

**AGENDA**  
of the  
**DEVELOPMENT CHARGES TASK FORCE**  
Friday, January 16, 2015  
2:30p.m.  
Room 409, 400 City Hall Square East

1. **CALL TO ORDER**

2. **DECLARATIONS OF CONFLICT**

3. **ELECTION OF CHAIRPERSON**

4. **PRESENTATION**

Presentation by Craig Binning of Hemson Consulting regarding the following:

- a. What are Development Charges?
- b. Development Charges in Windsor
- c. Impact of Development Charges
- d. Development Charge Policy Review
- e. Study Process and Next Steps

5. **BUSINESS ITEMS**

5.1 **Terms of Reference**

The Development Charges Task Force Terms of Reference/Mandate is ***attached.***

6. **OTHER BUSINESS**

7. **ADJOURNMENT**

# Development Charges Study Task Force Terms of Reference

## **Task Force Members:**

### City Council Voting Members (5):

Councillor Paul Borrelli  
Councillor Rino Bortolin  
Councillor Chris Holt  
Councillor Ed Sleiman  
Councillor Hilary Payne

### General Community Representatives- Non-Voting Advisory Roles (5):

Evangelo Kalmantis  
Shane Mitchell  
Tony Rosati  
Albert Schepers  
Pietro Valente

Members comprised of a cross-section of industry representatives, and general community members.

## **Mandate:**

To undertake a review of the City's current Development Charges By-law to identify issues affecting all stakeholders, and meet and provide input to the representatives from Hemson Consulting. General Community Advisory members will provide input into the process. The recommendations to City Council will be made by City Council voting members of the Committee and City Administration.

## **Timelines:**

1. The 1<sup>st</sup> meeting of the DC Task Force Committee is planned in January 2015. The agenda for this meeting will include:
  - a. Development Charges Workshop conducted by Hemson Consulting to provide background information on the Preliminary Development Charges Study and the Development Charges Act.
  - b. Provide forum for discussion for committee members on current and proposed development charge policies.

2. The 2<sup>nd</sup> meeting of the DC Study Task Force Committee is planned in February 2015. The agenda for this meeting would be to present draft DC Rates and Policy Recommendations from Hemson Consulting and City Administration.
3. The 3<sup>rd</sup> meeting of the DC Study Task Force Committee (via teleconference with consultant) is planned for early March to discuss draft final DC rates and Policies Recommendations from Hemson Consulting and City Administration.
4. A report on the Committee's activities, along with any recommendations from the DC Task Force Committee, Hemson Consulting, and City Administration would be presented to Council in March/April 2015. This report should also include a timeline for the required public meeting, and subsequent final development charges study, bylaw and Administration's report to Council.

#### **G o v e r n i n g**

Recommendations made by the Task Force are governed by the minimum requirements set forth by the Development Charges Act, 1997..

#### **A d m i n i s t r a t i v e**

The administrative and associated costs related to supporting the DC Task Force Committee will be funded within existing corporate budgets. It is proposed that members of the development charges administrative steering committee should be present for all Task Force meetings. The DC Task Force could invite other members of the administration and/or others to the meetings, as it deems necessary.

#### **F i n a n c i a l**

City Council, through CR74/2014, approved the engagement of a consultant to provide the consulting services required to enable the Corporation to update its development charges bylaw at an upset limit of \$80,000 plus GST. Administration has engaged Hemson Consulting to provide this service. This engagement included a set number of meetings. Additional meetings required by the Development Charges Study Task Force may result in increased consulting costs.

Development Charges are an important component of the City's long term capital funding strategy. Depending on the economic activity levels, the annual amount can vary significantly. The City received approximately \$4.8 million in DC Fees in the last full year. Previously reported preliminary funding projections for road projects are estimated to be approximately \$450M. This identified funding is currently beyond the 5-Year Capital Plan. In addition there will be other growth related infrastructure projects for sanitary and storm sewers, pollution control and other projects that will require funding.

Any shortfalls from DC revenues will need to be made up through the tax levy or other user fees. In addition, using alternative sources of funding for growth related projects

may limit the available funding for existing infrastructure requiring rehabilitation, and may impact the already significant infrastructure deficit.