



Meeting Date: December 6, 2023

Submitted by: Tiffany Farrell, Director of Corporate Services

Report No: CPS-56-2023

Subject: Development Charge Study 2024

Recommendation:

THAT Report CPS-66-2023, re: Development Charge Study 2024 be received;

AND THAT the Municipality single source the contract for the 2024 Development Charge Study, flowchart and bylaw update;

AND FURTHER THAT Watson & Associates Economists Ltd. (Watson) be awarded the contract to complete the 2024 Development Charge Study and update the corresponding by-law and flowchart for \$61,880, plus HST.

Purpose:

This report is to obtain approval from Council to begin work with Watson & Associates Economists Ltd. (Watson) on our Development Charge Study and bylaw update for 2024.

Background:

Watson has previously completed the Municipality's 2009, 2010, 2014 and 2019 Development Charge (DC) Background Studies as well as the 2017 and 2021 DC bylaw amendment. Middlesex Centre has chosen to continue to work with one consulting company with respect to the DC Background studies and bylaw amendments as they have continued to bring consistency to the team and have a vast knowledge base of Middlesex Centre with respect to our assets and growth. Watsons & Associations Economists Ltd. has also completed the municipalities growth studies in the past.

Analysis:

Under the Municipality's procurement policy #GB-4.16 Part E, staff can single source under certain circumstances, specifically:

- Section 34 (C) There is a need for compatibility with goods and/or services previously acquired or the required goods and/or services will be additional to similar goods and/or services being supplied under an existing contract (i.e., contact extension or renewal)
- Section 34 (f) the extension of an existing or previous contract would prove more cost effective or beneficial for the Municipality;
- Section 34 (i) the acquisition is required or is beneficial in regard to the standardization of goods and services for the Municipality;
- Section 34 (q) such other non-competitive purchases exemptions authorized by Council.

Staff have currently budgeted \$62,000 for the DC background study which includes the use of Watson to complete the study in 2024.

Financial Implications:

2024 budget \$62,000.00

90% of the costs is funded by Development Charges

Tax levy impact \$6,200

Strategic Plan:

This matter aligns with following strategic priorities:

The process of developing the Development Charge Study with the historical consultant as discussed in this report directly responds to:

- Sustainable Infrastructure and Services – Objective 4.2 – Expand existing services in accordance with the pace of new development and apply a financial sustainability lens to all municipal services and programs.
- Responsive Municipal Government – The study is a legislative requirement under the Development Charges Act and additionally it responds directly to Objective 5.3– Foster a culture of innovation, continuous improvement, and cost-effective services by sharing information and gathering input, by continuing our timely and effective communication to the public.

Attachments:

N/A