

2020 DCC Major Update - Proposed Work Plan

Task No.	Proposed Dates	Internal Team Scope of Work	Consultant Scope of Work	Notes
2020 Proposed Work				
1	Sept, 2020	<ul style="list-style-type: none"> - Review DCC project list from the 2015 Program: determine which projects from the 2015 DCC list were completed, in progress, and are still outstanding. - Create summary. 	<ul style="list-style-type: none"> - Review Summary. - Advisory support. 	<ul style="list-style-type: none"> -Transportation initiatives have changed since the development of the original DCC project list in 2009. Will require guidance on updating list to reflect new initiatives. -Will require guidance on accepted practice on Frontender Agreements.
2	Sept, 2020	<ul style="list-style-type: none"> - Review existing DCC program's financial status and existing tracking program. - Create summary. 	<ul style="list-style-type: none"> - Review Summary. - Advisory support. 	<ul style="list-style-type: none"> -Recommendation on Tracking Program based on typical practices of other municipalities.
3	Sept, 2020	<p>Review background information:</p> <ul style="list-style-type: none"> - project selection criteria (how the projects were selected, benefit factor determined), -project background information (land use, population, floor space area), land use categories (single detached, town house, commercial, industrial, etc.) and allocation of system demands to various types of land use, -bylaw structure (obtain staff feedback on the strengths and weaknesses of the existing DCC Bylaw). Include input from frontline staff implementing the Development Cost Charges Bylaw. 	<p>Review background information:</p> <ul style="list-style-type: none"> - project selection criteria (how the projects were selected, benefit factor determined), -project background information (land use, population, floor space area), land use categories (single detached, town house, commercial, industrial, etc.) and allocation of system demands to various types of land use. - provide recommendations on how we can improve the DCC program and DCC update process since the 2009 major update. - provide recommendation on meeting public engagement requirements. 	<ul style="list-style-type: none"> -Familiarize with existing Program and provide recommendations for 2020 Update.

4	August - October 15, 2020	Each subject matter expert will develop a list of new projects to be included in the updated DCC project list.	<ul style="list-style-type: none"> - Review the Water, Sanitary, Storm, and Park acquisition project list and provide recommendations on the suitability of the project to be included in the DCC program. - Assist with the development of the Transportation project list. - Develop cost estimates for the projects proposed for the updated DCC program. - Recommend process(es) to determine benefit factors. 	<ul style="list-style-type: none"> -The Water and Sewer master plans were developed considering DCC. These master plans identified and separated the projects which were required due to growth. -The Transportation master plan is high level, and is supplemented with more detailed neighborhood plans. -Parks plan used to development of the 2009 DCC have not been updated (ie. a Parks master plan has not been developed).
5	Aug/Sept, 2020	Planning to provide development projections for residential and non-residential land (i.e. type and density of residential land use, type of non-residential land use, expected gross floor area and percentage of site coverage, average unit sizes for each type, exemption land uses, etc.) to be used in the DCC calculations.	<ul style="list-style-type: none"> - Provide advisory support. - Confirm the information obtain is suitable for DCC purpose. 	
6	October, 2020	Conduct stakeholder consultation (TBD due to COVID-19) to inform stakeholders of the DCC update process (assumptions, project lists, etc.).	<ul style="list-style-type: none"> - Joint presentation with the City. - Provide guidance on the required level of consultation required. 	
7	Oct 15 - Dec 15, 2020	Calculate new unit rates based on the project cost estimates, benefit factor, and development projections.	<ul style="list-style-type: none"> - Advisory Support. - Review calculation 	
8	Oct 15 - Dec 15, 2020	Review new unit rate, revise, and repeat as required. Review with Project Sponsor as necessary. If required, consider a municipal assist factor greater than 1%.	Conduct an internal economic sensitivity analysis through a comparison with DCC rates of other municipalities.	
9	Dec, 2020	Summarize the proposed DCC program in a DCC report. (Draft)	Advisory Support for situational specific questions. Review report. Ensure suitability for submission to Ministry.	
10	Dec, 2020	Present proposed DCC rates to Facilities, Infrastructure and Public Realm Task Force.	Joint Presentation	
2021 Proposed Work (PROVISIONAL)				

1	Jan, 2021	Review Draft Bylaw. Circulate internally for comments.	Draft a DCC Bylaw Major Amendment for the drainage, parkland, sanitary sewer, transportation, and waterworks DCC program.	
2	Feb, 2021	Submit draft DCC Bylaw to Ministry for preliminary review. Revise draft report with Ministry comments.	Provide support for questions/comments from Ministry review.	
3	Feb - April, 2021	Review presentation and present with consultant.	Prepare presentation (TBD) to for stakeholders to inform stakeholders of the proposed DCC unit rates, how they were calculated, why they are required, and how they compare to other municipalities in metro Vancouver. Solicit feedback from the industry.	Joint presentation. Proposed time includes feedback period.
4	May, 2021	Submit <i>DCC Bylaw – 2020 Major Update</i> into council for 1st and 2nd reading.	Revise bylaw, if required for 1st and 2nd reading. Attend council readings.	Consultant to revise, internal member to present to council, Consultant to be present during council presentation.
5	June, 2021	Submit DCC Bylaw – 2020 Major Update into Council for 3rd reading.	Revise bylaw, if required for 3rd reading. Attend council readings.	Consultant to revise, internal member to present to council, Consultant to be present during council presentation.
6	June, 2021	Submit DCC Bylaw – 2020 Major Update into the Ministry of Community Services for approval.		
7	TBD	Submit DCC Bylaw – 2020 Major Update into Council for 4th reading and adoption.	Revise bylaw, if required for 4th reading. Attend council readings.	Consultant to revise, internal member to present to council, Consultant to be present during council presentation.