



TOWN OF MINTO

DATE: August 13, 2024
REPORT TO: Mayor Turton & Members of Council
FROM: Gordon Duff, Treasurer
SUBJECT: FIN 2024 – 012 – Development Charges and Water & Wastewater Studies

RECOMMENDATION

THAT the Council of the Town of Minto receives report FIN 2024-012 Development Charges and Water and Wastewater Studies, prepared by the Treasurer, for information purposes;

AND FURTHER THAT the Council of the Town of Minto accepts the proposal of Watson & Associates Economists Ltd. for a Development Charges Background Study, Current Development Charges Amending By-law, Water and Wastewater Rates Study & Financial Plans, as attached;

AND FURTHER THAT the Council of the Town of Minto approves the use of Administration, Water, and Wastewater reserves to fund the individual studies within the Watson & Associates Economists Ltd proposal.

BACKGROUND

The Town of Minto’s current Development Charges By-Law expires on March 1, 2025. As Council is aware, there have been many, many legislative changes to the field of Development Charges (DCs) since 2019. Staff and Council have participated in several educational opportunities to stay abreast of these changes. Our new By-Law will incorporate the most current legal environment and will also require several policy decisions. This process should not be rushed and will require sufficient time to consider all facts and options. Fortunately, the recent changes include an option to extend the expiry date of the current By-Law which staff strongly recommends in order to do a proper job of preparing the DC Background Study.

In addition, the Water and Wastewater Financial Plans are due for renewal, with a deadline of six months before the Municipal Drinking Water Licence and Drinking Water Works Permit expires in May 2026, which would mean a due date of November 2025. A Water and Wastewater Rate Study will be prepared in conjunction with these Financial Plans.

COMMENTS:

As all of these timelines mentioned above are known in advance, staff believes that working on them at approximately the same time will reduce duplication of effort, save time and money.

Watson & Associates have proposed a detailed timeline in their proposal to complete these tasks well before the due dates and allow enough time for input by Council, staff and the public. An anticipated budget is also included in the proposal for each of these projects. The

proposal also references the importance of relating these studies to the Levels of Service elements of O. Reg. 588/17 covering Asset Management Plans.

The Town of Minto has worked with Watson & Associates Economists Ltd for many years, dating back to 2004. The firm has prepared Development Charges Background Studies and related By-Laws as well as Water and Wastewater Rate Studies since this became a legislative requirement in 2006. Watson's have over 250 municipal clients and over 40 years experience in this field. The majority of the Watson staff proposed to work on the Minto file are familiar with our municipality and have been here in person and have worked with Minto staff.

There is an optional Council educational Workshop included in the proposal, which Council can direct staff to arrange or forego.

FINANCIAL CONSIDERATIONS

The total proposal including the Council Workshop is \$72,800 plus HST for the four Phases. These costs are proposed to be funded by Administration, Water and Wastewater reserves.

STRATEGIC PLAN

Goal 1: Manage our Infrastructure

Maintain, renew, and expand our municipally owned infrastructure to enhance healthy growth and our environment.

1.1 Taking an evidence-based asset management approach to new infrastructure and renewal projects.

Gordon Duff
Treasurer