



Development Cost Charge Submission Summary Checklist

(to be completed by local government)

DCC BYLAW(S) No. *(insert bylaw number)*
Local Government *(insert name)*

- Is this a:**
- New DCC Bylaw
 - Major DCC Bylaw Amendment
 - Minor DCC Bylaw Amendment

Please complete the following checklist by marking the appropriate boxes and providing references to background material and other information required for approval of a Development Cost Charge (DCC) bylaw by the Inspector of Municipalities.

If DCCs are established on a basis other than those set out in the [Development Cost Charges Best Practices Guide](#), please provide a brief explanation for the approach being used. If space is insufficient, please reference pages in the information submitted to the Inspector of Municipalities where these matters are described or append additional pages as necessary.

	DCC Recommended Best Practice	Submission Page Reference
1.	Did the development of this DCC bylaw include: <input type="checkbox"/> a full public consultation process as described in the DCC Best Practices Guide? <input type="checkbox"/> input from stakeholders? <input type="checkbox"/> council/board input only?	
	Why?	
2.	Are DCCs established: <input type="checkbox"/> on a municipal-wide basis? <input type="checkbox"/> on an area specific basis?	
	Why?	
3.	Is the DCC program: <input type="checkbox"/> a revolving program Years to Renewal? <input type="checkbox"/> a build out program Years to Completion? <input type="checkbox"/> other?	
	Why?	

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4.	Are DCCs for single-family land uses being collected: <input type="checkbox"/> at the time of subdivision? <input type="checkbox"/> at the time of building permit issuance?	
	Why?	
5.	Are residential DCC categories established on the basis of: <input type="checkbox"/> density gradient? <input type="checkbox"/> building form? <input type="checkbox"/> other?	
	Why?	
6.(a)	Are residential DCCs imposed on the basis of: <input type="checkbox"/> development units? <input type="checkbox"/> floor space? <input type="checkbox"/> other?	
	Why?	
6.(b)	Are commercial and institutional DCCs imposed on the basis of: <input type="checkbox"/> floor space? <input type="checkbox"/> other?	
	Why?	
6.(c)	Are industrial DCCs imposed on the basis of: <input type="checkbox"/> gross site area? <input type="checkbox"/> other?	
	Why?	
7.(a)	Does the DCC bylaw clearly allow DCCs to be levied at the building permit stage on fewer than four (4) self-contained dwelling units according to section 561 (6) of the <i>Local Government Act</i> ? <input type="checkbox"/> Yes. Bylaw section # ____ <input type="checkbox"/> No. DCCs will not be levied on building permits for fewer than four (4) self-contained dwelling units.	
7.(b)	Does the DCC bylaw provide an exemption for the value of work authorized by permit that is greater than \$50,000? <input type="checkbox"/> Yes. Bylaw section # ____	

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	<input type="checkbox"/> No.	
7.(c)	Does the DCC bylaw provide an exemption for self-contained dwelling units with an area authorized by building permit that is greater than 29 square metres? <input type="checkbox"/> Yes. Bylaw section #____ <input type="checkbox"/> No.	
8.	Is the DCC program consistent with: <input type="checkbox"/> the <i>Local Government Act</i> ? <input type="checkbox"/> the Regional Growth Strategy (if any)? <input type="checkbox"/> the Official Community Plan? <input type="checkbox"/> the Master Servicing/Management Plans? <input type="checkbox"/> an Affordable Housing Policy? <input type="checkbox"/> a Five-Year Financial Plan?	
	If not selected, why not?	
9.	Are DCC recoverable costs, consistent with policy in the Best Practices Guide, clearly identified in the information submitted with the DCC bylaw: <input type="checkbox"/> cost allocation between new and existing? <input type="checkbox"/> grant assistance? <input type="checkbox"/> developer contribution? <input type="checkbox"/> assist factor? <input type="checkbox"/> interim financing? <input type="checkbox"/> other?	
	If not selected, why not?	
10.	Confirm all projects in the DCC program are owned or controlled by this local government and will be capitalized on its financial statements. <input type="checkbox"/> Yes. <input type="checkbox"/> No.	
	If No, please explain.	
11.	Is capital cost information provided for: <input type="checkbox"/> roads? <input type="checkbox"/> storm drainage? <input type="checkbox"/> sanitary sewer? <input type="checkbox"/> water?	ref. ____ ref. ____ ref. ____ ref. ____

	DCC Recommended Best Practice	Submission Page Reference
	<input type="checkbox"/> fire protection? <input type="checkbox"/> police? <input type="checkbox"/> solid waste and recycling? <input type="checkbox"/> parkland? <input type="checkbox"/> parkland improvements?	ref. ____ ref. ____ ref. ____ ref. ____ ref. ____
12.	Has a detailed listing of parkland improvements been included to confirm items fall within allowable categories listed in sec. 566 (2)(b)(ii) of the <i>Local Government Act</i> ? <input type="checkbox"/> Yes. <input type="checkbox"/> No.	
	If No, please explain.	
13.	Are DCC recoverable costs which include interest clearly identified in the DCC documentation as follows: <input type="checkbox"/> interest on long-term debt is excluded for all projects? <input type="checkbox"/> for specific projects, interest on long-term debt is included? If interest on long-term debt is included for specific projects, does the DCC submission include: <input type="checkbox"/> clear identification of which projects have interest included? <input type="checkbox"/> the portion of project cost that is for interest cost? <input type="checkbox"/> a council/board resolution authorizing the use of interest? <input type="checkbox"/> confirmation that the interest applied does not exceed the Municipal Finance Authority (MFA) rate or if borrowing has already been undertaken, the actual rate providing it does not exceed the MFA rate? <input type="checkbox"/> confirmation that the amortization period does not exceed the DCC program timeframe? <input type="checkbox"/> evidence that the current DCC reserve fund balance is insufficient for the work in question? <input type="checkbox"/> demonstration that the project is an exceptional circumstance (fixed capacity, out-of-sequence, or greenfield)? <input type="checkbox"/> evidence of public consultation and disclosure in the financial plan and DCC report regarding inclusion of interest?	
14.	Does the assist factor reflect: <input type="checkbox"/> the community's financial support towards the financing of services for development? <input type="checkbox"/> consideration that DCCs will not deter development? <input type="checkbox"/> other?	
	How does the assist factor reflect these?	

	DCC Recommended Best Practice	Submission Page Reference
15.	<p>Has an assist factor been provided for:</p> <p><input type="checkbox"/>roads? Assist factor %</p> <p><input type="checkbox"/>storm drainage? Assist factor %</p> <p><input type="checkbox"/>sanitary sewer? Assist factor %</p> <p><input type="checkbox"/>water? Assist factor %</p> <p><input type="checkbox"/>fire protection? Assist factor %</p> <p><input type="checkbox"/>police? Assist factor %</p> <p><input type="checkbox"/>solid waste and recycling? Assist factor %</p> <p><input type="checkbox"/>parkland? Assist factor %</p> <p><input type="checkbox"/>parkland improvements? Assist factor %</p>	
16.	<p>Is a DCC monitoring system established to provide a clear basis for the tracking of projects and the financial status of DCC accounts:</p> <p><input type="checkbox"/>in place?</p> <p><input type="checkbox"/>to be set up?</p>	
	If no system exists or will not be established, why not?	
17.	<p>Is a suitable period of notification before a new DCC bylaw is in effect, known as a grace period:</p> <p><input type="checkbox"/>provided for?</p>	
18.(a)	<p>Does the DCC bylaw set out the situations in which a DCC credit or rebate are to be given?</p> <p><input type="checkbox"/>Yes.</p> <p><input type="checkbox"/>No.</p>	
18.(b)	<p>if No, has council /board adopted a policy statement that clearly identifies situations in which a DCC credit or rebate should be given or would be considered by council/board?</p> <p><input type="checkbox"/>Yes.</p> <p><input type="checkbox"/>No.</p>	
	if Yes, a copy of the policy statement is included with this submission.	ref.
	If No, why not?	
19.	<p>In a separate bylaw, are any DCC waivers or reductions on eligible development provided, or will be provided, according to section 563 of the <i>Local Government Act</i>?</p> <p><input type="checkbox"/>No, waivers and reductions will not be provided.</p> <p><input type="checkbox"/>Yes. Bylaw # _____</p>	

	DCC Recommended Best Practice	Submission Page Reference
	If yes, the amount of DCCs waived or reduced should be recovered from by existing users and not future development.	
20.	Has a process been established to provide for minor routine amendments to the DCC bylaw to reflect changes in construction or other capital costs: <input type="checkbox"/> Yes? <input type="checkbox"/> No? <input type="checkbox"/> other?	
	Comments?	
21.	Has a process to provide for major amendments to the DCC bylaw, involving a full review of DCC issues and methodology, to be completed not more than once every five years: <input type="checkbox"/> been established? <input type="checkbox"/> not considered necessary? <input type="checkbox"/> other?	
	Comments?	
22.	Has the council/board properly considered whether the DCCs: <input type="checkbox"/> are excessive in relation to the capital cost of prevailing standards of service? <input type="checkbox"/> will deter development? <input type="checkbox"/> discourage the development of reasonably priced housing or serviced land?	
	Comments?	
	Contact _____ Position _____ Phone _____ *Signed by _____ Position _____ _____ (*signature of the Head of engineering, finance or planning for the local government.) Signed by (second signature optional) _____ _____ Position _____ Date _____ _____	