

STAFF REPORT

THE CORPORATION OF THE TOWN OF COBOURG



Report to:	Mayor and Council Members	Priority:	<input checked="" type="checkbox"/> High <input type="checkbox"/> Low
Submitted by:	Ian D. Davey, BBA CPA CA Treasurer/ Director of Corporate Services	Meeting Type:	Open Session <input checked="" type="checkbox"/> Closed Session <input type="checkbox"/>
Meeting Date:	July 19, 2021		
Report No.:	[Report Number]		
Submit comments to Council			

Subject/Title: Development Charges – Background Study

RECOMMENDATION:

THAT Council receive this report for information purposes, and

FURTHER THAT Council enter into an agreement with Watson & Associates Economists Ltd for the preparation of a Development Charges Background Study to support an updated By-Law to replace existing Development Charges By-Law 087 – 2017 which expires January 4, 2022.

1. STRATEGIC PLAN

Places – Manage sustainable and balanced growth

2. PUBLIC ENGAGEMENT

N/A

3. PURPOSE

The purpose of this report is to obtain Council approve to engage Watson & Associates Economists Ltd. (Watson) to prepare an updated Development Charges Background Study (DC Study) to support a new By-Law for the imposition of Development Charges in the Town of Cobourg.

4. ORIGIN AND LEGISLATION

The Town of Cobourg requires a DC Study in accordance with the Development Charges Act, 1997, as amended (DCA) including recent amendments to the DCA as passed in 2019 and 2020, in order to support a new DC By-law to replace By-Law 087 – 2017 which will expire on January 4, 2022.

5. BACKGROUND

Watson is a firm of municipal economists, planners and accountants that has been in operation since 1982. The firm has a client base of more than 250 Ontario municipalities and utility commissions and is recognized as a leader in the municipal finance and local government field. The firm has a long-term commitment to the interpretation of DC legislation, the development of implementation methodologies, and ongoing surveying to maintain data banks of useful information related to DC matters.

Watson has prepared previous DC Background Studies for the Town of Cobourg as well as Water and Wastewater Rate Studies which provides them with a wealth of knowledge with respect to the Town of Cobourg and allows them to build on that level of knowledge for purposes of providing an updated study to support a new DC By-Law. The proposed consulting team will be lead by Sean-Michael Stephen and Andrew Grunda, both of whom have been involved in prior studies for the Town which allows them to maintain a continuity of knowledge with respect to the growth related activities of the Town of Cobourg.

6. ANALYSIS

The specific requirements for this project include the following:

- 1. Preparation of a detailed DC Background Study, DC By-law and implementation policies resulting in a reasonable and defensible Town-wide and area-specific DC for municipally serviced and un-serviced areas of the Town;**
- 2. Attend meetings with Town Staff for project start-up discussions, data collection, review of anticipated capital needs and growth related capital costs and review draft report findings;**

- 3. Give appropriate consideration to all of the matters addressed in the DCA;**

4. Present the reports and proposed charges to Council at a workshop session and to development industry stakeholders, prior to the statutory Public Meeting of Council as required by the DCA;
5. Be available to the Town as an expert witness in the event of an appeal and provide post-adoption implementation support.

7. FINANCIAL IMPLICATIONS/BUDGET IMPACTS

The proposed fee for this work is \$37,910 plus non-refundable HST in the amount of \$667 which is in accordance with the amount included in the 2021 Operating Budget as approved. The cost of the background study is eligible to be funded from Development Charges collected.

8. CONCLUSION

The preparation of a Development Charges Background Study is a requirement in the process of preparing an updated Development Charges By-Law to replace the existing Town of Cobourg DC By-Law which is set to expire January 4, 2022.

Watson & Associates Economists Ltd are highly qualified and have much of the background data based on their completion of prior projects for the Town of Cobourg and it is the staff recommendation that their firm be awarded this project at the July 26, 2021 Regular Council meeting.

Report Approval Details

Document Title:	Development Charges Background Study - Corporate Services-085-21.docx
Attachments:	
Final Approval Date:	Jul 9, 2021

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

No Signature - Task assigned to Tracey Vaughan, Chief Administrative Officer was completed by delegate Ian Davey, Treasurer / Director of Corporate Services

Tracey Vaughan, Chief Administrative Officer - Jul 9, 2021 - 12:16 PM