
District of Lantzville

REPORT TO CHIEF ADMINISTRATIVE OFFICER

Meeting Date: November 26, 2025

SUBJECT: Development Cost Charge Bylaw

PURPOSE

To provide information for Council to consider a new Development Cost Charge Bylaw.

RECOMMENDATIONS

1. **THAT** the draft copy of “District of Lantzville Development Cost Charge Bylaw No. 422, 2025” be received for information.
2. **THAT** Council authorizes staff to post a copy of “District of Lantzville Development Cost Charge Bylaw No. 422, 2025” on the District of Lantzville website for public review, **AND FURTHER THAT** two public/stakeholder’s engagement meetings be scheduled prior to first reading.

COMMITTEE/COMMISSION RECOMMENDATION

N/A

ALTERNATIVES AND IMPLICATIONS

1. AMEND THE MOTIONS

When either of the following motions are on the floor:

THAT the draft copy of “District of Lantzville Development Cost Charge Bylaw No. 422, 2025” be received for information.

THAT Council authorizes staff to post a copy of “District of Lantzville Development Cost Charge Bylaw No. 422, 2025” on the District of Lantzville website for public review, **AND FURTHER THAT** two public/stakeholder’s engagement meetings be scheduled prior to first reading.

Amend either by motion:

THAT the motion on the floor be amended by adding “be amended by [*insert specific wording of amendment*]”.

Vote on the main motion as amended:

THAT the draft copy of “District of Lantzville Development Cost Charge Bylaw No. 422, 2025” be amended by [*insert preceding amendment*].

The implications are unknown until the amendments are known.

BACKGROUND/RELEVANT HISTORY

Section 559 (2) of the Local Government Act allows local governments to use DCC to assist in the payment of capital projects associated with providing, constructing, altering, or expanding sewage, water, drainage and highway facilities, other than off-street parking facilities, and for providing and improving parkland.

The current Development Cost Charge Bylaw No. 154, 2018 is seven years old, based upon work that commenced in 2013, and advanced in 2016.

The current Bylaw encompasses all of the municipal functions for which DCCs were permitted prior to the provincial government passage of Bill 46 which provided local government with new and expanded finance tools.

On November 22nd, 2023, Council Directed staff to direct *Koers & Associates Engineering Ltd* to update *DCCs Technical Report* dated May 2018.

Following introduction and passage of changes to Provincial legislation in Fall 2023, staff brought a report to Council regarding the new DCC provisions. At the January 10, 2024 regular Council meeting the following motion was passed:

C24-12 MOVED and SECONDED, THAT the following provincially approved Development Cost Charges be incorporated into the current review of the District of Lantzville Development Cost Charges Bylaw:
a) DCC’s for subdivisions of less than four dwelling units;
b) DCC’s to help pay the capital costs of the following facilities of fire protection, police, solid waste and recycling;
AND FURTHER THAT the \$60,000 for this DCC review, now be funded from the Ministry of Housing Capacity Funding of \$167,793 which the District will receive at the end of January 2024.

Koers Engineering was engaged to prepare a new background report to support updating the DCC Bylaw, which is included as **ATTACHMENT 1**. This report:

- incorporates fire protection facilities as a new DCC category,
- reviews current applicable projects for all functions over the next 20 years,
- develops current estimated costs for each project,
- estimates growth in each of the various development (land-use) types,
- calculates updated charges for each DCC land-use category.

On February 21st, 2024, Council instructed staff to include the question of DCCs assessed for carriage houses in the Development Cost Charges Bylaw review underway with *Koers & Associates Engineering Ltd.* and with consideration for DCCs payable for new Housing Legislation changes. The Koers & Associates DCC Technical report does not distinguish between Single Family, Secondary Suites, or Carriage Homes in the projection of 840 future Dwelling Units. The only distinction that is made is by land-use as shown in Table 6 in the DCC Technical report (included as **ATTACHMENT 1**). In Bylaw No. 422, 2025, the existing exemption for one secondary suite in a house is continued, but carriage houses are charged the Single Family rate.

On March 12th, 2025, the Council re-allocates up to \$75,000 of the Housing Initiatives Capacity Grant originally budgeted for an Amenity Cost Charge Bylaw towards completion of the *Development Cost Charge Bylaw, Works and Services Bylaw, and Official Community Plan Bylaw*.

On July 16, 2025, the *Draft Technical Report* prepared by *Koers and Associates Engineering Ltd.* was presented to the Committee of the Whole. The report outlined five potential scenarios for updating *Development Cost Charge Bylaw No. 154, 2018*, including proposed DCC rates for various types of development applications under each scenario. A comparative chart detailing these rates can be found on page 77 of the July 16, 2025 Committee of the Whole Agenda. Based on the presentation and discussions, Committee of the Whole recommended:

1. THAT Council directs staff to draft an amendment to the Development Cost Charge Bylaw to add **Fire Protection** Facility to DCC.
2. THAT Council directs staff to draft an amendment to the Development Cost Charge Bylaw to create an **Area Specific Water DCC** for the **Winds** (Water projects **W-3** and **W-4-Figure 1**-Figure 3 in the *Technical Report*).
3. THAT Council directs staff to draft an amendment to the Development Cost Charge Bylaw to create an **Area Specific Water DCC** for **Clark Drive** (Water Project **W-5** and **W-6 Figure 2**-Figure 4 in the *Technical Report*, July 28, 2025).
4. THAT Council directs staff to draft an amendment to the Development Cost Charge Bylaw to include a **sanitary sewer DCC for Phase F** (Map 7- in OCP) sewer expansion as part of the amendment to the development Cost Charges. (Please refer to Drawing 2251-02 in the *Technical Report*, July 28, 2025)

Council moved and seconded the directions above from the Committee of the Whole on July 23rd, 2025.

An updated draft “Development Cost Charge Bylaw No. 154, 2018 Update-Technical Report” dated July 28, 2025, prepared by Koers and Associates Engineering Ltd. addresses motions #1 to #4 noted above. This Technical report including the proposed DCC rates has been available on the website since Aug 18th, 2025 for public and stakeholder’s review.

A final version of the Technical Report dated Nov 20, 2025, prepared by Koers and Associates Engineering is included as **ATTACHMENT 1**.

PUBLIC FEEDBACK

Staff will schedule public/stakeholder's engagement meetings to collect feedback from the public, in line with Provincial guidance involving the development of DCC bylaws. Feedback will be reported back to Council prior to first reading.

ATTACHMENTS

1. Lantzville DCC Technical Report - Updated Final, Nov 20, 2025
2. District of Lantzville Development Cost Charge Bylaw No. 422, 2025

ANALYSIS/RATIONALE

DCCs represent a part of the funding required to construct capital projects. The remainder of the required funding will come from the District at large (tax payers), contributions through development and possibly from senior government by way of infrastructure grant funding program, if or when they are available, and for which the District's project(s) qualify for and are approved. The District's contribution takes into account the benefit to the existing users of the municipal systems and provides an additional assistance factor to the development's share of the project costs as per the provincial government's DCC Best Practice Guide.

1. Strategic Plan Objectives

The proposed amendments are supported by the following 2023-2026 Council Strategic Priorities:

1. High-quality neighbourhood planning
2. Environment first: acquisition of parkland and greenspace; green infrastructure; environmental asset management
20. Road upgrades
22. Water expansion

2. Policy

None other than those discussed above.

3. Resources

Staff time to update bylaws and conduct required public consultation. Ongoing staff time to assess DCCs on new subdivision and building permit applications as they arise.

4. Financial/Budget Implications

DCCs represent an important funding source to ensure adequate infrastructure is provided to the community.

5. Sustainability Implications

DCC contribute to the funding of green and grey infrastructure and ensure that growth is financially and environmentally sustainable.

Prepared by:



George Robinson, MCIP, RPP
 Director of Planning and
 Community Services

Date: November 20, 2025

REVIEWED WITH:			
<input checked="" type="checkbox"/> Corporate Administration	<input checked="" type="checkbox"/> Fire Rescue	<input checked="" type="checkbox"/> Public Works/Engineering	<input type="checkbox"/> RCMP
<input checked="" type="checkbox"/> Financial Services	<input checked="" type="checkbox"/> Planning	<input type="checkbox"/> Solicitor	<input type="checkbox"/> Committee:
<input type="checkbox"/> Other:			

COUNCIL AGENDA INFORMATION:		
Meeting Type	Date	Agenda Item #
Regular	November 26, 2025	

File Numbers:

Location: \\DOL-AD01\Common\$\DISTRICT OF LANTZVILLE\Council Meetings\Reports to Council\2025\20251126 Regular\DCC Bylaw\20251126_DCC Bylaw Report.docx