

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:	September 6, 2022		
Report No.:	Corporate Services-181-22		
Submit comments to Council			

Subject/Title: Comprehensive User Fee Study - Update

RECOMMENDATION:

THAT Council receive this report for information purposes, and

FURTHER THAT Council award a contract to Watson & Associates Economists Ltd (Watson) for the completion of a Comprehensive User Fee Study for the Town of Cobourg at with an upset limit of \$83,500 plus non-recoverable HST in the amount of \$1,496.60 for a total upset limit of \$ 84,996.60.

1. STRATEGIC PLAN

Please refer to original report from August 15, 2022 Committee of Whole meeting.

2. PUBLIC ENGAGEMENT

Please refer to original report from August 15, 2022 Committee of Whole meeting.

3. PURPOSE

The purpose of this report is to bring this matter which was previously dealt with in the Committee of the Whole meeting of August 15, 2022 and approved back to Council for resolution.

4. ORIGIN AND LEGISLATION

The cost for this project as presented in the original report was a total of \$91,288.90 which required an additional unbudgeted transfer from the Northam Industrial Park reserve in the amount of \$56,288.90.

The approval of this additional amount in excess of \$50,000 would be considered a Restricted Act as a result of our Council entering a “lame duck” period as of August 19, 2022 and therefore this matter could not be brought back to the Regular Council meeting of August 22, 2022 for final approval as would have been the normal practice.

5. BACKGROUND

Prior to the August 15, 2022 Committee of the Whole meeting, the consultant was contacted to determine if there were any items included in the work plan that could be reduced or eliminated to bring the cost of the project down.

The three items identified at that time by the consultant were:

- a) Survey of fees and policies
- b) Public consultation
- c) Removal of service areas

Following the meeting of August 15, 2022, it was agreed to by the consultant that if Town Communications staff were able to lead the public consultation process with input and guidance from the consultant by using the Engage Cobourg platform and if Town staff could perform some of the survey work in areas such as Marina, Campground and CCC (which is currently being done), then the upset limit for the cost of the project could be reduced to no more than \$83,500 plus HST.

It is the staff recommendation that no service areas be removed from the scope of the project, so this option has not been included in the recommendation.

6. ANALYSIS

The slight modifications to the scope of work being suggested will reduce the upset limit for the project to \$83,500 plus non-recoverable HST which will reduce the additional funds being requested to below \$50,000 and allow the current Council to make a decision on this matter and allow this work to be completed prior to the end of the current year.

7. FINANCIAL IMPLICATIONS/BUDGET IMPACTS

The 2021 operating budget contained an amount of \$35,000 for this work to be funded from the Northam Industrial Park reserve account.

The request in this report is that Council approve additional funds of up to \$49,996.60 from the Northam Industrial Park reserve account so that this contract can be awarded.

8. CONCLUSION

The staff recommendation is that the contract for the preparation of the Comprehensive User Fee Study be awarded to Watson & Associates Economists Ltd at an upset limit of \$84,996.60 including non-recoverable HST to be funded with the original 2021 budget amount of \$35,000.00 plus an additional amount of up to \$49,996.60 all from the Northam Industrial Park reserve account.