

# City of Burlington 2019 Development Charges Consultation Committee

## TERMS OF REFERENCE

The Development Charges Consultation Committee is an advisory committee authorized by city council. The mandate of the committee is to advise and assist the city with respect to City Development Charges as follows:

1. Review the methodology and assumptions used in formulating Burlington's Development Charges and Policies
2. Provide input on recommendations dealing with the proposed development charge by-law and/or amendments.

### Composition

The committee shall be comprised of members (up to 9) from the development industry, business sector, City of Burlington taxpayers and Council as follows:

- Members of Council (2)
- Hamilton-Halton Home Builders' Association
- Burlington Economic Development Corporation
- Burlington Chamber of Commerce
- Citizens' representative

City staff will provide support to the committee from an administrative and technical perspective.

### Frequency of Meetings

Committee meetings shall generally be scheduled based on the requirements of the Development Charge process.

### Quorum

A quorum shall be a majority of the committee members. If the quorum for a committee meeting is not present within fifteen (15) minutes of the time fixed for the commencement of the meeting, the committee may proceed without a quorum being present but the report of the committee meeting shall clearly indicate thereon what parts of the meeting were conducted without a quorum present.

### Role of Chair and Vice Chair

The Chair and Vice Chair shall be members of council. The Chair shall preside over the meetings and assist the committee in attempting to reach consensus on fundamental policy issues of concern.

The Chair shall act as spokesperson and coordinate the presentation of the Committee's position to Council. It shall be the duty of the Chair, with respect to all meetings, which he/she presides to:

- Preserve order and decide all questions of order
- Enforce the observance of order and decorum among the members

## **City of Burlington 2019 Development Charges Consultation Committee**

### **TERMS OF REFERENCE**

- Represent and support the Committee, declaring its will and implicitly obeying its decisions.

The Vice-Chair shall assume the authority and perform all the duties of the Chair in the absence of the Chair.

#### **Sub-Committee**

The Committee may form sub-committees for the purpose of addressing specific technical issues relating to development charges. The Committee shall determine the number, frequency and membership of sub-committee(s) and shall review all information submitted by sub-committees.

Sub-committees must report back to the Committee on all analysis, discussions and recommendations.

#### **Committee Records**

Staff will coordinate and retain committee records including agendas, minutes, and subcommittee reports.

**City of Burlington**  
**2019 Development Charges Study**  
**Public Consultation - Timeline Options**

<b>Milestone</b>	<b>May 13th Committee</b>	<b>June 3rd Committee</b>	<b>Reference</b>
<b>Notice of Public Meeting of Council</b> <i>(20 days prior to Public Meeting)</i>	22-Apr-19	13-May-19	DCA,1997 Sec. 12 (b)
<b>Proposed By-law and the Background Study</b> <i>(Available to the public 60 days prior to the passing of the by-law)</i>	28-Mar-19	18-Apr-19	DCA, 1997 Sec. 4, 12(c) O.Reg 82/98 Sec. 8
<b>Public Meeting - Committee of the Whole Council</b>	13-May-19 <b>27-May-19</b>	3-Jun-19 <b>17-Jun-19</b>	
<b>Notice of By-law</b> <i>(No later than 20 days after the day the by-law is passed)</i>	14-Jun-19	5-Jul-19	DCA, 1997 Sec. 13 (3) O.Reg 82/98 Sec. 10
<b>Appeal</b> <i>(Last day for appealing the by-law, which shall be the day that is 40 days after the day the by-law is passed)</i>	5-Jul-19	26-Jul-19	DCA, 1997 Sec. 13 (1)
<b>Pamphlet (July 1, 2019 enactment)</b> <i>(If the by-law is not appealed to the OMB within 60 days after the by-law comes into force If the by-law is appealed to the OMB, within 60 days after the Boards decision or, if the Board orders the municipality to amend the by-law, within 60 days after the municipality does so.)</i>	30-Aug-19	30-Aug-19	O.Reg 82/98 Sec. 14

# Cost Eligibility for Municipal Services

## Categories of Municipal Services and the Percentage of Costs Eligible for D.C. Funding

CATEGORIES OF MUNICIPAL SERVICES	D.C. % RECOVERY	SERVICE COMPONENTS
1. Services Related to a Highway	100 100 Local Service 100 100	1.1 Arterial roads 1.2 Collector roads 1.3 Local roads 1.4 Traffic signals 1.5 Sidewalks and streetlights
2. Other Transportation Services	100 100 90 90 100 100 90 90	2.1 Transit vehicles 2.2 Other transit infrastructure 2.3 Municipal parking spaces - indoor 2.4 Municipal parking spaces - outdoor 2.5 Facilities, depots and domes 2.6 Rolling stock <sup>1</sup> and equipment 2.7 Ferries 2.8 Airport space
3. Storm Water Drainage and Control Services	100 100 100	3.1 Main channels and drainage trunks 3.2 Channel connections 3.3 Retention/detention ponds
4. Fire Protection Services	100 100 100	4.1 Fire stations 4.2 Fire pumpers, aerials and rescue vehicles 4.3 Small equipment and gear
5. Outdoor Recreation Services (i.e. Parks and Open Space)	0 90 90 90 90	5.1 Acquisition of land for parks, woodlots and ESAs 5.2 Development of local parks 5.3 Development of district parks 5.4 Development of municipal-wide parks 5.5 Development of municipal (other) parks 5.6 Parks rolling stock <sup>1</sup> and equipment 5.7 Facility space
6. Indoor Recreation Services	90 90	6.1 Arenas, indoor pools, fitness facilities, community centres, etc. 6.2 Recreation vehicles and equipment <sup>1</sup>
7. Library Services	90 90	7.1 Public library space (incl. furniture and equipment) 7.2 Library materials
8. Other Services	*  *	8.1 Studies in connection with acquiring buildings, rolling stock, materials and equipment, and improving land and facilities, including the D.C. background study cost 8.2 Interest on money borrowed to pay for growth-related capital

<sup>1</sup>with 7+ year life time

\*same percentage as service component to which it pertains computer equipment excluded throughout



CATEGORIES OF MUNICIPAL SERVICES	D.C. % RECOVERY	SERVICE COMPONENTS
9. Electrical Power Services	0 0 0	9.1 Electrical substations 9.2 Electrical distribution system 9.3 Electrical system rolling stock <sup>1</sup>
10. Provision of Cultural, Entertainment and Tourism Facilities and Convention Centres	0 0	10.1 Cultural space (e.g. art galleries, museums and theatres) 10.2 Tourism facilities and convention centres
11. Waste Water Services	100 100 Local Service	11.1 Treatment plants 11.2 Sewers 11.3 Local systems
12. Water Supply Services	100 100 Local Service	12.1 Treatment plants 12.2 Distribution systems 12.3 Local systems
13. Waste Management Services	90 0 0	13.1 Waste diversion facilities and services 13.2 Incineration of waste 13.3 Landfill sites and services (e.g. collections)
14. Police Services	100 0 100	14.1 Police detachments 14.2 Police rolling stock <sup>1</sup> 14.3 Small equipment and gear
15. Homes for the Aged	90	15.1 Homes for the aged space
16. Day Care	90	16.1 Day care space
17. Health	90	17.1 Health department space
18. Social Services	90	18.1 Social service space
19. Ambulance	90 0	19.1 Ambulance station space 19.2 Vehicles <sup>1</sup>
20. Hospital Provision	0	20.1 Hospital capital contributions
21. <i>Provincial Offences Act</i>	90	21.1 Office space
22. Animal Control and By-law Enforcement	90	22.1 Office space 22.2 Rolling stock <sup>1</sup> and equipment
23. Headquarters for the General Administration of Municipality and Local Boards	0 0 0	23.1 Office space (all services) 23.2 Office furniture 23.3 Computer equipment

# 2019 City of Burlington Development Charges Update

## Summary of Mandatory and Discretionary Exemptions

The *Development Charges Act* along with regulation O.Reg. 82/98 provides legislated statutory exemptions from payment of development charges for the following capital costs:

<b>Mandatory/Statutory Exemptions</b>
Upper/Lower Tier governments and school boards
Industrial building expansions up to 50% of the gross floor area
Intensification within existing residential developments, with up to 2 additional dwelling units permitted within existing low-density dwellings and 1 additional dwelling unit permitted within medium and high-density dwellings

The City's DC by-law (46-2014) also provides non-statutory exemptions from payment of development charges with respect to:

<b>Discretionary Exemptions</b>
Places of Worship
Hospital, excluding any portion of the lands, building or structures occupied by the tenant of the hospital
Conservation Authority
Parking Garages
Agricultural Uses
Seasonal Structures /Temporary Venues
Canopies (structure with one or no walls)