IMPACT FEE WORKING GROUP
TERMS OF REFERENCE

1.0 PURPOSE

1.1 The Impact Fee Working Group was created to act as a long-term advisory body to the Ad Hoc Committee of Development Standards.

1.2 Members will provide elected and administrative members of the City of Winnipeg and Winnipeg City Council with recommendations regarding implications, phase-in options and Our Winnipeg review input regarding impact fees in Winnipeg.

1.3 The Working Group will look at market implications of fees to various industry stakeholders, provide input into the project selection utilizing impact fees collected, and recommend options for future phased-in rates or exemptions in areas of infill, existing home expansions, commercial/industrial builds, and new neighbourhoods to better reflect the specific needs for growth-related costs and the impact on infrastructure in Winnipeg.

2.0 ROLES AND RESPONSIBILITIES

2.1 The Working Group will provide knowledgeable and impartial high level advice and support for consideration to the Ad Hoc Committee of Development Standards, collaborating in the following areas:

- Review market implications and identify emerging market trends and provide advice to address fluctuations and trends in the relevant market areas;

- Provide ongoing stakeholder insight into growth-related content for the OurWinnipeg review process

- provide industry and community input for consideration of CFO as projects are recommended for Council's consideration that will utilize impact fees

- provide ongoing stakeholder insight and recommend options for rate changes throughout phase-in of implementation options for areas including, but not limited to infill, home expansions, commercial/ industrial, renovations, and new neighbourhoods

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3.0 REPORTING

3.1 The Working Group shall commence its work in November 2016, and shall present preliminary recommendations for phase one by November 2017.

3.2 The committee shall report recommendations to the Ad Hoc Committee of Development Standards annually as well as for each phase of implementation prior to November 2018 for Commercial and November 2019 for infill respectively, to ensure long-term collaboration is ongoing to address market changes or emerging trends.

3.3 The recommendations provided by the Working Group shall be considered in the Public Service review of the impact fee program; new fees shall not be applied prior to review completion by the Public Service every two years, the first being May 1, 2019.

4.0 MEMBERSHIP AND ORGANIZATION

4.1 Membership of Working Group will be comprised of up to ten (10) members from industry and community stakeholder groups including one Council Representative, to be recommended by the Chair of Property, Development, Heritage and Downtown Development for appointment by Council.

4.2 Civic Administration shall include members above and beyond the ten members and will include but not be limited to members from the City's Corporate Finance Department, Property and Development Department and CAO's Office.

4.3 Members will not receive remuneration for their involvement in Working Group meetings or activities.

5.0 MEETINGS

5.1 A schedule of meeting dates will be determined by the Council Representative in consultation with Working Group members and will be until the Working Group completes its work.

5.2 The Working Group may set its own rules of procedure for meetings.

6.0 CITY OF WINNIPEG BY-LAWS AND POLICIES

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7.1 The members of the Working Group shall at all times act in accordance with applicable City by-laws, policies, procedures, guidelines and terms of reference.

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