



Committee Report

To:	Warden Hicks and Members of Grey County Council
Committee Date:	January 28, 2021
Subject / Report No:	PDR-CW-07-21
Title:	Development Charges Steering Committee – Terms of Reference
Prepared by:	Randy Scherzer, Director of Planning and Development Kevin Wepler, Director of Corporate Services
Reviewed by:	Kim Wingrove, CAO
Lower Tier(s) Affected:	All municipalities
Status:	Recommendation endorsed as amended per Resolution CW30-21 by appointing the membership; Endorsed by County Council February 11, 2021 per Resolution CC16-21;

Recommendation

1. That Report **PDR-CW-07-21** regarding the **Terms of Reference for the Development Charges Steering Committee** be received; and
2. That the **Terms of Reference** be endorsed as presented; and
3. That the following **Members** be appointed to the **Development Charges Steering Committee**:
 - **Councillors**
 - **Warden Hicks**

Executive Summary

Development Charge (DC) By-laws No. 4949-16 and 4950-16, as amended, came into effect on January 1, 2017. DC by-laws expire 5 years from the effective date and therefore the current DC By-laws expire on January 1, 2022. The DC Act requires that an updated DC background study be prepared in order to adopt a new DC by-law. The DC Steering Committee would oversee and provide direction to the consultant and staff in the preparation of the updated DC background study and DC by-laws. The Terms of Reference are included in this report and are recommended for endorsement by Council.

Background and Discussion

On October 4th, 2016 County Council passed Development Charges (DC) By-laws No. 4949-16 and 4950-16 which came into effect on January 1, 2017. The DC Act requires that an updated DC background study be prepared in order to adopt a new DC by-law. DC by-laws expire 5 years from the effective date and therefore DC By-laws No. 4949-16 and 4950-16 expire on January 1, 2022.

The 2021 capital budget includes funds to hire a consultant to update the DC background study and the DC 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 undertake the necessary capital projects. The burden on existing taxpayers is diminished if the costs associated with new capital projects 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 DC's it is important to update the DC by-laws prior to the current by-laws expiring.

The County has undertaken, or is in the process of undertaking, various studies that can be utilized as part of the DC background study update including an update to the Growth Management Study, Cycling and Trails Master Plan, Recreational Trails Master Plan, etc. In addition to the studies, the County now has a 10-year capital plan as opposed to the previous 5-year capital plan which will be beneficial for the DC background study update. The County has more detailed asset management data and information since the last DC update which will also be beneficial.

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

Legal and Legislated Requirements

Development Charges Act

Financial and Resource Implications

The 2021 Planning Capital budget includes funds to complete an update to the DC Background Study and the DC By-laws. It is anticipated that consultant's cost of this work will be within budget. Per diems and any associated mileage are included in the annual Council Operating budget.

Relevant Consultation

Internal (Corporate Services, Planning, Transportation Services, Clerks, CAO, Economic Development, Tourism and Culture, Legal Services, Housing, Paramedic Services, Social Services)

External (Local Municipalities, Health Unit, and others as prescribed by the Development Charges Act)

Appendices and Attachments

[2016 Development Charges Background Study](#)

Development Charges Steering Committee – Terms of Reference (Attached)



Terms of Reference

Development Charges Steering Committee

Purpose:

To provide advice and 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 Responsibilities:

- To provide the Consultant with an understanding of the County's role, responsibilities and needs with regard to future capital works.
- 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 review and recommend the completed Development Charges Background Study to Council for approval and adoption.

Membership:

Members of the Development Charges Steering Committee are appointed by County Council and will include four Members of County Council plus the Warden to run for the remainder of the term of the Steering Committee.

Chair and Vice Chair:

The Chair and Vice Chair shall be elected from the Steering Committee members at the first meeting. The Chair and Vice Chair will retain these positions until the end of the project.

Meetings:

Meetings will be at the call of the Chair or determined by the Steering Committee. The Steering Committee will disband the earlier of when it has evaluated and made recommendations within the scope of responsibility outlined in these Terms of Reference.

Quorum

A quorum shall consist of more than 50% of the membership of the Steering Committee.

Statutory Authority

The Development Charges Steering Committee is guided by the County's Procedural By-Law, Council's Code of Conduct, provincial Acts and regulations and other Grey County Policies as applicable.

Reporting Relationship:

The Development Charges Steering Committee reports to County Council.

Lead Staff

CAO, Director of Corporate Services or designate, Director of Planning and Development or designate, Director of Transportation Services or designate, Director of Economic Development, Tourism and Culture or designate, Director of Housing or designate, Director of Paramedic Services or designate, Director of Social Services or designate, Director of Legal Services or designate.