

# Report

Date November 20, 2024

File: SPP00098

Subject Draft Interim Community Amenity Contribution Policy: Public Engagement

---

## PURPOSE

To provide a recommended program of engagement regarding the draft Interim Community Amenity Contribution (CAC) Policy.

## BACKGROUND

At its regular meeting on October 16, 2024, Council considered the draft Interim CAC Policy originally received at the October 8, 2024, Committee of the Whole meeting and directed staff to:

- a. Develop an engagement plan for the draft *Interim Community Amenity Contribution Policy*; and,
- b. Use the draft Interim Community Amenity Contribution Policy as a basis for negotiations for new and in-stream Zoning Amendment Applications while the public engagement on the policy is ongoing.

## DISCUSSION

The proposed CAC Policy regarding infrastructure and affordable housing is intended to apply North Cowichan-wide. The policy has two components: short term Infrastructure and affordable housing. It should be noted that these two components are independent and separable. To gain feedback on the draft policy, this report sets out a recommended plan of engagement.

### **Audiences**

Primary audiences for this policy are identified as:

- 1) Developers
- 2) Landowners
- 3) Not-for-profit housing organizations

### **Engagement Tactics**

The following methods are identified as being appropriate for engagement at the “consult” level of engagement and proportionate to the subject matter. While feedback will be open to everyone, seeking the views of the primary audiences is particularly important.

- Provide the draft policy and contextual/background information on *Connect North Cowichan*;
- Short survey questions for gaining feedback (open to anybody to complete);
  - Publicize through a variety of channels, including Building Industry email list;
- 1-on-1 interviews with a cross-section of developers with active projects in North Cowichan;
- Prompt developers to indicate interest in a facilitated dialogue in early 2025; and,

- Hold a meeting if sufficient interest exists;
- Referral to the Economic Development Committee (EDC).

### **Timeline & Process**

Should Council follow the recommendation in this report, staff would initiate consultation in early January 2025 in order to avoid carrying out public engagement in the run-up to the December holiday period.

Engagement would run for approximately 4-6 weeks to allow respondents time to familiarize themselves with the materials and express their views and for staff to contact current developers and arrange short 1-on-1 interviews. Depending on interest, a facilitated dialogue may be convened in February; however, the proposed 1-on-1 interviews may prove sufficient.

A “What We Heard” report, including interview summaries, would then be provided back to Council alongside the draft policy for consideration of adoption, likely in late February or early March 2025. At that point, Council’s options would be:

- 1) Adopt the policy without changes;
- 2) Amend the policy and adopt as changed;
- 3) Refer the policy back to staff for more significant changes or work; or,
- 4) Decide not to proceed and provide alternative direction to staff regarding infrastructure funding.

During this time, the development of the revised Development Cost Charges Bylaw will continue, which will eventually replace the CAC Policy (at least in part), if adopted.

### **OPTIONS**

1. **(Recommended Option)** THAT Council directs staff to implement public engagement on the draft Interim Community Amenity Contribution Policy as set out in the Planning Manager’s November 20, 2024 report.
  - *Staff will implement engagement early in January 2025*
  - *Council may add further specific direction to staff regarding engagement [to be identified by Council]*
2. THAT Council provides alternative direction to staff regarding the draft Interim Community Amenity Policy *[direction to be identified by Council]*.

### **IMPLICATIONS**

No significant implications are associated with proceeding with public engagement as described. Expanding the proposed engagement program may have a corresponding impact on staff time.

**RECOMMENDATION**

THAT Council directs staff to implement public engagement on the draft Interim Community Amenity Contribution Policy as set out in the Planning Manager’s November 20, 2024 report.

Report prepared by:



---

Chris Osborne, RPP, MCIP  
Manager, Planning

Report reviewed by:



---

Shawn Cator  
Acting General Manager, Planning, Development  
and Community Services

**Reviewed and approved to be forwarded to Council:**



---

Bill Corsan  
Acting Chief Administrative Officer

Attachment:

- (1) Draft Interim Community Amenity Contributions Policy