



The Corporation of the
Town of Milton
COUNCIL
CONSOLIDATED AGENDA

September 11, 2023, 7:00 p.m.

Town Hall

150 Mary Street, Milton, ON L9T 6Z5

This meeting will be held as a hybrid meeting with Members of Council having the opportunity to participate in-person at Town Hall or electronically. At this time, members of the public are encouraged to continue to view the meeting by watching the live stream.

Should you wish to delegate to a Council meeting please complete the online delegation form at <https://forms.milton.ca/Community/Delegate-Request-Application> by 12:00 p.m. (noon) two business days before the meeting is to be held.

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The Corporation of the Town of Milton

Report To: Council

From: Glen Cowan, Chief Financial Officer / Treasurer

Date: September 11, 2023

Report No: CORS-042-23

Subject: 2024 Budget Call Report

Recommendation:

1. THAT the Mayor be requested to consider the following when preparing the 2024 Proposed Budget for Council consideration:
 - a. That the 2024 Capital and Operating Budgets and Forecasts be prepared in alignment with the Town's Council-approved strategic plans and long-term studies (example: Strategic Plan, Official Plan, Asset Management Plan, Fiscal Impact Studies, Master Plans etc.)
 - b. That the 2024 Proposed Operating Budget be presented with a residential property tax increase of approximately 9.5% on the Town portion of the total tax levy (for an estimated total residential property tax increase of 5.37% when the Region and Education portions are considered)
2. THAT staff be directed to prepare a Capital and Operating Budget Reference Document for the Mayor and Council to consider.
3. THAT staff be directed to present options to reduce the tax levy impact for the year 2024 as well as opportunities for additional investment.

EXECUTIVE SUMMARY

- The budget process provides a venue within which decisions as to the appropriate balance between affordability, service levels and financial sustainability can be made.
- Through the 2023 budget process, a budget pressure equivalent to an increase in the Town's portion of property taxes of 8.24% (or \$24.19 per \$100,000 of assessment) was estimated for 2024 based on existing service levels.

EXECUTIVE SUMMARY

- This amount has been revised with updated information (including higher than projected rates of inflation) and is now estimated at a pressure that is equivalent to 13.06% increase to the Town's portion of property taxes (or \$38.34 per \$100,000 of assessment)
- When the Regional and Educational portion of property taxes are considered, the pressure to the total tax rate is estimated at 6.79% for 2024 (or \$49.87 per \$100,000 of assessment).
- The Town's local tax levy is lower than surrounding local municipalities by an average of 25% (or \$97 per \$100,000 of residential assessment), and when Regional and Education rates are considered, Milton property taxes as a percentage of household income remains lowest in the GTA and third lowest in the Province.
- The 2024/25 forecasted budget pressures that are presented in this Budget Call report are based on data and information currently available. As the detailed budget is developed this forecast will continue to be refined to include additional information that is identified.
- The budget process outlined herein has been developed with consideration of the changes introduced through Bill 3 (Strong Mayors, Building Homes Act, 2022). Following the 2024 Budget process, the Town can re-assess the process with consideration for both the results of the 2024 process for Milton as well as for the other municipalities that will be implementing the new legislated authorities.

REPORT

Background

Section 290 (1) of the Municipal Act requires municipalities to prepare and adopt an annual budget. In June 2023 the Province of Ontario approved Bill 3, Strong Mayors, Building Homes Act, 2022 which expanded the strong mayor powers to more cities in Ontario, including Milton. Section 284.16 of the Municipal Act, 2001 (as amended by Bill 3) identifies that the duty of preparing a proposed budget for a municipality and providing the proposed budget to the council for consideration is now the responsibility of the head of council.

To support the 2024 budget process, and consistent with prior years, staff will prepare budget reference material following the principles outlined in Financial Management - Financial Principles Policy No. 110 and the direction provided by Council. The budget process continues to be an avenue to prioritize and balance the allocation of available resources to achieve the various targets and priorities.

The Budget Call report provides background, context and financial considerations related to the 2024 budget.

Discussion

Milton has experienced steady population growth since 2001 and has consistently ranked as one of Canada's fastest growing communities. With a population of 137,870 residents at the end of 2022 and projections showing that figure approximately doubling over a 15 year period, the Town continues to be faced with a number of financial challenges and opportunities. Within this context, the budget serves as a financial plan that provides guidelines and direction to staff for the allocation of resources and the provision of services and infrastructure.

Public Input

The budget development process considers the ongoing feedback that is received from the public throughout the year as part of the public engagement that is undertaken for Town initiatives such as master plan updates and planning processes, as well as the 2022 Citizen Engagement Survey. Included as Appendix A is an excerpt of the survey findings regarding property taxes, value for tax dollars and infrastructure funding.

In addition to these ongoing opportunities for public engagement, residents and business owners were also invited to provide comments and input related to the prioritization of services and investments for the 2024 budget year. This opportunity was available from June 30, 2023 through the Let's Talk Milton platform and was advertised through a public service announcement, social media posts and an ad in the local newspaper. While the platform will continue to remain open and available for comments through December 3, 2023, all comments received to end of day August 23 are attached as Appendix B to this report. Additional comments received between August 24 and December 3, 2023 will be shared with Council in advance of the December 4, 2023 budget meeting.

Growth Forecast

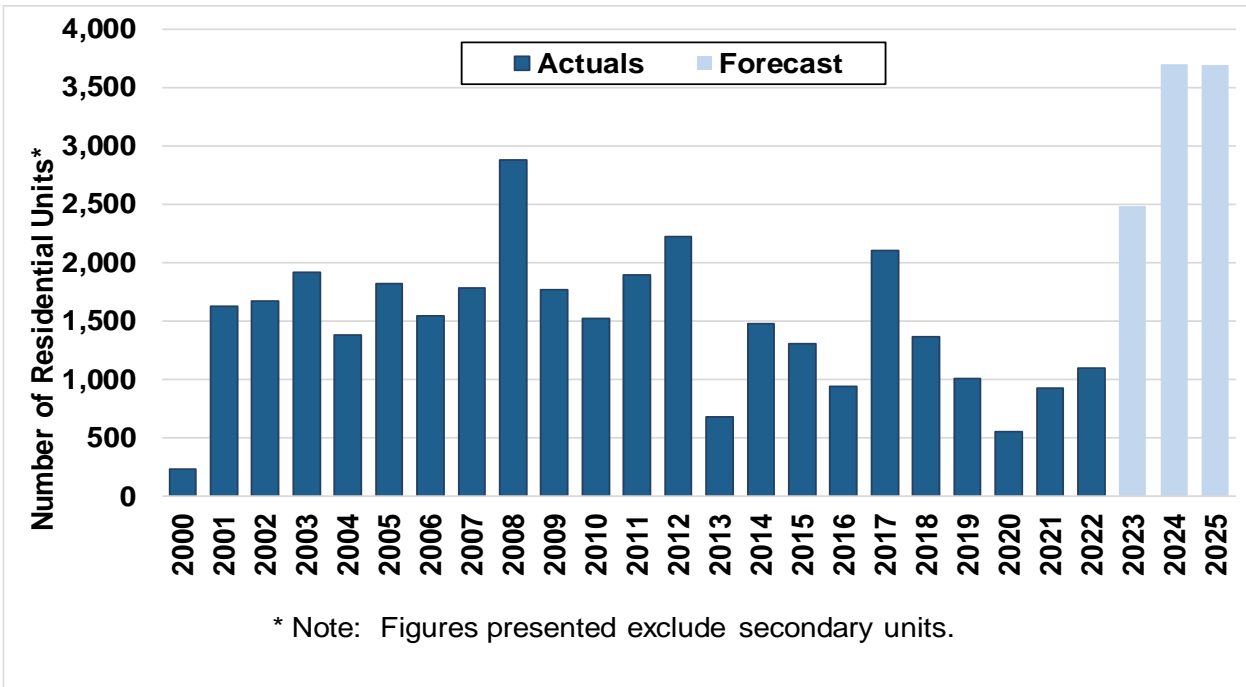
An important consideration in the preparation of the budget is estimating the rate of growth expected in the community which affects both revenues and expenses in the capital and operating budgets. Growth in the community will result in incremental tax revenues from assessment growth. It also drives the requirement to expand services and infrastructure such as roadways, parkland and facilities to the growing community.

The taxes raised from residential growth do not currently cover the costs of services provided and therefore balancing growth between the residential and non-residential sectors is critical to financial stability. Over recent years, residential growth has outpaced non-residential with the mix of assessment (unweighted) changing from 71.8% residential in 2001 to 83.8% residential in 2023.

Over the next several years residential building activity is anticipated to be higher than previous activity experienced by the Town as illustrated in the following graph.

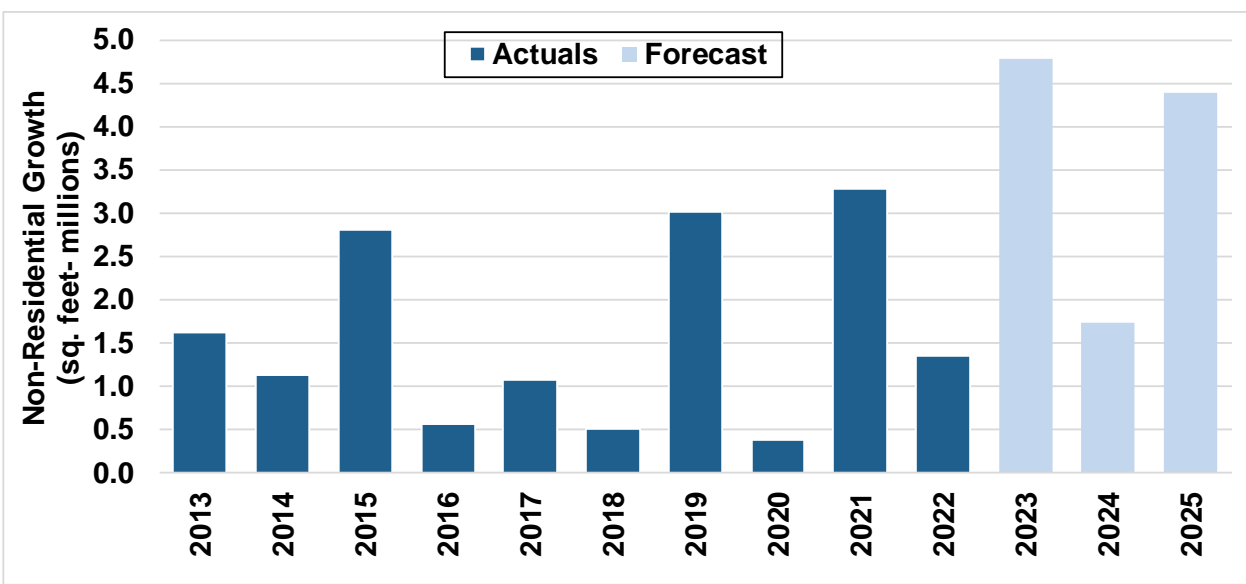
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Figure 1 - Town of Milton Residential Growth



Non-residential activity is also expected to remain strong with 4.8 million square feet of development anticipated in 2023.

Figure 2 - Town of Milton Non-Residential Growth



Discussion

The projected increases in the levels of residential and non-residential growth from 2023 to 2025 are expected to result in higher levels of annual assessment growth revenues, and will therefore influence the budget processes in future years. Assessment growth for the current budget year (2024) will be influenced by prior volumes, and due to the relatively lower growth totals in recent years, lower assessment growth dollars are expected.

Capital Budget and Forecast

A 10-year capital budget and forecast will be prepared that will identify the investment required to support the anticipated growth in the community as well as the Town's infrastructure maintenance and rehabilitation needs. The starting point for preparing the 2024-2033 budget and forecast will be the 2024-2032 forecast presented and approved in principle through the 2023 budget process. The forecast estimated that the capital investment for 2024 would be approximately \$133 million, with a 9-year investment totaling \$1.2 billion. The budget and forecast will be updated to reflect revised construction timelines, updated cost estimates (including inflation) and current corporate priorities.

Operating Impacts from Capital

Investing in new and expanded infrastructure has a significant financial impact on future operating budgets and tax levies. Capital investment in local infrastructure that is constructed by developers and assumed by the Town through new developments (including local roads and stormwater assets) also results in ongoing incremental costs. Capital budgets will continue to identify the operational impacts resulting from investment in new or expanded services including the maintenance of newly constructed roads and parks, expanded transit services, new facilities and information technology infrastructure. Future capital investment to maintain or replace assets is also required and as such, contributions to reserves for the long-term rehabilitation and/or replacement of new assets will be identified.

These impacts were considered as part of the Town's comprehensive 2021 Fiscal Impact Study (FIS) which projected an annual average tax rate pressure of 5.5% for the first 10 years of the forecast due largely to additional investments towards the infrastructure deficit as well as the fire and transit service master plans.

Infrastructure Funding Deficit & Asset Management Plan

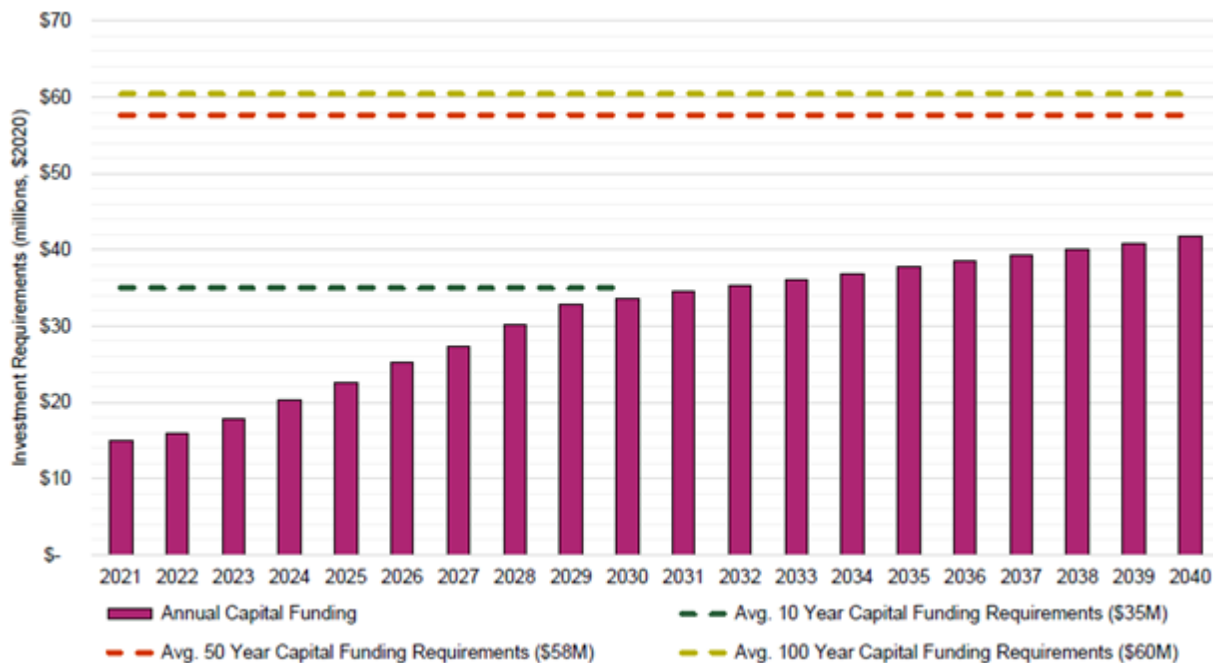
The Town's Corporate Asset Management Plan (AMP) was updated in 2021 to include all core infrastructure (roads, bridges and stormwater) and was reported to Council through staff report CORS-038-21.

The 2021 AMP included a lifecycle funding analysis that considered current lifecycle management strategies, levels of service, condition assessments, replacement costs, and

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risk management strategies. The analysis projects a comparison of the Town's financial capacity to the funding requirements needed to maintain existing core infrastructure assets in a state of good repair using established lifecycle strategies as shown in the figure below.

Figure 3 - Non-Growth Infrastructure Financing to Lifecycle Funding Requirements - Transportation and Stormwater (millions, 2020\$)

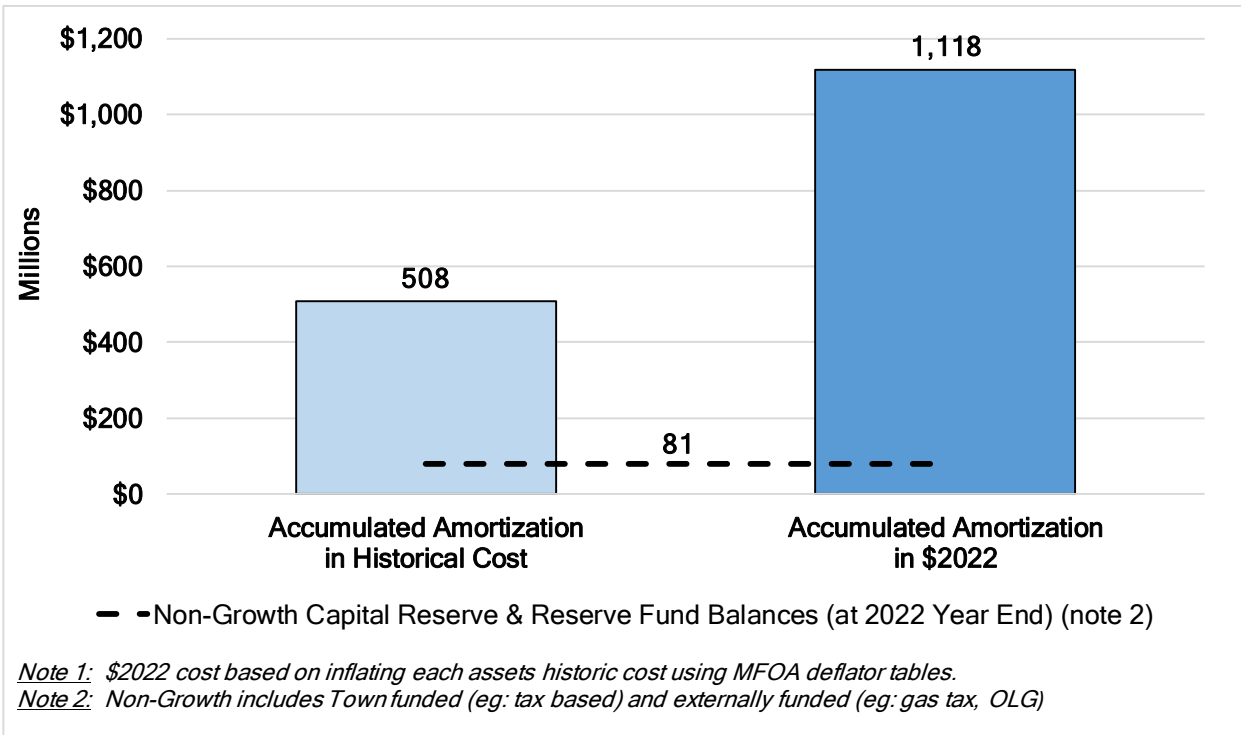


Although the 2021 AMP focused solely on core infrastructure assets it reaffirms an annual infrastructure funding deficit throughout the planning horizon. The financial strategies taken in recent years are expected to ensure that the deficit will not increase as the Town grows and highlights the long-term importance of a \$1.3 million incremental annual contribution where the majority goes to fund core infrastructure asset renewals. Even with these financial measures, an annual deficit is projected at the end of the horizon and additional forms of mitigation will be required.

Another method of reviewing the degree to which the Town is setting aside funds for future rehabilitation is to compare the capital replacement reserve and reserve fund balances to the accumulated amortization on the Town's assets (i.e. the degree to which existing assets have aged). These figures are depicted on the following graph, and suggest that additional contributions to capital reserve are required for the Town's existing assets based on the service levels currently provided. Although other financing tools (example debt or future contributions) will be available as a part of the funding strategy, the differences noted below exceed the current Provincially mandated and Council established debt capacity limits.

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Figure 4 - Measure of Infrastructure Renewal Funding Status



2023-27 Strategic Plan

A Strategic Plan for the years 2023-2027 was approved through report ES-009-23. The plan identifies the following priorities for this term of council and will drive progress towards the long range vision of Milton in 2051:

- Invest in People
- Innovate in Technology & Process
- Quality Facilities & Amenities
- Connected Transit & Mobility
- Planed Community Growth

Due to the multi-year nature of several of the growth related initiatives included in the plan, budget approval has already occurred or the financial impacts have been incorporated into the operating and capital budget forecasts for several items. Additional or new funding requests will be presented where required as the various initiatives proceed to finalization or when the scope and expected outcomes have been further defined.

Human Resources

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The Town of Milton's full time staff complement is notably lower than that of comparator municipalities. The Town also has a higher reliance on contractors and part time staffing in several service areas. These factors influence the way in which services can be delivered, and also affect the levels of service that can be provided to a growing community.

Annually staffing level requirements are reviewed with consideration for Town goals and priorities as well as existing service levels and pressures. Performance measures are also assessed in relation to new staffing needs. In recent budget years due to financial pressures, a limited number of positions have been added and previously forecasted needs have been deferred. The 2024 operating budget forecast presented herein includes a provision to address only some of the highest priority staffing requirements, however, this leaves a number of pressures and risks outstanding. Should the Town be unable to achieve adequate staffing levels it will result in impacts to the delivery and quality of services that residents receive in various areas.

Other Revenue Sources

Aside from property taxes, user fees and service charges provide a significant portion (22.6%) of the Town's overall revenues each year. Other sources of revenue that the Town of Milton proactively pursues to help manage the overall tax pressures include items such as, but not limited to: external grants, investment income and cost recovery agreements with external organizations. As many of these sources are either frozen or stagnant and do not increase with inflation and growth the Town faces ongoing pressures in trying to meet the requirements of a growing community.

Through effective management of Town user fees, which includes indexing annually by the Municipal Price Index (MPI), fees are charged to the direct users of many Town services to cover part or all of the costs of providing these services. Aside from annual inflation, comprehensive studies are also undertaken periodically to compare the effective rates to the related cost (via activity based costing), as well as to benchmark the Town's rates to its peers. The latest comprehensive study on the Town's user fees, excluding recreation and transit, was completed in 2022 (staff report CORS-058-22).

The majority of rates and fees within the forecast will be indexed in 2024 using the MPI for expenditures of 5.11% as presented in staff report CORS-038-23.

2024 Operating Budget and Forecast

Through the 2023 Operating and Capital Budget staff completed an operating budget forecast for the pressures anticipated in 2024 and 2025. Based on the assumptions at the time, staff were projecting a significant tax levy pressure to the Town portion of the tax bill in those years. The major drivers of the forecast included:

- Inflationary impacts to maintain existing levels of service

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- Funding to gradually reduce the infrastructure deficit.
- Extending services to new growth areas including the Boyne Secondary Area.

Staff will continue to revise the forecast throughout the budget process. However, based on new information and analysis undertaken through the first two quarters of 2023 some of the more significant adjustments to the forecast include:

- Higher than anticipated inflationary pressures
- Delayed timing of assessment growth

Including the assumptions previously mentioned, the projected pressures equate to a 13.06% tax rate change in 2024 and 12.06% in 2025. Put another way, the revised forecast is currently projecting a tax pressure equivalent to \$38.34 per \$100,000 of residential assessment in 2024 and a further \$40.04 in 2025. These amounts are relative to the existing annual cost of \$294 per \$100,000.

The following table provides a summary of the primary drivers impacting the 2024 and 2025 forecast (with further detail provided in Appendix C).



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Component	2024 Net Levy Impact \$ (000's)	2024 Residential Tax per \$100K of Assessment	2024 Residential Tax % Change	2025 Net Levy Impact \$ (000's)	2025 Residential Tax per \$100K of Assessment	2025 Residential Tax % Change
Prior Year Tax Levy	\$ 88,012	\$ 293.69		\$ 101,832	\$ 332.03	
Inflation & Base Adjustments:						
Inflation (MPI)	\$ 5,090	\$ 16.60	5.65%	\$ 3,794	\$ 11.92	3.59%
Non-recurring & Reversal of One-Time Transfers	\$ 278	\$ 0.91	0.31%	\$ 863	\$ 2.71	0.82%
Service Enhancements	\$ 87	\$ 0.28	0.10%	\$ 5	\$ 0.02	0.00%
Infrastructure Deficit	\$ 1,300	\$ 4.24	1.44%	\$ 1,300	\$ 4.08	1.23%
Other Base Adjustments	\$ 1,666	\$ 5.43	1.85%	\$ 1,198	\$ 3.76	1.13%
Total Inflation & Base Adjustments	\$ 8,421	\$ 27.46	9.35%	\$ 7,160	\$ 22.49	6.77%
Growth Related:						
State of Good Repair for Constructed & Assumed Assets	\$ 1,793	\$ 5.85	1.99%	\$ 4,493	\$ 14.11	4.25%
Expanding Service to Growth Areas	\$ 1,886	\$ 6.15	2.09%	\$ 3,527	\$ 11.08	3.34%
Other Growth-Related Impacts	\$ 1,720	\$ 5.61	1.91%	\$ 1,437	\$ 4.51	1.36%
Total Growth Related	\$ 5,399	\$ 17.61	5.99%	\$ 9,457	\$ 29.71	8.95%
Total Increase in Levy	\$ 13,820	\$ 45.07	15.34%	\$ 16,617	\$ 52.19	15.72%
Total Tax Levy	\$ 101,832	\$ 338.76		\$ 118,449	\$ 384.23	
Estimated Assessment Growth (net of reductions)**	\$ (2,062)	\$ (6.72)	-2.29%	\$ (3,871)	\$ (12.16)	-3.66%
Forecasted Net Tax Levy Increase Required	\$ 11,758	\$ 332.03	13.06%	\$ 12,746	\$ 372.07	12.06%

* Based on 2023 CVA values per 2023 Final Tax Levy By-law, CORS-022-23. Through the annual tax setting bylaw tax rates are re-calculated each year using current year assessment values.

** This is the amount net of anticipated losses from Assessment Review Board appeals, Request for Reconsiderations, and Section 357 Applications (tax class changes, properties razed by fire, etc.).

When potential changes to the Region and Educational portion of the property tax bill are considered, the total potential impact to ratepayers is estimated as follows:

		2024	2025
Town Tax Rate Pressure	\$ Change	\$38.34	\$40.04
	% Change	13.06%	12.06%
Overall Tax Rate Pressure*	\$ Change	\$49.87	\$46.03
	% Change	6.79%	5.87%

* Includes estimated Town, Regional and Educational portion of the property tax bill. Estimated Regional change in 2024 is based on Region report FN-28-23, estimated Educational portions are held constant consistent with reports FN-17-23 and CORS-022-22.

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Post Secondary Education

With the introduction of post secondary education in Milton will come additional service requirements in areas such as transit and by-law enforcement which are not reflected in the forecast above. As an example, preliminary analysis suggests that the cost of providing transit services to the interim post secondary locations could be approximately \$1.2 million annually. The Town is continuing to assess the financial implications associated with post-secondary education within Milton as well as funding opportunities in order to mitigate pressures that would otherwise be placed on property taxes.

Long Term Fiscal Impact Study

An updated Fiscal Impact Study was prepared in 2021 (CORS-056-21) that considered growth to 2041. The projected capital investment over the period 2021 to 2041 amounted to \$3.3 billion, along with gross operating costs that were expected to grow to \$310 million per year. The analysis showed that financial pressure on the Town and its taxpayers will continue as existing shortfalls (examples - annual provisions for infrastructure funding, development charge exemptions, property tax write-offs, etc.) continue to be addressed and expansion of services continues to new urban areas. An annual average tax rate pressure of 4.3% between 2021 and 2041 was projected, including an initial pressure averaging 5.5% for the first 10 years of the forecast due to additional investments towards the infrastructure deficit as well as the fire and transit service master plans. These estimates were created prior to the significant increase in the rate of inflation that has materialized in recent years, and as a result are lower than the immediate pressures that the Town is currently confronted with.

Budget vs Actual Variance Trend

As shown in the table below, over the previous five years the year-end operating expenditures have been within 2.7% of the approved net budget and 1.3% of the approved gross budget. The surplus in 2020 and 2021 were higher than average variances experienced over the past five years largely due to organization-wide cost containment efforts, coupled with provincial and federal funding received related to specific COVID-19 impacts.

Figure 7 - Five Year Historical Net Budget Variance Trend

	2018	2019	2020	2021	2022	Average
Variance (\$Millions)	\$1.40	\$1.22	\$1.85	\$4.45	\$0.45	\$1.9
% Variance to Net Budget	2.4%	1.9%	2.7%	6.0%	0.6%	2.7%
% Variance to Gross Budget	1.1%	0.9%	1.3%	3.0%	0.3%	1.3%

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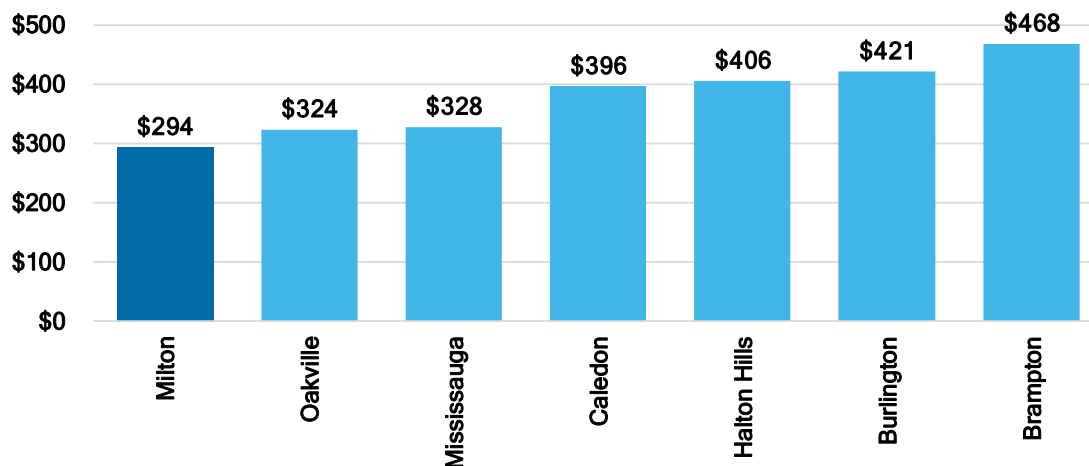
*Positive variance represents a favourable variance and a negative variance represents an unfavourable variance.

The trend of a lower surplus in 2022 is expected to continue in the longer term as the demands on programs, facilities and transit expand with the Town's growth. As reported in CORS-034-23, the estimated variance for 2023 is a \$1.3 million deficit, which equates to 1.5% of the net budget and 0.7% of the gross budget.

Comparing Milton's Taxes to Other Local Municipalities

When comparing Milton's local taxes and overall tax bill (including Town, Region and Education portions) to surrounding municipalities, Milton continues to have the lowest tax rates. As shown below Milton's 2023 approved local portion of the tax bill is \$294 per \$100,000 which is \$97 lower (25%) than the average of the surrounding municipalities.

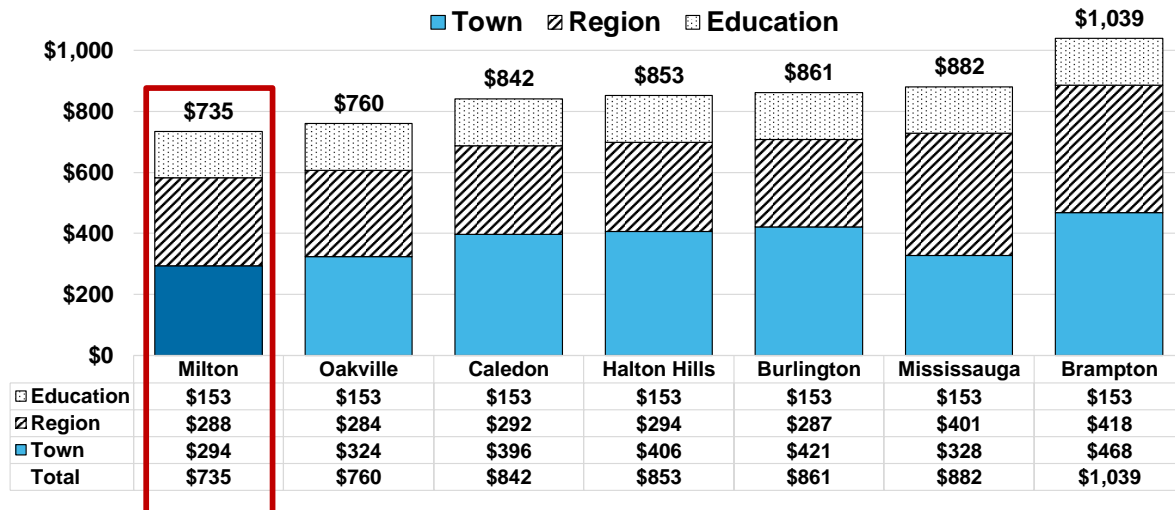
Figure 8 - 2023 Local Residential Tax Comparison (per \$100,000 of assessment)



When reviewing the 2023 total approved tax bill, an average resident in Milton will pay \$735 per \$100,000 of assessment which is the lowest of the surrounding municipalities.

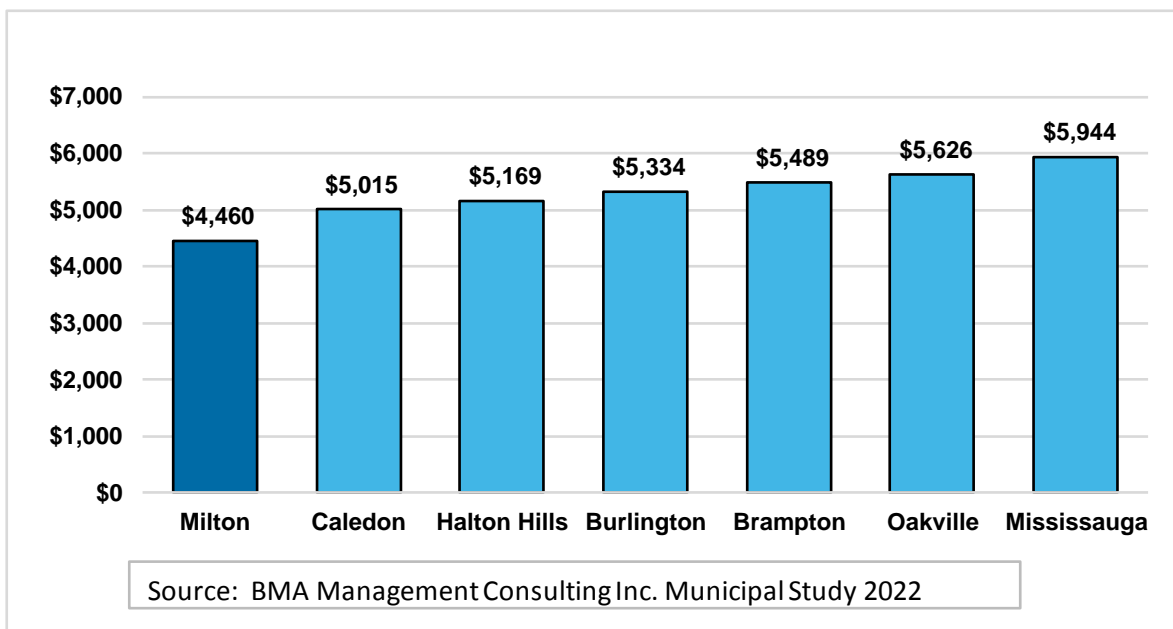
Figure 9 - 2023 Total Property Taxes (per \$100,000 of assessment)

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Each of the above graphs considers property taxes relative to \$100,000 of residential assessment, and therefore does not capture differences in assessment values between municipalities. The following graph considers these differences, and shows that Milton's residential property taxes (local, regional and education) for a 2 storey home are 18% lower than the comparator group average.

Figure 10 - 2022 Residential Property Taxes for a 2 Storey Home



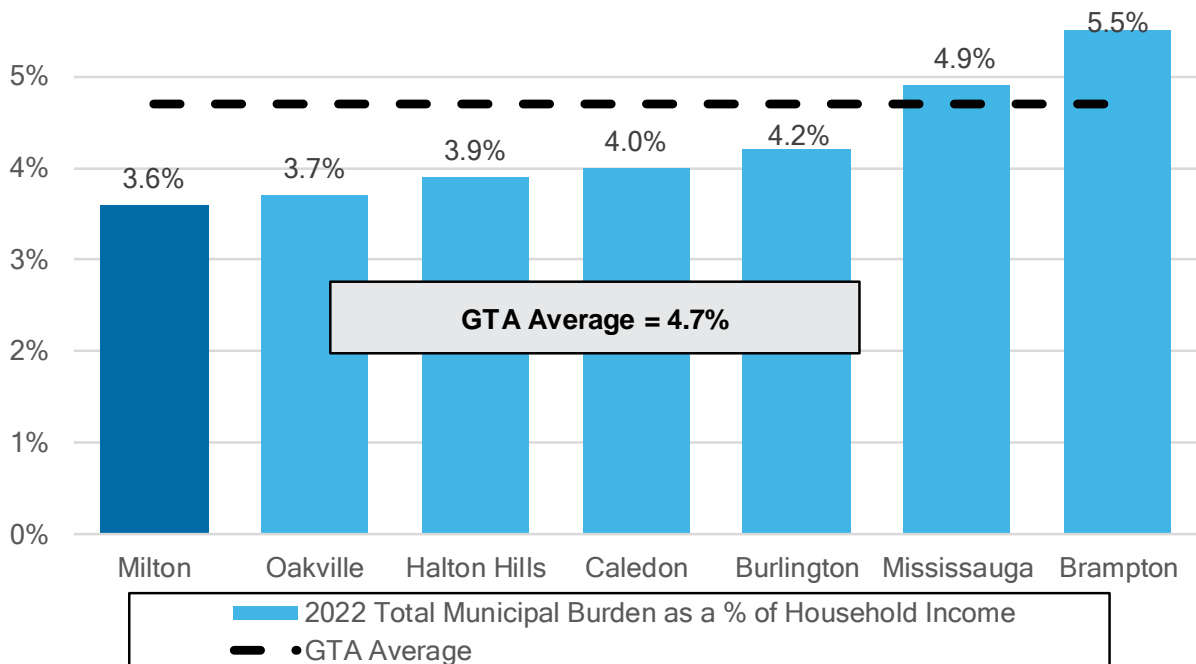
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Affordability

Each year BMA Management Consulting completes a municipal comparative study on behalf of over 100 participating Ontario municipalities. Included in the study are various indicators and metrics to help evaluate a municipality's financial condition including an analysis of affordability where property taxes are calculated as a percentage of household income.

In terms of the total tax burden which includes property taxes for the local, region and education portion of the tax bill along with water and wastewater rates, Milton is third lowest when compared to the other participating Ontario Municipalities and is the lowest in the GTA.

Figure 11 - 2022 Total Municipal Burden as a % of Household Income



Source: BMA Management Consulting Inc. Municipal Study 2022

Non-residential Comparisons

In addition to the residential comparisons above, the Town needs to remain mindful of its relative standing with respect to non-residential competitiveness. The following tables present the industrial and commercial tax rates for the same comparator group as noted above, and show that for 2023 Milton's commercial tax rate is lower than the comparator group, while the industrial rate represents approximately the average of the comparator group.

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Figure 12 - 2023 Commercial Tax Rate Comparison (per \$100,000 of assessment)

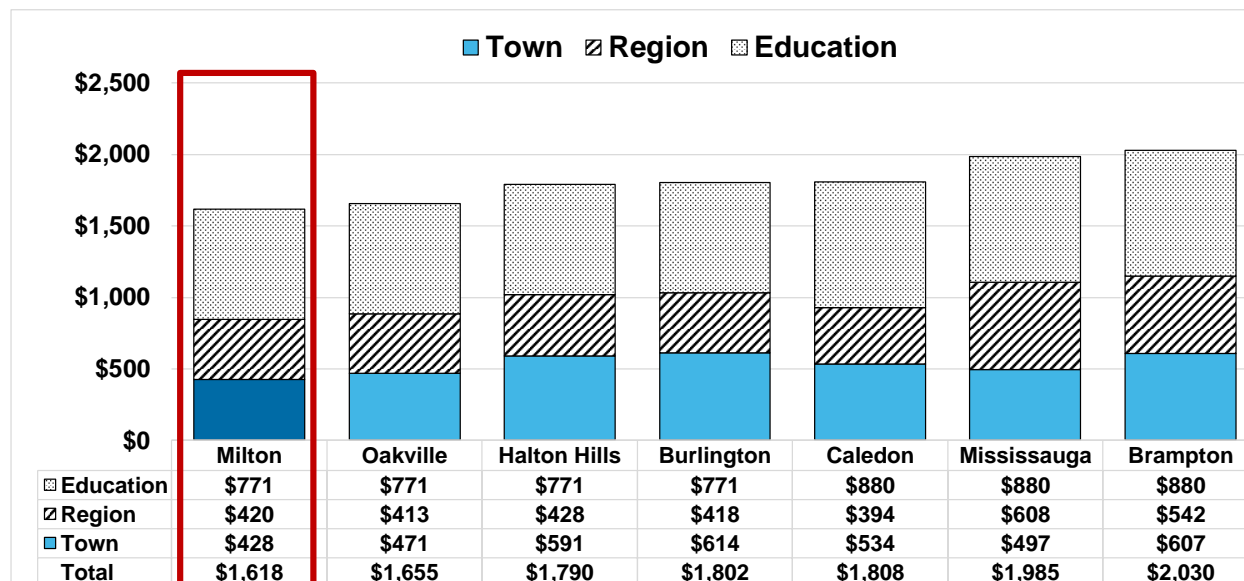
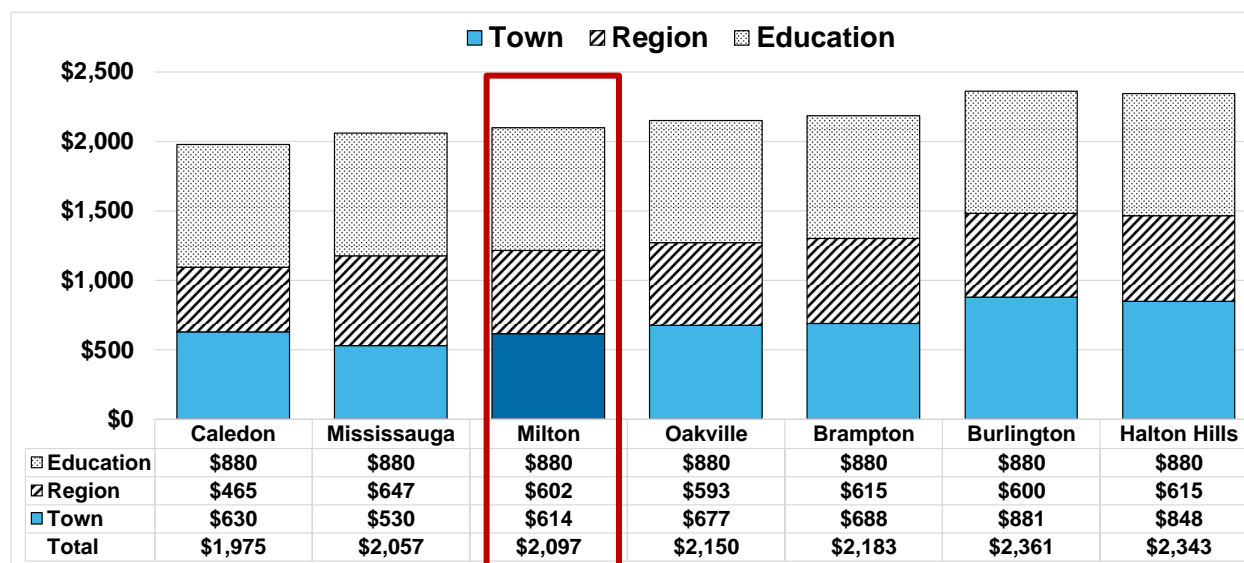


Figure 13 - 2023 Industrial Tax Rate Comparison (per \$100,000 of assessment)



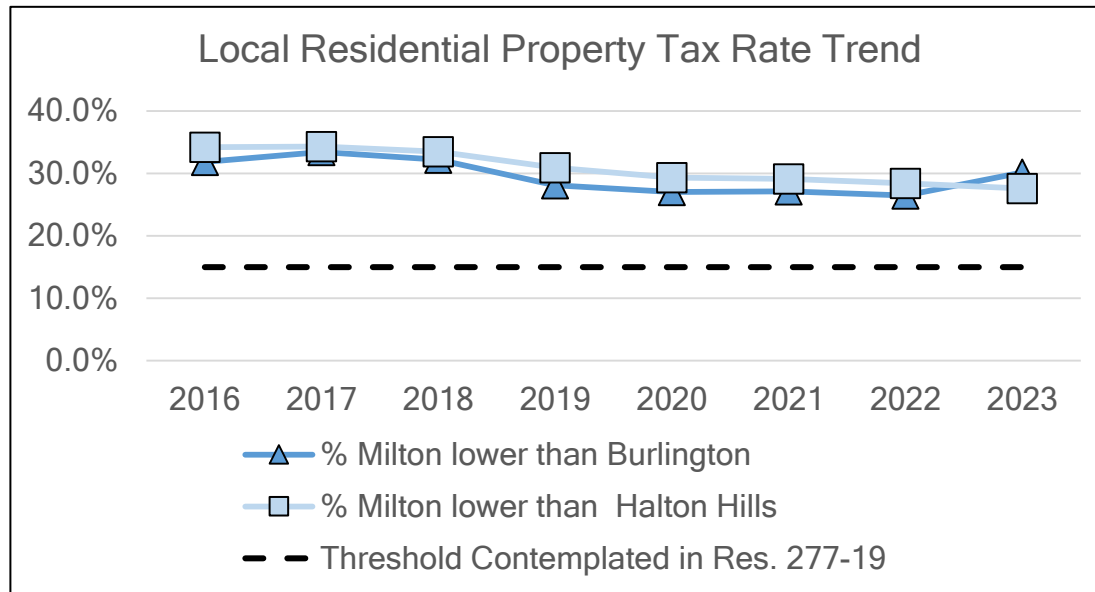
Multi-Year Trend

In 2019 through resolution 277-19, and in consideration a multi-year strategy presented through report CORS-072-19, direction was provided for annual reporting through the

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budget process with respect to the Town's positioning relative to two of its neighbouring municipalities. The following graph provides that reporting in the context of the 15% threshold considered in that resolution and report.

Figure 14 - Annual Reporting for Resolution 277-19



Recommendations

It is recommended that the Mayor be requested to consider preparing the 2024 proposed budget in alignment with the Town's approved strategic plans and long term studies, and that the 2024 proposed budget be presented with a residential property tax increase of approximately 9.5% on the Town portion of the tax levy.

This level of local tax increase is above the annual average identified in the most recent fiscal impact study, however it has been arrived at with consideration with the inflationary pressures that are affecting the cost of Town services. It also provides a challenge for staff and Council as opportunities will need to be identified to reduce the 13.06% pressure that is currently forecasted for 2024 based on existing service levels. It may, however, potentially provide sufficient financial capacity for progress to continue on important priorities such as the Town's strategic plan and the gradual reduction of the infrastructure deficit.

When combined with the projected residential property tax changes for the Region and School Boards, a 9.5% local property tax increase is expected to result in an overall increase of approximately 5.37% to property owners. This total increase is approximately equal to the changes made to the Town's user fees for 2024 (based on the Municipal Price

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Index), and will see the Town maintain its current position as having the lowest tax rates amongst its peers.

It is important to note that even with the proposed increase in 2024, the Town's budget will remain below the level of funding that is required to sustainably support the existing service levels in Milton. Long-term strategies to increase the annual funding in areas such as infrastructure, development charge exemptions, property tax write-offs and resources for program delivery will need to continue, and short-term strategies such as the funding of on-going operating costs with the use of the stabilization reserve will need to be phased out. Once these measures are complete, and assuming the continuation of current service levels, the Town's fiscal impact study processes have shown that Milton can expect to maintain a property tax rate that is more aligned with the average of its neighbouring municipalities.

As a part of the budget process annually, staff look to identify opportunities to manage the tax rate pressure, including but not limited to the following potential strategies:

- defer service enhancements and new capital projects;
- review other revenue sources;
- reduce or modify existing service levels or delivery methods;
- consider alternative financing strategies (example - utilization of reserves).

These methods will be utilized to achieve Council's direction with respect to the 2024 Budget.

Timetable and Process

Staff across the organization are preparing detailed estimates for the capital and operating budgets and forecasts. Budget information is scheduled to be available for Council and the public in November. In accordance with the approved Council meeting calendar for 2023, a Council workshop on the proposed budget is scheduled for November 27. Public delegations and Council deliberations on the budget will occur on December 4 (and December 5 if necessary). A summary timetable with important budget deadlines is included as Appendix D to this report.

The introduction of Bill 3, Strong Mayors, Building Homes Act, 2022 will result in procedural changes to the budget process this year as compared to prior years. A summary of the process that is anticipated for the 2024 budget is outlined in Appendix E.



Financial Impact

As the budget is developed, detailed program and service estimates will be refined as information becomes available and further analysis is undertaken. Opportunities to manage the timing of the pressure on the tax levy will also be identified.

The budget pressures for the years 2024 and 2025 result from inflationary impacts, the expansion of services to new areas and the infrastructure deficit, amongst other items. Current estimates suggest that the cost to maintain existing service levels and make incremental progress on the existing deficits would result in a tax pressure of 13.06% on the Town portion of property taxes. This figure is higher than previously forecast through the Fiscal Impact Study in part due to the significant degree that inflation rates have escalated in a number of sectors.

As shown in the table below, combining a 13.06% increase in the Town portion with the potential 2024 increase to the Region and School Boards would result in an impact on the total tax bill of 6.79% or \$49.87 per \$100,000 of assessment.

Potential Pressure on the Total Tax Bill per \$100,000 of Residential Assessment*

	Share of Tax Bill	2023 Taxes	2024 Increase	2024 Taxes	\$ Impact on Total Tax Bill	% Impact on Total Tax Bill
Milton	42.31%	\$ 293.69	13.06%	\$ 332.03	\$38.34	5.22%
Region of Halton**	38.19%	\$ 288.18	4.00%	\$ 299.71	\$11.53	1.57%
Education***	19.50%	\$ 153.00	0.00%	\$ 153.00	\$0.00	0.00%
Total	100.00%	\$ 734.87	6.79%	\$ 784.74	\$ 49.87	6.79%

* Cost per \$100,000 of residential assessment are derived using the assessment values & tax rates from the 2023 tax by-law (CORS-022-23). These values will be re-stated following budget approval using the finalized 2023 assessment figures from the returned assessment roll.

** Per Region of Halton 2024 Budget Directions approved by Council through resolution FN-28-23 (includes enhanced waste service for urban area).

*** Consistent with recent experience, the 2024 education rate is presented in alignment with the prescribed rate currently outlined in O.Reg 400/98 and is subject to change through the approval of final 2024 rates by the Province.

Milton's tax rates and affordability are currently amongst the lowest in the GTA and province and well below the Town's neighbouring municipalities.

Respectfully submitted,

Glen Cowan
Chief Financial Officer / Treasurer

For questions, please contact:

Jennifer Kloet, Manager,
Financial Planning & Policy

Phone: 905 878 7252
Ext. 2216



Attachments

Appendix A - 2022 Citizen Engagement Survey Results
Appendix B - Public Input Results
Appendix C - 2024 and 2025 Operating Budget Pressure Details
Appendix D - 2024 Budget Timetable
Appendix E - Summary of Process Changes Resulting from Bill 3 Amendments to the Municipal Act

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.

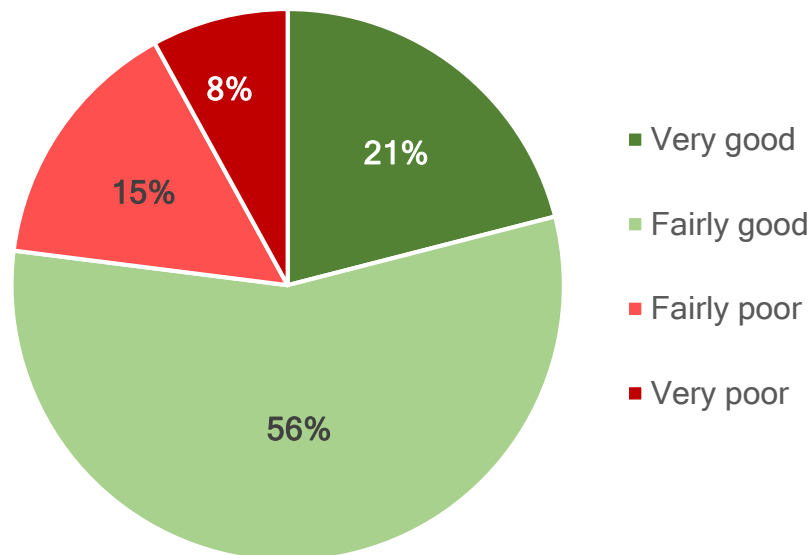
Appendix A - CORS-042-23 2022 Citizen Engagement Survey

In the fall of 2022 staff worked with a third party consultant, Forum Research, to conduct a community wide, statistically valid Citizen Engagement Survey. The scope of the engagement required 600 randomized telephone responses to achieve a high degree of statistical validity.

The following is an excerpt of results from the 2022 Citizen Engagement Survey specific to the questions asked about property taxes, value of tax dollars and infrastructure funding. The full survey results identifying satisfaction levels with services offered by the Town can be found [here](#).

Value for Tax Dollars

The majority of respondents say they receive good value for their tax dollars.

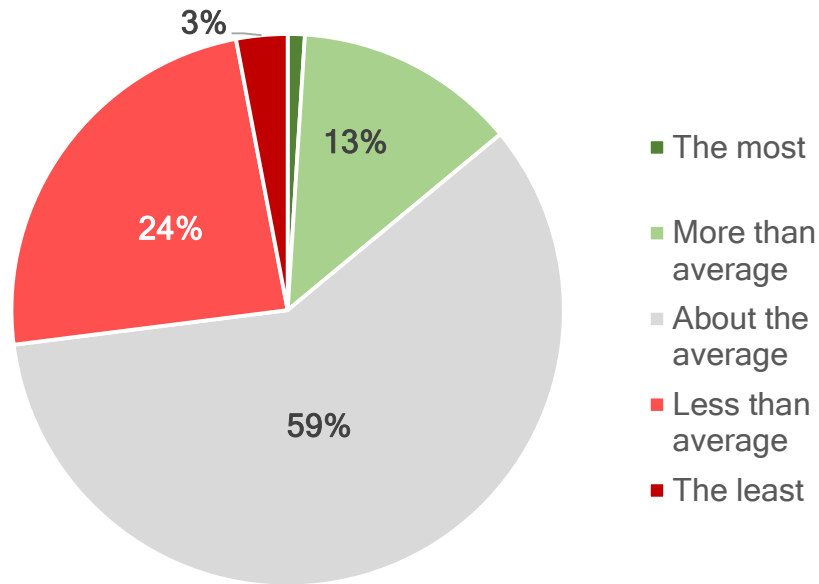


Question: Thinking about programs and services you receive from the Town of Milton, would you say that, overall, you receive very good, fairly good, fairly poor, or very poor value for tax dollars?

Property Taxes

The majority of respondents think Milton residents should pay about the average with respect to property taxes compared to other GTA municipalities.

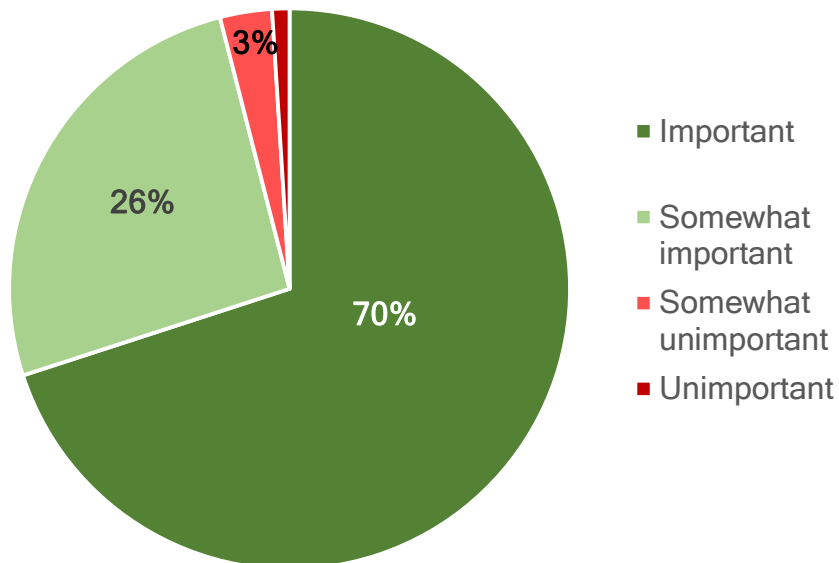
Appendix A - CORS-042-23
2022 Citizen Engagement Survey



Question: Assuming there is a direct relationship between property taxes and service levels, that is the more taxes you pay the more services will be provided, compared to other GTA municipalities, how much do you think the Town of Milton residents should pay with respect to property taxes per household?

Funding for Infrastructure

The vast majority of respondents think it is important that funding be set aside to replace infrastructure to ensure existing levels of service can be provided in future years.

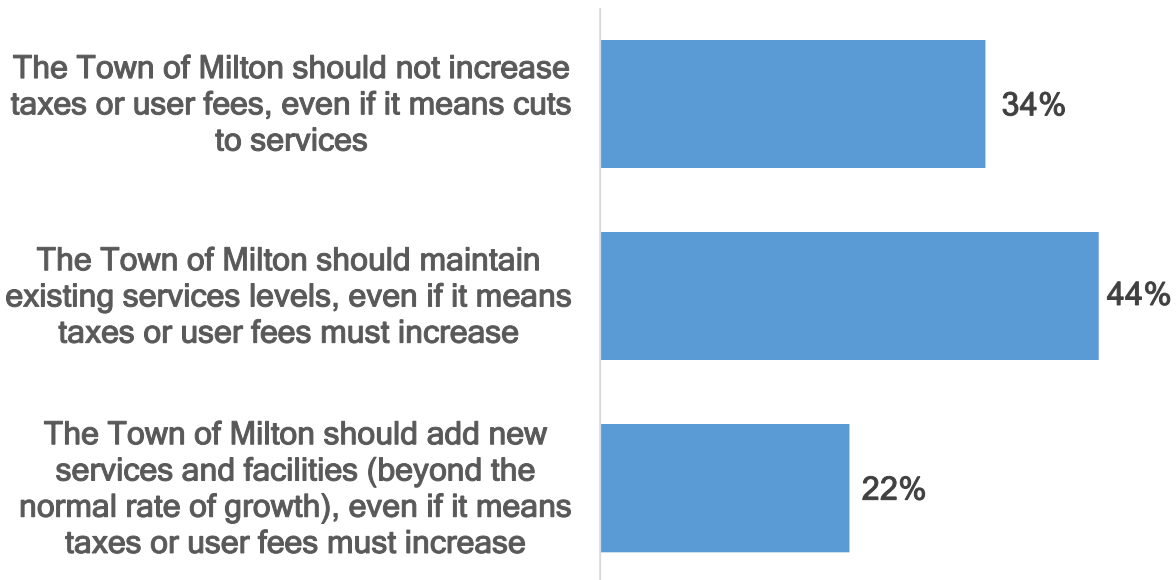


Appendix A - CORS-042-23
2022 Citizen Engagement Survey

Question: How important is it to you that funding be set aside to replace infrastructure such as roads and buildings to ensure existing levels of service can be provided in future years?

Balancing Services and Taxes/Fees

Respondents were most likely to say that the Town of Milton should maintain existing service levels, even if it means taxes or user fees must increase.



Question: Which of the following comes closest to your view?

Share your thoughts!			01 July 2023 to 23 August 2023		
Date of contribution	Ideas		Votes	Visitors	Media Url
	Title	Description			
Jul 06 23 09:46:27 am	Bike Infrastructure & Transit	'Work on getting a connected bike-network (without needing to drive on busy car-dominated roads) - ensure places have bicycle parking	3	19	
Jul 06 23 09:51:37 am	Downtown Decongestion	reduce congestion on main street - remove on-street parking (there's plenty in lots on both sides of main) - allow use of the extra space for patios / public benches/tables, maybe plant some more trees - if possible, close downtown main st. to car traffic	1	26	
Jul 10 23 09:39:26 am	Improve transit services with more frequencies and weekend services; provide security to crew and public		2	14	
Jul 18 23 09:01:42 am	Staff all Fire stations with Full time firefighters and full time apparatus 24/7. No more volunteer or composite fire department.	Milton is too large now to still have volunteer firefighters. There are 5 stations that should be staffed with full time career firefighters. Each station should contain at least 1 apparatus running at all time. The Milton fire department should also invest in advanced equipment and training for special rescues and circumstances. The Milton fire department should also invest in fire prevention, inspections, investigations and public education officers.	2	22	
Jul 18 23 09:06:23 am	Dedicated Milton animal services department.	The town of Milton stopped paying Oakville/Burlington humane society in favour of creating their own animal services however that was never done. We need a dedicated Milton animal services department (and not contracted out) in order to deal with sick & injured wildlife and dispose of carcasses on our roadways.	1	14	
Jul 18 23 04:57:01 pm	Make Milton transit free for seniors; Make Presto or credit card or other electronic payment option available.		2	10	
Jul 20 23 10:12:03 am	Free transit for all. We paid for transit through our property taxes. Why should we pay again for using the service.	Town consistent in double charging tax payers.	1	16	
Jul 20 23 10:32:02 am	Priorities should be: Protection to People, Places and Things, Roads, then look at eliminating fees for things that are covered by Taxation.	Town does nothing for its citizens.	2	12	
Jul 20 23 10:19:25 pm	Revisit how taxes fund the building of schools. Paid much for this and I have no more children in the school system, provide some tax breaks		0	15	
Jul 21 23 09:02:30 pm	Sound barrier south of 401 west of James Snow	The highway traffic produces noise that can be easily heard as far south as the train tracks. A sound barrier on the south of 401 and west of James Snow will help reduce this noise for this community living in this area.	0	6	
Jul 26 23 08:37:38 pm	Time to invest in Milton Staffing	I guess a simple question could be: how can a Town be expanding while not investing in the number of people serving the community? Contractors are not a substitute for Town staff (and are often more expensive). I believe we deserve great services and necessary services (our parks, our roads, our boulevards, our forests, etc.). New staffing levels have not met the demand from citizens and new housing growth. But where does this new tax revenue go from all the growth?! Time for council to open the coffers and put the money where it matters the most.	0	18	
Jul 31 23 04:38:10 pm	Security		0	3	
Aug 19 23 07:54:35 am	Update Brian Best Park	Walking paths and trees. You could even include outdoor exercise stations or an amphitheater which could double as a hill for safe sledding Trees lining the walkways and cut the grass once in awhile	0	3	

Share your thoughts!			01 July 2023 to 23 August 2023		
Date of contribution	Ideas		Votes	Visitors	Media Url
	Title	Description			
Aug 19 23 08:58:26 am	Snow removal	Please have ALL sidewalks plowed . So many seniors just can't do it anymore . It's just not fair that everyone on the street pay taxes but only those that have the sidewalk on their side have to clear the snow or pay someone if you can even find someone plus pay for salt and sand.	0	3	
Aug 23 23 06:41:58 am	Add lighting to Pickleball courts at Community Sports Park	The Town installed 3 dedicated pickleball courts at the CSP in 2022. At the time, there was not budget funding set aside to install lighting for the courts, which would give access to the courts earlier in the Spring and later into the Fall to players that work days and families. The courts have seen significant usage after 5pm all summer. Many of the other sports in the park have lighting - volleyball, baseball, skate pad, basketball.	0	2	
Aug 23 23 07:19:08 am	Lighting for dedicated pickleball courts at Community Park	The number of participants using the pickleball courts is increasing daily. If lights could be added to the courts that would substantially increase playing time espresso in the early spring and fall.	0	7	
Aug 23 23 07:31:55 am	Lighting for the outdoor dedicated pickleball courts.		0	0	
Aug 23 23 09:06:40 am	Install lighting to the Pickleball courts at CSP	The Pickleball players are increasing in our beloved town, it will be great if you get the 3 new Pickleball courts at Community sports park lighted which will give access to players and families using the courts early fall and late spring. All other sport courts in CSP are lighted.	1	1	
Jul 10 23 02:31:53 pm	Comment response to "Bike Infrastructure & Transit"	Biggest thing is having proper label bike routes	0	0	
Jul 20 23 03:23:14 pm	Comment response to "Downtown Decongestion"	How about closing main street to traffic?	0	0	
Jul 20 23 03:34:34 pm	Comment response to "Downtown Decongestion"	closing main street completely to traffic would be even better.- or at least a shared/pedestrian-priority street - take down the signs threatening to fine pedestrians at least.	0	0	
Jul 20 23 10:34:36 am	Comment response to "Improve transit services with more frequencies and weekend services; provide security to crew and public "	Make transit free for all. Why do I have to pay for a service that I already pay for through my property and gas taxes.	0	0	
Jul 20 23 10:36:09 am	Comment response to "Staff all Fire stations with Full time firefighters and full time apparatus 24/7. No more volunteer or composite fire department."	Agreed. Number 1 priority for any council is Protection to its taxpayers, property and things.	0	0	
Aug 04 23 01:13:54 pm	Comment response to "Staff all Fire stations with Full time firefighters and full time apparatus 24/7. No more volunteer or composite fire department."	No need for more firefighters if there are no fires that are out of control or if fire related issues are not out of control. More evidence based decision is needed so that actual issues are addresses beyond training existing staff and supplementation with volunteers is still working.	0	0	
Jul 20 23 03:29:22 pm	Comment response to "Dedicated Milton animal services department. "	ABSOLUTELY! We have nothing. It's pathetic.	0	0	
Aug 04 23 01:15:46 pm	Comment response to "Make Milton transit free for seniors; Make Presto or credit card or other electronic payment option available."	Seniors with a 10 year or more history living in Halton region would be acceptable for access to free transit	0	0	
Jul 20 23 03:30:28 pm	Comment response to "Free transit for all. We paid for transit through our property taxes. Why should we pay again for using the service. "	Doubt the property/road taxes alone cover the costs of such a system. But it needs to be massively improved. Why not a regional transit system which links in with all GTA municipalities? Like they do in Vancouver.	0	0	

Share your thoughts!			01 July 2023 to 23 August 2023		
Date of contribution	Ideas		Votes	Visitors	Media Url
	Title	Description			
Jul 20 23 04:44:04 pm	Comment response to "Free transit for all. We paid for transit through our property taxes. Why should we pay again for using the service. "	Trifosajane: You are missing the main point. Your taxes pay for the transit system. When you use the system you have to pay a tax (fare, more money). Therefore paying twice for the system. Why do USERS have to pay twice.	0	0	
Aug 04 23 01:09:09 pm	Comment response to "Free transit for all. We paid for transit through our property taxes. Why should we pay again for using the service. "	No thanks. Nothing should be free. We all pay for social services to drive the barrier to entry lower but free invites a whole new set of issues with those that do not wish to contribute at all. There are enough social nets for those who can't afford a 3 to 5 dollar ride without driving the cost ofntgat service to zero.	0	0	
Aug 04 23 03:14:56 pm	Comment response to "Free transit for all. We paid for transit through our property taxes. Why should we pay again for using the service. "	TongYou missed the point completely. This is to stop DOUBLE taxation. The town charges a portion of YOUR property TAX to cover transit. Then charges people another TAX (fare) to use the service. Thus DOUBLE TAXATION.	0	0	
Jul 21 23 07:59:09 am	Comment response to "Priorities should be: Protection to People, Places and Things, Roads, then look at eliminating fees for things that are covered by Taxation."	I agree, look at Britannia, we know the population is increasing so it should be something we do proactively. For example making it 6 lanes ahead of time. Not like we are going to stop adding houses, lol.	0	0	
Aug 04 23 01:07:21 pm	Comment response to "Revisit how taxes fund the building of schools. Paid much for this and I have no more children in the school system, provide some tax breaks"	As citizens and community members I strongly advise in everyone contributing to services, especially schools even if you don't have your own children going to them as well funded schools, good parents and and contributing tax papers all benefit from a higher quality population that adds value to the entire community. Those who slip through the cracks are few in a well funded, strong family unit style community.	0	0	
Aug 19 23 08:03:05 am	Comment response to "Revisit how taxes fund the building of schools. Paid much for this and I have no more children in the school system, provide some tax breaks"	I have no children and wholeheartedly agree with Tomg	0	0	
Aug 04 23 01:11:53 pm	Comment response to "Time to invest in Milton Staffing"	No need to increase bureaucracy. Not a good thing.	0	0	

Appendix C - CORS-042-23 - 2024 and 2025 Budget Pressure Details

Component	2024 Net Levy Impact \$ (000's)	2024 Residential Tax per \$100K of Assessment*	2024 Residential Tax % Change	2025 Net Levy Impact \$ (000's)	2025 Residential Tax per \$100K of Assessment*	2025 Residential Tax % Change	Comments
Prior Year Tax Levy	\$88,012	\$293.69		\$101,832	\$332.03		
Inflation and Base Adjustments:							
Inflation (MPI)	\$5,090	\$16.60	5.65%	\$3,794	\$11.92	3.59%	Inflation based on Municipal Price Index (MPI) and other miscellaneous status quo items.
Non-recurring & Reversal of One-Time Transfers	\$278	\$0.91	0.31%	\$863	\$2.71	0.82%	2024 includes reversal of miscellaneous 2023 one-time items, largely in area of IT (\$0.14M) and corporate training (\$0.1M). 2025 includes reduction in funding from Tax Rate Stabilization Reserve (\$0.70M), reversal of temporary cost reductions in administration (\$0.13M) and reversal of miscellaneous 2024 one-time items in IT (\$0.04M).
Service Enhancements	\$87	\$0.28	0.10%	\$5	\$0.02	0.00%	Includes service level enhancements such as participation in Halton Region Smart Commute program (\$0.04M in 2024) and introduction of Subsidized Passes for Low Income Transit program (\$0.05M in 2024, \$0.01M in 2025).
Infrastructure Deficit	\$1,300	\$4.24	1.44%	\$1,300	\$4.08	1.23%	Funding to gradually reduce the infrastructure deficit outlined in existing asset management plan.
Other Base Adjustments	\$1,666	\$5.43	1.85%	\$1,198	\$3.76	1.13%	Progression of fire staff through ranks and uniform/training material, short term rental staffing requirements, reduction in crossing guards, net revenue from Vehicle for Hire Bylaw changes, annualization of staff positions starting mid 2023 and results of 2023 compensation reviews, continued conversion of seasonal operations staff to full time, automated speed enforcement costs, annualization of 1% increase in recreation user fees revenue approved in 2023 budget, reduction in revenue from transfer Indoor Turf programs to third party, cost of Wildlife Services on Private Property and elimination of library fines in 2025.
Total Inflation & Base Adjustments	\$8,421	\$27.46	9.35%	\$7,160	\$22.49	6.77%	
Growth Related:							
State of Good Repair for Constructed & Assumed Assets	\$1,793	\$5.85	1.99%	\$4,493	\$14.11	4.25%	Lifecycle contributions to reserves based on budgeted and assumed assets in order to prevent a further increase in the infrastructure funding deficit.
Expanding Service to Growth Areas	\$1,886	\$6.15	2.09%	\$3,527	\$11.08	3.34%	Costs (staffing, materials, contracts etc.) of expanding service to growth areas (\$1.7M in 2024 and \$2.3M in 2025), expansion of conventional transit (\$1.2M in 2025) to service Boyne and Derry Green areas as well as specialized transit expansion (\$0.22M in 2024, \$0.07 in 2025).
Other Growth-Related Impacts	\$1,720	\$5.61	1.91%	\$1,437	\$4.51	1.36%	Funding for legislated development charge exemptions (\$0.2M in each of 2024/2025), growth related increase to reserves (\$0.6M in 2024, \$0.7M in 2025), software licensing (\$0.3M in 2024), annualization of operating impacts from 2023 approved capital projects (\$0.2M in 2024), reduction in subdivision revenue (\$0.3M in 2024 \$0.4M in 2025), increase in tax write-offs (\$0.1M in each of 2024/2025).
Total Growth Related	\$5,399	\$17.61	5.99%	\$9,457	\$29.71	8.95%	
Total Increase in Levy	\$13,820	\$45.07	15.34%	\$16,617	\$52.19	15.72%	
Total Tax Levy	\$101,832	\$338.76		\$118,449	\$384.23		
Estimated Assessment Growth (net of reductions)**	(\$2,062)	(\$6.72)	-2.29%	(\$3,871)	(\$12.16)	-3.66%	Forecast assessment growth based on updated residential growth forecast and expected industrial/commercial development.
Forecasted Net Tax Levy Increase Required)	\$11,758	\$332.03	13.06%	\$12,746	\$372.07	12.06%	

* Based on 2023 CVA values per 2023 Final Tax Levy By-law, CORS-022-23. Through the annual tax setting bylaw tax rates are re-calculated each year using current year assessment values.

** This is the amount net of anticipated losses from Assessment Review Board appeals, Request for Reconsiderations, and Section 357 Applications (tax class changes, properties razed by fire, etc.).

Appendix D - CORS-042-23
2024 Capital and Operating Budget Timetable



Appendix E - CORS-042-23

Summary of Budget Process

The following is a summary of the implications to the 2024 budget process giving consideration to the Bill 3 (Strong Mayors, Building Homes Act, 2022) amendments to Section 284.16 of the Municipal Act, 2001. A full copy of the Act can be found [here](#), along with the details found within [O.Reg. 530/22](#).

The proposed process for the 2024 Budget has been developed in a manner that maintains many elements of the Town's recent budget processes with amendments where required in response to the newly approved legislation. Following the 2024 Budget process, the Town can re-assess the process with consideration for both the results of the 2024 process for Milton as well as for the other municipalities that will be implementing the new legislated authorities. The Town's Budget Management Policy (Policy 113) can also be revisited at that time for any required revisions.

Bill 3 includes the following language in relation to the power and duties associated with the budget process:

Proposed budget

(2) The head of council shall, in accordance with the regulations, prepare a proposed budget for the municipality and provide the proposed budget to the council for the council's consideration.

Council may adopt or amend budget

(3) After receiving the proposed budget, council may, in accordance with the regulations, pass a resolution making an amendment to the proposed budget.

Veto power

(4) The head of council may, in accordance with the regulations, veto a resolution passed under subsection (3).

Override of veto

(5) Council may, in accordance with the regulations, override the head of council's veto under subsection (4) if two-thirds of the members of council vote to override the veto.

As such, the process includes the preparation of the budget by the head of council for council's consideration, and the final decision-making step in the process resides with Council. Details with respect

Appendix E - CORS-042-23 Summary of Budget Process

to the timeframes associated with each step and other pertinent details can be found in the related regulations.

Process	Legislative Changes	Process Implications
Budget guidance, budget preparation and budget document	<p>The Mayor is responsible to propose the budget and provide it to Council for consideration.</p> <p>Duty reverts to Council if Mayor fails to present a budget by February 1.</p>	<p>Budget call report</p> <ul style="list-style-type: none"> presented in September for Council deliberation recommendations include items that are identified by Council for the Mayor to consider in the preparation of the proposed budget recommendations also include direction to staff for the preparation of a Budget Reference Document that will help inform Council's consideration of the Mayor's proposed budget <p>Budget Reference Document</p> <ul style="list-style-type: none"> will be available in November will be prepared by staff in a manner that is similar to the past with respect to content, and will include figures that align with Council's recommended budget target for the Mayor's consideration will include options for further reducing the budget or making additional investments <p>Council Report</p> <ul style="list-style-type: none"> will be published in November and presented at the December 4th meeting will identify the Mayor's proposed budget and highlight the differences between the proposed budget and the Budget Reference Document figures

Appendix E - CORS-042-23

Summary of Budget Process

Budget Deliberation	<p>Council may pass resolutions making amendments to the proposed budget within 30 days of receiving the proposed budget from the Mayor.</p> <ul style="list-style-type: none"> • The Mayor may veto a resolution passed by Council within 10 days of the expiry of Council's amendment period. • Council may override the Mayor if two thirds of Council vote to override the veto within 15 days of the expiry of the Mayor's veto period. 	<p>During the December 4 budget meeting:</p> <ul style="list-style-type: none"> • The Budget Chair role will continue to be utilized to moderate discussion around amendments and vetoes. • Members of Council may bring forward resolutions to make changes to the budget, each of which will require a simple majority of Council as in the past. • The Mayor may then veto a resolution passed by Council. • Council may then override the Mayor with a two-thirds (6 members) vote. • The Mayor and Council may then choose to confirm that no further resolutions or vetoes will be brought forward and shorten the related timeframes in accordance with legislation. Should that occur, the Town's budget will be considered finalized at the meeting.
Final Approved Budget	<p>Council will not vote on the budget; it will be passively deemed adopted when various rights of the Mayor and Council are exhausted.</p>	<p>After the budget has been deemed to be final (based on the steps noted above), staff will prepare a final budget document that is consistent with the Town's past practice with respect to content. The final levy amount will also be utilized to prepare the Town's final tax levy by-law for the year as well.</p>



THE CORPORATION OF THE TOWN OF MILTON

NOTICE OF MOTION

INTRODUCTION DATE: September 11, 2023

SUBJECT: Support Resolution for Niagara Escarpment Biosphere (NEB)

CONSIDERATION DATE: September 11, 2023

MOVED BY: Mayor Krantz

SECONDED BY: Councillor Tesser Derksen

WHEREAS the Niagara Escarpment, from Queenston in the south to Tobermory in the north, has been recognized by the United Nations Educational, Scientific and Cultural Organization (UNESCO) as a World Biosphere since 1990;

AND WHEREAS the Niagara Escarpment Biosphere (NEB) provides a range of very positive returns to Ontarians, including but not limited to promoting biodiversity of both flora and fauna, open landscape, productive agriculture and agri-tourism, traditional Indigenous knowledge and cultural history, eco-system services, a living laboratory for learning, carbon sequestration, climate change mitigation and adaptation;

AND WHEREAS the NEB is integral to the protection and enhancement agenda for the Great Lakes, especially since several of Ontario's major riverine systems have their headwaters within the NEB that in turn feed into each of Lake Huron, Lake Erie, Lake Ontario and Georgian Bay;

AND WHEREAS oversight of the NEB has successfully transitioned from the Ontario governmental agency, the Niagara Escarpment Commission to a citizen-centred, not-for-profit organization, namely the Niagara Escarpment Biosphere Network (NEBN);

AND WHEREAS the NEBN has been established as a Co-Leadership model between Indigenous and Non-indigenous leaders, with a key objective of establishing the future direction of the NEBN as a model of delivering on the worthy goals of Canada's Truth and

Reconciliation Commission as well as a demonstrated commitment to the United Nation's Declaration on the Rights of Indigenous Peoples;

AND WHEREAS the NEBN has made and continues to demonstrate its commitment to partner engagement and collaboration across many sectors and interests, including municipal, environmental, tourism, educational, youth, economic, research, and more;

AND WHEREAS *municipality's/agency's name here* has demonstrated its commitment to the integrity of the NEB through policy and action over many decades;

AND WHEREAS the NEBN is seeking continuation of the official UNESCO Biosphere designation for the NEB, with the support of those who call the NEB home for work, play and study;

NOW THEREFORE BE IT RESOLVED THAT the Town of Milton strongly supports the continuation of the UNESCO Biosphere designation for the Niagara Escarpment and for the oversight model that has been established with the NEBN.



The Corporation of the Town of Milton

Report To: Council

From: Glen Cowan, Chief Financial Officer / Treasurer

Date: September 11, 2023

Report No: CORS-045-23

Subject: Purchasing Various - September 2023

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

THAT the contract renewals for winter control services for the 2023/2024 season be approved in the estimated amounts (excluding HST) shown below and as outlined in Appendix B:

- AG Jones Services Limited - \$270,600
- Associated Paving - \$31,700
- Blue Chip Building Restoration Ltd. - \$1,281,775
- Duff Contracting - \$83,000

THAT the contract extensions for winter control services for the 2023/2024 season be approved in the estimated amounts (excluding HST) shown below and as outlined in Appendix B:

- Jones Ag Services Limited - \$45,100
- Blue Chip Building Restoration Ltd. - \$423,800

THAT the contract renewal for Road Salt to Compass Minerals Canada Corp. for the one year period from October 1, 2023 to September 30, 2024 be approved in the estimated amount of \$1,664,000 (exclusive of HST) as outlined on Schedule C.

THAT the delegated authority to award each of the three (3) remaining one-year optional contract renewal terms for years three to five in the total estimated amount of \$5,300,000 (exclusive of HST) be approved as outlined on Schedule C.

THAT the delegated authority to award the tender for the Campbellville Road Guiderail Replacement in the estimated amount of \$1,148,010 (including HST rebate) be approved as outlined on Schedule D.

Report To:**Council**

THAT the three (3) year contract increase for GIS Services to ESRI Inc. in the amount of \$323,400 (exclusive of HST) be approved as outlined on Schedule E.

THAT a new five (5) year contract increase for a Point of Sale Solution (excluding concessions) to Xplor Recreation in the amount of \$336,700 (exclusive of HST) be approved as outlined on Schedule F.

THAT the contract awards for emergency site fuel clean-up to Accuworx Inc. and Edgar Howden and Sons Ltd., and for consulting services to GM BluePlan Engineering Ltd. in the total amount of \$173,618.60 (exclusive of HST) be received for information as outlined on Schedule G.

THAT the contract increase for additional consulting services in relation to the Peru Road Bridge Removal and Cul-de-Sac to GM BluePlan Limited in the amount of \$9,080 (excl. HST) be received for information as outlined on Schedule H.

THAT the proposal for the Environmental Assessment for the Construction of Main Street East, Fifth Line to Trafalgar Road be awarded to CIMA Canada Inc. in the total amount of \$792,800 (exclusive of HST) as outlined on Schedule I.

THAT the contract increase to Consat Canada Inc. for telematics for Milton Transit in the estimated amount of \$110,000 (exclusive of HST) be approved as outlined on Schedule J.

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 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 J) attached.

Awards include the renewal and extension of existing contracts for the Town's winter control program for Town and Regional roads. These contracts are awarded for periods up to five years, with annual renewal during that period subject to satisfactory performance and terms. The recommended renewals encompass 33 units (example - tandems, loaders, graders, tractors, etc.). Also recommended are contract extensions for 9 units that have reached their five-year term. The Town intends to consolidate requirements for tender in 2024 following a further evaluation of alternatives to ensure efficiency and best value. Similarly a renewal of the Town's road salt supply contract is recommended, along with delegated authority for the balance of the remaining 5-year period envisioned in the original award.

Also included in this report is an award to initiate the environmental assessment process for the Main Street construction (5th Line to Trafalgar), as well as increases in relation to the Town's GIS, telematics and point of sale software solutions, amongst other awards for either information or delegated authority.

Financial Impact

Financial impacts are outlined in detail on the attached Schedules A through J, and result in a net increase in funding to the capital program of \$1,079,631 with funding from the Project Variance Account and Development Charges. The development charge portion of the increase represents an acceleration of funds from the forecast period for the reasons outlined in Schedule I. These funding sources will continue to be monitored closely for the reasons outlined in reports CORS-044-23 and CORS-034-23.

With respect to the awards for winter control and winter salt, the amounts presented are estimated totals at this time as they will fluctuate with the weather conditions through the winter months. The resulting costs will be managed by program area staff with updates provided to Council through the variance process.

Respectfully submitted,

Glen Cowan



The Corporation of the Town of Milton

Report #:
CORS-045-23
Page 4 of 4

Chief Financial Officer / Treasurer

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

Attachments

Schedule A – Summary of Changes in Capital Project Budgets and Funding
Schedule B – Renewal and Extension of Winter Control Contracts
Schedule C – Renewal for Supply and Delivery of Road Salt
Schedule D – Delegated Authority for Campbellville Road Guiderails
Schedule E – Contract Increase for GIS Services
Schedule F – Contract Increase for Point of Sale System (excluding concessions)
Schedule G – Emergency Award for Fuel Clean-up
Schedule H – Contract Increase for Consulting Services for Peru Road
Schedule I – Environmental Assessment for Main Street East
Schedule J – Contract Increase for Telematics for Milton Transit

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.

Summary of Changes in Capital Project Budgets and Funding

Schedule	D	I	Total Change in Funding Sources Increase / (Decrease)
Project Number	C35013723	C3400523	
Project Description	Campbellville Road – Guiderail Replacement	Main Street (Fifth line to Sixth Line)	
Total Approved Project Budget	\$ 778,242	\$ 591,282	
Recommended Budget Change			
Project Variance Account	668,215		668,215
Development Charges:			
Roads DC		411,416	411,416
Total Increase/(Decrease) in Funding	668,215	411,416	\$ 1,079,631
Total Revised Project Budget	\$ 1,446,457	\$ 1,002,698	

813COUNCIL AUTHORITY FOR CONTRACT AWARDS CONTRACT RENEWALS AND EXTENSIONS

Project Award	Contract Renewals and Contract Extensions for the 2023/2024 Winter Control Program – Equipment and Operator												
Recommendation	<p>Staff are recommending the award of the contract renewals for winter control services for a combination of various contracts for years two to five for the 2023/2024 winter season, in the estimated total amount of \$1,667,075 (excluding tax) as noted below:</p> <table border="1"> <tr> <td>Associated Paving</td><td>\$31,700</td></tr> <tr> <td>Blue Chip Building Restoration Ltd.</td><td>\$1,281,775</td></tr> <tr> <td>Duff Contracting</td><td>\$83,000</td></tr> <tr> <td>Jones Ag Services Limited</td><td>\$270,600</td></tr> </table> <p>Staff are recommending the award of various contract extensions to existing contracts for winter control services for the 2023/2024 winter season, in the estimated total amount of \$468,900 (excluding tax) as noted below:</p> <table border="1"> <tr> <td>Blue Chip Building Restoration Ltd.</td><td>\$423,800</td></tr> <tr> <td>Jones Ag Services Limited</td><td>\$45,100</td></tr> </table>	Associated Paving	\$31,700	Blue Chip Building Restoration Ltd.	\$1,281,775	Duff Contracting	\$83,000	Jones Ag Services Limited	\$270,600	Blue Chip Building Restoration Ltd.	\$423,800	Jones Ag Services Limited	\$45,100
Associated Paving	\$31,700												
Blue Chip Building Restoration Ltd.	\$1,281,775												
Duff Contracting	\$83,000												
Jones Ag Services Limited	\$270,600												
Blue Chip Building Restoration Ltd.	\$423,800												
Jones Ag Services Limited	\$45,100												
Purpose of Report	As per Section 10.1 of Purchasing By-law No. 061-2018, Council approval is required.												
Background information	<p>The Town of Milton requires contracted equipment and operators to provide winter maintenance on both Town and Regional roads (as part of the Regional Maintenance Agreement). These contracts supplement the services provided by Town staff.</p> <p><u>Contract Renewals</u></p> <p>The Town has issued winter control tenders on an annual basis for a portion of the requirements, for a potential contract term of up to five years. This has ensured that the Town will potentially have a 20% turnover in contractors, ensuring that services can be delivered effectively and efficiently. This renewal encompasses thirty-three (33) units of various types of equipment including Tandems, Single Axles, Loaders, Graders and Tractors.</p> <p>These contracts include a MTO fuel index calculation, which are reconciled monthly. The index is used by the Province and many municipalities to manage fluctuating fuel costs through the term of the contract. This ensures that the contractors don't carry the risk of higher fuel costs and the Town benefits by not having to pay</p>												

higher rates to cover the risk.

The estimated cost of the contract renewals includes a combination of the standby rate and hourly call out rates. The MTO fuel index changes have not been included in the estimates.

The total estimated contract renewal amount for all thirty-three (33) units is \$1,667,075 for the 2023/2024 winter season. The total overall cost increase for the contract renewals is 0.44%. The contract renewal amount is an estimate, the cost to be incurred will be based on the actual call out hours required during the contract term.

Contract Extensions

There are nine (9) units of various types of equipment including Tandems, Single Axles and Graders, where the contracts have reached the end of the five year term. Staff are recommending the extension of existing contracts for a one-year period for the 2023/2024 winter season.

Staff will be reviewing the winter control contracts to update requirements for the scope of work, conduct benchmarking and consolidate requirements for tender in 2024.

The total estimated contract extension amount for nine (9) units is \$468,900 for the 2023/2024 winter season. The total overall cost increase for the contract extensions is 14.9%. The increase aligns the hourly rates more closely with more recent tender results and is a reflection of the higher operating costs that are currently being incurred. The contract extension amount is an estimate, the cost to be incurred will be based on the actual call out hours required during the contract term.

Total Overall Cost

The total estimated cost of the contract renewals and contracts extensions for all forty-two (42) units is \$2,135,975 (exclusive of HST) for the 2023/2024 winter season. This represents a total overall estimated price increase of 3.3% over the previous winter season.

Financial Planning Section: Budget Impact (Note 1)

Account Number(s)	0600-0605-3740	0600-0665-3740	0900-0605-3740	0900-0665-3740
Account Description	Winter Control	Winter Control Standby	Regional Roads	Regional Roads Standby
Contract Budget	\$916,924	\$387,217	\$611,282	\$258,145
Actual (Net of HST Rebate) (Note 2)	\$916,924	\$387,217	\$611,282	\$258,145

CORS-045-23 – Schedule B

Variance Funding Source	\$0 Operating Budget	\$0 Operating Budget	\$0 Regional Recovery (Note 3)	\$0 Regional Recovery (Note 3)
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Note 1: Financial impact includes any non-refundable portion of HST.

Note 2: Contract costs will vary with utilization and will be monitored by program area staff. Any variances will be reported through the variance process.

Note 3: The cost of contracts for Regional Roads will be recovered from the Region of Halton including cost plus for Winter Control.

COUNCIL AUTHORITY FOR CONTRACT AWARDS

CONTRACT RENEWAL

Project Award	Contract No. 22-019 Supply and Delivery of Sodium Chloride (Road Salt), Contract Renewal for the second year of a five year contract term
Recommendation	<p>Staff are recommending the award of the contract renewal for Road Salt to Compass Minerals Canada Corp. for the one-year period from October 1, 2023 to September 30, 2024 in the estimated amount of \$1,664,000 (exclusive of HST).</p> <p>Staff are also recommending delegated approval to award each of the three (3) remaining one-year optional contract renewal terms for years three to five, up to a total contract term of five years. The total estimated cost for the three remaining optional renewal terms combined is \$5,300,000 (exclusive of HST).</p>
Purpose of Report	As per Section 10.1 of Purchasing By-law No. 061-2018, Council approval is required.
Background information	<p>The Town of Milton issued a Request for Proposal in 2022 on behalf of the Halton Co-operative Purchasing Group (HCPG) for the Supply and Delivery of Sodium Chloride (Road Salt).</p> <p>The contract was awarded to Compass Minerals Canada Corp. The term of the contract was for a one-year period from October 1, 2022 to September 30, 2023, and the Town has the option to renew the contract for four additional one-year periods.</p> <p>The first term of the contract was awarded through CORS-054-22. The contract renewal for the second year term is for a total estimated amount of \$1,664,000 (exclusive of HST) for the period of October 1, 2023 to September 30, 2024. The contract renewal amount is based on 20,000 tonnes which aligns with estimates considered through the tender process. The cost to be incurred will be based on the actual quantities required during the contract term. The unit price for the second year term has decreased by 3.5% as a result of a change in the fuel price index for the contract.</p> <p>The new contract total for years 1 and 2 will be in the estimated amount of \$3,280,900 (exclusive of HST).</p> <p>As provided for in the proposal submission, the contract allows for three (3) remaining optional contract renewal terms, up to a total contract term of five (5) years. Staff are seeking delegated approval to award each of the three (3) remaining one-year optional contract renewal terms, for years three to five, through a</p>

PDA report. The total estimated cost for the three remaining optional renewal terms combined is \$5,300,000 (exclusive of HST).			
Financial Planning Section: Budget Impact (Note 1)			
Account Number(s)	0600 0645 3400	0830 0645 3400	0900 0645 3400
Account Description	Winter Control	Puslinch Townline	Region Roads
Contract Budget	\$652,790	\$217	\$435,193
Actual (Net of HST Rebate) (Note 2)	\$652,790	\$217	\$435,193
Variance	\$0	\$0	\$0
Funding Source	Operating Budget	Operating Budget	Regional Recovery (Note 3)

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

Note 2: Contract actuals are an estimate only based on 12,000 tonnes which aligns with recent experience. The resulting costs will be managed by Program Area staff and reviewed with Financial Planning with any variances being reported through the Variance process.

Note 3: The cost of contracts for Regional Roads will be recovered from the Region of Halton.

COUNCIL AUTHORITY FOR CONTRACT AWARDS DELEGATED AUTHORITY

Project Award	Delegated Authority - Tender Award No. 23-01-00505 for Campbellville Road Guiderail Replacement
Recommendation	Staff are recommending delegated authority to award the tender for the Campbellville Road Guide Rail Upgrades in the estimated amount of \$1,148,010 (including HST rebate). Staff will report the results back to Council for information.
Purpose of Report	As per Section 10.01 of Purchasing By-law No. 061-2018, Council approval is required for tender awards over \$1,000,000.
Background information	<p>The Campbellville Road Guide Rail Upgrades project includes the removal and replacement of deficient and outdated guiderail to meet the current roadway standards and protect public safety.</p> <p>Through the detailed design and review of the existing conditions on Campbellville Road, it was discovered that the quantity of guiderail required to be replaced was greater than originally anticipated (from Tremaine Road to Guelph Line). Due to the potential public safety risk of outdated infrastructure, the best practice is to bring all guiderail within the project limits up to the current standard.</p> <p>In order to meet current standards/guidelines and protect public safety, Staff are also requesting additional funding. Based on the consultant's estimate, approximately \$668,215 (including HST rebate) of additional funds are required to complete the guiderail replacement.</p> <p>The tender has an anticipated closing date of September 25, 2023.</p>

Financial Planning Section: Budget Impact (Note 1)

Account Number(s)	C35013723-A0614-7655
Account Description	Campbellville Road – Guiderail Replacement
Project Total Budget	\$ 778,242
Contract Budget	\$ 500,000
Project Actual (Note 2)	\$ 1,168,215
Variance	\$ 668,215 (U)
Funding Source	Project Variance Account

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

Note 2: The current engineering estimate indicates an increase in construction costs that could lead to an unfavourable variance to budget (\$668,215). Actual costs will be

confirmed once the construction tender is closed, but a budget adjustment is being recommended at this time in order to help facilitate the contract award under delegated authority.

COUNCIL AUTHORITY FOR CONTRACT AWARDS CONTRACT INCREASE

Project Award	Contract Increase for GIS Services
Recommendation	Staff are recommending approval to proceed with a new three (3) year contract increase for ESRI Inc. in the amount of \$323,400 (exclusive of HST).
Purpose of Report	As per Section 10.1 of Purchasing By-law No. 061-2018, Council approval is required.
Background information	<p>The Town of Milton relies on specialized Geographic Information Systems (GIS) to provide a wide range of geospatial and mapping services both within the organization and to the community as a whole. GIS software tools, provided by Environmental Systems Research Institute (ESRI) are the leading industry standard in the GIS sector worldwide and these same software tools provided by ESRI have become embedded into daily operational processes, software systems and core datasets within the organization. The Town's road network (including road allowances, easements and right-of-way details), land parcel and addressing data (including property, neighbourhood, ward and municipal boundaries), facilities, parks, and key development information on ongoing development areas reside in databases running within ESRI's software environment at the Town. The data provided by the Town's GIS plays a key role in everything from current and future development planning to emergency response and road patrol operations. ESRI's software products also run the Town's Discover Milton Geohub along with a wide range of specialized community mapping applications purpose-built for sharing information within the community. Over the past few years, the organization has seen tremendous growth in the Town's reliance on GIS processes and software tools used for maintaining existing service levels and completing routine operational tasks, as well as an increase in the skillsets and willingness of staff to continue doing more within GIS to further streamline and enhance service to the community. In order to embrace and facilitate this continued growth, the organization must continue to invest in and expand access to a wider number of GIS software products in use at the Town as well as the number of ongoing user licenses that allow staff to interact with these tools.</p> <p>Through 2024, it is expected that the Town will need to make a substantial investment in additional GIS software tools and licenses to accommodate existing workplans and planned initiatives. At a high level, the Town expects to replace its existing internal GIS mapping tool, introduce new road patrol software in the Operations division as well as enhance the current automated vehicle location</p>

(AVL) reporting capabilities through the expansion of GIS software products and licenses currently supplied by ESRI.

ESRI offers a Small Local Government Enterprise Agreement (SLGEA) that is purpose built for small-to-medium sized local governments to help them continue to leverage ESRI software products in a fiscally-conscious manner. The SLGEA provides unlimited access to core ESRI software (required by staff working with and manipulating geospatial data within the organization) and expanded user licensing that can immediately be used across the organization based on current and planned GIS initiatives. This SLGEA is priced according to population tier, of which Milton currently falls within the 100,000 to 150,000 tier. The SLGEA provides vastly expanded licenses and access to ESRI products at a single annual cost as opposed to the Town's status quo method of ad-hoc software and license acquisition with an immediate capital outlay and direct corresponding increase to annual operating costs. Through ESRI's SLGEA, the Town will be able to meet the consistently increasing demand for access to GIS tools across all departments, create a modernized and improved internal mapping portal for staff and ultimately enhance the level of service provided to our community by expanding on and leveraging GIS capabilities organization wide.

At present, the Town allocates \$92,485 annually for GIS Software licensing and annual maintenance. Based on current workplans and planned initiatives for 2024, the Town expects to add approximately \$50,000 of annual licensing and software costs to this total. Therefore, the Town can expect to pay \$142,485 (+ HST) for GIS software licensing in 2024 and beyond if it continues with its status quo ad-hoc software licensing model. By comparison, the organization's Year 1 SLGEA cost for 2024 would be \$104,630. The SLGEA includes all the licensing the Town requires for planned initiatives in 2024 within its base subscription cost/offering. The Town can expect a minimum savings of \$37,855 in 2024 should it proceed with its planned software licenses acquisitions as detailed in current workplans.

Year 2 and Year 3 of the agreement would cost \$107,770 and \$111,000 respectively, for a total 3 year contract obligation of \$323,400.

No additional funding is being requested at this time. The Town expects a partial credit back for 2023 software licensing that was paid inclusive to January 31, 2024. In addition to this, previously approved capital funds exist for expanded ESRI licensing that will be used to cover the SLGEA licensing cost for Year 1. Year 2 and

CORS-045-23 Schedule E

		Year 3 increases will be requested as part of the 2024 and 2025 budget process.
Financial Planning Section: Budget Impact (Note 1-3)		
Account Number(s)	2216-3445	C24001121-A0260-7140
Account Description	Software Annual Maintenance	GIS Service Delivery
Project Total Budget	N/A	\$ 159,829
Contract Budget	\$ 16,882	\$ 5,078
Actual (Net of HST Rebate)	\$ 15,240	\$ 5,078
Variance	\$ 1,642 (F)	\$ 0
Funding Source	Operating	Capital

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

Note 2: Any resulting financial impact as a result of the contract renewal will be reflected in the operating variance process in 2023.

Note 3: This contract commits the Town to a three-year annual subscription expense of \$323,400. The first 3 months of Year 1 (October – December) will be paid through operating and a small portion through capital as indicated above with the remainder of Year 1 and subsequent Year 2 and 3 being booked to the operating budget.

COUNCIL AUTHORITY FOR CONTRACT AWARDS CONTRACT INCREASE

Project Award	Contract Increase for Point of Sale Solution (excluding concessions)
Recommendation	Staff are recommending the approval to proceed with a new five (5) year contract increase for Xplor Recreation in the amount of \$336,700 (exclusive of HST).
Purpose of Report	As per Section 10.1 of Purchasing By-law No. 061-2018, Council approval is required.
Background information	<p>Xplor Recreation (formally PerfectMind) is the current software provider for the Town's Recreation Management solution that went live within the organization in August 2020. Awarded through competitive RFP and an initial five (5) year term (January 2017 through January 2022) via CORS-53-16, this agreement was subsequently extended through a full ten year term to January 2027 via CORS-015-20 and a total contract value of \$666,417. Xplor Recreation is a web-based solution that provides a full suite of software modules that allows the Town to offer and run a wide variety of recreation-related services. As part of the solution, this product employs a point-of-sale software module that is used by the Town to process recreation-related transactions within the organization (memberships, camps, drop-in classes, etc.).</p> <p>The Town of Milton also utilizes a secondary point-of-sale solution (Payment Manager by Active Network) at various customer service counters across facilities to process non-recreation transactions such as property tax billing, licensing and permitting and other miscellaneous sale items. This solution is an on-premise product installed on systems within the Town's primary datacenter and relies on the Information Technology team to provide day-to-day software support. Operating a point-of-sale product as an on-premise product (opposed to a vendor-maintained cloud product) places additional security constraints and compliance considerations on the organization to ensure end-to-end protection of all financial transactions. The Town is required to adhere to Payment Card Industry Data Security Standards (PCIDSS) requirements in order to safeguard and protect cardholder data. Unique and independent processes and software integrations exist for exporting data from each of the two current point-of-sale solutions into the Town's financial management system.</p> <p>A one-time capital expenditure of \$131,340 (exclusive of HST) is being requested to allow staff to move all non-recreation financial transactions (save and except Concessions purchases) into the Xplor product and consolidate the organization to a single point-of-sale system. Moving all transactions into a single point-of-sale</p>

	<p>system will result in a reduction in the number of hours spent by staff supporting a second point-of-sale solution, will simplify existing system configurations and constraints currently in place to adhere to and maintain ongoing PCIDSS compliance and streamline transaction integration and reporting within the Town's financial management solution. This aforementioned expenditure will cover the cost of the one-time development required to build the necessary integrations from this point-of-sale solution into other Town applications as well as cover the first year subscription fee related to ongoing maintenance and support of these integrations. Following year 1 costs, the use of Xplor point-of-sale will result in an annual operating impact of \$51,340 per year. This annual cost will be partially reduced by eliminating the annual fee associated with the Town's outgoing point-of-sale solution (currently \$9000 per year). Staff are recommending a 5 year term commitment for this point-of-sale software product, which will exist simultaneously alongside the existing Xplor Recreation contract. The Town may opt to negotiate a new multiyear contact with the vendor following expiry of this new contract or go out to competitive bid for a new point-of-sale software solution, with the former option being the more likely outcome.</p> <p>The new 5 year contract for Xplor point-of sale will total \$336,700 (exclusive of HST) and will be paid in addition to the existing 10 year contract total contract value for Xplor Recreation (CORS-015-20).</p>
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Financial Planning Section: Budget Impact (Note 1)

Account Number(s)	C24110423-A0260-7172
Account Description	Financial Enterprise Systems
Project Total Budget	\$ 220,829
Contract Budget	\$ 127,352
Actual (Net of HST Rebate)	\$ 133,652
Variance	\$ 6,300 (U)
Funding Source	Capital

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

Note 2: This contract commits the Town to a five year annual subscription expense of \$51,340. Year 1 will be capitalized as indicated above with the remaining four years being booked to the operating budget beginning in 2025.

COUNCIL AUTHORITY FOR CONTRACT AWARDS EMERGENCY CONTRACT AWARD

Project Award	Emergency Contract Award for Sunny Mount Park Fuel Clean-up
Recommendation	Staff proceeded with contract awards for emergency site fuel clean-up to Accuworx Inc. and Edgar Howden and Sons Ltd., and for consulting services to GM BluePlan Engineering Ltd. in the total amount of \$173,618.60 (exclusive of HST). This award is being received for information.
Purpose of Report	As per Section 11.1 of Purchasing By-law No. 061-2018, emergency expenditures shall be reported to Council for information.
Background information	<p>In February of 2023, the Milton District Horticultural Society informed Town staff of a fuel-like odour within the fenced area of the newest community garden located at Sunny Mount Park.</p> <p>Minor works were initially completed by Howden until it was determined that staff who specialize in contamination clean-up were required. GM BluePlan Engineering were hired as consultants to help determine the source of the spill, coordinate testing and recommend remedial works. The consultant originally believed the source to be from a fuel spill from a piece of equipment, however further investigation revealed it to be more substantial, coming from an underground channel on the adjacent private property. The contaminated soil and fuel were removed by Accuworx and the channel was dammed to prevent any further contamination onto park property. Testing was completed as the trench was being excavated throughout May, June and July. Final testing coordinated through GM Blueplan confirmed that all excavated trenches were clean and could be backfilled to match existing conditions.</p>

Financial Planning Section: Budget Impact (Note 1)

Account Number(s)	3900 - 0327 - 3740
Account Description	Sunny Mount Park Emergency Fuel Clean-up
Project Total Budget	N/A
Contract Budget	\$ 0
Actual (Net of HST Rebate)	\$176,674
Variance	\$176,674 (U)
Funding Source	Operating Budget

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

REPORT TO COUNCIL FOR INFORMATION - CONTRACT INCREASE

Project Award	Contract Increase to GM BluePlan Engineering Limited for Consulting Services for the Peru Road Bridge Removal and Cul-de-Sac implementation
Recommendation	That the contract increase for additional consulting services to GM BluePlan Limited in the amount of \$9,080 (excl. HST) be received for information.
Purpose of Report	Staff are reporting back to Council for a contract award that was executed under Section 4.2.1 of Purchasing By-law No. 061-2018.
Background information	<p>The contract for the Municipal Class Environmental Assessment of the Peru Road Bridge removal and cul-de-sac implementation was originally awarded through RFP 22-051-12 in the amount of \$118,435 (exclusive of HST). There has been one change order to-date in the amount of \$8,820 (exclusive of HST) for a scoped Environmental Impact Study. The total current contract award to GM Blue Plan is \$127,255 (exclusive of HST).</p> <p>As part of the Environmental Assessment, a Cultural Heritage report was prepared by the consultant to screen the potential adverse impacts at 52 Peru Road. The Town will be purchasing lands from 52 Peru Road in order to construct the southerly cul-de-sac. The report identified that there are direct adverse impacts at 52 Peru Road. As a result, this change order in the amount of \$9,080 (exclusive of HST) is for GM BluePlan to prepare an additional detailed cultural report that is required to be completed, which not originally anticipated.</p> <p>Staff processed PDA-074-23 utilizing Section 4.2.1 of the Purchasing By-law to award the contract increase. This allowed for timely continuation of the Cultural Heritage Review. The new contract total is \$136,335 (excl. HST).</p>
Financial Planning Section: Budget Impact (includes non-refundable HST)	
Account Number(s)	C34009122-A0611-7240
Account Description	Peru Road (Bridge Removal and Cul-de-Sac)
Project Total Budget	\$692,933
Contract Budget	\$20,505
Actual	\$9,240
Variance	\$11,266 (F)
Funding Source	Development Charges and Project Variance Account

Note 1: As per Section 4.2.1 of the Purchasing By-law:

Despite any other provisions of this By-law, during any period that regular Council meetings are suspended either during the summer period or for any other reason, or during the period that the acts of Council are restricted under Section 275 of the Municipal Act, the CAO shall

be authorized to Award any Contract through a PDA Report so long as the value of the Contract can be accommodated within the approved budget for that project.

Note 2: Staff are requesting the favourable variance remain in the project pending completion of the Environment Assessment, the property acquisition process and until all environmental permits are in place in order to accommodate any scope or resourcing changes that could impact overall project timelines or deliverables.

COUNCIL AUTHORITY FOR CONTRACT AWARDS PROPOSAL AWARD

Project Award	Proposal Award No. 23-051-15 – Environmental Assessment for the Construction of Main Street East, Fifth Line to Trafalgar Road
Recommendation	Staff are recommending the award of the proposal for Consulting Services for the Environmental Assessment for the Construction of Main Street East, Fifth Line to Trafalgar Road be awarded to CIMA Canada Inc. in the total amount of \$792,800 (exclusive of HST).
Purpose of Report	As per Section 10.1 of Purchasing By-law No. 061-2018, Council approval is required.
Background information	<p>Through CORS-063-21 Council approved the award of CIMA Canada Inc. on the Professional Consulting Services Roster as per the terms of RFP 21-051. The hourly rates were established through the RFP process and the hours identified and the proposed staffing have been reviewed and validated by Purchasing and Development Services staff.</p> <p>This contract award is for Consulting Services for the Environmental Assessment for the Construction of Main Street East, Fifth Line to Trafalgar Road.</p> <p>A request for proposal was issued to the approved list of consulting firms on the professional consulting services roster for the Civil Engineering discipline. Two (2) submissions were received and evaluated against the evaluation criteria outlined in the RFP resulting in CIMA Canada Inc. being the highest scoring proponent.</p> <p><u>Award for Environmental Assessment</u></p> <p>Upon completion of the Environmental Assessment, a separate request for proposal will be issued to the consulting Services roster (as per RFP 21-051) for the Detailed Design and Contract Administration, Material testing and Inspection.</p> <p>The design and construction for Main Street will be completed in 2 segments</p> <p>Segment 1, Fifth Line to Sixth Line</p> <ul style="list-style-type: none"> - Design anticipated in 2024 - Construction anticipated in 2026 <p>Segment 2, Sixth Line to Trafalgar Road</p> <ul style="list-style-type: none"> - Design anticipated in 2029 - Construction anticipated in 2031

CORS-045-23 - Schedule I

	<p>Staff will bring recommendations for council approval for each of the above mentioned segments.</p> <p>The EA segment for Main Street (6th Line to Trafalgar) was brought forward to be included in this assignment as it is imperative to have continuity with the overall alignment of Main Street and to capture environment needs within this corridor in one project.</p>
Purchasing Section: Bid Award Information	
Date bid issued	July 14, 0223
Advertisements	Town of Milton Website
Closing Date	August 29, 2023
# of Plan takers	Three (3)
Proposal Submissions received	<p>Proposals were received from the following companies:</p> <ul style="list-style-type: none"> • WSP Canada Inc. • CIMA Canada Inc.
Evaluation Criteria	<p>The proposals were evaluated based on the following criteria and weighting:</p> <ol style="list-style-type: none"> 1. Schedule - 25 points 2. Project Management – 25 points 3. Identification of project risks, approach to project – 10 points 4. Fee proposal – 40 points <p>Proposals were evaluated by Development Services Staff. Based on the weighted final scoring for each proponent, the recommendation is that CIMA Canada Inc. be awarded this proposal as the highest scoring proponent.</p>
Financial Planning Section: Budget Impact (Note 1)	
Bid Award:	
Account Number(s)	C34005423-A0611-7240 (Note 2)
Account Description	Main Street (Fifth line to Sixth Line)
Project Total Budget	\$ 591,282
Contract Budget	\$395,337
Actual (Net of HST Rebate)	\$806,753
Variance	\$411,416(U)
Funding Source	Development Charges

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

Note2: The 2023 project will be used to track the Environmental Assessment cost for Main St E (Fifth Line to Sixth Line) and Main St E (Sixth Line to Trafalgar Road). The unfavourable variance shown above is in large part due to the acceleration of the

funding required for the second component of the works. The design and construction for the 2 road segments will be monitored in two separate projects.

COUNCIL AUTHORITY FOR CONTRACT AWARDS CONTRACT INCREASE

Project Award	Contract Increase for Telematics for Milton Transit
Recommendation	Staff is recommending approval to proceed with a contract increase for telematics for Milton Transit in the estimated amount of \$110,000 (exclusive of HST).
Purpose of Report	As per Section 10.1 of Purchasing By-law No. 061-2018, Council approval is required.
Background information	<p>The current contract awarded to Consat Canada Inc. was approved on Council Report CORS-073-22 as a limited tendering supplier in the estimated amount of \$70,350 (exclusive of HST).</p> <p>Consat Canada Inc. provides telematics for Milton Transit buses for automated passenger counters and automated vehicle location technology. This includes hosting fees, service level agreement, scheduling and support licensing, transit information technology systems and equipment.</p> <p>The contract was previously increased by \$29,621.55 (exclusive of HST), and an additional estimated amount of \$110,000 (exclusive of HST) is being requested for the anticipated spend required until December 31, 2023.</p> <p>The new contract total will be an estimated amount of \$209,981.55 (exclusive of HST).</p> <p>The increase is required as a result of additional costs related to new capital equipment required for additional buses added to the transit fleet, replacement of automatic passenger counters on existing buses, and telematics required for the new electric bus conversion project. The increase includes an estimated amount for the telematics for the new electric bus, actual cost is to be determined.</p>
Financial Planning Section: Budget Impact (Note 1)	
Account Number(s)	Various
Account Description	Automatic Vehicle Location System
Project Total Budget	N/A
Contract Budget	\$111,936
Actual (Net of HST Rebate) (Note 2)	\$111,936
Variance	\$0
Funding Source	Operating and capital

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

Note 2: Contract actuals are an estimate and will vary based on volume of activity. It will be monitored by program area staff. Any variances will be reported through the variance process.

THE CORPORATION OF THE TOWN OF MILTON

BY-LAW NO. 068-2023

BEING A BY-LAW TO APPOINT AN INTEGRITY COMMISSIONER FOR THE TOWN OF MILTON AND TO REPEAL BY-LAW 058-2018

WHEREAS the *Municipal Act, 2001*, as amended (the “Municipal Act”) provides that the powers of a municipal corporation are to be exercised by its Council through the adoption of by-laws; and

WHEREAS the Municipal Act authorizes Council to establish codes of conduct for members of Council and to appoint an Integrity Commissioner who reports to Council; and

WHEREAS an Integrity Commissioner is responsible for performing in an independent manner the functions assigned by the municipality; and

WHEREAS by March 1, 2019, the Municipal Act, pursuant to Part V.1, Accountability and Transparency, will oblige all municipalities in Ontario to appoint an integrity Commissioner to perform the following functions:

1. The application of the code of conduct for members of council and the code of conduct for members of local boards.
2. The application of any procedures, rules and policies of the municipality and local boards governing the ethical behaviour of members of council and of local boards.
3. The application of sections 5, 5.1 and 5.2 of the *Municipal Conflict of Interest Act* to members of council and of local boards.
4. Requests from members of council and of local boards for advice respecting their obligations under the code of conduct applicable to the member.
5. Requests from members of council and of local boards for advice respecting their obligations under a procedure, rule or policy of the municipality or of the local board, as the case may be, governing the ethical behaviour of members.
6. Requests from members of council and of local boards for advice respecting their obligations under the *Municipal Conflict of Interest Act*.
7. The provision of educational information to members of council, members of local boards, the municipality and the public about the

municipality's codes of conduct for members of council and members of local boards and about the *Municipal Conflict of Interest Act*. ; and

WHEREAS Council deems it expedient to appoint SJ Consulting through its principal Suzanne Craig, as the Town of Milton's Integrity Commissioner to perform the functions, powers and duties recited above and as may be set out in the Municipal Act from time to time.

NOW THEREFORE BE IT RESOLVED THAT the Council of the Corporation of the Town of Milton enacts as follows:

1. **THAT** SJ Consulting through its principal Suzanne Craig, is hereby appointed as the Town of Milton's Integrity Commissioner pursuant to Part V.1, Accountability and Transparency, of the Municipal Act.
2. **THAT** upon appointment SJ Consulting will have all the functions, powers and duties of an integrity commissioner as set out in Part V.1, Accountability and Transparency, of the Municipal Act, and in addition such functions, powers and duties as may be assigned by Council from time to time.
3. **THAT** the Town of Milton hereby indemnifies and save harmless the Integrity Commissioner or any person acting under the instructions of the Integrity Commissioner for costs reasonably incurred in connection with the defence of a proceeding if the proceeding relates to an act done in good faith in the performance or intended performance of a function, duty or authority under Part V.1 of the Municipal Act, or a by-law passed thereunder, or an alleged neglect or default in the performance in good faith of the function, duty or authority.
4. **THAT** all actions taken and required to be taken by the Mayor and Town Clerk on behalf of the Corporation of the Town of Milton to complete this matter including the execution of the Agreement and any other associated documentation are hereby authorized, confirmed and ratified.
5. **THAT** By-law No. 058-2018 is hereby repealed.

6. **THAT** this By-law shall come into force and take effect on the day of its passing.

PASSED IN OPEN COUNCIL ON SEPTEMBER 11, 2023.

Gordon A. Krantz Mayor

Meaghen Reid Town Clerk

THE CORPORATION OF THE TOWN OF MILTON

BY-LAW NO. 069-2023

BEING A BY-LAW TO AUTHORIZE THE EXECUTION OF DOCUMENTS

WHEREAS pursuant to section 2(5) subsection (3) of the *Municipal Act*, S.O. 2001, c. 25, as amended, the power of the Council of the Corporation of the Town of Milton shall be exercised by By-law;

NOW THEREFORE the Council of the Corporation of the Town of Milton hereby enacts as follows:

1. **THAT** the Mayor and Clerk of the Corporation of the Town of Milton are hereby authorized to execute and affix the corporate seal of the Town of Milton with respect to the documents as described in Schedule "A" to this By-law.
2. **THAT** notwithstanding the above, where any approvals are required such as Ontario Municipal Board approval or approval from Federal or Provincial Ministries as set out in Schedule "A", then the document concerned shall not be executed until such required approval has been received.
3. **THAT** this By-law comes into force on the day it is passed.

PASSED IN OPEN COUNCIL ON SEPTEMBER 11, 2023.

Gordon A. Krantz Mayor

Meaghen Reid

THE CORPORATION OF THE TOWN OF MILTON

BY-LAW NO. 069-2023 SCHEDULE "A"

ITEM	DOCUMENT	APPROVALS	PARTY	OTHER APPROVALS
1.	Agreements associated with the approved recommendations contained within the Staff Report and any / all ancillary documents that may be required.	CORS-045-23 Town Council September 11, 2023	Various	N/A

THE CORPORATION OF THE TOWN OF MILTON

BY-LAW NO. 070-2023

BEING A BY-LAW TO CONFIRM THE PROCEEDINGS OF COUNCIL OF THE CORPORATION OF THE TOWN OF MILTON AT ITS MEETING HELD SEPTEMBER 11, 2023

WHEREAS it is deemed expedient that the proceedings of the Council of the Corporation of the Town of Milton (hereinafter referred to as "Council") at its meeting held on September 11, 2023 be confirmed and adopted by by-law;

NOW THEREFORE the Council of the Corporation of the Town of Milton hereby enacts as follows:

1. The proceedings and actions of Council at its meeting held on September 11, 2023 and considered by Council at the said meeting, and in respect of each Report, Motion, Recommendation and other actions passed and taken by Council at the said meeting are hereby adopted, ratified and confirmed.
2. The Mayor and proper officials of the Corporation of the Town of Milton are hereby authorized and directed to do all things necessary, and to obtain approvals where required, to give effect to the actions passed and taken by Council at the said meeting.

PASSED IN OPEN COUNCIL ON SEPTEMBER 11, 2023.

Gordon A. Krantz Mayor

Meaghen Reid Town Clerk