 years. This funding aims to support investments in recreation and cultural

infrastructure, thereby mitigating costs to existing taxpayers through shared infrastructure costs for new developments. Ultimately, the municipal responsibility is projected to be \$43 million over the same period, translating to an annual cost of approximately \$2.3 million, factoring in Council's decision to implement a 1% assist factor.

**ADMINISTRATIVE IMPLICATIONS:**

Development Services, with assistance from Urban Systems, is developing an implementation guide for Amenity Cost Charges (ACCs) and Development Cost Charges (DCCs). The purpose of this guide is to clarify how these charges are applied, enhancing overall comprehension and usability. It will aid staff in articulating the effects and impacts of these charges while ensuring a uniform approach to their interpretation and application.

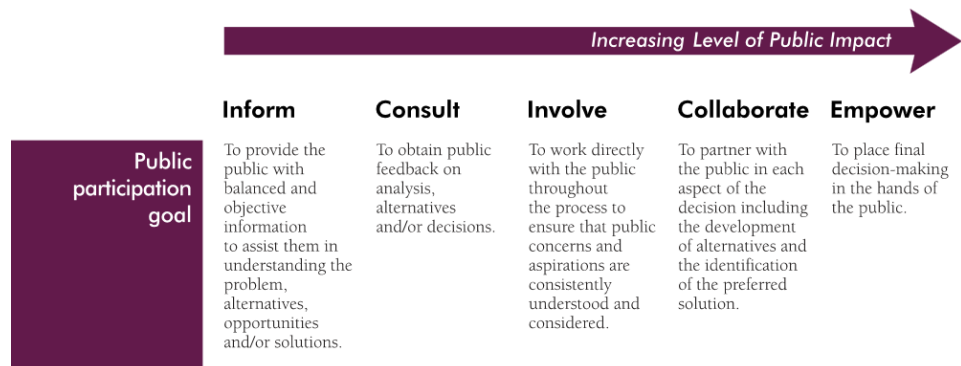
**STRATEGIC PRIORITIES REFERENCE:**

This initiative addresses the following strategic priorities:

- Buildings and Landscape - Update Development Cost Charges (DCC) Bylaw
- Natural Environment - Develop and implement a strategy for parkland acquisition
- Parks and Recreation - Provision of public amenities through development (requirements for parks, trees, accessible benches, and public art)
- Parks and Recreation - Advocate to the Province for new DCC eligibility for recreation and emergency services

**PUBLIC ENGAGEMENT:**

Based on the IAP2 Spectrum of Public Participation, staff have informed the public through the launch of a dedicated Engage Comox Valley webpage (October 14, 2025) and consulted with the development community through in person and online survey means, in the creation of the ACC rates and program.



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**OPTIONS:**

1. THAT Council give first, second, and third reading to “Amenity Cost Charges Bylaw No. 3207”; and  
  
THAT, upon receiving approval from the Inspector of Municipalities for the Development Cost Charges Bylaw No. 3191, Council consider the final adoption of both the Amenity Cost Charges Bylaw No. 3207 and the Development Cost Charges Bylaw No. 3191 at the same Council meeting.
2. THAT Council refer the Amenity Cost Charges Bylaw No. 3207 back to staff with direction.

**ATTACHMENTS:**

1. Amenity Cost Charges Bylaw No. 3207, 2026.
2. Amenity Cost Charges (ACC) Rate Options Staff Report, December 10<sup>th</sup>, 2025

Prepared by: Kate O'Connell, Acting Director of Development Services

Reviewed by: Adam Langenmaier, BBA, CPA, CA, Director of Financial Services (CFO)

Concurrence: Geoff Garbutt, M.Pl., MCIP, RPP, City Manager (CAO)