

POLICY NAME:		<b>Community Amenity Contribution Policy</b>	
APPROVING AUTHORITY:	<input checked="" type="checkbox"/> Legislative (Council approved)	<input type="checkbox"/> Administrative (CAO approved)	
ISSUED BY	Community Planning Department G.M. of Community Planning & Infrastructure:	DATE APPROVED:	16-10-2018
		NEXT REVIEW DATE:	16-10-2020
		DATE LAST AMENDED:	16-10-2018

**PURPOSE** Where possible and reasonable, amenity contributions or other public benefits are to be negotiated as part of a rezoning application, in order that new development contributes a fair share to community infrastructure required by new growth, and so that existing taxpayers do not have to shoulder the entire burden of financing new growth.

**DEFINITIONS** **Affordable Housing** means non-market (and core needs) housing available at rental rates and purchase prices below market rates and prices, to those of low and moderate incomes, that is subject to a Housing Agreement between the District and a landowner, pursuant to the Local Government Act, that has some form of occupancy restrictions, and or the rent or price charged to the occupant for the unit, and as more clearly detailed in an affordable housing policy or bylaw approved by Council.

**Community Amenity** means a tangible capital asset (or cash in lieu contribution) provided by a private party to the District at no cost or a cost agreeable to Council, pursuant to the Community Amenity Contribution Policy.

**Community Amenity Provision Fund** means a non-legislated provision created to hold any funds resulting from cash in lieu contributions made through the Community Amenity Contribution Policy.

**Core Needs Housing** means a subset of affordable housing geared to those in most need and includes housing forms such as supportive housing (short and long-term, low barrier housing for homeless and homeless at risk individuals) and subsidized rental housing (long term rental, with rental rates geared to income).

**Critical Amenity** means a non-market affordable housing project OR capital facilities to accommodate municipal operations and programming, such as Brennan Park and the Municipal Hall complex that have no committed funding source. Other capital facility priorities may be included (including active transportation projects) if identified by master plan (E.g. Long Range Real Estate and Facility Strategy, Parks and Recreation Master Plan, Fire Master Plan), provision of child care facilities or as otherwise directed by Council.

**Employee / Staff Accommodation** means a dwelling unit or units used exclusively for the residence of employees of a Squamish business, and are made available by the business to its employees at rental rates and purchase prices below market rates and prices, and as more clearly detailed in an affordable housing policy or bylaw approved by Council.

**Greenfield Development** means land that is undeveloped prior to an application, or forestry purposes, is not serviced by municipal infrastructure and is left largely in its natural state, or has been fully returned to its pre-development natural stage following prior use.

**Gross Floor Area (GFA)** has the same meaning as that contained in the District's Zoning Bylaw (as amended from time to time).

**Housing Agreement** means a formal housing agreement as outlined in the Local Government Act.

**In Stream** means the same as the term defined in Part 19 of the Local Government Act.

**POLICY**

1. Two tables attached to this policy outline the amenity contribution targets for an applicant for a Zoning Bylaw or an Official Community Plan amendment. All Community Amenity Contributions offers are voluntary and will be approved by Council.

The contributions made through this Policy shall be based on new/additional Gross Floor Areas resulting from a rezoning application.

In some cases, amenities may be offered directly in-kind by new rezoning development projects and in some cases the amenity may take the form of a cash-in-lieu offer.

A developer may choose to offer an equivalent combination of both a physical provision of amenities and a cash in lieu contribution, or propose a dedication of a percentage of new/additional Gross Floor Area instead of a percentage of dwelling units.

2. Where the Tables 1 and 2 cite the provision of active transportation or park amenities, it is intended that these amenities address needs and projects identified in the District's Active Transportation Plan, the Parks and Recreation Master Plan, any relevant Sub Area Plan and the particular circumstances of the application and address additional needs created as a result of the development, and emphasise the activation of parks and publicly accessible activated open space areas. Park dedications required by the subdivision process shall not be included in any proposed park amenity contribution. The value of the amenities physically provided shall be equivalent to the cash in lieu amounts indicated in the table above.

3. Major new residential development projects (exceeding 250 new residential units) or greenfield residential development proposals, including Official Community Plan amendments are expected to exceed the minimum targets outlined above in order to address the significant impacts resulting from the application. The District may undertake a pro forma review in such cases to inform negotiations. Such applications may also include a broader range of proposed amenities than outlined in Tables 1 and 2, including childcare amenities. The terms of reference and the cost of the pro forma review shall be agreed to by the District and the applicant prior to the review being undertaken.

4. In addition to the minimum targets outlined Tables 1 and 2, any direct impacts that require new municipal programs as a result of a new development proposal must also be addressed in a Community Amenity Contribution package (excluding any improvements that are required by a Development Cost Charge Bylaw, Sub Area Plan or the Subdivision and Development Control Bylaw). If new equipment, assets or facilities are required on the part of the District as a result of the new development proposal that are not required by a Development Cost Charge Bylaw, Sub Area Plan or the Subdivision and Development Control Bylaw, then the development's proportionate contribution to addressing that requirement must be demonstrated and addressed. (This provision is intended to cover extraordinary circumstances, such as a proposed high rise development that may require the District to purchase a significant item of new fire fighting equipment.)

5. Where a development project proposes to physically provide affordable housing units or employee / staff accommodation units as part of an amenity package, those affordable housing or employee / staff accommodation units may propose to provide those units “off site,” or at an alternate location to that subject to the application. The acceptance of the alternate location shall be made by Council. This provision is not intended to allow the clustering of affordable housing or employee / staff accommodation units within a small number of buildings or in a small geographic area of the District.

6. Community amenity cash contributions to third party organizations are generally discouraged, unless they result in the provision of affordable housing subject to a Housing Agreement, or are expressly approved by Council. Applicants interested in supporting a third party should seek early direction from the District, and generally deal directly with that party. Should an amenity contribution be permitted, then any financial transactions should occur directly between the applicant and the third party, with appropriate receipts delivered to the District.

7. Community Amenity Contributions are to be identified as “prior to” conditions of a rezoning or OCP redesignation enactment. At the discretion of the District, the delivery or provision of community amenities by the applicant for a rezoning application may be required to be prescribed in a Land Development Agreement, and the District may file in the Land Title Office a notice that the land subject to the rezoning application that any development will be subject to the Land Development Agreement. Where appropriate:

- (a) Amenities may be provided in phases outlined in a Land Development Agreement.
- (b) The provision of Amenities may be deferred to occupancy of the development without the need for financial securities to be provided.

8. The calculation of any cash in lieu amounts outlined in this Policy shall be undertaken by an appropriate qualified professional with demonstrable experience in the costing of the amenities being valued. Submittal of a detailed cost summary for proposed amenities will be required for District review. As part of any review:

- (a) The estimated costs shall be based on the physical construction of the amenity that would otherwise be provided.
- (b) Materials and labour required to construct the amenities are the only eligible expenses. Opportunity, lost profit and financing expenses shall not be included in any calculation.

- (c) At the District's discretion, an appropriate 3<sup>rd</sup> party professional may be engaged to conduct a peer review of the cost calculations.
- (d) The cost of any peer review performed by the District shall be funded by the rezoning applicant.
- (e) The terms of reference and the cost of the peer review shall be agreed to by the District and the applicant prior to the review being undertaken.
- (f) The peer review report shall be made available to the applicant.

9. Active transportation improvements proposed as amenities outlined in this Policy are not to replace frontage improvements required under the District's Subdivision and Development Control Bylaw. Such improvements required by bylaw or are necessary to provide connections to the subject site are not to be considered amenities, and will only be considered when they are in excess of what is required by bylaw or to serve the site.

10. Purpose built market rental dwelling units will not be accepted as a Community Amenity Contribution, unless expressly authorized by Council, or as allowed for in this Policy.

11. Community Amenity contributions will not be calculated for those portions of applications that propose non-market, affordable or social housing, operated by non-profit agency at rents or prices below market rates, and subject to a Housing Agreement.

12. Community Amenity Funding Provisions

- (a) All funds collected pursuant to this Policy are to be placed in the Community Amenity Provision Fund or Affordable Housing Reserve as applicable.
- (b) Expenditures funded by draws from any Provision Fund outlined in this Policy must be included in the District's annual operating budget.
- (c) The Community Amenity Provision Fund shall only be utilized for the purposes of financing capital Critical Amenities, active transportation or parks improvements, unless expressly authorized by Council and subject to review of specified uses in the original agreements with the Developer.

13. Community Amenity Negotiation Principles

- (a) New development should make a fair contribution to new community amenity needs, in order to address some of the impacts of growth.
- (b) Community amenity contributions will be negotiated with rezoning applicants and not imposed.

- (c) Community Amenity contribution cost implications for new development will be proportional to the impact of development, and reasonable, minimizing the impact on project viability, the pace of new development, and on housing affordability.
  - (d) A flexible approach will be used in all negotiations.
  - (e) Where possible, a demonstrable link should be established between any Community Amenity Contributions and the impacts resulting from the subject rezoning application.
14. Any preparation, review or revision of this Policy will ensure meaningful engagement with the development and building industry.
  15. The District will prepare an annual report outlining all Community Amenity Contributions made as part of any applications in the prior calendar year.
  16. This Policy will come into effect on the date approved by motion of Council at the time of its' adoption. Applications made prior to this date ("in stream" applications) that have received first and second readings by Council should be reviewed in accordance with the interim guidelines in effect prior to this Policy.
  17. This Policy shall be reviewed by the District no less than every two (2) years following its' adoption.

### **Policy Background**

The District of Squamish is currently seeing a significant amount of new development in the community, and anticipates this to continue into the near future as Squamish has become an increasingly attractive place to live and work.

New development brings new requirements for urban infrastructure and amenities. While the District of Squamish wants to accommodate new development, it does not want new development to become a financial burden on existing taxpayers. New development should pay a reasonable share of the costs of new infrastructure and amenities that are needed to accommodate growth and to address the impacts of growth on the existing community.

The two main tools the District can use to ensure that new development pays a fair share of the costs of new community infrastructure and amenities are

Development Cost Charges (DCC) imposed by bylaw, and frontage improvements imposed through the Subdivision and Development Control Bylaw. These charges on all new developments contribute only to community-wide needs for expansion and upgrades of the water system, sanitary sewer system, major road network, drainage system, and park lands inventory.

Other forms of municipal facilities and programs have no direct forms of imposed cost recovery, while the demand for these programs and facilities increases as a result of new development. The negotiation of Community Amenity Contributions through the rezoning process is one of the few avenues available to the municipality to ensure that new growth pays for its implications.

**RESPONSIBILITY** Community Planning Department  
Finance Department

**PROCEDURES** 1. None.

**REFERENCES** 1. Community Amenity Contributions: Balancing Community Planning, Public Benefits and Housing Affordability. B.C. Ministry of Community, Sport and Cultural Development, 2014.  
2. Development Cost Charge Bylaw No. 2265, 2015.  
3. Subdivision and Development Control Bylaw No. 2373, 2015.

**ATTACHMENTS** 1. None.

**DISTRIBUTION** Online Policy Library

RECORD OF AMENDMENTS	DATE AMENDED	SUMMARY OF AMENDMENT(S)

TABLE 1: APPLICATIONS THAT PROPOSE 50 OR MORE NEW DWELLING UNITS		
Type of Residential Rezoning	CAC Options	CAC Targets
1. SINGLE OR TWO UNIT RESIDENTIAL	OPTION A	<p><b>1. Onsite Affordable Housing Provision</b> A minimum of 10% of the proposed principal units to be provided onsite as affordable housing units managed under a Housing Agreement.</p> <p><b>2. Cash in Lieu of Critical Amenities</b> \$5,000 per new single detached lot. An additional \$3,000 per new single detached lot for greenfield development applications. An additional \$2,000 per new single detached lot where the rezoning creates lots that allow a building GFA in excess of 232m<sup>2</sup> / 2,500ft<sup>2</sup>.</p> <p><b>3. Active Transportation &amp; Parks</b> Provision (<i>preferred</i>) of publicly accessible active transportation and park amenities. <b>Or</b> A cash in lieu equivalent of \$1.00/ft<sup>2</sup> of new/additional residential GFA for active transportation and \$0.50/ft<sup>2</sup> of new/additional residential GFA for parks amenities.</p>
	OPTION B	<p><b>1. Cash in Lieu of Critical Amenities</b> \$20,000 per new single detached lot. An additional \$3,000 per new single detached lot for greenfield development applications. An additional \$2,000 per new single detached lot where the rezoning creates lots that allow a building GFA in excess of 232m<sup>2</sup> / 2,500ft<sup>2</sup>.</p> <p><b>2. Active Transportation &amp; Parks</b> Provision (<i>preferred</i>) of publicly accessible active transportation and park amenities. <b>Or</b> A cash in lieu equivalent of \$1.00/ft<sup>2</sup> of new/additional residential GFA for active transportation and \$0.50/ft<sup>2</sup> of new/additional residential GFA for parks amenities.</p>



<b>2. MULTI-FAMILY RESIDENTIAL OR MIXED USE</b>	<b>OPTION A</b>	<p><b>1. Onsite Affordable Housing Provision</b> A minimum of 10% of the proposed principal units to be provided onsite as affordable housing units managed under a Housing Agreement.</p> <p><b>2. Cash in Lieu of Critical Amenities</b> \$6.00/ft<sup>2</sup> of new/additional for-sale residential GFA. An additional \$3/ft<sup>2</sup> of new/additional residential GFA for greenfield applications.</p> <p><b>3. Active Transportation &amp; Parks</b> Provision (<i>preferred</i>) of publicly accessible active transportation and park amenities. <b>Or</b> A cash in lieu equivalent of \$1.00/ft<sup>2</sup> of new/additional for-sale residential GFA for active transportation and \$0.50 /ft<sup>2</sup> of new/additional for-sale residential GFA for parks amenities. A cash in lieu equivalent of \$0.50/ft<sup>2</sup> of new/additional purpose-built market rental GFA for active transportation and \$0.25/ft<sup>2</sup> for parks amenities of new/additional purpose-built market rental GFA.</p>
	<b>OPTION B</b>	<p><b>1. Cash in Lieu of Critical Amenities</b> \$21.00/ft<sup>2</sup> of new/additional for-sale residential GFA. \$5.00/ft<sup>2</sup> of new/additional purpose-built market rental GFA. An additional \$3/ft<sup>2</sup> of new/additional residential GFA for greenfield applications. <b>Or</b> Employee / staff accommodation restricted to the staff working in Squamish, secured and managed by a covenant and Housing Agreement.</p> <p><b>2. Active Transportation &amp; Parks</b> Provision (<i>preferred</i>) of publicly accessible active transportation and park amenities. <b>Or</b> A cash in lieu equivalent of \$1.00/ft<sup>2</sup> of new/additional for-sale residential GFA for active transportation and \$0.50/ft<sup>2</sup> of new/additional for-sale residential GFA for parks amenities. A cash in lieu equivalent of \$0.50/ft<sup>2</sup> of new/additional purpose-built market rental GFA for active transportation and \$0.25/ft<sup>2</sup> for parks amenities of new/additional purpose-built market rental GFA.</p>

<p><b>3. PURPOSE-BUILT MARKET RENTAL RESIDENTIAL (projects with 100% of residential units as rental)</b></p>	<p><b>OPTION A</b></p>	<p><b>1. Onsite Affordable Housing Provision</b> A minimum of 5% of the principal units to be provided on site as affordable housing units managed under a Housing Agreement.</p> <p><b>2. Active Transportation &amp; Parks</b> Provision (<i>preferred</i>) of publicly accessible active transportation and park amenities. <b>Or</b> A cash in lieu equivalent of \$0.50 /ft<sup>2</sup> of new/additional residential GFA for active transportation and \$0.25/ft<sup>2</sup> of new/additional residential GFA for parks amenities.</p>
	<p><b>OPTION B</b></p>	<p><b>1. Cash in Lieu of Critical Amenities</b> \$5.00 per square foot of new/additional residential GFA. An additional \$3.00 per square foot of residential GFA for greenfield applications.</p> <p><b>2. Active Transportation &amp; Parks</b> Provision (<i>preferred</i>) of publicly accessible active transportation and park amenities. <b>Or</b> A cash in lieu equivalent of \$0.50/ft<sup>2</sup> of new/additional residential GFA for active transportation and \$0.25/ft<sup>2</sup> of new/additional residential GFA for parks amenities.</p>

TABLE 2: APPLICATIONS THAT PROPOSE LESS THAN 50 DWELLING UNITS	
Type of Residential Rezoning	CAC Targets
4. SINGLE OR TWO UNIT RESIDENTIAL	<p><b>1. Cash in Lieu of Critical Amenities</b>                      \$20,000 per new single detached lot.                      An additional \$3,000 per new single detached lot for greenfield development applications.                      An additional \$2,000 per new single detached lot where the rezoning creates lots that allow a building GFA in excess of 232m<sup>2</sup> / 2,500ft<sup>2</sup>.</p> <p><b>2. Active Transportation &amp; Parks</b>                      Provision (<i>preferred</i>) of publicly accessible active transportation and park amenities.  <b>Or</b>                      A cash in lieu equivalent of \$1.00/ft<sup>2</sup> of new/additional residential GFA for active transportation and \$0.50/ft<sup>2</sup> of new/additional residential GFA for parks amenities.</p>
5. MULTIFAMILY RESIDENTIAL OR MIXED USE	<p><b>1. Cash in Lieu of Critical Amenities</b>                      \$15.00/ft<sup>2</sup> of new/additional for-sale residential GFA.                      \$5.00/ft<sup>2</sup> of new/additional purpose-built market rental GFA.                      An additional \$3.00 per square foot of residential GFA for greenfield applications.</p> <p><b>2. Active Transportation &amp; Parks</b>                      Provision (<i>preferred</i>) of publicly accessible active transportation and park amenities.  <b>Or</b>                      A cash in lieu equivalent of \$1.00/ft<sup>2</sup> of new/additional for-sale residential GFA for active transportation and \$0.50/ft<sup>2</sup> of new/additional for-sale residential GFA for parks amenities.                      A cash in lieu equivalent of \$0.50/ft<sup>2</sup> of new/additional purpose-built market rental GFA for active transportation and \$0.25/ft<sup>2</sup> for parks amenities of new/additional purpose-built market rental GFA.</p>

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