



# The Corporation of the Town of Milton

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Report To: Council

From: Glen Cowan, Chief Financial Officer / Treasurer

Date: January 29, 2024

Report No: CORS-002-24

Subject: Purchasing Various - January 2024

Recommendation: **THAT the contract extension for animal shelter services to The City of Burlington in the amount of \$199,963.75 (excl. HST) be approved as outlined on Schedule A.**

**THAT the Manager, Purchasing and Supply Chain Management be authorized to execute the contract extension, 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 item in the attached schedule. 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 extension to the existing animal shelter services contract is included on the corresponding Schedule A attached. The extension continues the service for a period of 2 years with an annual increase in the cost of 2.2%.



### Financial Impact

Financial impacts are outlined in detail on the attached Schedule A, and result in a favourable variance for the operating budget.

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 – Contract Extension for Animal Shelter Services

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.

**COUNCIL AUTHORITY FOR CONTRACT AWARDS  
CONTRACT EXTENSION**

<b>Project Award</b>	Contract Extension for the Provision of Animal Shelter Services for Domestic Dogs and Domestic Cats
<b>Recommendation</b>	<b>Staff are recommending a two (2) year contract extension to the Agreement with the City of Burlington for animal shelter services for domestic dogs and domestic cats, in the amount of \$199,963.75 (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>Milton's Animal Control Services is supplemented by the Burlington Animal Shelter. The partnership with the Burlington Animal Shelter commenced in 2014 and continues to provide a high standard of animal care to the community. The Burlington Animal Shelter acts as the shelter since Milton does not have a facility to provide shelter services. Stray domestic animals that are located by Milton Animal Services Officers are transported to the Burlington Animal Shelter for care, fostering or adoption.</p> <p>The Town entered into an Agreement with the City of Burlington for the Provision of Animal Shelter Services for Domestic Dogs and Domestic Cats for a three (3) year term as per CORS-009-21. The Agreement included the provision for an additional two (2) year optional extension.</p> <p>Staff are recommending to extend the contract with the City of Burlington for Animal Shelter Services for the optional two (2) year period, from February 1, 2024 to January 31, 2026. The contract includes fixed annual payments of \$98,894.04 (exclusive of HST) for year 1, and \$101,069.71 (exclusive of HST) for year 2. The rates for the two (2) year contract extension include an annual increase of 2.2% each year as per the Agreement.</p> <p>The total amount of the two (2) year contract extension is \$199,963.75 (exclusive of HST).</p>

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

<b>Account Number(s)</b>	2322-3740
<b>Account Description</b>	Animal Services - Contracts
<b>Contract Budget</b>	\$ 94,337
<b>Actual</b> (Net of HST Rebate) (Note 2)	\$ 92,248
<b>Variance</b> (Note 3)	\$ 2,089 (F)
<b>Funding Source</b>	Operating Budget

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

Note 2: The budget and actual represent amounts for 11 months of the year 1 contract. The remaining portion of the contract will be included in the 2025 and 2026 operating budget.