

The Corporation of the City of Kawartha Lakes

Council Report

Report Number EA2018-013

Date: May 22nd, 2018
Time: 2:00 p.m.
Place: Council Chambers

Ward Community Identifier: All

Title: Terms of Reference for Development Charges Task Force

Description: This report requests Council to adopt recommended terms of reference for a Development Charges Task Force to aid in the formulation of a new development charges by-law

Author and Title: Adam Found, Manager of Corporate Assets

Recommendation(s):

That Report EA2018-013, **Terms of Reference for Development Charges Task Force**, be received;

That the terms of reference, attached as Appendix A to Report EA2018-013, be adopted as the basis for a Development Charges Task Force;

That public notice be provided in accordance with applicable policy to solicit applications from qualified persons for appointment to the Development Charges Task Force; and

That a set of staff-recommended appointments to the Development Charges Task Force be prepared in accordance with applicable policy and presented to Council to finalize establishment of this committee.

Department Head:_____

Financial/Legal/HR/Other:_____

Chief Administrative Officer:_____

Background:

At the Council Meeting of May 8th, 2018, Council adopted the following resolution:

That Report EA2018-012, **Recommended 2018 Development Charges Task Force**, be received; and

That staff prepare terms of reference for a 2018 Development Charges Task Force and present them to Council for consideration and approval as soon as practicable.

Recommendation of Report EA2018-012 Approved by Council¹

This report addresses that direction.

Rationale:

Council established a Development Charges (DC) Task Force to provide advice and recommendations regarding the 2015 DC by-law update. Through this committee, stakeholders and the public contributed meaningfully to the formulation of By-Law 2015-224 (A By-Law to Impose Development Charges in the City of Kawartha Lakes) and its supporting background study. This engagement was of tremendous benefit to the 2015 DC by-law update and provided for a degree of public consultation considerably beyond the minimum required by the Development Charges Act.

Recognizing this, staff recommends Council adopt the terms of reference in Appendix A as a prerequisite to establishment of a similar task force for the forthcoming 2018 DC by-law update. With terms of reference in place, staff will solicit applications from qualified persons for appointment to the task force. Upon concluding the application process, a staff report will be brought to Council to establish the task force with recommended appointments.

As staff is targeting Q1, 2019 for completion of the DC by-law update, the task force is expected to operate largely during Q3-Q4, 2018. Given the fluidity of DC by-law updates, the recommended terms of reference align expiration of the term of appointment for the task force with public release of the background study in accordance with Section 10(4) of the Development Charges Act. The background study, including the draft DC by-law, is expected to be made publicly available in November, 2018. As required under the Development Charges Act, this will be followed by at least one public meeting at Council prior to enactment of the new DC by-law.

¹ Council resolution number to be determined through adoption of the minutes for the May 8th meeting of Council.

Other Alternatives Considered:

No other alternatives are being considered at this time as the terms of reference in Appendix A are those recommended by staff based on experience with the 2015 DC Task Force.

Financial/Operation Impacts:

As task force membership is on a voluntary basis and staff liaison and other support costs are already budgeted, establishment of a DC Task Force has no added financial impact on the City.

Relationship of Recommendation(s) To The 2016-2019 Strategic Plan:

N/A

Consultations:

Director of Engineering and Corporate Assets
Director of Development Services
Chief Administrative Officer

Attachments:

Appendix A: Recommended Terms of Reference for Development Charges Task Force



Terms of Reference
for DC Task Force.pdf

Department Head E-Mail: jrojas@kawarthalakes.ca

Department Head: Juan Rojas, Director of Engineering and Corporate Assets