



# The Corporation of the Town of Milton

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Report To: Council

From: Glen Cowan, Chief Financial Officer / Treasurer

Date: April 13, 2026

Report No: ES-019-26

Subject: Purchasing Various - April 2026

Recommendation: THAT Council approve the budget amendments and related funding sources, as outlined in Schedule A;

THAT Council approve the budget amendment for Boyne Limestone Trails in the Greenlands System (East of 16 Mile Creek- JSP), as outlined in Schedule B;

THAT the tender award for the 2026 Asphalt Overlay Program to D. Crupi & Sons Limited in the amount of \$3,188,889 (exclusive of HST), be approved as outlined in Schedule C;

THAT the proposal award for Electric Ice Re-surfacer to Zamboni Company Ltd. in the amount of \$239,605 (exclusive of HST), be approved as outlined in Schedule D;

THAT the single source award for the Supply & Install of Vortex Splashpad Equipment at Coates Park to ABC Recreation Ltd. for the in the amount of \$28,865 (exclusive of HST), be approved as outlined in Schedule E;

THAT the single source award for the Wireless Communication Services to Telus Mobility in the amount of \$67,100 (exclusive of HST), be approved as outlined in Schedule F;

THAT the delegated authority to award the Reconstruction of Appleby Line Phase 3 in the estimated amount of \$4,703,038 (exclusive of HST), be approved as outlined in Schedule G;

Report To: Council

THAT the contract extension for Banking Services to Scotiabank, be approved as outlined in Schedule H;

THAT the contract renewal for the design and contract administration for the 2027 Asphalt Overlay program in the estimated amounts of \$578,310 and \$577,320, as well as the design and contract administration for the Crack Sealing program in the estimated amounts of \$27,300 and \$90,328, to WSP Canada Inc. be approved as outlined in Schedule I (all figures noted are exclusive of HST);

THAT the contract increase for the Contract Administration of Appleby Line Phase 3 to WSP Canada Inc. in the amount of \$476,200 (exclusive of HST), be approved as outlined in Schedule J;

THAT staff be delegated the authority for up to a 20% contingency award(s) for any remaining costs associated with the Appleby Line Phase 3 project works that are required to project completion, as outlined in Schedule J;

THAT the contract increase for the 2025 Bridge and Culvert Rehabilitation - Design to GEI Consultants in the amount of \$10,465 (exclusive of HST), be approved as outlined in Schedule K;

THAT the contract increase for the implementation of the 40 km/h Neighbourhood Signs and Rural Road Safety signs to Edgar Howden and Sons Ltd. in the amount of \$125,150 (exclusive of HST), be approved as outlined in Schedule L;

THAT the contract increase for the Preliminary Design of Boyne District Park to The MBTW Group in the amount of \$33,745 (exclusive of HST), be approved as outlined in Schedule M;

THAT staff be delegated the authority for up to a 30% contingency award(s) for any remaining costs associated with the Boyne District



Report To: Council

Park project works that are required to project completion, as outlined in Schedule M;

THAT the emergency award for the glass pane replacements at the Sherwood Community Centre to Active Wall Inc. in the amount of \$41,160 (exclusive of HST), be received for information as outlined in Schedule N;

THAT the emergency award for the two HVAC unit replacements at Nassagaweya Community Centre to The State Group in the total amount of \$31,975 (exclusive of HST), be received for information as outlined in Schedule O;

THAT the Manager, Procurement be authorized to execute the contract(s), as outlined by the purchasing by-law, and the Mayor and the Town Clerk be authorized to sign any required paperwork.

## EXECUTIVE SUMMARY

This report is being submitted to obtain Council's authorization on the various items on the attached schedules. Requests are being made as per the guidelines outlined in the Purchasing By-law No. 061-2018 and the Budget Management Policy (Policy No.113).

## REPORT

### Background

Procurement of goods and services is governed by By-law No. 061-2018. Purchasing activity is undertaken in a manner that is intended to support the Town's mandate to provide effective, responsible government and efficiently deliver services to the residents of Milton.

## Discussion

Information pertaining to the recommended purchasing awards is included on the corresponding Schedules (A to O) attached.

Included within this report are recommendations arising from a tender process for the 2026 Asphalt Overlay Program, a request for proposal for the purchase of a Zamboni ice resurfer, and two single-source awards for splashpad updates at Coates Park and secondary mobility and cellular service provider.

Also included is a request for delegated authority to award the tender for the Reconstruction of Appleby Line Phase 3, with the results to be reported back to Council for information. Delegated authority is requested to allow for the procurement of long-lead time materials, as the tender is anticipated to close on or about April 15, 2026.

In addition, staff are requesting a 5-year contract extension with Scotiabank for the provision of banking services to the Town of Milton, beginning October 1, 2026. This recommendation supports the ongoing implementation of the Town's new Financial Management System and reflects the importance of system stability following recent integrations.

Further recommendations include contract renewals with WSP Canada Inc. for consulting services related to the 2027 asphalt overlay and crack sealing programs, as well as approval of four contract increases to ensure continuity with prior project phases and completion of required scopes of work. Delegated authority is also requested to approve change orders of up to 20% for the Appleby Line Phase 3 contract administration and up to 30% for the Boyne District Park project.

Finally, staff are reporting back to council on the utilization of delegated authority for emergency purchases for glass pane replacement at Sherwood Community Centre and HVAC replacement at Nassagaweya Community Centre. These emergencies necessitated the timely initiation of the required work in order to ensure continuity of services and/or safe conditions for the public.



## Financial Impact

Financial impacts are outlined in detail on the attached Schedules A through O. An overall reduction to the capital program of \$2.6 million has been identified in relation to these awards, largely related to the results of the asphalt overlay tender process. As a result, the amount of tax-supported debt that is expected will be reduced by \$1.0 million, and planned funding can be returned to the Town's Project Variance Reserve and Canada Community Building Fund, where they can be re-allocated to other projects.

An increase of \$0.3 million is required from the Town's development charge reserve funds, largely related to the acceleration of developer reimbursements to 2026 for trail development in the Boyne area. As this represents only an acceleration of funding in the Town's 10 year capital planning horizon, there is minimal overall impact to the Town's cash flow.

As noted within Schedule F, annual savings in the operating budget of approximately \$0.03 million may be realized as a result of the revised contract terms. Actual savings will be subject to the Town's usage patterns, and will be reflected in future variance reporting and budget processes.

Respectfully submitted,

Glen Cowan  
Chief Financial Officer / Treasurer



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For questions, please contact: Sharon Telfer, Manager, Procurement Phone: Ext. 2138  
Shirley Xie, Supervisor, Financial Reporting Phone: Ext. 2472

### Attachments

- Schedule A - Reserve and Reserve Fund Transfers
- Schedule B - Budget Amendment Boyne Limestone Trails in Greenlands
- Schedule C - Tender Award 2026 Asphalt Overlay Program
- Schedule D - Proposal Award Zamboni Ice Resurfacer
- Schedule E - Single Source Award Vortex Splashpad Coates Park
- Schedule F - Single Source Award Telus Cellular Services
- Schedule G - Delegated Authority Appleby Line Phase 3
- Schedule H - Contract Extension Banking Services
- Schedule I - Contract Renewal 2027 Asphalt Overlay and Crack Sealing
- Schedule J - Contract Increase Appleby Line CA
- Schedule K - Contract Increase 2025 Bridge and Culvert Rehabilitation - Design
- Schedule L - Contract Increase Road Signs
- Schedule M - Contract Increase Boyne Park
- Schedule N - Emergency Purchase Glass Replacement Sherwood CC
- Schedule O - Emergency Purchase HVAC unit replacement Nassagaweya CC



# The Corporation of the Town of Milton

Report #:  
ES-019-26  
Page 7 of 7

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Approved by CAO  
Andrew M. Siltala  
Chief Administrative Officer

## Recognition of Traditional Lands

The Town of Milton resides on the Treaty Lands and Territory of the Mississaugas of the Credit First Nation. We also recognize the traditional territory of the Huron-Wendat and Haudenosaunee people. The Town of Milton shares this land and the responsibility for the water, food and resources. We stand as allies with the First Nations as stewards of these lands.