



The Corporation of the City of Courtenay

# Briefing Note

**To:** Council  
**From:** City Manager (CAO)  
**Subject:** 2025 Annual Development Cost Charges (DCC) Report

**File No.:** 1870-02 [2025]  
**Date:** May 13, 2026

## PURPOSE:

To present Council with the 2025 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, as well as the provision and improvement of parkland. There have been amendments to the DCC bylaw since 1994 and the current bylaw in effect for 2025 DCC reporting is Bylaw No. 2840, 2016.

## DISCUSSION:

For 2025, the City collected DCCs in accordance with Bylaw 2840 (established 2016) and the balance of the DCC funds at December 31, 2025, is \$16,631,471.

<b>DCC Category</b>	<b>2025 Balance</b>	<b>2024 Balance</b>
Water	1,111,921	1,033,864
Sewer	2,553,045	2,340,715
Highway	8,011,365	7,443,624
Storm	3,255,596	3,076,344
Parkland	1,699,544	1,574,143
<b>Total</b>	<b>16,631,471</b>	<b>15,468,690</b>

In 2025, two DCC reductions were issued with a total value of \$196,157. The full value of these developer reductions was funded from the City's Affordable Housing Reserve. The project details are as follows:

- 925 Braidwood Rd - DCC reduction: \$157,293
- 1560 Grieve Ave - DCC reduction: \$38,864

## FINANCIAL IMPLICATIONS:

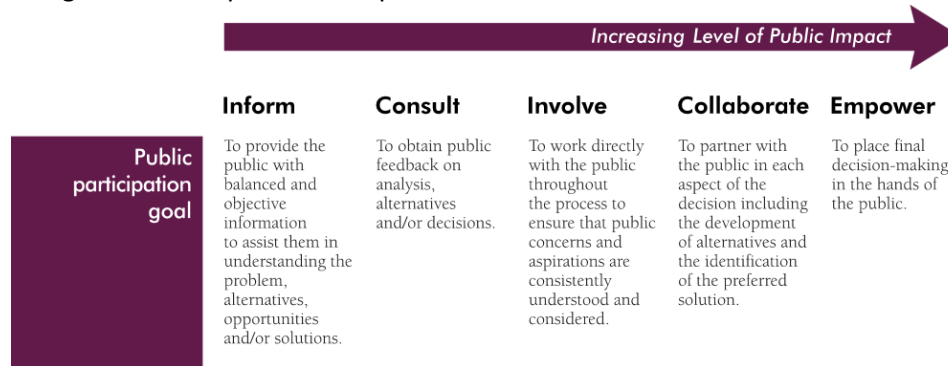
Development cost charges collected are initially recorded as deferred revenue on the City's financial statements until project spending occurs, in accordance with the terms of the City's DCC bylaw and Public Sector Accounting Standards.

## 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 30th and be made available to the public.

**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.



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**RECOMMENDATION:**

THAT Council receive the 2025 City of Courtenay Annual DCC Reserve Fund Report for the year ended December 31, 2025.

**ATTACHMENTS:**

1. 2025 Annual Development Cost Charges Reserve Fund Summary

Prepared by: Krista McClintock, CPA, CGA, Manager of Finance  
 Reviewed by: Adam Langenmaier, CPA, CA, Director of Financial Services  
 Concurrence: Geoff Garbutt, M.PI., MCIP, RPP, City Manager (CAO)

**Attachment A - 2025 Annual Development Cost Charges Reserve Fund  
Summary**

**2025 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, 2025	1,033,864
Add: DCCs received during the year	43,536
Add: Interest earned during the year	34,521
<b>Balance, December 31, 2025</b>	<b><u>1,111,921</u></b>
Sewer DCC Bylaw #1638 Balance, January 1, 2025	39,059
Add: Interest earned during the year	1,296
<b>Balance, December 31, 2025</b>	<b><u>40,355</u></b>
Sewer DCC Bylaw #2840 Balance, January 1, 2025	2,301,656
Add: DCCs received during the year	134,021
Add: Interest earned during the year	77,014
<b>Balance, December 31, 2025</b>	<b><u>2,512,691</u></b>
Highway DCC Bylaw #2840 Balance, January 1, 2025	7,443,624
Add: DCCs received during the year	317,699
Add: Interest earned during the year	250,041
<b>Balance, December 31, 2025</b>	<b><u>8,011,364</u></b>
Storm DCC Bylaw #2840 Balance, January 1, 2025	3,076,344
Add: DCCs received during the year	76,593
Add: Interest earned during the year	102,659
<b>Balance, December 31, 2025</b>	<b><u>3,255,596</u></b>
Parkland DCC Bylaw #2840 Balance, January 1, 2025	1,574,143
Add: DCCs received during the year	72,877
Add: Interest earned during the year	52,524
<b>Balance, December 31, 2025</b>	<b><u>1,699,544</u></b>
<b>Total DCC Balance December 31, 2025</b>	<b><u>16,631,471</u></b>

**Waivers and Reductions**

For the year ended December 31, 2025, the City of Courtenay granted two (2) Development Cost Charge (DCC) reductions in accordance with section 569(2)(d) of the Local Government Act.

The total value of DCC reductions issued during the year was \$196,157, which was fully funded from the City's Affordable Housing Reserve and did not impact the DCC reserve fund balances.

Details of the reductions are as follows:

925 Braidwood Rd - DCC reduction: \$157,293

1560 Grieve Ave - DCC reduction: \$38,864