

District of West Vancouver
POLICY

Title: Use of Community Amenity Contributions

Division: Financial Services

Policy Number: 0131

File Number: 0282-20-0131

1. Purpose

- 1.1. The purpose of this policy is to establish guidelines for the use of funds in the Community Amenity Contribution Reserve.

2. Scope

- 2.1. This policy applies to all unrestricted cash funds deposited into the Community Amenity Contribution Reserve.
- 2.2. For greater certainty, it does not apply to:
 - 2.2.1. funds in the reserve which are restricted to specific uses by Council.
 - 2.2.2. any Community Amenity Contributions (CACs) which may be received as “in kind” contributions rather than in cash.

3. Definitions

- 3.1. “Community Amenity” means any capital project paid for by the District either in whole or in part, and provided to the residents of the District for public use.
- 3.2. “Community Amenity Contribution” or “CAC” means any cash contribution provided as a voluntary payment to the District in the course of a rezoning or other development application.

For greater certainty, CACs, as referenced in this policy, does not include:

- cash provided to meet requirements for deposits
 - cash provided to pay for required works and services
 - the cash-equivalent value of any contribution provided by ‘in kind’ provision
- 3.3. “Community Amenity Contribution Reserve” means the statutory reserve established by Community Amenity Reserve Fund Bylaw No. 5067, 2021, under Community Charter, Section 188, including any amended version that may be created in the future.
 - 3.4. “Capital project” means any project deemed by the District to be fundable as part of the District’s capital budgeting process.
 - 3.5. “Key municipal objectives” means objectives as defined in the District’s Strategic Plan

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- 3.6. “Neighbourhood-serving projects” means any capital project to create an amenity expected to be used and enjoyed primarily by residents of the surrounding neighbourhood. These may be, but are not limited to, projects identified as part of a Local Area Plan.
- 3.7. “Unrestricted Community Amenity Contributions” or “Unrestricted CACs” means any CAC for which a specific use is not established by Council at the time of contribution.

4. Policy Statement

4.1. USE of the Funds

- 4.1.1. All cash CACs shall be deposited to the credit of the Community Amenity Reserve Fund.
- 4.1.2. CACs shall be used for accomplishing the long term goals of the District for the provision of community amenities, as expressed through Council’s key municipal objectives as stated in the District’s Official Community Plan, in District Local Area Plans, and in District Council’s strategic plans and priorities.
- 4.1.3. Community Amenity Contributions shall not be used to fund operational expenses.

4.2. ALLOCATION of the Funds

- 4.2.1. One per cent (1%) of the unrestricted Community Amenity Contributions received shall be allocated to the Public Art Reserve Fund to support the provision of public art.
- 4.2.2. Of the remaining funds:
 - 4.2.2.1. Fifty per cent (50%) of the remaining unrestricted Community Amenity Contributions received shall be allocated to neighbourhood-serving capital projects.
 - 4.2.2.2. Fifty per cent (50%) of the unrestricted Community Amenity Contributions received shall be allocated to funding capital projects which serve the community as a whole, and meet key municipal objectives.
- 4.2.3. This allocation may be varied by Council resolution on a case by case basis.

4.3. EXPENDITURE of the Funds

- 4.3.1. Funds in the Community Amenity Contributions Reserve shall be used to fund capital projects.
- 4.3.2. A Council resolution providing funds is required for any expenditure of funds.

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- 4.3.3. As part of the annual capital budget process, staff shall develop a list of specific projects which will support the stated allocation objectives, for approval by Council.
- 4.3.4. With Council approval, funding may also be provided to other projects from time to time as they arise.
- 4.4. APPROPRIATION of the Funds
All appropriation of funds from the Community Amenity Contribution Reserve shall be by resolution of Council.
- 4.5. REPORTING of the Funds
A quarterly report on the contributions to and withdrawals from the Community Amenity Contribution Reserve shall be provided to the Finance Committee. The report will show the receipt, both annually and cumulatively, of all contributions, who provided them, and on what projects they have been or are projected to be spent, in each allocation category.

5. Authority

- 5.1. This policy operates in conjunction with the Community Amenity Reserve Fund Bylaw No. 5067, 2021.

6. Approval

Approved by	<input type="checkbox"/> CAO	<input checked="" type="checkbox"/> Mayor and Council
Approval date	2021/05/10	
Council minutes eDocs # (Council Policies only)	4249389	
Council report eDocs # (Council Policies only)	4250290	
Signature	X  _____	

7. Additional Information

Category	<input checked="" type="checkbox"/> Council	<input type="checkbox"/> Administrative
Related procedure	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Date of last review	n/a	