

Development Charges Study Task Force

Terms of Reference

Task Force Members:

City Council Voting Members (5):

To be selected by City Council Striking Committee

General Community Representatives – Non-Voting Advisory Roles (5):

To be selected by City Council Striking Committee based on Application Process

Members comprised of a cross-section of industry representatives, and general community members.

Mandate:

To undertake a review of the City's current Development Charges By-law to identify issues affecting all stakeholders, and meet and provide input to the representatives from Hemson Consulting. General Community Advisory members will provide input into the process. The recommendations to City Council will be made by City Council voting members of the Committee and City Administration.

Timelines:

1. The 1st meeting of the DC Task Force Committee is planned for September 2019.
The agenda for this meeting will include:
 - a. Development Charges Workshop conducted by Hemson Consulting to provide background information on the Development Charges Study and the Development Charges Act.
 - b. Provide forum for discussion for committee members on current and proposed development charge policies.
2. The 2nd meeting of the DC Study Task Force Committee is planned in October 2019.
The agenda for this meeting would be to present draft DC Rates and Policy Recommendations from Hemson Consulting and City Administration.
3. The 3rd meeting of the DC Study Task Force Committee is planned for January to discuss draft final DC rates and Policies Recommendations from Hemson Consulting and City Administration.

4. A report on the Committee's activities, along with any recommendations from the DC Task Force Committee, Hemson Consulting, and City Administration would be presented to Council in January/February 2020. This report should also include a timeline for the required public meeting, and subsequent final development charges study, bylaw and Administration's report to Council.

Governing Legislation:

Recommendations made by the Task Force are governed by the minimum requirements set forth by the Development Charges Act, 1997, along with any revisions resulting from Bill 108, *More Homes, More Choices Act* that was released for comments on May 2, 2019.

Administrative Support:

The administrative and associated costs related to supporting the DC Task Force Committee will be funded within existing corporate budgets. It is proposed that members of the development charges administrative steering committee should be present for all Task Force meetings. The DC Task Force could invite other members of the administration and/or others to the meetings, as it deems necessary.

Financial Matters:

City Council, through 263/2019, approved \$66,450 plus HST for the engagement of Hemson Consulting Ltd. to provide the consulting services required to enable the Corporation to update its development charges bylaw. This engagement included a set number of meetings. Additional meetings required by the Development Charges Study Task Force may result in increased consulting costs.

Development Charges are an important component of the City's long term capital funding strategy. Depending on the economic activity levels, the annual amount can vary significantly. The City received approximately \$6.7 million in DC Fees in the last full year. This identified funding is for growth related infrastructure projects for roads & related, sanitary & pollution control, storm sewers & drains, water distribution, and other non-engineered soft services that require funding.

Any shortfalls from DC revenues will need to be made up through the tax levy or other user fees. In addition, using alternative sources of funding for growth related projects may limit the available funding for existing infrastructure requiring rehabilitation, and may impact the already significant infrastructure deficit.