



Date: 2021-10-13

From: Kassie Rocca, Director of Finance

Subject Development Charges Background Study RFP

Report FIN2021-20

Recommendation

That report FIN2021-20, Development Charges Background Study RFP, be received, and

That Committee hereby awards RFP 2021-18, for the provision of consulting services to complete a Development Charges background study and the applicable implementing bylaw, to Watson & Associates Economists Ltd. at a cost of \$26,900 plus HST, and

That the project be funded from the Township's modernization reserve.

Background

On August 11, 2021, Committee of the Township of Georgian Bluffs passed the following resolution:

That report FIN2021-18, Implementation of Development Charges, be received, and

That Committee hereby directs staff to issue a request for proposal for the completion of a Development Charges background study as required by the Development Charges Act, 1997.

As directed by Committee, Request for Proposal 2021-18 was issued on August 27th, 2021 with a closing date of September 24th, 2021.

Analysis

One proposal was received in response to RFP 2021-18. Watson & Associates Economists LTD. submitted the lone proposal at a cost of \$26,900 plus HST. The proposal was complete and included all information as required in the request for proposal documents.

The completion of a development charges background study is a specialized project with only a handful of firms qualified to undertake such a project in Ontario. Therefore, it is not alarming that only one submission was received. Watson & Associates is a well known and qualified firm in this field, having completed over 150 similar studies for municipalities throughout Ontario since 2003. Recently, Watson & Associates has completed or is working to complete development charges background studies for the Municipality of West Grey, The Township of Chatsworth and the Township of Clearview.

Upon awarding the request for proposal by Council, Watson & Associates will kick off the project in November 2021 and provide the Township with a D.C. background study and draft D.C. by-law by April 2022. Estimated final adoption of a D.C. by-law by the Township would be targeted for June 2022. The Development Charges background study will comply with all requirements of the Development Charges Act and will include: A growth forecast of anticipated development; a determination of eligible services; estimated increased needs of each service; a measure of 10 year historical levels of service; area ratings; an asset management plan for projects included in the study and rules for imposing the calculated charges; and a draft by-law.

Staff will work closely with Watson & Associates throughout the project to ensure staff are aware of all legislative requirements and to provide Watson & Associates with the necessary information to complete the study. Watson & Associates will also provide a Council workshop to review the D.C. process and present preliminary findings to Council. One Council workshop has been included in the budget for this proposal however, if Council feels more meetings are necessary, additional sessions can be scheduled at an additional cost. Watson & Associates will also present a report and detail the proposed rates at a statutory public meeting at which all interested parties may attend.

Financial Impact

Watson & Associates will complete the Development Charges Background Study and applicable implementing bylaw for a cost of \$26,900 plus HST. This project will be funded from the Modernization Grant reserve.

Strategic Priorities

The implementation of development charges supports the Township's strategic objectives to support increasing residential growth and deliver efficient and cost-effective services.

Conclusion

Watson & Associates submitted the lone proposal in response to RFP2021-18 for a Development Charges Background study with a cost of \$26,900 plus HST. Staff recommend awarding the completion of the D.C. Background study to Watson & Associates as they are highly qualified to complete this project.

Respectfully Submitted:

Kassie Rocca, CPA, CA
Director of Finance

Report Approval Details

Document Title:	Development Charges Background Study RFP.docx
Attachments:	
Final Approval Date:	Oct 5, 2021

This report and all of its attachments were approved and signed as outlined below:

Tim Lewis, Chief Building Official

Steven Dollmaier, Director of Operations

Janet Hilts, HR Manager

Brittany Drury, Interim CAO/Clerk