

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

**Report Number EA2019-002**

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**Date:** January 15<sup>th</sup>, 2018  
**Time:** 2:00 p.m.  
**Place:** Council Chambers

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**Ward Community Identifier:** All

**Title:** Revised Terms of Reference for Development Charges Task Force

**Description:** This report presents Council with revised terms of reference for the Development Charges Task Force.

**Author and Title:** Adam Found, Manager of Corporate Assets

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**Recommendation(s):**

**That** Report EA2019-002, **Revised Terms of Reference for Development Charges Task Force**, be received;

**That** the revised terms of reference, attached as Appendix A to Report EA2019-002, be adopted for the Development Charges Task Force.

**Department Head:** \_\_\_\_\_

**Financial/Legal/HR/Other:** \_\_\_\_\_

**Chief Administrative Officer:** \_\_\_\_\_

## **Background:**

At the Council Meeting of May 22<sup>nd</sup>, 2018, Council adopted the following resolution:

CR2018-338

**Moved By** Councillor Dunn

**Seconded By** Councillor Yeo

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

**That** the terms of reference be amended to include a review of the commercial rate for development charges, including comparison with other comparable municipalities with a report back to Council on the results of the review and options to decrease commercial development charges;

**That** the terms of reference, attached as Appendix A to Report EA2018-013, as amended, 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 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.

**Carried**

This report addresses the second paragraph of this direction along with the need for additional revisions to the terms of reference for the Development Charges Task Force driven by other factors.

## **Rationale:**

In accordance with the second paragraph of CR2018-338, staff has revised the terms of reference for the Development Charges Task Force to require the task force to specifically review commercial development charges as directed by Council. The terms of reference have also been revised to reflect the new Council committee / task force template, new Council Committee, Board and Task Force Policy and a reduction to minimum task force membership. The minimum membership reduction is necessitated by the City receiving fewer task force applications than originally expected. The revised terms of reference are attached hereto as Appendix A.

Based on the revised terms of reference, a confidential report (EA2019-001) is being presented to Council through the closed session on January 15<sup>th</sup>, 2019 to recommend appointments to the Development Charges Task Force. The task force is expected to operate during Q1-Q3, 2019, where staff is targeting the new development charges by-law to take effect on or before January 1<sup>st</sup>, 2020.

### **Other Alternatives Considered:**

As the revised terms of reference align with current Council direction, no other alternatives are being considered at this time.

### **Financial/Operation Impacts:**

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

### **Relationship of Recommendation(s) to the 2016-2019 Strategic Plan:**

N/A

### **Consultations:**

Mayor  
CAO  
City Clerk  
Director of Engineering and Corporate Assets

### **Attachments:**

Appendix A: Development Charges Task Force Terms of Reference



Terms of Reference  
for Development Cha

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