

**Township of Southgate  
Administration Office**

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**Staff Report FIN2022-005**

**Title of Report:** FIN2022-005 Development Charge Study RFP

**Department:** Finance

**Council Date:** January 19, 2022

**Recommendation:**

**Be it resolved that** Council receive Staff Report FIN2022-005 Development Charge Study RFP as information; and

**That** Council approve the Development Charge Study Request for Proposals (RFP) as presented; and

**That** Council directs staff to release and advertise the Development Charge Study RFP document.

**Background:**

On November 15, 2017, By-law 2017-138, being a By-law with respect to Development Charges was passed. By-law 2017-138 expires at 12:01 AM on November 16, 2022 unless it is repealed by Council at an earlier date. The categories of services for which development charges are imposed under this By-law are as follows:

- a) Services related to a Highway;
- b) Fire Protection Services;
- c) Parks and Recreation Services;
- d) Library Services;
- e) Administration Services;
- f) Waste Diversion Services;
- g) Storm Drainage and Control Services;
- h) Wastewater Services; and
- i) Water Services.

**Staff Comments:**

As By-law 2017-138 expires on November 16, 2022, the 2021 Budget anticipated that a new DC Study would begin 2021. However, the project start was deferred and is reflected in the draft 2022 Budget.

**Financial Implications:**

The draft 2022 Budget anticipates the completion of a DC Study at a cost of \$60,000, funded through DC Reserves of \$54,000 and taxation of \$6,000. The project was deferred from 2021.

There is no immediate financial impact as the increased development charges collected are contributed to reserves for future growth needs.

**Communications & Community Action Plan Impact:**

This report has been written and presented to Council in accordance with the Southgate Community Action Plan:

Mission Statement Pillars

- Trusted Government
- Economic Prosperity.

Themes:

- Municipal Services
- Public Communications

Core Values:

- Integrity
- Stewardship

**Concluding Comments:**

By-law 2017-138, being a By-law with respect to Development Charges expires at 12:01 AM on November 16, 2022 unless it is repealed by Council at an earlier date. Staff recommends approval of the Development Charge Study RFP as presented recommends that it be released and advertised.

Respectfully Submitted,

**Staff:** **Original Signed By**  
Aakash Desai, Asset Coordinator and Financial Analyst

**Dept. Head:** **Original Signed By**  
William Gott, CPA, CA, Treasurer

**CAO Approval:** **Original Signed By**  
Dave Milliner, CAO

**Attachment:**

- 1 Development Charge Study RFP