



The Corporation of the Town of Milton

Report To: Council

From: Glen Cowan, Chief Financial Officer / Treasurer

Date: May 29, 2023

Report No: CORS-031-23

Subject: Purchasing Various - May 29, 2023

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

THAT the award of the proposal for the Town (the lessor) to enter into a 21-year less one day lease agreement with Razor Management Inc. (the lessee) for a Seasonal Air Supported Structure and Dome Operator Services be approved as outlined in Schedule B.

THAT the Mayor and Clerk be authorized to execute the lease agreement outlined with Razor Management Inc., as well as an amended lease agreement with the Halton Catholic District School Board, as outlined in Appendix B and subject to the satisfaction of the Commissioner of Community Services and the Town's legal counsel.

THAT the award of the proposal for the services of an Integrity Commissioner to SC Consulting in the estimated amount of \$57,372 (exclusive of HST) for the period July 1, 2023 to December 31, 2027 be approved as outlined in Schedule C.

THAT staff be delegated the authority to extend the contract with SC Consulting for up to four (4) additional one-year periods as outlined in Schedule C.

THAT the award of the tender for the construction of Walker Neighbourhood Park to Melfer Construction Inc. in the total amount of \$1,928,000 (exclusive of HST) be approved as outlined on Schedule D.

THAT the single source award to WSP for third party consulting review related to Site Alteration files in the estimated amount of \$150,000 (exclusive of HST) for a contract term ending December 31, 2024 be approved as outlined in Schedule E.

THAT the award made under delegated authority for Contract Administration related to the 2023 Asphalt Overlay Program to WSP E&I Canada in the amount of \$406,960 (exclusive of HST) be received for information as outlined in Schedule F.

THAT the award made under delegated authority for Contract Administration related to the 2023 Expanded Asphalt Program to CIMA Canada in the amount of \$191,830 (exclusive of HST) be received for information as outlined in Schedule G.

THAT the new capital budget C33015122 - Main Street (Drew Centre to Thompson Road) with an approved budget of \$140,650 and the emergency contract award to WSP E&I Canada Ltd. for design of \$113,590 and contract administration of \$48,720 (excluding HST) be received for information as outlined on Schedule H.

THAT the new capital Budget C45015322 - Tractor Attachment with an approved budget of \$16,770 and the emergency contract award to Green Tractors Halton for a spreader in the amount of \$16,000 (excluding HST) be received for information as outlined in Schedule I.

THAT the emergency contract increase for work required on Woodward Avenue to Halton Region in the total amount of \$88,106 (exclusive of HST) be being received for information as outlined on Schedule J.

THAT the Manager, Purchasing and Supply Chain Management 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).

This report includes a recommendation to enter into a long-term lease agreement to allow a third party provider to install and operate an air-supported structure for indoor sports at St. Francis Xavier Secondary School. This recommendation follows the direction that was previously provided through COMS-004-23 and the resulting request for proposal process.



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 J) attached.

Included within this report is award for the installation and operation of an air supported structure for the turf field located at St. Francis Xavier Secondary School. A new operating model for this location was approved by Council through report COMS-004-23 subject to a successful request for proposal process. Staff have since undertaken that process and the highest scoring proponent, Razor Management Inc., has been identified. Unlike the prior operating model for this location, the responsibility for installation and operation of the structure will transfer to the third party provider under the terms of the agreement. Should the recommendations herein be approved, staff will work to execute an agreement with the vendor. The Town's legal counsel will be engaged as part of that review, and will also be asked to consider the potential application of Section 110 of the Municipal Act, 2001 for the purposes of designating the structure as a municipal capital facility. If necessary a related by-law will be presented to Council for consideration at a future Council meeting.

Financial Impact

Financial impacts are outlined in detail on the attached Schedules A through J, and result in a net decrease in funding to the capital program of \$72,940.

As outlined in Schedule B, there will be implications to the Town's operating budget in relation to the award of the air-supported structure for the turf field. The Town's operating budget will see a budget pressure of up to \$276,976 in relation to the direct variable revenues and costs that were budgeted on the basis of the Town managing the facility. At the same time, the Town will avoid the requirement to invest an estimated \$2 million in the installation of a new facility, and will also benefit from the transfer of financial risk and the reduction in demands on staff resources. These impacts will be reflected in the budget beginning in the 2024 process.

Respectfully submitted,

Glen Cowan
Chief Financial Officer / Treasurer



For questions, please contact: Sharon Telfer, Manager, Ext. 2138
Purchasing and Supply Chain
Management

Attachments

- Schedule A – Summary of Changes in Capital Project Budgets and Funding
- Schedule B – Proposal Award for an Air Supported Structure for Indoor Sports
- Schedule C – Proposal Award for Integrity Commissioner
- Schedule D – Tender Award for Walker Neighbourhood Park
- Schedule E – Single Source Award for Site Alteration Consulting
- Schedule F – Contract Administration for 2023 Asphalt Overlay Program
- Schedule G – Contract Administration for 2023 Expanded Asphalt Program
- Schedule H - Main Street Emergency Award and Budget
- Schedule I - Spreader Emergency Award and Budget
- Schedule J - Woodward Avenue Emergency Award

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.