



The Corporation of the Town of Milton

Report To: Council

From: Peter Gatto, Fire Chief

Troy McHarg, Commissioner Corporate Services

Date: February 7, 2022

Report No: CORS-008-22

Subject: Audit and Accountability Fund - Phase 3

Recommendation: THAT the Mayor and Town Clerk be authorized to execute any required agreements related to the Province of Ontario's Audit and Accountability Fund - Phase 3 Intake.

THAT a new capital project be created with a budget in the amount of \$122,112, funded from the Audit and Accountability Fund - Phase 3 Intake.

THAT staff be delegated the authority to increase the purchase order that was awarded to Federal Engineering Inc. in the original amount of \$71,120 (inclusive of net HST) to a maximum amount of \$122,112 (inclusive of net HST) for change orders that may be required in relation to the Audit and Accountability Fund - Phase 3 Intake.

EXECUTIVE SUMMARY

- The Province's Audit and Accountability fund supports service delivery and administrative expenditure reviews, with the goal of finding efficiencies while protecting and modernizing front-line services.
- The Town submitted an application in late 2021 to undertake a review of Milton Fire Department's Communication Centre.
- In January 2022, the Province approved up to \$122,112 for a third-party to undertake this review for the Town, with a final report required no later than February 2023.
- A transfer payment agreement needs to be executed in order to secure the Provincial funding and move forward with this initiative.

REPORT

Background

In August 2021, the Ministry of Municipal Affairs and Housing announced the third phase of the Audit and Accountability Fund. The third intake of the program supports Ontario's large municipalities in conducting service delivery and administrative expenditure reviews, with the goal of finding efficiencies while protecting and modernizing front-line services. Applications related to any area of municipal service delivery were eligible, with the following priorities identified:

- Digital modernization
- Service integration
- Streamlined development approvals

The Town of Milton submitted an application for a Town of Milton Fire Department Dispatch Communications Centre Review. The objective of the Project is to review the infrastructure and operations of the Fire Department Communications Centre and to make recommendations on infrastructure improvements, future requirements, and opportunities for improvements in the delivery of fire service communications. The goal of the review is to identify efficiencies and provide a technically enhanced core communications system that continues to meet the needs of a growing municipality. This review was previously recommended through the Town's Fire Master Plan (ES-003-21).

On January 27th, the Ministry advised the Town that the funding request had been approved, and a transfer payment agreement was subsequently provided to the Town. As such, the recommendations contained within this staff report are required in order to proceed with this initiative at this time.

Discussion

The Provincial funding requires that an independent third-party consultant undertake a review to identify opportunities for effectiveness and efficiency in the area of Fire Communications. The review is expected to include the following:

- Detailed overview of current regulations, requirements or mandates required by/imposed by the Canadian Radio-television and Telecommunications Commission (CRTC), applicable to the Town and required for full Next Generation 911 (NG911) compatibility;
- Detailed overview of current infrastructure, applications and operational processes within the scope of NG911 with actionable recommendations for aligning to NG911 requirements;
- High level network design that could align to NG911 standards and requirements;
- Proposed schedule to change, upgrade or replace necessary/critical 911 infrastructure or applications in line with mandated CRTC NG911 deadlines;

Discussion

- Detailed review of options to explore the feasibility and opportunities for future delivery of secure, reliable and responsive emergency fire communications to meet the requirements of NFPA 1224, Standard for Emergency Services Communications.
- Anticipated impacts to existing service levels as well as impact to future service levels based on forecasted population growth for the next 10 years.
- Detailed infrastructure requirements (including physical / building space requirements) and/or technology.
- Application enhancements or upgrades necessary; with particular emphasis to a detailed analyses on the current C.A.D. and record management system (R.M.S.) to determine the need for upgrade/replacement and to determine the current and future support to be provided by the vendor.
- Estimated capital and operational costs;
- Anticipated impacts to existing and future service levels; and
- Detailed infrastructure, technology and process requirements for future delivery models.

The Town will be required to submit the report to the Province and publish the report on the Town's publicly accessible website by February 1, 2023. An interim update report to the Ministry is also required in May 2022.

Funding of up to \$122,112 will be provided to the Town to undertake the review. Eligible costs include payments to the third-party reviewer, and exclude the Town's staff time. As part of the program guidelines the Province recognized that field work related to the review could begin as early as August 16, 2021. An initial payment of \$38,160 will be made to the Town following execution of the agreement, and a final payment of up to \$83,952 will be made following the Province's approval of the final report. A municipal funding share is not a requirement of this funding program.

In alignment with the recommendations in the Town's Fire Master Plan, the Town proceeded with a request for proposal process in late 2021 to secure the services of a third-party consultant to lead this review. That process led to an award to Federal Engineering Inc. in the amount of \$71,120 (inclusive of net HST), with work beginning in early 2022. As the final transfer payment agreement has now been received, and in recognition that change orders may be required in relation to the scope approved by the Province, staff are requesting delegated authority to increase the purchase order to Federal Engineering Inc. if required. This delegated authority will help maximize the benefits that can be realized through this funding program and ensure the timely completion of the project.



The Corporation of the Town of Milton

Report #:
CORS-008-22
Page 5 of 5

the water, food and resources. We stand as allies with the First Nations as stewards of these lands.