



# The Corporation of the Town of Milton

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Report To: Council

From: Glen Cowan, Chief Financial Officer / Treasurer

Date: February 24, 2025

Report No: ES-003-25

Subject: Purchasing Various - February 2025

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

THAT the single source award for Repairs and Upgrades to the Cycling Track at Mattamy National Cycling Centre to VeloTrack in the estimated amount of \$332,400 (exclusive of HST) be approved, as outlined in Schedule B;

THAT the single source award for a Land Valuation Appreciation Study to N. Barry Lyon Consultants Ltd in the total amount of \$80,000 (exclusive of HST) be approved, as outlined in Schedule C;

THAT the single source award for Peer Review Consulting Services to WSP Canada in the total amount of \$145,188 (exclusive of HST) be approved, as outlined in Schedule D;

THAT the award made under delegated authority for the Contract Increase for Signalization of No. 5 Side Road and Esquesing Line to CIMA Canada Inc. in the amount of \$172,500 (exclusive of HST) be received for information, as outlined in Schedule E.

THAT the award made under delegated authority for the Contract Increase for Transportation Master Plan Update to WSP Canada Inc. in the amount of \$9,750 (exclusive of HST) be received for information, as outlined in Schedule F.

THAT the award made under delegated authority for the Proposal Award for Security Operations Monitoring to Difenda Inc. in the amount of \$58,568 (exclusive of HST) be received for information, as outlined in Schedule G.

THAT the emergency contract award for the Replacement of the hot water tank at Sherwood Community Centre to 1503647 Ontario Limited o/s DBS in the amount of \$58,960 (exclusive of HST) be received for information, as outlined in Schedule H.



Report To: Council

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 H) attached.

Included within this report are recommendations to award several single source contracts. The vendors were identified due to their direct knowledge and experience in relation to the specific scope of work required by the Town, and their work plans were reviewed and validated by Town staff. The awards include repairs and upgrades to the cycling track at Mattamy National Cycling Centre to VeloTrack in the estimated amount of \$332,400, a land value appreciation study to N. Barry Lyon Consultants Ltd. in the total amount of \$80,000 (to be awarded in phases), and peer review consulting services to WSP Canada in the total amount of \$145,188.

Staff are also reporting back to council on the utilization of a few delegations of authority to award contract increases and a proposal award, and of an emergency purchase. This reporting ensures transparency on the related activity, while ensuring a prompt response in each of the situations to ensure continuity of service.



### Financial Impact

Financial impacts are outlined in detail on the attached Schedules A through H. As outlined in Schedule A, a net budget reduction to the capital program of \$369,425 is being recommended at this time, with funding to be returned to the Project Variance Account.

Respectfully submitted,

Glen Cowan  
Chief Financial Officer / Treasurer

For questions, please contact: Sharon Telfer, Manager, Procurement Phone: Ext. 2138  
Shirley Xie, Supervisor, Financial Reporting Phone: Ext. 2472

### Attachments

- Schedule A – Reserve and Reserve Fund Transfers
- Schedule B – Single Source MNCC Track Refinishing
- Schedule C – Single Source Land Valuation Study
- Schedule D – Single Source Peer Review Consulting Services
- Schedule E – Reporting back delegated authority Signalization 5 Side Rd
- Schedule F – Reporting back delegated authority Transportation Master Plan
- Schedule G – Reporting back delegated authority Security Operations Monitoring
- Schedule H – Emergency purchase Water Tank Sherwood CC

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



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

### Summary of Changes in Capital Project Budgets and Funding

Schedule	B	C	Total Change in Funding Sources Increase / (Decrease)
Project Number	C58216025	C90030825	
Project Description	Mattamy National Cycling Centre Improvements	Land Value Appreciation Study	
<b>Total Approved Project Budget</b>	<b>\$ 1,667,301</b>	<b>\$ -</b>	
<b>Recommended Budget Change</b>			
Project Variance Account	(461,660)	92,235	(369,425)
<b>Total Increase/(Decrease) in Funding</b>	<b>(461,660)</b>	<b>92,235</b>	<b>\$ (369,425)</b>
<b>Total Revised Project Budget</b>	<b>\$ 1,205,641</b>	<b>\$ 92,235</b>	

**COUNCIL AUTHORITY FOR CONTRACT AWARDS  
SINGLE SOURCE AWARD**

<b>Project Award</b>	Single Source award to VeloTrack for Repairs and Upgrades to the Cycling Track at Mattamy National Cycling Centre
<b>Recommendation</b>	<b>Staff is recommending the single source award to VeloTrack for the supply and delivery of cycling track repairs and refinishing, and upgrades to the upper barrier at the Mattamy National Cycling Centre in the estimated total amount of \$332,400 (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>VeloTrack is very familiar with the Mattamy National Cycling Centre having designed and installed the cycling track as part of the original velodrome construction in 2014.</p> <p>VeloTrack is a certified partner of the Union Cycliste Internationale (UCI). VeloTrack has designed and constructed numerous velodrome cycling tracks internationally and possesses the expertise to complete the work in a timely manner in July of 2025 to ensure minimal disruptions to track programming for Cycling Canada and the Town of Milton.</p> <p>Staff are recommending a single source award to Velotrack in the estimated amount of \$332,400 CAD (subject to EUR to CAD conversion) to perform the cycling track repairs and refinishing and upgrades to the upper barrier to meet current UCI standards.</p>

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

<b>Account Number(s)</b>	C58216025-A1634-7545
<b>Account Description</b>	Mattamy National Cycling Centre Improvements
<b>Project Total Budget</b>	\$ 1,667,301
<b>Contract Budget</b>	\$ 827,300
<b>Actual</b> (Note 2)	\$ 332,400
<b>Variance</b> (Note 3)	\$ 494,900 (F)
<b>Funding Source</b>	Project Variance Account

Note 1: This project is eligible for input tax credit, therefore costs do not include HST.

Note 2: Contract actuals are an estimate and will vary based on EUR exchange rates. The final contract value will be monitored by program area staff. Any variances will be reported through the variance process.

Note 3: Staff is requesting a \$33,240 favourable variance to retain in account in order to accommodate unforeseen work.

**COUNCIL AUTHORITY FOR CONTRACT AWARDS  
SINGLE SOURCE AWARD**

<b>Project Award</b>	Land Value Appreciation Study – Trafalgar GO Station
<b>Recommendation</b>	<b>Staff is recommending approval to proceed with a contract award for a Land Value Appreciation Study in the total amount of \$80,000 (exclusive of HST) to N. Barry Lyon Consultants Ltd.</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>The Town of Milton continues to progress in the planning of the Agerton Secondary Plan area. This area is envisioned to be developed as a mixed-use, higher density community with a new GO Station at its heart. In July 2022, a statutory public meeting under the Planning Act was held for the Agerton Secondary Plan and a draft was presented for comment. Since 2022, there have been a number of provincial legislation and policy changes that impact the Agerton Secondary Plan. The Town is currently reviewing and updating the draft secondary plan in consideration of the provincial changes as well as any comments received since the public meeting.</p> <p>Central to the current vision for the secondary plan area is the establishment of a new GO Station. The purpose of the land value appreciation study that is recommended herein is to provide a basis of research and evidence for the Town to consider as part of its efforts to establish a potential implementation strategy for the Trafalgar GO station.</p> <p>The scope of the total proposed work that is included above will occur in phases. The first phase will provide an assessment of the likely benefitting area for the GO Station, an estimate of the land value impacts that may be expected from the establishment of a new station, and the related research and analysis upon which those findings are based.</p> <p>The subsequent phase(s) would include a feasibility analysis and review, financial testing and refinements to the data modeling, and considerations relative to the evolving Provincial legislation related to GO Transit Station funding. These subsequent phases would only occur based on Town authorization, and would be subject to the results of the initial phase amongst other considerations.</p> <p>The GO Transit Station Funding Act, 2023 (GTSFA) pursuant to Bill 131, Transportation for the Future Act, 2023 provides for the use of a Transit Station Charge to contribute to the cost of new GO stations. The related regulations have yet to be released, and</p>

**Schedule C**

therefore it is premature at this time to determine whether use of the financing framework that is provided for through the legislation will be appropriate within Milton. As the Town considers potential financial strategies related to a new station (including potential funding programs from other levels of government, as noted in report CORS-027-24) or other partnership opportunities, land value appreciation data is expected to prove valuable.

N. Barry Lyon Consultants Ltd. have been recommended for this assignment on the basis of their related experience for a similar project within the GTA, their familiarity with the evolving Provincial legislation, as well as their prior land value analysis for a number of GO stations. Staff have reviewed the work plan and proposal are satisfied that they represent value for the Town.

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

<b>Account Number(s)</b>	C90030825-N1810-7290
<b>Account Description</b>	Land Value Appreciation Study
<b>Project Total Budget</b>	\$0 (Note 2)
<b>Contract Budget</b>	\$ 0 (Note 2)
<b>Actual</b> (Net of HST Rebate)	\$ 81,408
<b>Variance</b>	\$ 81,408 (U) (Note 3)
<b>Funding Source</b>	Project Variance Account

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

Note 2: Through this report staff are recommending that a new project be established for the study. The total project budget amounts to \$92,235, which includes the contract value (including net HST), a 10% contingency as well as the Town's capital surcharge.

Note 3: The total contract value will be awarded in phases. The first phase is expected to equal approximately half of the total value. The award of subsequent work will be dependent on the results of the initial phase, along with other considerations including status of Provincial legislation and engagement with other stakeholders.



**COUNCIL AUTHORITY FOR CONTRACT AWARDS  
SINGLE SOURCE AWARD**

<b>Project Award</b>	Development Engineering – Peer Review Consulting Services
<b>Recommendation</b>	<b>Staff is recommending the single source award for Peer Review Services to WSP Canada in the total amount of \$145,188 (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>In conjunction with the Subwatershed Impact Study (SIS) process or in situations where the Town lacks the required in-house technical expertise, such as ecology and fluvial geomorphology, peer review of specific studies and reports submitted in support of a development proposal may be required in order to complete and/or expedite the technical evaluation of such applications. Any requirement for peer review shall be at the discretion of the Commissioner of Development Services or designate.</p> <p>Staff is recommending the single source award for peer review services to WSP Canada (formerly Wood Environmental &amp; Infrastructure) for Area 4 of the Derry Green Secondary Plan and Milton Heights Secondary Plan. WSP has provided peer review services for all previous Subwatershed Impact Studies (SIS) in both Secondary Plan Areas and has extensive knowledge of both areas. The work plan and related costing has been reviewed and validated by staff.</p>

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

<b>Account Number(s)</b>	6350-3736
<b>Account Description</b>	Consultants – Recoverable
<b>Project Total Budget</b>	NA
<b>Contract Budget</b>	\$ 147,743
<b>Actual</b> (Net of HST Rebate)	\$ 147,743
<b>Variance</b>	\$ 0
<b>Funding Source</b>	Developer Recovery (Note 2)

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

Note 2: The consultant expense is fully recoverable from the developers.

**COUNCIL AUTHORITY FOR CONTRACT AWARDS  
DELEGATED AUTHORITY**

<b>Project Award</b>	Reporting back to Council on the Contract Increase of the Signalization of No. 5 Side Road and Esquesing Line
<b>Purpose of Report</b>	Staff is reporting back to Council for a contract increase that was executed under Section 7.2.2 of Purchasing By-law No. 061-2018.
<b>Background information</b>	<p>The current contract for Consulting Services for the Design of the Signalization of No. 5 Side Road and Esquesing Line was awarded through RFP 23-051-14 to CIMA Canada Inc. using the civil engineering consulting roster process. The contract award total was \$172,500 (excluding HST). There have been no change orders to date.</p> <p>No. 5 Side Road is a boundary road with the Town of Halton Hills. As such, this project will be cost shared with Halton Hills on a 50% cost basis.</p> <p>In 2019 a traffic study was completed for the intersection of No. 5 Side Road and Esquesing Line. The study confirmed the requirements for the signalization and modifications of the intersection. In 2022 a feasibility study/preliminary design was completed for the signalization of the intersection. In 2023, a joint capital project with the Town of Halton Hills was initiated.</p> <p>A contract increase was requested for the additional design services required to rehabilitate a large concrete box culvert (Structure 75) which crosses No. 5 Side Road within the project limits. This structure is a shared structure with Halton Hills. This additional scope was associated to the storm damages sustained in July 2024 which resulted in severe damage to the gabion basket wingwalls and have resulted in a need for repairs and rehabilitation of the structure.</p> <p>Staff utilized Purchasing By-law #061-2018, Section 7.2.2 through PDA-112-24 to proceed with the contract increase to CIMA Canada Inc. in the total amount of \$58,235 (excluding HST).</p>

**Financial Planning Section: Budget Impact** (includes non-refundable HST)

<b>Account Number(s)</b>	C40011323-A0614-7220
<b>Account Description</b>	New Traffic Signals
<b>Project Total Budget</b>	\$ 266,001
<b>Contract Budget</b>	\$ 0
<b>Actual</b> (Net of HST)	\$ 59,260
<b>Variance</b>	\$ 59,260 (U)

**Schedule E**

**Funding Source**

Recovery from Other Munic/Development  
Charges/Project Variance Account

Notes: 50% of the design cost is recoverable from Halton Hills. A required budget increase in an amount of \$59,260 was addressed through PDA-112-24 and therefore not included as part of Schedule A to this purchasing various report.

**COUNCIL AUTHORITY FOR CONTRACT AWARDS  
DELEGATED AUTHORITY**

<b>Project Award</b>	Reporting back to Council on the Contract Increase of the Transportation Master Plan Update
<b>Purpose of Report</b>	Staff is reporting back to Council for a contract increase that was executed under Section 7.2.2 of Purchasing By-law No. 061-2018.
<b>Background information</b>	<p>The current contract for the Transportation Master Plan Update was awarded through CORS-004-23 in the amount of \$199,936 (excluding HST). There have been two change orders to-date. The current contract total is \$225,552 (excl. HST).</p> <p>WSP Canada Inc. was retained in early 2023 to complete the update to the Transportation Master Plan (TMP). The work plan approved at the time considered that certain information would be made available by the Town to the consultant team, and that there would be consideration for two draft circulations of the report. As the study progressed, it became clear that additional effort and time, beyond what was originally anticipated at the project onset, was required in relation to the background data and also to ensure all internal and stakeholder comments were adequately addressed within the TMP update. This additional fee request was required to address the additional consultant effort required to complete the TMP update scope of work.</p> <p>Staff utilized Purchasing By-law #061-2018, Section 7.2.2 through PDA-113-24 to proceed with the contract increase to WSP Canada Inc. in the total amount of \$9,750 (excluding HST).</p>

**Financial Planning Section: Budget Impact** (includes non-refundable HST)

<b>Account Number(s)</b>	C30010923-N0611-7290
<b>Account Description</b>	Transportation Master Plan
<b>Project Total Budget</b>	\$312,850
<b>Contract Budget</b>	\$0
<b>Actual</b> (Net of HST)	\$9,922
<b>Variance</b>	\$9,922 (U)
<b>Funding Source</b>	Development Charges and Project Variance Account

Notes: A required budget increase in an amount of \$9,922 was addressed through PDA-113-24 and therefore not included as part of Schedule A to this purchasing various report.

## COUNCIL AUTHORITY FOR CONTRACT AWARDS DELEGATED AUTHORITY

<b>Project Award</b>	Reporting back to Council on the Delegated Authority utilized to award Proposal 24-538 Security Operations Monitoring
<b>Purpose of Report</b>	Staff are reporting back to Council for a contract award that was made under delegated authority as per PDA-003-25.
<b>Background information</b>	<p>Through ES-034-24, Council approved the authority for staff to proceed with the award of the Security Operations Monitoring for a one (1) year term to the highest scoring vendor from a competitive RFP process.</p> <p>However, after the award notification was sent, it was discovered that the vendor was unable to provide a key component of the required services outlined in the project's scope of work. Staff attempted to negotiate with that vendor to fulfill the technical requirements of the RFP, but the vendor was unable to comply with all of the necessary specifications. As a result, that that vendor was removed from further consideration.</p> <p>Subsequently, staff engaged with the second highest proponent, Calian Cyber Solutions. Calian is capable of fulfilling all technical requirements and is recommended for the award.</p> <p>Staff processed internal report PDA-003-25 to award this contract to Calian Cyber Solutions, in the amount of \$58,568 (exclusive of HST), in order to meet the project commencement schedule.</p> <p>The Proposal included a provision for four (4) one year renewals (for a maximum term of 5 years). PDA-003-25 was for the first year award only. Future renewals will occur via Council approval via the December PV report (within the limited tendering schedule).</p>

### Financial Planning Section: Budget Impact (includes non-refundable HST)

<b>Account Number(s)</b>	2216-3945
<b>Account Description</b>	Technology Service Agreements
<b>Project Total Budget</b>	Not Applicable
<b>Contract Budget</b>	\$70,000
<b>Actual</b> <small>(net of HST)</small>	\$59,599
<b>Variance</b>	\$10,401 (F)
<b>Funding Source</b>	Operating Budget

Note: Contract actuals are an estimate only. Contracts against the approved budgets will be managed by the Program Area staff and will be reviewed with Financial Planning and any variances will be reported through the variance process.



**COUNCIL AUTHORITY FOR CONTRACT AWARDS  
EMERGENCY CONTRACT AWARD**

<b>Project Award</b>	Emergency Contract Award for the replacement of the hot water tank at Sherwood Community Centre
<b>Recommendation</b>	<p><b>Staff proceeded with the contract award for the emergency replacement of the hot water tank in the ice resurface room to 1503647 Ontario Limited o/s DBS in the total amount of \$58,960 (exclusive of HST).</b></p> <p><b>Staff proceeded with establishing a new capital budget C58216224 – Sherwood Community Centre Facility Improvements in the amount of \$58,960, funded from the Project Variance Account.</b></p> <p><b>This report is being received for information.</b></p>
<b>Purpose of Report</b>	As per Section 11.1 of Purchasing By-law No. 061-2018, emergency expenditures shall be reported to Council for information.
<b>Background information</b>	<p>On December 12, 2024, the hot water tank located in the ice resurface room at Sherwood Community Centre experienced a critical failure and was no longer operational. The tank is essential for providing the hot water required when flooding the two ice rinks. Without immediate replacement, the facility's ability to maintain the ice surfacing to operational standards is compromised, potentially affecting user satisfaction and facility functionality.</p> <p>Capital project, C58216224 Sherwood Community Centre Facility Improvements was created for the emergency water boiler replacement.</p>
<b>Financial Planning Section: Budget Impact</b> (Note 1)	
<b>Account Number(s)</b>	C58216224
<b>Account Description</b>	Sherwood Community Centre Facility Improvements
<b>Project Budget Amendment</b>	\$ 58,960
<b>Funding Source</b>	Project Variance Account

Note 1: This project is eligible for input tax credit, therefore costs do not include HST.

Note 2: The establishment of this new capital project and funding was previously addressed through BA-005-24 so is not reflected on Schedule A of this report.