



The Corporation of the Municipality of West Grey

Request for Proposals for

**Development Charges Background Study/Implementing Bylaw
RFP WG24-001**

June 2024

Proposals Due: No later than 1:00 p.m. on July 12, 2024

**Submit to: Municipality of West Grey
402813 Grey Road 4
RR 2
Durham ON N0G 1R0**

Attn: Kerri Mighton, Director of Finance/Treasurer

Request for Proposals for Development Charges Background Study/Implementing Bylaw

Project Summary

The municipality's current Development Charges bylaw requires updating and replacement. A Development Charges Background Study needs to be completed for council and public consultation and a resulting implementation bylaw prepared for council consideration to establish Development Charges for the Municipality of West Grey, in accordance with the *Development Charges Act, 1997* as amended and corresponding regulations.

Project Background and Objectives

The Municipality of West Grey wants to retain a professional consulting firm that will complete and provide a comprehensive Development Charges Background Study, conduct related council and public consultation, and prepare a resulting implementation bylaw. It is anticipated that the consultant will work closely with municipal staff from all departments to complete the study and review the details of the implementing bylaw.

All documentation regarding the study, advertising, consultation, and bylaw implementation must meet accessibility requirements for public information.

The Municipality of West Grey currently has a Development Charges bylaw in place under bylaw no.1-2020, which was implemented to be effective as of April 28, 2021. The last Development Charges Background Study was completed in February 2020 and the current bylaw expires April 27, 2025. A copy of the current bylaw, bylaw no.31-2020, is attached for reference.

Schedule

Proposals must be received by the municipality on or before **1:00 pm local time on July 12, 2024**.

The municipality anticipates awarding this project at the August 13, 2024, council meeting. The implementing Development Charges Bylaw must be adopted by council on or before April 15, 2025.

General Information

Proposals must be submitted to the Municipality of West Grey on or before **July 12, 2024, at 1:00 pm local time**, by providing:

One copy of the complete proposal in a sealed envelope clearly marked Development Charges RFP and addressed to the Municipality of West Grey, Attn: Kerri Mighton, Director of Finance/Treasurer, 402813 Grey Road 4, RR 2, Durham, Ontario N0G 1R0

Proposals will be opened subsequent to the required submission.

Any questions regarding this request for proposal should be directed to:

Kerri Mighton, Director of Finance/Treasurer by email kmighton@westgrey.com or by calling 519-369-2200 ext. 223.

Consultants will not be compensated for the submission of proposals or interviews if required.

The Municipality of West Grey is not obligated to accept the lowest price or any proposal and may, at their sole discretion, cancel the project, request new proposals, or award the project to the consultant which, in their opinion, they deem to be most satisfactory.