

Report

Date January 21, 2026

File: SPP00098

Subject Economic Development Committee Minutes from December 5, 2025 (and Interim Community Amenity Contribution Policy)

PURPOSE

To provide the Economic Development Committee (EDC) meeting minutes for receipt and to seek adoption of the Interim Community Amenity Contribution (CAC) Policy.

BACKGROUND

The EDC held a scheduled meeting on December 5, 2025. The agenda is posted to [North Cowichan's website](#), and the draft minutes are attached to this report.

EDC agenda item 6.1. Interim CAC Policy + What We Heard

At its regular meeting on October 16, 2024¹, Council considered the draft Interim CAC Policy (originally received at the October 8, 2024, Committee of the Whole² meeting) and directed staff to:

- a. Develop an engagement plan for the draft *Interim Community Amenity Contribution Policy*;
- 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.

The proposed CAC policy regarding infrastructure and affordable housing is intended to apply district-wide. The policy has two components: short-term infrastructure and affordable housing. It should be noted that these two components are independent and separable.

The purpose of the short-term infrastructure CAC request is to help fund the new/upgraded infrastructure needed to accommodate new growth. North Cowichan is working to update the Development Cost Charges (DCC) Bylaw for the first time since 2011. Given how long it has been since the last update, the 2026 rates are expected to be much higher than the current ones. Until the new DCC rates come into effect, the CAC serves as a mechanism to ensure new development contributes a fair share, preventing a disproportionate future burden on developers and taxpayers.

The purpose of the affordable housing CAC request is to replenish the Affordable Housing Reserve Fund, enabling North Cowichan to make modest contributions towards upcoming and proposed affordable housing projects.

¹ [October 16, 2024, Council Meeting](#), see item 11.2.

² [October 8, 2024, Committee of the Whole Meeting](#), see item 6.1

DISCUSSION

The public engagement for the Interim CAC Policy consisted of publishing a dedicated project [page](#) that provided information and a short survey. Staff also conducted interviews with nine developers and home builders with recent/ongoing projects in North Cowichan. The last step in the engagement was to present the policy to the EDC for comment, which was done on December 5, 2025.

The EDC received and discussed public engagement input, as well as the resulting recommended changes to the draft Interim CAC Policy. Key changes to the policy include:

- Providing additional criteria to support CAC negotiations, and,
- Improving equity between different types of developments by requesting contributions towards affordable housing from commercial and industrial developments, as well as from residential developments.

Additional details are available in the December 5, 2025, report to the EDC.

The EDC made the following resolution:

“THAT the Economic Development Committee recommends that Council adopt the Interim Community Amenity Contribution Policy in the form attached to the Project Planner’s report dated December 5, 2025, to the Economic Development Committee.”

Note that the version of the policy attached to this report is slightly different from the version presented to the EDC. Minor wording changes were recommended during legal review but are not substantive to the policy’s content.

OPTIONS

1. **(Recommended Option)** THAT Council:

1. Receives the minutes of the December 5, 2025, Economic Development Committee meeting.
2. Adopts the Interim Community Amenity Contribution Policy as attached to the January 21, 2026, report to Council.

- The Interim CAC Policy will guide negotiations on community amenities for development applications that request a discretionary decision from Council.

2. THAT Council:

1. Receives the minutes of the December 5, 2025, Economic Development Committee meeting.
2. Regarding the Interim Community Amenity Contribution Policy, directs staff to *[direction to be identified by Council]*.

- If Council directs amendments or further information for the draft Interim CAC Policy, staff will complete the necessary work and bring the policy back to a future Council meeting.

IMPLICATIONS

The Interim CAC Policy provides guidance for negotiating appropriate CACs at the time of application for zoning bylaw amendments. The draft Interim CAC Policy has informed several CAC negotiations since it was first presented to Council in the fall of 2024.

RECOMMENDATION

THAT Council:

1. Receives the minutes of the December 5, 2025, Economic Development Committee meeting.
2. Adopts the Interim Community Amenity Contribution Policy as attached to the January 21, 2026, report to Council.

Report prepared by:



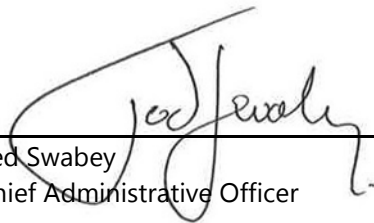
Christina Hovey, RPP, MCIP
Project Planner

Report reviewed by:



Amanda J. Young, RPP, MCIP
Director, Planning and Building

Approved to be forwarded to Council:



Ted Swabey
Chief Administrative Officer

Attachments:

- (1) December 5, 2025, Economic Development Committee Minutes
- (2) Draft Interim Community Amenity Contribution Policy (v.3)