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## MEMORANDUM

CSC-C 18-2019

**Subject: Regional Development Charge Complaint Process**

**Date: October 9, 2019**

**To: Corporate Services Committee**

**From: Rob Fleming, Senior Tax & Revenue Analyst**

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At the Regional Council meeting held on August 15, 2019, Council approved the minutes from the Procedural By-law Review Committee on July 30, 2019 which provided the below direction to staff:

*That Correspondence Item PBLRC-C 7-2019, being a memorandum from Committee members requested a report respecting any policy, procedural or By-law amendments necessary for Development Charge Hearings to be held at a Special Council meeting rather than a Regular Council meeting.*

As such, staff are recommending that the Regional Development Charge Task Force (RDCTF) Terms of Reference (TOR) be revised to clearly reflect the request to have Regional Development Charge (RDC) complaint hearings held at a Special Meeting of Regional Council rather than as part of a Regular Council meeting. Staff have also updated the RDC complaint form to reflect the aforementioned change as well. Both the RDCTF TOR and the RDC complaint form can be found as attachments 1 and 2, respectively.

Should Committee be in favour of this, the following is suggested wording:

That the Regional Development Charge Task Force Terms of Reference **BE REVISED** to include that Regional Development Charge complaint hearings are to be held at a Special Meeting of Regional Council.

Respectfully submitted and signed by

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Rob Fleming, MBA  
Senior Tax & Revenue Analyst  
Financial Management & Planning

**Attached:**

1. Regional Development Charge Task Force Terms of Reference – Revised
2. Regional Development Charge Complaint Form