

# Staff Report

Presented By: Jim Bundschuh, Director of Corporate Services  
Meeting Date: February 23, 2026  
Subject: BASWR Municipal Services Corporation Business Case Study RFP  
Attachment(s): BASWR Board Motion – February 18, 2026  
Letter to BASWR Board from MSC Working Group February 12, 2026

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## **Recommendation**

That Council receive and approve the Board of BASWR motion to retain KPMG LLP, supporting the incorporation of BASWR as a Municipal Services Corporation, at a cost of \$111,813.27 plus tax.

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## **Report Summary**

In 2025, BASWR member municipalities unanimously agreed to incorporate BASWR as a Municipal Services Corporation under the Business Corporations Act. To advance this, a Municipal Working Group was created and an RFP was issued on December 3, 2025. Member municipalities are being asked to receive and approve the hiring of KPMG LLP.

## **Background/Analysis**

The Request for Proposal (RFP) issued on December 2, 2025 and closed on January 30, 2026, outlines objectives including governance and operating model recommendations, legal and financial analysis, best practice review, financial modeling, asset transfer policy, and public consultation strategies. The Business Case study is a requirement to the incorporation of the Municipal Service Corporation (MSC).

The Working Group received five (5) qualified proposals. After an extensive review, the Working Group is recommending proceeding with the proposal of KPMG LLP in the amount of \$111,813.27. This proposal has a projected timeline for the completion of the Business Case by the end of April 2026.

The Working Group provided the recommendation to the BASWR Board on February 18, 2026, where the Board passed a motion to provide the financial commitment and assistance with the collection of information that might be pertinent in the creation of the Business Case. The Working Group is seeking approval to award the RFP from each of the member municipal Councils.

## **Linkages**

- Strategic Plan Alignment: Pillar 1: Meeting the Needs of a Growing Community
- Business Plan Alignment: Corporate Services Business as Usual

## **Financial Impacts/Source of Funding**

Cost associated with this program are contained within the existing budget.

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Prepared By: Jim Bundschuh, Director of Corporate Services

Approved By: Kara Van Myall, Chief Administrative Officer