

**The Corporation of the City of Kawartha Lakes**  
**Council Report**

**Report Number EA2018-013**

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**Date:** May 22<sup>nd</sup>, 2018  
**Time:** 2:00 p.m.  
**Place:** Council Chambers

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**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

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**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 8<sup>th</sup>, 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 Council<sup>1</sup>**

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.

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<sup>1</sup> Council resolution number to be determined through adoption of the minutes for the May 8<sup>th</sup> 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

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