Development Charges Community Reference Group

TERMS OF REFERENCE

1. Role

The role of the Group is to provide information and advice to Civic Administration on matters related to the 2025 Development Charges Study.

2. Mandate

The DC Community Reference Group is established for the length of the 2025 Development Charges Study. It shall be engaged on numerous Study components, including but not limited to the following:

- Growth forecasts
- Various development charge policies
- Growth capital needs and associated studies
- Development Charge rates, including legislative deductions such as growth/non-growth allocations
- Development Charge Background Study and By-law

3. Group Composition and Membership

- Group membership shall be comprised of organizations that reflect a variety of perspectives on Development Charges matters, including:
  - Community
  - Housing
  - Development
  - Construction
  - Engineering
  - Planning
- In order to ensure group cohesiveness and efficient decision making, Group membership is limited to a maximum of 2 participants per organization, to a maximum of 10 external participants, and select internal City staff.
- Organizations shall be a formal City-wide organization whose membership reflects a broad range of perspectives, knowledge and expertise.

- Group members shall reasonably represent the broader interest of the community and provide a voice for Community perspectives.

- The Group Chair shall be the Deputy City Manager, Finance Supports or designate.

4. Term of Committee

Appointments to the Group shall be for the full duration of the 2025 Development Charges Study process, including post approval and implementation as required.

5. Meetings

- Meetings are typically held monthly at a date and time set by the Group Chair. Length of meetings shall vary depending on the agenda. Meetings of working groups that have been formed to support the Group may meet at any time and at any location and are in addition to the regular meetings of the Group.

- It is expected that members are committed to actively participating in meetings for the duration of the DC Study period.

- Membership for the Group may be revoked for repeated absence at the discretion of the Deputy City Manager, Finance Supports.