



Township of Brock Interoffice Memorandum

To: Mayor and Member of Council
From: Trena DeBruijn
Subject: Development Charge Study and By-Law
Date: Tuesday, May 23, 2023

The Township of Brock’s Development Charge By-Law (2880-2019-PL and 2881-2019-PL), expires on June 17, 2024.

The process required to complete a Development Charge Study and update the Development Charge By-Law is time consuming and it is recommended to provide a lead time of 6 to 7 months, prior to by-law expiration, to complete the work required (and to follow all the public notice requirements).

Key Steps in Passing a DC By-Law

Task	Description
Release DC Background Study to the Public	<ul style="list-style-type: none">• 60 days prior to by-law passage
Advertise for Public Meeting	<ul style="list-style-type: none">• Minimum 20 days notice
Released Proposed DC By-Law	<ul style="list-style-type: none">• Minimum of 2 weeks before the Public Meeting
Hold Statutory Public Meeting	<ul style="list-style-type: none">• Receive submissions from public and Council• Amend proposed charges and by-law, if warranted• Determine if additional Public Meeting is required
DC By-Law Passage	Any changes brought forward for adoption
Notice of By-Law Passage	20 days after DC by-law passage
Appeal Period	40 days following DC by-law passage
DC Pamphlet	60 days following passage of DC by-law

The 2023 Budget did not contain funds to complete this work as staff intended to budget and start the work in 2024.

Given the timelines required for by-law approval, staff are recommending that an RFP be issued and awarded in 2023 to allow the work to commence as soon as possible. This will provide more time for project completion and avoid rushing in 2024.

If this document is required in an alternate format upon request.
Please contact the Clerk’s Department at 705-432-2355.

As our by-law was passed before 2022 (Before implementation of Bill 23), the Township is permitted to fund 90% of the cost of the Development Charge Study with Development Charge Revenue and the remainder will be funded through other sources in the 2024 budget. It is recommended that these Development Charges be committed in 2023 to allow the work to commence. The current Development Charge Study does include approximately \$30,000 to complete this work before the June 17, 2023 deadline.

As the Development Charge Study has significant ties to both the Asset Management Plan and the Asset Retirement Obligations (both of which have been previously approved to proceed by Council), staff intend to issue one RFP to align the work required, achieve efficiencies in contracting and award to one contractor.

The 2023 Budget included \$75,000 for the Asset Management Plan Update and a further \$15,000 for Asset Retirement Obligations. These funds will be used to start this work in 2023 and any remainder required to finish the work will be budgeted in 2024. The Development Charge work will be funded primarily from Development Charge Reserves and the Township's contribution will be included in the 2024 budget.

End of Memorandum

Respectfully submitted,

Trena DeBruijn
Director of Finance/Treasurer