

# Memorandum to the Council of Corporation of the Municipality of Temagami

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**Subject:** Request for Proposal for Development Charges Background Study

**Memo No:** 2025-M-056

**Date:** March 13, 2025

**Attachment:** Appendix A - Draft RFP - Development Charges Background Study

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## Recommendation

BE IT RESOLVED THAT Council receives Memo 2025-M-056, including Appendix A (hereby being part of the memo), as presented;

AND FURTHER BE IT RESOLVED THAT Council approves the RFP for the Development Charges Background Study, including the scope of services, proposal submission requirements, and evaluation criteria.

AND FURTHER BE IT RESOLVED THAT Council authorizes the CAO/Treasurer to finalize the issue date, post the RFP, and take all necessary actions to execute the RFP process, including distribution, review of received proposals, and bringing the results to Council for final review and decision.

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## Executive Summary

Following Council's direction under Memo 2025-M-036, this report seeks authorization to issue a Request for Proposal (RFP) for the Development Charges Background Study in accordance with the Development Charges Act, 1997, as amended by Bill 185 (Cutting Red Tape to Build More Homes Act, 2024). This study is critical for establishing a legally defensible Development Charges By-law (DCB) that equitably distributes growth-related costs and ensures financial sustainability.

## Background

The Development Charges Background Study is essential for the municipality to implement a structured approach to development-related infrastructure financing. This study will form the foundation for the municipality's first Development Charges By-law, ensuring that new development contributes appropriately to infrastructure costs and minimizing the financial impact on existing taxpayers. The study must reflect legislative updates and municipal growth strategies.

## Key Study Components

The RFP has outlined the following core elements (see Appendix A):

- **Legislative Compliance**
  - Ensure full compliance with the *Development Charges Act, 1997* and amendments introduced under Bill 185.
  - Assess the implications of legislative changes on the municipality's funding strategies.
  - Integrate best practices from comparable municipalities.
- **Growth Forecasting & Infrastructure Needs Assessment**
  - Develop a 10-year projection for population, housing, and employment growth.

- Identify growth-related capital needs, including transportation networks, water/wastewater systems, stormwater management, parks, and emergency services.
- Prioritize capital investments based on feasibility and funding constraints.
- **Financial & Fee Structure Analysis**
  - Develop fair and justifiable development charge rates based on service demand projections.
  - Conduct a financial impact analysis to determine cost allocation.
  - Ensure alignment with the municipality’s asset management and capital planning framework.
- **Public Consultation & Stakeholder Engagement**
  - Conduct public consultation sessions as mandated by legislation.
  - Engage key stakeholders, including developers, Indigenous communities, and business representatives.
  - Incorporate stakeholder feedback into the final study recommendations.
- **Long-Term Financial Sustainability**
  - Provide strategies for reserve fund management and future charge adjustments.
  - Ensure the framework supports sustainable growth without imposing undue financial burdens.
  - Establish indexing methodologies for future charge adjustments.

## Conclusion

The Development Charges Background Study is a necessary step in establishing an equitable and legally sound approach to growth-related infrastructure funding. Issuing the RFP will allow

the municipality to engage qualified consultants to develop a transparent, effective framework that supports responsible development and financial sustainability.

## Appendix A - 2025-M-056

# Request for Proposal – Municipality of Temagami Development Charges Background Study and Bylaw

## 1. Purpose and Scope

The Municipality of Temagami is seeking proposals from qualified firms or consultants to prepare a Development Charges Background Study and By-Law in full compliance with legal requirements. This initiative supports responsible growth and infrastructure planning.

With moderate growth expected over the next decade, the study will ensure transparent and equitable cost recovery for growth-related infrastructure while aligning with the municipality's vision of sustainable development and financial resilience.

The Request for Proposal (RFP) calls for detailed submissions to conduct the study and draft a by-law that meets legislative requirements and future growth needs. Following the principle that "growth pays for growth," the study will ensure new development contributes its fair share to infrastructure expansion and improvement.

## 2. General Terms and Conditions

### 2.1. Definitions

- Municipality: Corporation of the Municipality of Temagami.
- RFP: This document in its entirety.
- Proposal: A completed submission by a proponent.
- Proponent: An individual or entity submitting a proposal.
- Deadline: Submission deadline outlined in this document.

### 2.2. Proposal Submission Requirements

- Proposals must include:
  - Corporate Profile

- Statement of Work
- Approach and Methodology
- Deliverables
- Team Composition
- Cost Proposal
- Timeline
- References
- Submission Instructions:
  - Format: PDF only.
  - Delivery: Email submissions to [Email] with the subject line: RFP Development Charges Study Submission.
  - Deadline: [Date] by 4:00 PM EST.
- Late Submissions:
  - Proposals received after the deadline will not be considered.
  - Email timestamp will be used to verify submission time.
  - Proponents are responsible for confirming receipt.

### **2.3 Proposal Validity**

Proposals must remain valid for 90 days from the submission deadline.

### **2.4 Rights Reserved by the Municipality**

The Municipality reserves the right to:

- Reject any or all proposals.
- Modify or cancel the RFP process.
- Accept proposals based on criteria beyond price, such as local experience or unique expertise.
- Negotiate terms with the top-ranked proponent.
- Not necessarily accept the lowest bid.

- Withdraw this RFP at any time without prior notice.
- Extend deadlines or amend the scope of work as needed.

### **3. Specific Terms and Conditions**

#### **3.1 Term of Agreement**

The initial term will remain valid for the duration required to complete the study, in accordance with project requirements. Extensions may be granted at the discretion of the Municipality.

#### **3.2 Adjustments to Scope**

Once awarded, any changes required due to legislative updates or funding adjustments shall be communicated in writing. Any necessary adjustment to the contract and fees must be agreed upon in writing by both parties.

#### **3.3 Insurance Requirements**

Proponents must provide proof of professional liability insurance

#### **3.4 Indemnification Clause**

The successful proponent will indemnify and hold harmless the Municipality of Temagami from all claims, liabilities, damages, and expenses arising from any errors, omissions, or negligence during the performance of services.

### **6. Evaluation Criteria**

- Experience & Qualifications 30%
- Methodology & Approach 25%
- Cost-Effectiveness 20%
- Legislative Compliance 15%
- References 10%