



# The Corporation of the Town of Milton

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Report To: Council

From: Glen Cowan, Chief Financial Officer / Treasurer

Date: October 7, 2024

Report No: ES-030-24

Subject: Purchasing Various - October 2024

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

THAT Council approve the budget amendment for Capital Project C47001024 - Milton Community Park - Pickleball Lighting, as outlined on Schedule B;

THAT the contract increase for additional consulting services for the Milton Education Village Subwatershed Impact Study (SIS) to WSP E&I Canada in the amount of \$54,184 (exclusive of HST) be approved, as outlined in Schedule C;

THAT the contract increase for additional consulting services for the Stormwater Master Plan to Aquafor Beech Limited in the amount of \$187,562 (exclusive of HST) be approved, as outlined in Schedule D;

THAT the contract increase for additional consulting services for the Mill Pond Rehabilitation Project to Aquafor Beech Limited in the amount of \$76,500 (exclusive of HST) be approved, as outlined in Schedule E;

THAT the contract increase for Milton Town Hall Restoration Works - Phase II project to Phoenix Restoration Inc. in the amount of \$3,750 (exclusive of HST) be approved, as outlined in Schedule F;

THAT staff be delegated authority for up to a 10% contingency award(s) for any remaining costs associated with the Milton Town Hall Restoration Works - Phase II project works that are required to project completion;

THAT a single source award to Vayle Inc. for implementation and ongoing software licensing and support of a Freedom of Information Access and Privacy software compliance solution in the amount of \$49,250 (exclusive of HST) be approved, as outlined in Schedule G;



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THAT a single source award to Vayle Inc. for implementation and ongoing software licensing and support of a Privacy Impact Assessments (PIAs) software solution in the estimated amount of \$28,800 (exclusive of HST) be approved, as outlined in Schedule G;

THAT the contract award made under delegated authority for Consulting Services for the Ontario Street Rehabilitation to GEI Consultants (formerly GM Blue Plan Engineering) in the amount of \$261,366 (exclusive of HST), be received as outlined in Schedule H;

THAT the contract increase made under delegated authority for the Ponds 4, 2 & 8 Rehabilitation to WSP Canada Inc. in the amount of \$84,856 (exclusive of HST) be received, as outlined in Schedule I;

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 items in the attached schedules. Requests are being made as per the guidelines outlined in the Purchasing By-law No. 061-2018.

## 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 I) attached.

A budget adjustment is being requested in order to allow for the lighting of pickleball courts at Milton Community Park. The approval at this time through this report will allow



## Discussion

for implementation of the new lighting to begin in the fall of 2024. Additional pickleball enhancement opportunities will also be considered as part of the 2025 Capital Budget.

Included within this report are several requests for contract increases, which are being recommended in order to ensure that ongoing projects remain on schedule and capture all project requirements. Also included is a single source request for implementation and ongoing software licensing and support of a new Freedom of Information (FOI) Access and Privacy software compliance solution and a Privacy Impact Assessments (PIAs) software solution.

Finally, staff are reporting back to council on the utilization of a couple delegations of authority. The first relates to consulting services for the Ontario Street Rehabilitation, where the delegated authority was required to meet the project schedule. The second relates to the contract increase of the Pond 4 Rehabilitation project. Delegated authority was required to expedite the design of Ponds 2 and 8, in order to tender all 3 ponds together in the Spring of 2025 to maximize external grant funding opportunities.

## Financial Impact

Financial impacts are outlined in detail on the attached Schedules A through I, and include a net increase to the capital budget of \$67,490. This increase primarily relates to the budget request to add lighting to the pickleball courts at Milton Community Park at a cost of \$84,904, with partial mitigation from a favourable variance in the Mill Pond rehabilitation.

As noted on Schedule G, the award for the FOI and PIA software will be funded from capital during the first year of implementation, after which an annual operating budget impact of approximately \$23,640 (excluding of HST) is expected beginning in 2026.

Respectfully submitted,

Glen Cowan  
Chief Financial Officer / Treasurer

For questions, please contact:	Sharon Telfer, Manager, Purchasing and Supply Chain Management	Phone: Ext. 2138
	Shirley Xie, Supervisor, Financial Reporting	Phone: Ext. 2472



## Attachments

- Schedule A – Reserve and Reserve Fund Transfers
- Schedule B – Budget Amendment
- Schedule C – Contract increase Milton Education Village Subwatershed Impact Study
- Schedule D – Contract increase Stormwater Master Plan
- Schedule E – Contract increase Mill Pond Rehabilitation Project
- Schedule F – Contract increase Milton Town Hall Restoration Works - Phase II project
- Schedule G – Single source FOI and PIA Software Solution
- Schedule H – Reporting back delegated authority Consulting Services for Ontario Street Rehabilitation
- Schedule I – Reporting back delegated authority for Ponds 4, 2 & 8 Rehabilitation

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.