



Staff Report

Finance and IT Services

Report To: Committee of the Whole
Meeting Date: October 23, 2017
Report Number: FAF.17.120
Subject: Award of the Development Charges Background Study
Prepared by: Sam Dinsmore, Deputy Treasurer/Manager of Accounting and Budgets

A. Recommendations

THAT Council receive Staff Report FAF.17.120, entitled “Award of the Development Charges Background Study”; and

THAT Council approve the creation of a 2017 Operating Budget for the Development Charges Background Study; and

THAT Council approve the use of \$6,000 from Rollover Reserves to fund this project.

B. Overview

This report is requesting that the 2018 operating budget of \$60,000 for the Development Charges Background Study we pulled forward into 2017 to allow staff to start the process.

C. Background

The Town’s current Development Charges Background Study (DCBS) was completed in 2014 by Hemson Consulting Limited. The current Development Charges By-law 2014-51 was passed on July 28, 2014 and was amended on September 3, 2014 under By-law 2014-60. The *Development Charges Act, 1997*, states that a municipality that enacts a Development Charge By-law must, at minimum, review the By-law and the accompanying background study every five years.

Staff issued a Request for Proposal on August 9, 2017 for Consulting Services for a DCBS and By-law, which closed on September 7, 2017. After reviewing the submissions, staff will be awarding the consulting services to Hemson Consulting Limited.

D. Analysis

The 2017 Approved Budget includes a \$60,000 increase to Purchased Services in 2018 for the DCBS. However, Staff would like to award this project in 2017.

This project can be funded up to 90% (\$54,000) with Development Charges and the remaining 10% (\$6,000) will be coming from taxation. Staff propose transferring \$6,000 from Rollover Reserves for the \$6,000 required to come from taxation.

E. The Blue Mountains' Strategic Plan

Goal #4: Promote a Culture of Organizational and Operational Excellence
Objective #4: To Be a Financially Responsible Organization

F. Environmental Impacts

N/A

G. Financial Impact

There is a small financial impact to 2018 as the \$6,000 will not be required from taxation, but rather will be funded from the Rollover Reserve.

H. In consultation with

Ruth Prince, Director of Finance and IT Services

I. Attached

None.

Respectfully Submitted,

Sam Dinsmore
Deputy Treasurer/Manager of Accounting and Budgets

Ruth Prince
Director of Finance and IT Services

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