

**COUNCIL AUTHORITY FOR PROPOSAL AWARDS
DELEGATED AUTHORITY**

Project Award	Delegated Authority to award Proposal No. 25-530 for the Recreation and Parks Master Plan Update.
Recommendation	Staff are recommending delegated authority to award the proposal for the Recreation and Parks Master Plan Update and will report the results back to Council for information.
Purpose of Report	As per Section 10.1 of Purchasing By-law No. 061-2018, Council approval is required for proposal awards over \$100,000.
Background information	<p>To assist in preparing for the Town's future growth, the Community Services Department is undertaking an update of its Recreation and Parks Master Plan, including specific direction and actionable steps for the initial five-year period. The department's current Master Plan, approved in 2015, has since guided service delivery and facility development.</p> <p>The Recreation and Parks Master Plan will inform a balanced investment strategy in the spectrum of municipally supported leisure services considering the current and future Milton demographics. The Plan will ensure fair and equitable community access across diverse interests, needs and abilities. The final document must provide a clear and concise action plan that includes estimated capital and operating impacts for all recommendations that also gives consideration to the lifecycle costing of new capital infrastructure. The results of the master plan are expected to be utilized in, amongst other items, the Town's annual budget process, the development charge study and by-law, and future asset management plans.</p> <p>An open public request for proposal (RFP) was issued on January 28, 2025. Staff are evaluating the proposal submissions received. The project start date is identified as April 7, 2025. Delegated Authority to award this proposal is required as the overall cost of the work is anticipated to be greater than \$100,000, and to ensure timely award of the project once evaluations are complete. It is anticipated that evaluations will be complete by the end of March, and that the award will be formally issued in time to facilitate the April 7, 2025 project start date. Staff anticipate that the award will be within the approved budget for the project.</p>

Financial Planning Section: Budget Impact (Note 1)	
Account Number(s)	C50010623-N1610-7290
Account Description	Recreation Master Plan (DC)
Project Total Budget	\$ 289,755
Contract Budget	\$ 252,592
Actual (Net of HST Rebate)	(Note 2)
Variance	(Note 2)
Funding Source	Development Charges/Project Variance Account

Note 1: Financial impact includes any non-refundable portion of HST

Note 2: The actual cost will be determined through the RFP process, however, staff anticipate that the award will be within the approved budget. The actual variance will be identified to Council when staff report back on this award.