

**COUNCIL AUTHORITY FOR CONTRACT AWARDS  
CONTRACT INCREASE**

<b>Project Award</b>	Contract Increase for the Residential and Non-Residential Needs Analysis Study (Proposal No. 23-559)
<b>Recommendation</b>	<b>Staff is recommending approval to proceed with a contract increase to Watson &amp; Associates Economists Ltd. for the Residential and Non-Residential Needs Analysis Study in the total amount of \$73,350 (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>Through CORS-028-23, council approved the contract award for the Residential and Non-Residential Needs Analysis Study with Watson &amp; Associates Economists Ltd. in the amount of \$159,995 (exclusive of HST), following the results of a competitive Request for Proposal process.</p> <p>The initial award included the first two phases of the study. Phase 1 included preparing forecasts to 2051 for a number of housing, employment and demographic factors. Phase 2 included the completion of Planning Act requirements for the assessment report for inclusionary zoning.</p> <p>\$25,050 (exclusive of HST) of the current contact increase relates to additional scope relating to Phase 1 of the Study including:</p> <ul style="list-style-type: none"> <li>• Revisions to take into consideration updates to the draft of the new Provincial Policy Statement (PPS) that was released on April 10, 2024;</li> <li>• Refinement of growth allocations to smaller geographies to align with the Joint Best Planning Estimates policy areas;</li> <li>• Additional meetings between Staff and the consultant to discuss and refine the findings and recommendations; and</li> <li>• Presentation of the findings by the consultant.</li> </ul> <p>Separately, a need was identified to add a third phase to the project in order to complete the remaining elements of a Housing Needs Assessment Report that satisfies the requirements of the Federal Government. The completion of such a report is a condition of the Housing Accelerator Fund and the Canada Community-Building Fund, both of which the Town of Milton is a party to. As such, \$48,300 (exclusive of HST) is related to this work, which includes:</p> <ul style="list-style-type: none"> <li>• Preparing a socioeconomic, demographic and household profile analysis.</li> <li>• Undertaking an existing Housing Supply and Needs analysis inclusive of market and non-market housing availability.</li> <li>• Summarizing current programming that supports affordable</li> </ul>

**Schedule E**

	<p>housing.</p> <ul style="list-style-type: none"> <li>• Undertaking stakeholder engagement to give a full picture of housing needs in Milton.</li> </ul> <p>Staff have reviewed and validated the rates used are consistent with the original contract awarded through CORS-028-23, as well as the work plan associated with the additional scope. The new contract total will be \$233,345 (exclusive of HST).</p>
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**Financial Planning Section: Budget Impact** (Note 1)

<b>Account Number(s)</b>	C90010323-N1810-7290
<b>Account Description</b>	Res/Non-Res Take Up/Land Needs Study
<b>Project Total Budget</b>	\$253,003
<b>Contract Budget</b>	\$0
<b>Actual</b> (Net of HST Rebate)	\$74,641
<b>Variance</b>	\$74,641(U)
<b>Funding Source</b>	Federal Grants/Subsidies (Note 2)

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

Note 2: As the work associated with this contract is an initiative outlined in the Town's Housing Accelerator Fund (HAF) application and as previously presented to Council through ES-011-23, staff recommend that this and all external works associated with this project be refinanced with HAF funding as outlined on Schedule A.