



## **AGENDA**

### **COMMUNITY PLANNING AND DEVELOPMENT COMMITTEE MEETING**

June 20, 2017, 5:00 PM

Board Room, Service and Resource Centre,  
411 Dunsmuir Street, Nanaimo, BC

Pages

**1. CALL THE MEETING OF THE COMMUNITY PLANNING AND DEVELOPMENT COMMITTEE TO ORDER:**

**2. INTRODUCTION OF LATE ITEMS:**

**3. ADOPTION OF AGENDA:**

**4. ADOPTION OF MINUTES:**

**a. Minutes**

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Minutes of the Open Meeting of the Community Planning and Development Committee held in the Board Room, Service and Resource Centre, 411 Dunsmuir Street, Nanaimo, BC, on Tuesday, 2017-MAY-16 at 5:00 p.m.

**5. PRESENTATIONS:**

**a. Ms. Karin Kronstal, Social Planner, to provide a presentation regarding the Port Drive Waterfront Master Plan**

**6. REPORTS:**

**a. Development Cost Charge Bylaw**

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Purpose: To update the Community Planning and Development Committee regarding the status of the current development cost charge review and to introduce the draft rates and framework for a new bylaw.

Presentation:

Mr. Dale Lindsay, Director, Community Development, to provide a presentation regarding the Development Cost Charges Bylaw update.

Recommendation: That the Community Planning and Development Committee support, in principle, the framework for a new Development Cost Charge Bylaw as outlined in the report titled Development Cost Charge Bylaw, dated 2017-JUN-20.

**7. OTHER BUSINESS:**

8. QUESTION PERIOD:

9. ADJOURNMENT:

**MINUTES**  
OPEN COMMUNITY PLANNING AND DEVELOPMENT COMMITTEE MEETING  
BOARD ROOM, SERVICE AND RESOURCE CENTRE  
411 DUNSMUIR STREET, NANAIMO, BC  
TUESDAY, 2017-MAY-16, AT 5:00 P.M.

PRESENT:   Members:   Councillor J.A. Kipp, Chair  
                              Councillor D.M. Brennan  
                              Councillor G.W. Fuller  
                              G. Adrienne  
                              M. Beaudoin-Lobb  
                              T. Brown  
                              R. Finnegan  
                              A. Griffin  
                              R. Steele  
                              K. Wardstrom

                  Absent:   Councillor J. Hong  
                              D. Appell  
                              C. Brown  
                              P. Reynes

                  Staff:     B. Anderson, Manager of Community and Cultural Planning  
                              C. Sholberg, Community Heritage Planner  
                              B. Zurek, Planner  
                              B. Moore, Recording Secretary

1.    CALL THE OPEN COMMUNITY PLANNING AND DEVELOPMENT COMMITTEE MEETING TO ORDER:

The Open Community Planning and Development Committee Meeting was called to order at 5:06 p.m.

2.    INTRODUCTION OF LATE ITEMS

- (a) Agenda Item 5(b) – Development Cost Charges Bylaw Update Presentation – Postponed to the 2017-JUN-20 meeting.
- (b) Agenda Item 5(c) – Hospital Area Plan Update – Change presenter to B. Zurek, Planner.

3.    ADOPTION OF AGENDA:

It was moved and seconded that the Agenda, as amended, be adopted. The motion carried unanimously.

4. ADOPTION OF MINUTES:

It was moved and seconded that the Minutes of the Regular Open Meeting of the Community Planning and Development Committee held in the Board Room, Service and Resource Centre, 411 Dunsmuir Street, Nanaimo, BC, on Tuesday, 2017-APR-18 at 5:02 p.m. be adopted as circulated. The motion carried unanimously.

5. PRESENTATIONS:

(a) 2017 Strategic Directions

Bruce Anderson, Manager of Community and Cultural Planning, provided a verbal update on the Strategic Directions of the Committee. A strategic directions document was adopted by Council on 2017-APR-24. The 2017 Strategic Directions for the Community Planning and Development Committee will be:

- OCP Amendment Applications
- Zoning Bylaw Amendment Applications
- Hospital Area Plan
- Port Drive Waterfront Master Plan
- Climate Adaptation/Resilience Strategy
- Liquor Control Strategy Update
- Parking Bylaw Strategy
- Development Cost Charges Bylaw Review
- Census 2016 Information

Members of the committee will be receiving information, providing input, participating in community education and policy development, as well as providing recommendations to Council.

(b) Hospital Area Plan Update

B. Zurek, Planner provided a PowerPoint presentation regarding the Hospital Area Plan. The slideshow included photos and maps of the area, information regarding the Nanaimo Regional General Hospital (NRGH) as well as the steps or phases that go from plan initiation to the final plan being brought forward to Council. In regards to this plan, we are currently in Phase 2, which includes data collection, stakeholder meetings as well as open houses and/or surveys. The Committee will act as the steering committee for this plan process.

Committee discussion took place regarding the parking study, which will be a part of the overall Hospital Area Plan. The Request for Proposal for the parking study will be finalized shortly.

6. OTHER BUSINESS:

(a) Community Tour

Councillor Kipp would like to see a tour/drive around Nanaimo, possibly in June. If there are specific sites or projects the committee members would like to see, they're asked to bring them to the next meeting.

7. QUESTION PERIOD:

No one in attendance wished to ask questions.

8. ADJOURNMENT:

It was moved and seconded at 5:55 p.m. that the meeting terminate. The motion carried unanimously.

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CHAIR

CERTIFIED CORRECT:

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CORPORATE OFFICER

DATE OF MEETING June 20, 2017

AUTHORED BY DALE LINDSAY, DIRECTOR, COMMUNITY DEVELOPMENT

SUBJECT DEVELOPMENT COST CHARGE BYLAW

## **OVERVIEW**

### **Purpose of Report**

To update the Community Planning and Development Committee regarding the status of the current development cost charge review and to introduce the draft rates and framework for a new bylaw.

### **Recommendation**

That the Community Planning and Development Committee support, in principle, the framework for a new Development Cost Charge Bylaw as outlined in the report titled Development Cost Charge Bylaw, dated 2017-JUN-20

## **BACKGROUND**

The City of Nanaimo first introduced development cost charges (DCCs) in 1982 in order to allow for the collection of monies to assist with the cost of infrastructure required for new growth. The current DCC bylaws were implemented on 2009-MAR-11. These bylaws currently require the payment of fees for new development, which is deemed to result in a capital cost burden on the community's infrastructure. The current bylaws collect DCCs for six categories: roads, sewer, storm, water distribution, water supply, and parks. For each category, bylaw rates are established based on the proposed use. As per the legislation, DCCs can be collected at subdivision or at building permit stage. The present bylaws require a single family DCC payment for the subdivision of most single dwelling residential land with the remaining charges applicable upon the issuance of a building permit for commercial, institutional, industrial, and multi-family use.

In order to assist with the review and development of a new DCC bylaw, an internal DCC Steering Committee comprised of staff from Engineering and Public Works, Finance, Community Planning, and Parks was established. The committee has now completed the work required in order to establish the framework for a new DCC bylaw including:

- projecting the types and amount of new development contemplated for the next 25 years,
- identification of the level of service and associated new projects and/or upgrades required to support this anticipated growth, and
- equitably distributing the cost of infrastructure improvements between existing taxpayers and new development (benefitting factor).

Further information with respect to this work and the associated framework for a new DCC bylaw is available on the City Website (<http://www.nanaimo.ca/EN/main/municipal/public-engagement>).

## DISCUSSION

The draft framework prepared by Staff maintains payment triggers for the same infrastructure categories as in the existing bylaws with the general triggers for payment (subdivision or building permit). In addition to revised rates, the proposed DCC framework includes the following substantive changes over the existing bylaws.

### *Varied Roads DCCs Based on Location*

The current Official Community Plan, Transportation Master Plan and the Community Sustainability Action Plan all recognize that future residential development in the community should be concentrated in and around the established urban nodes. These combined policies are intended to better utilize the existing infrastructure and to encourage mixed-use walkable communities that can support alternative transit. With the exception of the downtown core, the existing roads DCC bylaw does not reflect these policy goals nor does the bylaw differentiate between developments within a designated growth node versus development elsewhere in the community. In order to address this issue, the draft DCC framework anticipates the establishment of different multi-family roads DCC rates based on the location of the development. The proposal is to create four areas, with different DCC rates in each area in order to better reflect the capital cost burden of development, with lowest rates in the established mixed-use urban nodes.

### *New Approach to the Collection of Storm Water DCCs*

At present, the current DCC storm water bylaw establishes a rate for each square meter of floor area for a proposed use. As such, a one-storey building with 1,000m<sup>2</sup> of floor area pays the same rate as a 10-storey building with the same floor area, despite the fact the taller building covers less ground and results in less impervious surface. In order to address this issue, the new DCC framework proposes to collect storm water DCCs based on the footprint of the building.

### *New Category for Small Lot Development*

Since the implementation of the existing DCC bylaws in 2009, amendments have been made to the City's Zoning Bylaw with respect the development of small lots and the addition of a new housing form - row housing. At present, the DCC bylaws have a single rate for a single family lot regardless of the size of the property. The draft DCC framework is proposing a new category of DCC be established with a rate reflective of the capital cost burden created by a smaller property. For the purposes of the new bylaw, small lot is suggested to include a lot less than 370m<sup>2</sup> or a row housing lot.



### *Introduction of DCCs in Downtown*

As noted above, current DCC bylaws do not apply to development within the downtown. The DCC framework is proposing to no longer exempt the downtown core, but instead move towards a model which also recognizes the other urban nodes in the community. Roads / transportation DCCs are proposed to be the lowest in the downtown core as new development in this area is anticipated to have a lower capital cost burden.

### *Assist Factor*

The *Local Government Act* states that the purpose of DCCs is to assist local governments in paying the cost of new infrastructure required for growth. As such, the legislation requires that 100% of the cost cannot be charged to new development and that the local government must establish an “assist factor”. There is no regulation on the level of assistance required. The existing DCC bylaws were established with the minimum assist factor of 1% for all infrastructure types with the exception of water supply which has a 25% assist factor. The proposed DCC framework has been drafted anticipating that the assist rates will remain unchanged.

Ultimately, the assist factor reflects Council’s desire to encourage development and, as noted in the *Best Practices Guide*, is largely a political decision. If DCC rates are considered to be too high, Council could adjust the rates to one or more infrastructure types by increasing the assist factor. While such an increase would reduce DCC rates, project balances would need to be funded through general revenue and as such put further pressure on taxation and/or user rates.

## **OPTIONS**

1. That the Community Planning and Development Committee support, in principle, the framework for a new Development Cost Charge Bylaw as outlined in the report titled Development Cost Charge Bylaw, dated 2017-JUN-20.

### **SUMMARY POINTS**

- The DCC steering committee has completed the work necessary to establish the framework for a new DCC bylaw.
- A proposed framework including projected DCC rates have been established.



**Submitted by:**



D. Lindsay  
Director, Community Development