

Report PDR-PCD-02-16

To: Chair and Members of the Planning and Community Development Committee

From: Randy Scherzer, Director of Planning
Kevin Wepler, Director of Finance

Meeting Date: December 10, 2015

Subject: **Development Charges Steering Committee – Terms of Reference**

Status: Recommendation adopted by Committee as amended by requiring a County Council member from the Town of the Blue Mountains sit on the Development Charges Steering Committee per Resolution PCD15-16; County Council amended the Resolution January 5, 2016 per Resolution CC11-16 to remove the requirement for a member to be from the Town of the Blue Mountains;

Recommendation(s)

WHEREAS the Grey County Development Charges By-laws being By-laws 4744-12 and 4745-12 expire on January 3, 2017;

AND WHEREAS the 2016 approved Budget includes funding to update the Development Charges Background Study and Development Charges By-laws;

NOW THEREFORE BE IT RESOLVED that the Planning and Community Development Committee receive Planning Report PDR-PCD-02-16;

AND THAT the Terms of Reference for the Development Charges Steering Committee as attached to Report PDR-PCD-02-16 are hereby endorsed.

Background

On January 3rd, 2012 County Council passed Development Charges By-laws No. 4744-12 and 4745-12. The Development Charges Act requires that an updated development charges background study be prepared in order to adopt a new development charges by-law. Development charge by-laws expire 5 years from the effective date and therefore By-laws No. 4744-12 and 4745-12 expire on January 3, 2017.

The 2016 budget approved by Council includes funds to hire a consultant to update the development charges background study and the development charges by-laws. Staff will prepare a request for proposal in early 2016 to receive bids to update the background study and by-laws.

Development charges allow the County to better plan for capital related services attributed to development and growth by ensuring that a supply of funding is available to make necessary capital purchases. The burden on existing taxpayers is diminished if the costs associated with new capital purchases can be placed on new development versus collection through the general tax levy. In order to ensure that capital costs related to development and growth are collected through development charges it is important to update the development charges by-law prior to the current by-law expiring.

The County has undertaken various studies that can be utilized as part of the development charges background study update including an update to the Growth Management Study, a Housing Study Data Update which will be completed in early 2016, and a Transportation Master Plan. The County has also completed an Asset Management Plan and has much better data and information regarding the condition of the County roads.

During the previous development charges process, a steering committee was established to oversee and provide direction to the consultant in the preparation of the development charges background study and the development charges by-law. Staff are recommending that a similar process be taken for the review of the development charges. Recommended Terms of Reference for the Steering Committee are attached to this Report.

Financial/Staffing/Legal/Information Technology Considerations

The 2016 Planning Capital budget includes funds to complete an update to the Development Charges Background Study and the Development Charges By-laws. It is anticipated that the bids received will be within budget.

Link to Strategic Goals/Priorities

Action Item 6.5 of the Corporate Strategic Plan indicates that the County should explore new or enhanced sources of revenue to offset service and program costs. Updating the development charges by-laws will ensure that the capital costs related to development and growth are collected through appropriate development charges.

Attachments

[Terms of Reference - Development Charges Steering Committee](#)

Respectfully submitted by,

Randy Scherzer
Director of Planning

Kevin Wepler
Director of Finance

Development Charges Steering Committee

Purpose:

To oversee and provide direction to the consultant undertaking the preparation of a Development Charges Background Study and Development Charges By-law for the County of Grey.

Scope of Responsibility:

- To interview (if necessary) and retain the services of a qualified consultant to prepare the Development Charges Background Study and Development Charges By-law using the criteria established in the Request for Proposal.
- To represent the interests of the respective Standing Committees in order to provide the Consultant with an understanding of the County's role, responsibilities and needs
- To work with the Consultant to formalize the work plan for the collection of data for the preparation of the Development Charges Background Study
- To report to County Council through the Planning and Community Development Committee.

Membership:

- The four (4) Chairs of the Standing Committees of Council.
- The Warden and Chief Administrative Officer of the County
- One (1) senior staff representative from each of the following departments: Planning, Finance, Transportation Services, Housing and Paramedic Services.

Chair and Vice Chair:

The Chair and Vice Chair shall be elected from the voting members.

Meetings:

Meetings will be at the call of the Chair as required.

Quorum:

A quorum shall consist of more than 50% of the membership of the Committee and include a minimum of three (3) elected representatives

Resources:

- Various staff from the Planning, Finance, Transportation Services and Housing Departments as needed.
- Administrative support provided by the Administrative Assistants from the Planning Department and the Finance Department

Reporting Relationship:

Minutes of the Development Charges Steering Committee will be approved by the Planning and Community Development Committee.

Lead Staff:

- Director of Planning and Development
- Director of Finance

Financial Support:

- Overall financial support for undertaking the Development Charges Background Study and Development Charges By-law will come from the Planning Departments Capital Budget
- Individual Departments will absorb any staff costs related to data collection, attendance at meetings, etc.

End Date:

The Development Charges Steering Committee will disband following the passing of the updated Development Charges By-laws by Council.