



## Council Report

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**Report Number:** CA2025-002  
**Meeting Date:** July 22, 2025  
**Title:** Development Charges Task Force Terms of Reference Update  
**Description:**  
**Author and Title:** Lisa Peimann, Executive Assistant Engineering and Corporate Assets

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### Recommendation(s):

**That** Report CA2025-002, **Development Charges Task Force Terms of Reference Update**, be received; and

**That** the terms of reference for the Development Charges Task Force be replaced and updated by those contained in Appendix A to Report CA2025-002.

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

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

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

## **Background:**

The Development Charges Task Force has been meeting monthly since February to update the current DC Study. Attendance has been becoming more difficult to achieve, now that we are entering the summer months.

The Task Force's mandate is to complete recommendations to staff by the end of July in order to present the findings to Council in September.

The current Terms of Reference states: Should a member of the Task Force be absent for three (3) meetings within a period of twelve (12) months, he or she shall be deemed to have resigned from the Task Force as of adjournment of the third meeting.

Through this report, it is being recommended to increase the member absence from three to five days.

## **Rationale:**

Revisions to the DC Task Force's terms of reference are needed to effectuate the following recommended changes: (i) amend the member absence from three (3) meetings to five (5) meetings within a 12 month period; (ii) in-person meetings is the preferred method of conducting the meeting, however, in extenuating circumstances a hybrid meeting will be permitted. In accordance with that need, staff is recommending new terms of reference, which are attached hereto as Appendix A.

## **Other Alternatives Considered:**

N/A

## **Alignment to Strategic Priorities**

The recommendations of this report support the following strategic priorities:

1. A Vibrant and Growing Economy
2. Good Government

## **Financial/Operation Impacts:**

N/A

## **Servicing Implications:**

N/A

## **Consultations:**

Development Charges Task Force

**Attachments:**

Appendix A – Revised Terms of Reference



Revised ToR DC Task  
Force.docx

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