



# The Corporation of the Town of Milton

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Report To: Council

From: Glen Cowan, Chief Financial Officer / Treasurer

Date: February 9, 2026

Report No: ES-006-26

Subject: Purchasing Various - February 2026

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

THAT the contract increase for detailed road design of Appleby Line Phase 3 to WSP Canada Limited in the amount of \$29,655 (exclusive of HST) be approved as outlined in Schedule B;

THAT staff be delegated the authority for up to a 20% contingency award(s) for any remaining consulting services costs associated with the Appleby Line Phase 3 project that are required to project completion, as outlined in Schedule B;

THAT the contract increase made under delegated authority for the software upgrades within the Town's license plate recognition system to SenSen Networks in the amount of \$64,000 (exclusive of HST), be received for information as outlined in Schedule C;

THAT the contract increase made under delegated authority for the rehabilitation trailer for Milton Fire and Rescue Services to 8540527 Canada Inc. in the amount of \$79,900 (exclusive of HST), be received for information as outlined in Schedule D;

THAT the emergency contract award for the replacement of the Rink A domestic water boiler for the Milton Sports Centre to Moore Environmental Systems Limited in the amount of \$36,345 (exclusive of HST), be received for information as outlined in Schedule E;

THAT the Manager, Procurement 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 various items on the attached schedules. Requests are being made as per the guidelines outlined in the Purchasing By-law No. 061-2018 and the Budget Management Policy (Policy No.113).

## **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 E) attached.

Included within this report is a recommendation for a contract increase for the contract administration of the third phase of the Appleby Line roadworks. This increase provides for the significant efforts associated with the utility relocations, as well as coordination for the pre-clearing contract including grading layout and arborist site surveys.

Through this report staff are also reporting back on utilization of delegated authority to make updates to the license plate recognition software to allow for enforcement activity during significant weather events, as well as to improve a trailer required by the Milton Fire and Rescue Service that will allow the unit to serve as rehabilitation and decontamination purposes. Finally, a report back on an emergency purchase award is provided, where a water boiler replacement occurred in order ensure continuity of services at Rink A at the Milton Sports Centre.



## Financial Impact

Financial impacts are outlined in detail on the attached Schedules A through E, and include a \$46,603 increase in the budget of the capital program, with funding provided through a combination of the Project Variance Reserve and Development Charges, as shown in Appendix A.

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 - Contract Increase - Appleby Line

Schedule C - Reporting Back contract increase - License Plate Recognition Technology

Schedule D - Reporting Back contract increase - Fire Rehabilitation Trailer

Schedule E - Reporting Back emergency purchase - Water Boiler at Milton Sports Centre

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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## Recognition of Traditional Lands

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	Total Change in Funding Sources Increase / (Decrease)
Project Number	C35000521	
Project Description	Appleby Line	
<b>Total Approved Project Budget</b>	<b>\$ 612,323</b>	
<b>Recommended Budget Change</b>		
Project Variance Reserve	41,943	41,943
<b>Development Charges:</b>		
Roads DC	4,660	4,660
<b>Total Increase/(Decrease) in Funding</b>	<b>46,603</b>	<b>\$ 46,603</b>
<b>Total Revised Project Budget</b>	<b>\$ 658,926</b>	

**COUNCIL AUTHORITY FOR CONTRACT AWARDS  
CONTRACT INCREASE**

<b>Project Award</b>	Contract Increase for the Detailed Road Design of Appleby Line Phase 3
<b>Recommendation</b>	<p><b>Staff is recommending the contract increase to WSP Canada Limited for the Detailed Road Design of Appleby Line Phase 3 in the total amount of \$29,655 (exclusive of HST).</b></p> <p><b>Staff is also recommending that delegated authority be provided to approve change orders (if required) up to an aggregate value of 20% of the value of the award to the WSP Canada Limited.</b></p>
<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 award for the design of Appleby Line Phase 3 was awarded through CORS-023-21 in the amount of \$288,363 (exclusive of HST). The original contract was awarded as a result of a previous roster process. Change orders to date have been issued in the amount of \$83,085 (exclusive of HST, reported through ES-027-24) and 35,354 (exclusive of HST). The current contract total is \$406,802 (exclusive of HST).</p> <p>This contract increase in the amount of \$29,655 (exclusive of HST) is for the following:</p> <ul style="list-style-type: none"> <li>• Additional significant efforts with the coordination of the utility relocations</li> <li>• Coordination of pre-clearing contract including grading layout and arborist site surveys and additional project management</li> </ul> <p>Staff have satisfied themselves that the rates used are consistent with previous rates charged under this contract and further, are consistent with those in the initial request for proposal.</p> <p>The new contract total will be \$436,457 (exclusive of HST).</p>

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

<b>Account Number(s)</b>	C35000521-A0611-7220
<b>Account Description</b>	Appleby Line
<b>Project Total Budget</b>	\$612,323
<b>Contract Budget</b>	\$0
<b>Actual</b> (Net of HST Rebate)	\$30,177
<b>Variance</b>	\$30,177 (U)
<b>Funding Source</b>	Project Variance Reserve/Development Charges

<b>Additional Budget Requested</b>	\$16,426 (Note 2 & 3)
<b>Funding Source</b>	Project Variance Reserve/Development Charges

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

Note 2: Through this report, staff is requesting an additional amount of \$6,035 as 20% contingency on the contract increase.

Note 3: Additional funding of \$10,391 is also requested to address project management recovery overages.

**COUNCIL AUTHORITY FOR CONTRACT AWARDS  
CONTRACT INCREASE**

<b>Project Award</b>	Reporting back to Council on the Delegated Authority for a contract increase for software upgrades within the Town's License Plate Recognition system
<b>Purpose of Report</b>	As per Section 7.2.2 of the Purchasing By-law, a report to Council for information is required when the delegated authority provided in that section is utilized.
<b>Background information</b>	<p>Through the 2023 budget process and as recommended in Service Delivery Review Phase 2 (CORS-063-20), Council approved capital project C24012323 which provides programming enhancements and streamlined software processes within the Town's parking enforcement system, through the implementation of LPR technology. LPR technology utilizes vehicle-mounted cameras to take pictures of parked or stopped vehicles that are in violation of the Uniform Traffic By-law 1984-1. A fully automated LPR system creates efficiencies in processes and allows quicker, more accurate and safer enforcement operations. The Town's LPR system implementation began in 2023 and launched in February 2025. Since that time, staff have been reviewing and refining current processes and practices to streamline the solution to align with updates in the Uniform Traffic By-law as well as ongoing and evolving operational needs. Through CORS-012-24 the Town awarded the LPR technology implementation to Acceo Solutions, which partnered with SenSen Networks to deliver the service. The LPR system integrates with the Town's existing parking enforcement platform managed by Acceo Solutions.</p> <p>Through COMS-008-25, the Town received approval to implement amendments to the Uniform Traffic By-law parking regulations to prohibit parking on any Town street at any time (day or night) when the Town has declared a Significant Weather Event. This new offence would act as a deterrent and assist with compliance during significant winter events and provide the Town a means by which roadways can remain clear and free for necessary snow clearing operations. In order to perform the necessary programming changes within the LPR system to create this new offence, while at the same time maintaining the ability to quickly enable or disable other parking infraction types in a priority sequence, a software upgrade is required within the Town's existing LPR solution.</p> <p>There was an urgent need to complete this software upgrade, especially with winter storm season approaching. SenSen Networks will carry out the upgrade directly, equipping Town staff with essential functions within the platform. Additionally, this upgrade will include several enhancements designed to improve current enforcement operations.</p>

**Schedule C**

The total cost of the software upgrade will be \$64,000 (exclusive of HST) and will result in an annual operating cost of \$20,000 (starting in 2027). This one-time cost will be funded from C24012320, which was earmarked to replace the mobile parking enforcement solution in support of implementing an Administrative Monetary Penalty System (AMPS) for parking infractions. Parking infractions within the Town currently reside under the AMPS program. The ongoing annual fees will be included as part of 2027 operational budget processes.

Staff processed PDA-101-25 to award the contract increase and in accordance with Purchasing By-law #61-2018, section 7.2.2 staff are reporting back to Council for information.

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

<b>Account Number(s)</b>	C24012320-A0640-7140
<b>Account Description</b>	Mobile Parking Enforcement
<b>Project Total Budget</b>	\$601,751
<b>Contract Budget</b>	\$67,313
<b>Actual</b> (Net of HST Rebate)	\$65,126
<b>Variance</b> (Note 2)	\$2,187 (F)
<b>Funding Source</b>	Project Variance Reserve

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

Note 2: Favourable variance was retained in the account in order to accommodate any future needs.

**COUNCIL AUTHORITY FOR CONTRACT AWARDS  
DELEGATED AUTHORITY**

<b>Project Award</b>	Reporting back to Council on the Contract Increase for RFP24-550 – Rehabilitation Trailer for Milton Fire and Rescue Services
<b>Purpose of Report</b>	Staff are reporting back to Council for a contract increase made through report PDA-007-26.
<b>Background information</b>	<p>Through PDA-078-24 staff awarded RFP24-550 – Rehabilitation Trailer for Milton Fire and Rescue Services to 8540527 Canada Inc. in the amount of \$79,900.</p> <p>Staff identified an opportunity to significantly enhance firefighter health and safety at minimal additional cost. The trailer manufacturer that was awarded the RFP24-550 rehab trailer has made available a superior unit that exceeds the original RFP specifications while maintaining a comparable base price.</p> <p>The original trailer was designed solely as a rehabilitation unit, providing firefighters with a rest area during extended fire incidents.</p> <p>The newly available trailer offered a major upgrade: it serves as both a rehabilitation and decontamination unit. This dual functionality is critical for modern fire operations. In addition to providing a rest area, the trailer includes specialized resources for firefighter decontamination, reducing exposure to carcinogenic substances commonly encountered at fire scenes. These features directly address long-term health risks, helping prevent chronic illnesses and improving overall safety outcomes.</p> <p>To customize this enhanced trailer to meet the original RFP requirements, such as generator capacity, rehabilitation area improvements, and paint/decals, an additional \$21,540.00 was required. Importantly, the current budget line was sufficient to cover this increase without impacting other priorities. For an additional investment, the department gained a substantially more capable asset that strengthens firefighter safety, operational readiness, and long-term health protection.</p> <p>This was a cost-effective opportunity to deliver a superior solution that aligns with Council’s commitment to health, safety, and fiscal responsibility.</p> <p>Staff used Purchasing By-law #61-2018, section 7.2.2 (Note 1) to proceed with the contract increase to 8540527</p>

**Schedule D**

	Canada Inc. in the amount of \$21,540.00 (excl. HST) for a revised total contract amount of \$101,440.
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**Financial Planning Section: Budget Impact** (Note 1)

<b>Account Number(s)</b>	C70012920-A0410-7110
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<b>Account Description</b>	Replace Rehab Unit
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<b>Project Total Budget</b>	\$133,900
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<b>Contract Budget</b>	\$48,694
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<b>Actual</b>	\$21,919
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<b>Variance</b>	\$26,775 (F)
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<b>Funding Source</b>	Project Variance Reserve
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Note 1: Financial impact includes any non-refundable portion of HST.

Note 2: Favourable variance was retained in the account in order to finalize the interior design of the trailer.

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

<b>Project Award</b>	Emergency Contract Award for the emergency replacement of the Rink A Domestic Water Boiler for the Milton Sports Centre
<b>Recommendation</b>	<p><b>Staff proceeded with the contract award for the emergency replacement of the domestic water boiler in Rink A Milton Sports Centre to Moore Environmental Systems Limited (MESL) in the total amount of \$36,345 (exclusive of HST).</b></p> <p><b>This award 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 November 10, 2025, staff noticed a fluctuation in the domestic hot water temperature, so the boiler vendor was called in to investigate and concluded the water boiler had failed. The recommendation was for the replacement of the water boiler. Without these repairs, the rink A domestic water for hand washing and changeroom showers would not be possible, and the facility's ability to maintain service levels to safe operational standards would be compromised, affecting user satisfaction and facility functionality.</p> <p>The timing of this repair was important as the equipment was required to be fully functional. Maintenance staff proceeded with the work on an emergency basis to ensure continuity of Town services. MESL was selected to perform the replacement, as their reliability and short-term turnaround of supplying the new equipment were necessary to return to normal ice rink programs as quickly as possible.</p>
<b>Financial Planning Section: Budget Impact</b>	
<b>Account Number(s)</b>	C58214824-A1634-7550
<b>Account Description</b>	Milton Sports Centre Facility Improvements
<b>Project Total Budget</b>	\$2,779,089
<b>Contract Budget</b>	\$0
<b>Actual</b>	\$32,164
<b>Variance</b>	\$32,164 (U)
<b>Funding Source</b>	Reallocation of line items within the project.

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