

## **TERMS OF REFERENCE**

**NAME:** City of Kawartha Lakes (CKL) Development Charges Task Force

### **MISSION:**

The CKL Development Charges Task Force is a volunteer task force appointed by City Council. The Development Charges Task Force will provide advice and recommendations to Staff regarding the formulation of a development charges by-law to replace By-Law 2015-224 (A By-Law to Impose Development Charges in the City of Kawartha Lakes).

### **OBJECTIVES:**

Recognizing the intended Mission, the objectives of the Task Force are:

1. To provide a forum for stakeholders and the general public to make representations regarding the formulation of a development charges by-law to replace By-Law 2015-224, including the supporting background study.
2. To provide advice and recommendations to Staff regarding the formulation of a development charges by-law to replace By-Law 2015-224, including the supporting background study.

The Task Force will abide by any terms and conditions which may be set out by the City's Council, CAO, Clerk, Solicitor, Auditor and/or Insurer for any activities relating to Task Force business.

### **ROLES AND RESPONSIBILITIES:**

Roles and responsibilities of the Task Force include:

1. Compliance with the Municipal Act including the Accountability and Transparency Section;
2. No direct representations of the City to Provincial or Federal Governments; and
3. Following the by-laws and policies established by Council.

### **ACTIVITIES:**

The following are the activities to be conducted by the Task Force:

1. Provide advice and recommendations to Staff regarding the formulation of a development charges by-law to replace By-Law 2015-224, including the supporting background study, and make final recommendations to Staff prior to finalization of the background study by the City for public consumption.
2. Through public meetings, facilitate a forum providing Council, Staff, stakeholders and the general public an opportunity to make representations regarding the formulation of a development charges by-law to replace By-Law 2015-224, including the supporting background study.
3. Disseminate relevant information regarding the Task Force's work to interested stakeholders and other parties as may be appropriate.

### **COMPOSITION:**

The Task Force shall have a minimum of seven (7) and maximum of eleven (11) members representing Council, various stakeholders and the general public. Among the appointed membership, there shall be a minimum of:

- one (1) member of City Council;
- two (2) representatives from among local development or business associations based in the City of Kawartha Lakes;
- two (2) representatives from among active local developers, builders or business owners based in the City of Kawartha Lakes; and
- two (2) representatives from among the general public resident in the City of Kawartha Lakes.

Task Force members will be appointed by Council in accordance with established policy.

All appointed voting members may be represented at meetings by a designated alternate (if applicable). A designated alternate must be formally designated by an appointed member in writing to the Task Force. Designated alternates must be approved by the Task Force and are subject to all of the requirements and criteria set out in the Terms of Reference.

It is acknowledged that there are no per diems for any Task Force positions and it is acknowledged that none of the above positions shall be paid for their services.

### **TERM OF APPOINTMENT:**

The Task Force is appointed to make final recommendations to Staff prior to finalization of the background study by the City for public consumption. Members will be appointed until the background study is officially made publicly available by the City in accordance with Section 10(4) of the Development Charges Act.

Any term extension shall be requested of Council via a report prior to the expiration date with the final decision over extension being that of Council.

#### **RESOURCES:**

For the Task Force, the Engineering and Corporate Assets Department will provide support in the form of advice, day-to-day liaison and information sharing. The Development Services Department will provide for the recording secretary and meeting coordination for the Task Force. Members of Staff expected to attend Task Force meetings as required include the Manager of Corporate Assets, Chief Building Official and City Treasurer.

#### **TIMING OF MEETINGS:**

Meetings will be held on a set day and time as may be determined by the Task Force or at the call of the Chair.

#### **ADMINISTRATION:**

Any responsibilities not clearly identified within these Terms of Reference shall be the responsibility of the City of Kawartha Lakes. Council may, at its discretion, change the Terms of Reference at any time. Any changes proposed to these Terms of Reference by the Task Force shall be recommended to Council via the Director of Engineering and Corporate Assets through a report to Council.

#### **APPOINTMENT OF OFFICERS:**

The Task Force shall appoint such executive positions as it deems necessary to ensure its operations, and shall as a minimum, at its first meeting, elect from the membership a chairperson and a vice-chairperson. Development Services staff shall serve as the Secretary.

#### **MEETINGS:**

The Task Force shall hold a minimum of four (4) meetings within its term. The Chair shall cause notice of the meetings, including the agenda for the meetings, to be provided to members of the Task Force a minimum of five (5) business days prior to the date of each meeting. Quorum for meetings shall be a majority of the members of the Task Force.

#### **PROCEDURES:**

Procedures for the meetings of the Task Force shall be governed by Procedural By-law and Legislation or, where both of these are silent, by Robert's Rules of Order.

## **CLOSED MEETINGS:**

The Task Force may, upon affirmative vote of the majority of its members present at a meeting, determine to hold any meeting or part of a meeting as a closed session in order to discuss sensitive personal issues or legal matters. If the Task Force elects to hold a closed session, all persons not entitled to vote (with the exception of the staff liaison and visiting members of Council, if any, and all persons excepted by the members) shall vacate the premises where the meeting is taking place. Closed meetings can only be held in accordance with Section 239 of the Municipal Act. Prior to the commencement of closed session, a resolution shall be passed stating the general nature of the matter to be discussed and what section of the Municipal Act applies.

## **AGENDAS AND MINUTES:**

A copy of the Agenda shall be provided to the Clerk's Office at the same time it is provided to Task Force Members.

Minutes of all meetings of the Task Force shall be forwarded by the Development Services Department to the Clerk's Office not later than two weeks after the meeting. Action items requested of staff and/or Council will be brought to the attention of the Development Services Department at that time. The Clerk's Office will electronically circulate the minutes to all members of Council for their information. The Clerk's Office will maintain a set of printed minutes on file for public review.

## **REPORTS:**

Any recommendations of the Task Force requiring Council direction or approval will be forwarded by Staff to Council in a formal written report on the City report template. It will be the responsibility of the Task Force to identify those recommendations for the Engineering and Corporate Assets Department to prepare the report.

## **CONFLICTS OF INTEREST:**

Members shall abide by the rules outlined within the Municipal Conflict of Interest Act and shall disclose the pecuniary interest to the Secretary and absent himself or herself from meetings for the duration of the discussion and voting (if any) with respect to that matter.

## **ERRORS/OMISSIONS:**

The accidental omission to give notice of any meeting of the Task Force to its members, or the non-receipt of any notice by any member, or any error in any

notice that does not affect its substance, does not invalidate any resolution passed or any proceedings taken at the meeting. Any member of the Task Force may at any time waive notice of any meeting.

#### **MEETING ATTENDANCE:**

Any member of the Task Force, who misses three consecutive meetings, without being excused by the Task Force, may be removed from the Task Force. The Task Force must make recommendations, by a report to Council, for the removal of any member in accordance with adopted policy. Due to the limited term of appointment for this Task Force, it is expected that members will regularly attend scheduled meetings and/or be represented by an approved designated alternate.

#### **LOCATION OF MEETINGS:**

The location of the meetings will be set by the Task Force.

#### **PURCHASING POLICY:**

This Task Force has no purchasing or procurement responsibilities.

#### **BUDGET:**

This Task Force is not responsible for a budget.

#### **VOLUNTEER POSITIONS:**

Unless approved by Council, as part of the Terms of Reference or establishing by-law, all Task Force memberships are considered volunteer positions. Mileage costs and other minor expenses related to committee activities may only be eligible for reimbursement subject to budget approvals by Council.

#### **INSURANCE:**

The Task Force shall follow any guidelines and/or recommendations required by the City's insurer.

#### **DISSOLUTION:**

At the discretion of Council, the Task Force may be dissolved by resolution of Council, or dissolved upon the mandate of the Task Force being fulfilled.

#### **EXPULSION OF MEMBER:**

The Committee may recommend to Council the expulsion of a member or Council may remove a member for reasons as listed, but not limited to, the

member being in contravention of the Municipal Act, the Municipal Freedom of Information and Protection of Privacy Act, the Provincial Offences Act, the Municipal Conflict of Interest Act; disrupting the work of the Committee or other legal issues. The process for expulsion of a member is outlined within Policy Number 028 CAO 002.