



The Corporation of the City of Courtenay

# Briefing Note

**To:** Council

**File No.:** 1870-02 [2024]

**From:** City Manager (CAO)

**Date:** May 7, 2025

**Subject:** 2024 Annual Development Cost Charges (DCC) Report

## PURPOSE:

To present Council with the 2024 Development Cost Charges (DCC) Reserve Fund Summary for information.

## 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.

## DISCUSSION:

The City collects DCCs in accordance with Bylaw 2840 (established 2016) and the balance of the DCC funds at December 31, 2024 is \$15,468,690. In 2024, there were no DCC reductions and/or waivers.

DCC	2024 Balance
Water	\$ 1,033,864
Sewer	2,340,715
Highway	7,443,624
Storm	3,076,344
Parkland	1,574,143
Total	\$ 15,468,690

## ADMINISTRATIVE IMPLICATIONS:

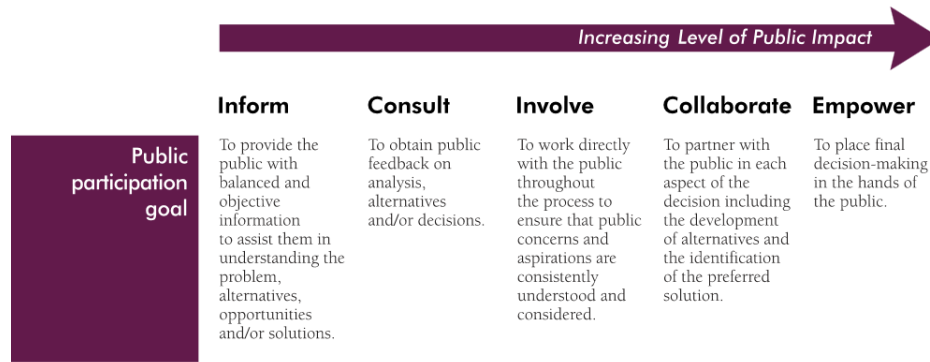
Section 569(1) of the *Local Government Act* requires municipalities to report on the DCCs collected and spent during the fiscal period. This legislated report must be prepared annually by June 30<sup>th</sup> and be made available to the public.

## FINANCIAL IMPLICATIONS:

Development cost charges collected are initially recorded as deferred revenue on the City's financial statements until project spending occurs, in accordance with the terms of the City's DCC bylaw and Public Sector Accounting Standards.

## PUBLIC ENGAGEMENT:

The public will be **informed** of the outcome of Council's consideration of the Annual Development Cost Charges Reserve Fund Report with the report being available to the public on the City's website. 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.



© International Association for Public Participation [www.iap2.org](http://www.iap2.org)

**RECOMMENDATION:**

THAT Council receive the 2024 City of Courtenay Annual DCC Reserve Fund Report for the year ended December 31, 2024.

**ATTACHMENTS:**

- A. 2024 Annual Development Cost Charges Reserve Fund Summary

Prepared by: Quentin Klopp, CPA, Accountant

Reviewed by: Krista McClintock, CPA, CGA, Manager of Finance

Concurrence: Adam Langenmaier, CPA, CA, Director of Financial Services  
Geoff Garbutt, M.PI., MCIP, RPP, City Manager (CAO)

**Attachment A - 2024 Annual Development Cost Charges Reserve Fund  
Summary**

**2024 Annual Development Cost Charges Reserve Fund Summary**

**City of Courtenay**

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

Water DCC Bylaw #2840 Balance, January 1, 2024	962,245
Add: DCCs received during the year	26,798
Add: Interest earned during the year	44,821
<b>Balance, December 31, 2024</b>	<b>1,033,864</b>
Sewer DCC Bylaw #1638 Balance, January 1, 2024	37,352
Add: Interest earned during the year	1,707
<b>Balance, December 31, 2024</b>	<b>39,059</b>
Sewer DCC Bylaw #2840 Balance, January 1, 2024	2,120,644
Add: DCCs received during the year	81,466
Add: Interest earned during the year	99,546
<b>Balance, December 31, 2024</b>	<b>2,301,656</b>
Highway DCC Bylaw #2840 Balance, January 1, 2024	6,908,542
Add: DCCs received during the year	213,663
Add: Interest earned during the year	321,419
<b>Balance, December 31, 2024</b>	<b>7,443,624</b>
Storm DCC Bylaw #2840 Balance, January 1, 2024	2,875,911
Add: DCCs received during the year	67,067
Add: Interest earned during the year	133,366
<b>Balance, December 31, 2024</b>	<b>3,076,344</b>
Parkland DCC Bylaw #2840 Balance, January 1, 2024	1,459,869
Add: DCCs received during the year	46,029
Add: Interest earned during the year	68,245
<b>Balance, December 31, 2024</b>	<b>1,574,143</b>
<b>Total DCC Balance December 31, 2024</b>	<b>15,468,690</b>

**Waivers and Reductions**

For the year ended December 31, 2024, the City of Courtenay issued no waivers or reductions under section 569 (2)(d):