

**COUNCIL AUTHORITY FOR CONTRACT AWARDS  
CONTRACT INCREASE**

<b>Project Award</b>	Contract Increase for strategic planning and growth management advice.
<b>Recommendation</b>	<b>Staff are recommending a contract increase for Malone Given Parsons to provide strategic planning and growth management advice to an upset limit of \$50,000 (exclusive of HST).</b>
<b>Purpose of Report</b>	As per Section 10.1 of Purchasing By-law No. 061-2018, Council approval is required.
<b>Background information</b>	<p>Malone Given Parsons (MGP) was retained through PO 20-00252 to provide expert advice to Town staff with respect to Halton Region's Official Plan review for an amount up to \$25,000. To-date, this work has involved a technical review of all documentation released by Halton Region and the preparation for and undertaking of a Council Workshop on April 26, 2021. A change order for the preparation of a Land Needs Assessment in an amount of \$15,000 was also approved through PDA-025-21 and reported through CORS-037-21.</p> <p>In 2022 additional work in an amount of \$14,108.75 was also subsequently issued through blanket PO C-22-48. This blanket PO was created for work required for the period ending May 1, 2022.</p> <p>MGP has recently prepared a proposal for the Town for services including growth management analyses and providing input to the review of the Joint Best Planning Estimates and the Town's Official Plan Review, among other things. Any work will be initiated by direction of the Town to MGP, and an upset limit of \$50,000 has been requested in relation to this work. Hourly rates have been provided and assessed relative to the existing rates charged under this contract.</p> <p>The new work requested will be added to the blanket purchase order with releases against the \$50,000 limit as the work required is further defined.</p>

**Financial Planning Section: Budget Impact** (Note 1)

<b>Account Number(s)</b>	C90011021
<b>Account Description</b>	Official Plan Review
<b>Project Total Budget</b>	\$814,961
<b>Contract Budget</b>	\$46,225
<b>Actual</b> (Net of HST Rebate)	\$50,880

<b>Variance</b>	\$4,655 (U)
<b>Funding Source</b>	Note 2

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

Note 2: The unfavourable variance will be managed through the reallocation of other expenditure lines within the project.