



REPORT

REPORT TO: Mayor Bonnette and Members of Council

REPORT FROM: Jinsun Kim, Manager of Financial Planning

DATE: March 25, 2021

REPORT NO.: CORPSERV-2021-0014

RE: Award of Proposal P-039-21 for Development Charges and Community Benefits Charges

RECOMMENDATION:

THAT Report No. CORPSERV-2021-0014 dated March 25, 2021, regarding Award of Proposal P-039-21 for Development Charges and Community Benefits Charges be received;

AND FURTHER THAT Council approves the award of the contract for the Development Charges and Community Benefits Charges to Watson & Associates Economists Ltd., Plaza Three, 2000 Argentia Road, Suite 1010, Mississauga ON L5N 1V9 in the amount of \$103,400 (plus HST);

AND FURTHER THAT the Senior Manager of Purchasing and Risk Management be authorized to issue a purchase order to Watson & Associates Economists Ltd., Plaza Three, 2000 Argentia Road, Suite 1010, Mississauga ON L5N 1V9 in the amount of \$103,400 (plus HST).

BACKGROUND:

Through the 2019 and 2020 Capital Budgets approved by Council, monies were allocated for an update to the Town's Development Charge by-law and for the development of a Community Benefits Charge (CBC) by-law by undertaking a DC Background Study and CBC Strategy respectively. The studies will incorporate the impacts from the updated program strategies (e.g. Transit Service Strategy, Active Transportation Master Plan, etc.) and the requirements of the Development Charges Act (DCA) and the Planning Act as amended through Bill 108 (More Homes, More Choices Act, 2019) and Bill 197 (the COVID19 Economic Recovery Act).

The development of these studies and by-laws will allow the Town to collect DC and CBC funding from new residential and non-residential development to fund growth related infrastructure and minimize the impact on Town reserves.

COMMENTS:

A Request for Proposal (RFP) for P-039-21 was issued on February 16, 2021. The bid was posted on the Town's website and advertised on the www.bidsandtenders.ca website.

Two firms downloaded the document. The RFP closed on March 16, 2021 and one submission was received by Watson & Associates Economists Ltd.

The bid was evaluated by a staff team that included the Town Treasurer and Director of Finance, the Manager of Financial Planning and the Budgets & Financial Reporting Supervisor. The team reviewed the company's experience, project team, approach, methodology, and understanding of the project and the work schedule and fees. Watson & Associates has worked with the Town on several successful projects including the Development Charges Background Study (2017), Long Range Financial Plan (2018), Planning Fees Review (2018) and Employment Land Needs Assessment (2020).

Under the current proposed work schedule, the studies will be undertaken throughout 2021 following the award of this bid, with the studies and the by-laws to be considered by Council in early 2022.

RELATIONSHIP TO STRATEGIC PLAN:

This report aligns to the Town's Strategic plan recognizing the value to achieve sustainable growth to ensure that growth is managed so as to ensure a balanced, sustainable, well planned community infrastructure and services to meet the needs of its residents and businesses.

FINANCIAL IMPACT:

The budgets for these studies were approved for the total amount of \$200,000 under capital projects 2400-10-2001 (DC study & CBC) and 2500-22-1901 (DC by-law update for Transit Strategy). The bid as submitted by Watson & Associates is being recommended as it meets or exceeds the specifications in all regards and is under the budget of \$200,000 by \$94,780.16 (including \$1,819.84 of non-refundable tax).

CONSULTATION:

The Senior Manager of Purchasing and Risk Management facilitated the purchasing process and is in agreement with this recommendation.

PUBLIC ENGAGEMENT:

No public engagement was required for this report.

SUSTAINABILITY IMPLICATIONS:

The Town is committed to implementing our Community Sustainability Strategy, Imagine Halton Hills. Doing so will lead to a higher quality of life.

The recommendation outlined in this report is not applicable to the Strategy's implementation.

COMMUNICATIONS:

There is no communications impact.

CONCLUSION:

Staff recommend the award of the contract for the Development Charges and Community Benefits Charges to Watson & Associates Economists Ltd.

Reviewed and Approved by,



Simone Gourlay, Senior Manager of Purchasing and Risk Management



Moya Jane Leighton, Director of Finance & Town Treasurer



Laura Lancaster, Acting Commissioner of Corporate Services



Chris Mills, Acting Chief Administrative Officer