



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. Members of the public can view the meeting by watching the live stream or attend in-person.

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.

	Pages
5. <u>DELEGATIONS</u>	
*5.2 Items for Consideration #8.1	4
Subject: We Make Milton – Growing in Milton Policy Considerations Report	
Name: Kim Bradshaw, Stop Sprawl Halton	
*5.3 Items for Consideration # 8.1	6
Subject: We Make Milton – Growing in Milton Policy Considerations Report	
Name: Marina Huissoon, Sustainable Milton	
8. <u>ITEMS FOR CONSIDERATION</u>	
*8.3 Housing Accelerator Fund (HAF) - Update	8
1. THAT Council endorse the updated HAF Application, including the following five (5) additional initiatives as requested by the Federal Minister of Housing, Infrastructure and Communities, as outlined further in ES-011-23:	
a. Permitting four units as-of-right city-wide;	
b. Permitting four storeys as-of-right within 800 metres walking distance of Milton Transit lines;	
c. Designate dedicated staff to implement an affordable housing strategy, which should involve liaising with non-market housing providers and other levels of government,	

guiding projects through the development and permitting process, and identifying lands for affordable nonmarket housing;

- d. Delegate decision-making power for minor re-zonings, as well as approvals for affordable housing and modular housing, to City staff;
 - e. Create incentives to encourage the development of purpose-build rentals and non-market housing.
2. **THAT** the implementation of any of the five additional initiatives noted above be contingent on further Council approvals as outlined in the Supplemental Information that the Town provided for the HAF program (Attached herein as Appendix C).
 3. **THAT** the Commissioner of Development Services be authorized to make any further adjustments required to the Town of Milton's HAF Application.
 4. **THAT** the Mayor and Clerk be authorized to execute any agreements that are required in relation to the HAF funding program.

***8.4 2023 Halton Region Allocation Program**

19

THAT this report be received for information.

***8.5 Purchasing Various – November 2023**

25

THAT Council approve the budget amendments and related funding sources as outlined on Schedule A.

THAT the contract increase for absolute secure access client software to Rogers Communications Canada in the amount of \$88,709 (excl. HST) be approved as outlined on Schedule B.

THAT the contract increase for detailed design for Nipissing Road to WSP Canada Inc. in the amount of \$660,600 (excl. HST) be approved as outlined on Schedule C.

THAT staff be delegated the authority to approve change orders up to a total of 15% of the awarded value to WSP Canada Inc. in relation to the Nipissing Road reconstruction.

THAT the delegated authority to award the street light and pole condition assessment in the estimated amount of \$387,420 (excl. HST) be approved as outlined on Schedule D.

THAT the contract increase made under delegated authority for additional work required for the Fifth Line Grade Crossing and Widening to Canadian Pacific Railway Company in the amount of \$354,427 (excl. HST) be received for information as outlined in Schedule E.

THAT the contract increase made under delegated authority for Environmental Assessment of the Peru Road Bridge Removal and Cul-de-Sac Implementation to GM BluePlan Engineering Limited in the amount of \$9,080 (excl. HST) be received as outlined in Schedule F.

THAT the contract award made under delegated authority for Campbellville Road Guide Rail Upgrades to Powell Contracting Limited in the amount of \$1,266,870 (excl. HST) be received as outlined in Schedule G.

THAT the single source award made under delegated authority to conduct a Feasibility Study for the Milton Transit Garage to WSP Canada Limited in the amount of \$66,710 (excl. HST) be received as outlined in Schedule H.

THAT staff be delegated the authority to make a single source award to Pinchin Ltd. to undertake Asbestos Assessments for select Town facilities, and that details of the award be reported back to Council for information.

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.

***12. CONFIDENTIAL SESSION**

Milton Council will convene into confidential session to discuss litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board in respect to a Quarterly Legal Update and an update on the Trafalgar Secondary Plan Appeal.

14. BY-LAWS

***14.2 089-2023 General Signing By-law - November 13, 2023**
BEING A BY-LAW TO AUTHORIZE THE EXECUTION OF DOCUMENTS

45



Hello Town Clerk's Staff,

Please note the following response to Delegate Request Application has been submitted at Thursday November 9th 2023 11:35 AM with reference number 2023-11-09-025.

<https://forms.milton.ca/Management/Response/View/c4ba8d63-ee38-4117-af04-b0b55e440fc2>

Application Information

- **First Name:**
Kim
- **Last Name**
Bradshaw
- **Email Address:**
[REDACTED]
- **Phone number:**
[REDACTED]
- **Street Address:**
[REDACTED]
- **Town**
Milton
- **Postal Code:**
[REDACTED]
- **Are you representing a group?**
Yes
- **Group Name**
Stop Sprawl Halton



- **Council Meeting Date**
11/13/2023
- **Please indicate how you intend to participate during the Council Meeting**
In person
- **Please describe the issue you intend to present:**
8.1 We Make Milton – Growing in Milton Policy Considerations Report
We will be asking Council to revisit a number of the recommended "guiding policies" in Staff Report DS-051-23, thereby reinforcing the Halton Regional Council decision not to increase the Milton urban boundary.
- **Please describe specific actions you want Council to take:**
Request that Staff Report DS-051-23 and its addendums be updated to reflect a policy of no urban boundary expansion.
- **Staff Report Number (if known)**
DS-051-23
- **Please provide your comments in support of or in opposition to the staff recommendation:**
I will provide these in person during my delegation.
- **Do you give your permission to be audio and video recorded on the Town of Milton's live Council meeting stream?**
Yes I give my permission



Hello Town Clerk's Staff,

Please note the following response to Delegate Request Application has been submitted at Thursday November 9th 2023 2:01 PM with reference number 2023-11-09-044.

<https://forms.milton.ca/Management/Response/View/91b4c30d-d2ac-4413-b869-b0b5f4117f70>

Application Information

- **First Name:**
marina
- **Last Name**
huissoon
- **Email Address:**
[REDACTED]
- **Phone number:**
[REDACTED]
- **Street Address:**
[REDACTED]
- **Town**
Milton
- **Postal Code:**
[REDACTED]
- **Are you representing a group?**
Yes
- **Group Name**
Sustainable Milton
- **Town**
Milton
- **Council Meeting Date**
11/13/2023



- **Please indicate how you intend to participate during the Council Meeting**
In person
- **Please describe the issue you intend to present:**
Official Plan - Staff Report DS 051-23, Item 8.1 on the Agenda.
- **Please describe specific actions you want Council to take:**
We want to know how the Province's most recent change of plan will affect the Milton Official Plan that is currently under development - in particular how much Prime Agricultural land is being taken (unnecessarily) for future development
We want to be allowed to engage with the policy making process more fully - previous offers of participation have not been satisfactory
- **Staff Report Number (if known)**
DS 051-23
- **Please provide your comments in support of or in opposition to the staff recommendation:**
Our delegation is neither in support or against the report
- **Do you give your permission to be audio and video recorded on the Town of Milton's live Council meeting stream?**
Yes I give my permission



The Corporation of the Town of Milton

Report To: Council

From: Jill Hogan, Commissioner, Development Services
Glen Cowan, Chief Financial Officer / Treasurer

Date: November 13, 2023

Report No: ES-011-23

Subject: Housing Accelerator Fund (HAF) - Update

- Recommendation:**
1. **THAT Council endorse the updated HAF Application, including the following five (5) additional initiatives as requested by the Federal Minister of Housing, Infrastructure and Communities, as outlined further in ES-011-23:**
 - a. **Permitting four units as-of-right city-wide;**
 - b. **Permitting four storeys as-of-right within 800 metres walking distance of Milton Transit lines;**
 - c. **Designate dedicated staff to implement an affordable housing strategy, which should involve liaising with non-market housing providers and other levels of government, guiding projects through the development and permitting process, and identifying lands for affordable nonmarket housing;**
 - d. **Delegate decision-making power for minor re-zonings, as well as approvals for affordable housing and modular housing, to City staff;**
 - e. **Create incentives to encourage the development of purpose-build rentals and non-market housing.**

 2. **THAT the implementation of any of the five additional initiatives noted above be contingent on further Council approvals as outlined in the Supplemental Information that the Town provided for the HAF program (Attached herein as Appendix C).**

3. THAT the Commissioner of Development Services be authorized to make any further adjustments required to the Town of Milton's HAF Application.

4. THAT the Mayor and Clerk be authorized to execute any agreements that are required in relation to the HAF funding program.

EXECUTIVE SUMMARY

- The HAF Program offers the Town a funding opportunity that is associated with the acceleration of, and increase in, housing supply.
- Eligibility for the program requires the development of an action plan, completion of a housing needs assessment report and a commitment to achieving the growth targets.
- Town of Milton Council endorsed an application to the HAF program in May 2023 through report ES-008-23. The application included seven initiatives that were developed in consultation with the CMHC and based on the HAF application guide.
- In October 2023 the Town received a correspondence from the Federal Minister of Housing, Infrastructure and Communities requesting the addition of five additional initiatives in the Town's HAF application.
- Council endorsement of those initiatives is being sought at this time to further strengthen the Town's HAF application and lead to meaningful investment in the development of new housing opportunities within the community.
- As outlined in the supplemental information provided to the CMHC, each of the five additional initiatives are expected to require a Council approval in Q1 2024 after the related policy frameworks have been developed, public consultation has occurred, and/or the funding details and requirements from HAF to the Town have been further established.

REPORT

Background

The 2022 Federal Budget announced \$4 billion in funding until 2026/2027 to launch the Housing Accelerator Fund (HAF). The program will be administered by the Canadian Mortgage and Housing Corporation (CMHC). HAF is an application-based program with one application window in 2023. The program is intended to drive transformational change within the sphere of control of the local government regarding land use planning and development

Background

approvals. HAF's objective is to accelerate the supply of housing across Canada and support lasting changes that will improve housing supply for years to come.

At its May 29, 2023 meeting, Milton Council endorsed the Town's original application for the HAF program. The application included seven initiatives that were developed in consultation with the CMHC with specific consideration of the HAF application guide. Those initiatives were:

1. Implementation of the Milton Mobility Hub Strategy
2. Additional Residential Unit (ARU) Study
3. Residential and Non-Residential Land Needs Study
4. Development Services Public Portal
5. Delegation of Authority Enhancements
6. Official Plan Update
7. Transportation Mater Plan Update

Further detail of the HAF program, as well as the Town's initial seven initiatives and growth targets, can be found in the report presented in May ([ES-008-23](#))

On October 10, 2023, the Town received a correspondence from the Federal Minister of Housing, Infrastructure and Communities in relation to the Town's application. The Minister outlined five requests that would improve Milton's application and better reflect the Minister's ambition for the HAF program. It was noted that if the Town could enhance the existing application by addressing these items, it would ensure that Milton leverages its full potential to develop housing. A copy of the full correspondence is attached as Appendix A.

Discussion

The five additional initiatives that have been requested by the Minister are:

1. Permitting four units as-of-right city-wide;
2. Permitting four storeys as-of-right within 800 metres walking distance of Milton Transit lines;
3. Designate dedicated staff to implement an affordable housing strategy, which should involve liaising with non-market housing providers and other levels of government, guiding projects through the development and permitting process, and identifying lands for affordable nonmarket housing;
4. Delegate decision-making power for minor re-zonings, as well as approvals for affordable housing and modular housing, to City staff;
5. Create incentives to encourage the development of purpose-build rentals and non-market housing.

Following receipt of the Minister's letter, and in consultation with staff, the Mayor provided a response to the Federal Minister that recognized the Town's collaboration to date with the

Discussion

CMHC for the HAF program and indicating the Town's willingness to consider the five new initiatives as part of the application process. The Mayor's correspondence also directed staff to assess the Council (or other) approvals that may be required in order to implement these initiatives and to develop the related action plans. A copy of the Mayor's correspondence is attached as Appendix B.

Subsequent to the Mayor's letter, and after further consultation with CMHC, supplemental data was submitted by the Town's Commissioner of Development Services. The supplemental information outlined proposed milestone dates, cost estimates and outcomes (units) of the newly requested initiatives, as well as refinement of previous submitted action items based on updated information. It was noted that for each of the 5 additional initiatives that a Council approval would be required after full program and policy details could be developed, with each expected in Q1 2024 (subject to the timing of any potential HAF announcement). A copy of the supplemental data submission is attached as Appendix C.

Should Council endorse the revised application as recommended in this report, the Town will notify the Federal Minister and CMHC staff. Delegated authority for the Commissioner of Development Services to make further adjustments to the Town's application is also recommended so that the Town can respond in a timely manner as the HAF program continues to evolve. Should the Town be successful in its application for the HAF program, additional Council approvals will be sought in relation to the initiatives as the programs are more fully defined.



Financial Impact

The HAF program has the potential to provide a significant amount of funding to the Town in order to help support growth in housing and housing options within the community. Funding received would be applied towards the investments that will be made during the HAF reporting period, with priority applied to initiatives that support the medium and high density communities that lend themselves to promoting a range of housing options and housing affordability. Reporting to Council of the funding utilization would occur in accordance with the Town financial management policies, and to the CMHC through the reporting requirements of the HAF program.

For the five new initiatives that are recommended to be endorsed, the two with the most direct financial implication to the Town are the financial incentive for rental and affordable housing program, as well as the dedicated staffing to support affordable housing. In each case, it is expected that any new cost would be funded from proceeds of the HAF program. As such, even though a draft potential framework for each was included in the Town's supplemental information submission, final details can only be confirmed following further feedback or approvals from the HAF program.

Respectfully submitted,

Jill Hogan
Commissioner, Development Services

Glen Cowan
Commissioner, Development Services

For questions, please contact:	Jill Hogan, Commissioner, Development Services	Phone: Ext. 2304
	Glen Cowan, CFO/Treasurer	Ext. 2151

Attachments

Appendix A - Letter from the Minister of Housing, Infrastructure and Communities
Appendix B – Letter to the Minister of Housing, Infrastructure and Communities
Appendix C – Town of Milton Supplemental HAF Submission

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.



Mayor Gordon Krantz

Via electronic mail townclerk@milton.ca

October 10, 2023

Dear Mayor Krantz,

I am writing to you following a thorough review of the Town of Milton's application to the federal government's Housing Accelerator Fund.

As you know, the Town of Milton is facing a housing crisis that requires bold and decisive action. To adequately respond to the housing challenges facing the people of Milton, it's imperative that we pursue bold ideas, while implementing solutions that work for Canadian families and communities.

Before making a decision on Milton's application, I would respectfully urge you to ensure that the City is doing everything in its power to address the housing crisis in Milton.

In particular, I have five requests that would improve Milton's application and better reflect my ambition for the Housing Accelerator Fund:

- Permitting four units as-of-right city-wide;
- Permitting four storeys as-of-right within 800 metres walking distance of Milton Transit lines;
- Designate dedicated staff to implement an affordable housing strategy, which should involve liaising with non-market housing providers and other levels of government, guiding projects through the development and permitting process, and identifying lands for affordable nonmarket housing;
- Delegate decision-making power for minor rezonings, as well as approvals for affordable housing and modular housing, to City staff;
- Create incentives to encourage the development of purpose-build rentals and non-market housing;

These changes will increase the supply of housing in Milton, allow for greater housing options within walking distance to transit, and facilitate more genuine housing options for the people of Milton.

If you and Council can enhance your application by addressing these items, it will allow us to ensure Milton leverages its full potential to develop the housing which the people of Milton need.

My colleague, Member of Parliament Adam van Koeverden, has been an outstanding advocate for the City of Milton. He has provided me with valuable advice regarding Milton's local contexts, and has counseled me that Milton is prepared to do its part to address the housing crisis. I appreciate your consideration of this request and eagerly anticipate our future discussions.

Sincerely,

The Honourable Sean Fraser, P.C., M.P.
Minister of Housing, Infrastructure and Communities



THE CORPORATION OF
THE TOWN OF MILTON

150 Mary Street
Milton, Ontario
Canada L9T 6Z5

905-878-7252
Fax 905-878-5927
www.milton.ca

The Honourable Sean Fraser, P.C., M.P.
Minister of Housing, Infrastructure and Communities
Via electronic mail

Dear Minister Fraser,

Thank you for your recent letter regarding the Town of Milton and the Housing Accelerator Fund (HAF).

The Town has been actively engaged throughout this process since first being approached by representatives of the Federal Government and the CMHC regarding HAF, and we continue to share the same interest in removing barriers to housing supply and accelerating growth. The Town has consistently demonstrated the ability to achieve these goals, specifically noting that Milton:

- Has consistently ranked amongst the fastest growing municipalities in Canada over multiple census periods
- Ranked first amongst municipalities in terms of planning approval timelines in a benchmarking study undertaken by Altus Group Economic Consulting on behalf of the Building Industry and Land Development Association
- Has tripled the population of the Town over the past 20 years and will see the population almost triple again over the next 30 years

These results were achieved through the Town's strategic and collaborative approach to supporting growth within Milton, and they are indicative of our ability to not just achieve but exceed our housing pledge to facilitate the construction of a minimum of 21,000 new homes in the community by 2031.

The Town worked closely with CMHC representatives on developing the HAF submission that has been previously presented, including the identification of potential initiatives. As the HAF program and the housing needs of the community evolve, we remain open to the consideration and implementation of further measures that may result in positive benefits within the community. Specifically, and in accordance with your suggestion, I request that you include the following five additional initiatives as part of the Town of Milton's application for the HAF program:

- Permitting four units as-of-right city-wide;
- Permitting four storeys as-of-right within 800 metres walking distance of Milton Transit lines;
- Designate dedicated staff to implement an affordable housing strategy, which should involve liaising with non-market housing providers and other levels of government, guiding projects through the development and permitting process, and identifying lands for affordable nonmarket housing;
- Delegate decision-making power for minor re-zonings, as well as approvals for affordable housing and modular housing, to Town staff;



- Create incentives to encourage the development of purpose-build rentals and non-market housing.

Concurrent with the preparation of this letter, I am also directing Town staff to assess the Council (or other) approvals that may be required in order to implement these initiatives and to develop related action plans so that the Town will be well positioned should HAF funding be approved for Milton.

These alternative solutions would complement not just the initiatives that have been previously proposed through the Town's application to the HAF program, but also the progress that the Town continues to make on strategic initiatives within the Town that will support our shared objectives.

- Milton is in the process of welcoming post-secondary institutions as both Wilfrid Laurier University and Conestoga College have established locations and begun offering programs within the community. The Town continues to work closely with these educational partners to ensure that the municipal services that will be required for the student population are in place as their enrollment and housing needs grows.
- Milton continues to expand its transit offering to ensure affordable solutions within the Town and critical connections to GO transit and adjacent municipalities. In addition to the acquisition of additional fleet, the Town is also in the process of making a significant investment to establish the first dedicated transit maintenance facility within the Town in order to ensure that the Town's vision for density and affordable units can be properly supported.
- Milton continues to actively work with multiple land owner groups as we progress through the planning, approval and implementation of four new growth areas within the Town. This will ensure continued growth as the Town pursues its population targets of 238,000 people by 2031 and 350,000 people by 2051, respectively.

We would welcome an opportunity to speak to you further about the HAF program, and how the Town of Milton and the Ministry of Housing, Infrastructure and Communities can partner together on these or other initiatives to ensure that our shared goal of accelerated housing growth can be achieved.

Sincerely,



Gordon A. Krantz
Mayor, Town of Milton

c.c.
Adam Van Koeverden, Member of Parliament
Andrew Siltala, CAO, Town of Milton

Initiative	Initiative Type (Initiative) (Initiative)	Description (Initiative) (Initiative)	Estimated Start Date	Estimated Completion Date	Estimated Cost (Initiative) (Initiative)	Estimated Incented Units	Estimated Incented units within the program	Milestone Name	Description	Estimated Start Date	Estimated Completion Date
1-Additional Residential Unit By-law Approval and Implementation	Allowing increased housing density on a single lot including promoting "missing middle" housing forms	The Town is in the process of reviewing and updating its policies and regulations regarding additional residential units to align with the updated Ontario Planning Act. An increase in available housing units by permitting up to 3 units on a serviced residential lot is expected through this initiative. This initiative specifically addresses the following HAF initiative: 16. Allowing increased housing density (increased number of units and number of storeys) on a single lot including promoting "missing middle" housing forms typically buildings less than 4 stories This initiative also is inclusive of the following HAF initiatives: 17. Encouraging Accessory Dwelling Units—a second smaller unit on the same property as a primary unit 5. Promoting infill developments (adding new units to existing communities) with increased housing density and a variety of unit types (e.g., duplexes or secondary suites)	12/1/2022	4/30/2024	\$ 25,000	500	150	Background Report approval at Council	Background report and internal review of best practice	12/1/2022	3/6/2023
								Public Consultation	Public survey and engagement/consultation events	3/8/2023	6/30/2023
								Council approval of ARU policies and zoning by-law	Recommendation Report to Council with proposed policies and reg	10/31/2023	2/15/2024
								Permitting four units as-of-right town-wide	Recommendation Report to Council with proposed policies	10/31/2023	2/15/2024
								Permitting four storeys as-of-right within 800 metres walking distance of Milton Transit lines	Recommendation Report to Council with proposed polices	10/31/2023	2/15/2024
2-Delegation of Authority Enhancements-Delegate decision	Implementing changes to decision making	Enhanced delegating authority for the Commissioner of Development Services (staff) to approve draft Plans of Subdivisions, Site Plans, Temporary Uses, Removal of Holding Zones. Required approval from Council of the authorities for enactment.	11/11/2022	12/12/2023	\$ 20,000	503	151	Statutory Public Meeting and Council Approval	Council approval received in February 2023.	10/1/2022	2/6/2023
								Public Engagement	Ongoing engagement with the development community will ensue	2/6/2023	12/12/2023
								Delegate decision-making power for minor re-zonings, as well as approvals for affordable housing and modular housing, to Town staff;	New Delegated Authority By-law - Council Approval	12/12/2023	2/15/2024
3-Development Services Public	Implementing new/enhanced processes	Streamlining, digitizing and modernizing our approach to managing and issuing building permits	7/4/2022	12/12/2023	\$ 1,000,000	167	50	Program Testing	Test runs of the data base and public portal in advance of going live	4/1/2023	6/30/2023
								Public Portal Go Live	Public are able to apply and monitor building permit applications	7/10/2023	11/30/2023
4-Official Plan Update	Promoting high-density development without the need for rezoning (as-of-right zoning)	Establishing a comprehensive planning framework to promote and encourage a range of housing options to meet identified market demand and needs across the entire municipality. This initiative specifically addresses the following HAF initiative: 2. Allowing increased housing density (increased number of units and number of storeys) on a single lot including promoting "missing middle" housing forms typically buildings less than 4 storeys This initiative also is inclusive of the following HAF initiative: 4. Enable mixed-use redevelopment of city-owned properties, while where appropriate maintaining the current government use, e.g., building housing on top of a library or office space 14. Implementing measures to address or prevent flood plain or climate change risk for example making flood plains park land and/or creating relocation programs to move housing units out of at-risk areas 15. Incorporating a climate adaptability plan into Official Community Plan	5/1/2022	11/30/2024	\$ 360,000	2,307	-	Assemble Draft Official Plan Policies for Public Engagement	Town staff will prepare a draft Official Plan for public engagement	10/1/2023	3/1/2024
								Public Meeting Required Under the Ontario Planning Act	A statutory public meeting must be held prior to the adoption of a	3/1/2024	5/30/2024
								Prepare and Present a New Official Plan to Council for Adoption	Taking into consideration all input required through public engage	5/30/2024	11/30/2024
5-Residential/Non-Residential Take Up/Land Needs Implementation Plan	Implementing inclusionary zoning	Will inform how the Town will grow to meet the needs of population and employment to the year 2051 – the forecasted growth will be developed in 5 year increments to inform infrastructure and financial planning. The analysis and plan will also complete the Ontario Planning Act requirements for the assessment report for inclusionary zoning and analyzes the needs for affordable housing on the Town. This initiative will also satisfy the HAF requirement for an updated Housing Needs Study. This initiative specifically addresses the following HAF initiative: 18. Implementing inclusionary zoning (the requirement that a developer builds a certain percentage of their units at affordable (below market) prices or rents) in ways that foster development This initiative also is inclusive of the following HAF initiative:	5/30/2023	10/31/2023	\$ 163,000	692	-	Phase 1	Forecast Population, Housing Mix	5/15/2023	8/15/2023
								Phase 2	Completes Planning Act requirement for the assessment report for	6/30/2023	10/31/2023

Initiative	Initiative Type (Initiative) (Initiative)	Description (Initiative) (Initiative)	Estimated Start Date	Estimated Completion Date	Estimated Cost (Initiative) (Initiative)	Estimated Incented Units	Estimated incented units within the program	Milestone Name	Description	Estimated Start Date	Estimated Completion Date
6-Transportation Master Plan Update	Updating infrastructure planning to align with official community plans, growth targets, and housing needs assessment	The Transportation Master Plan will guide the implementation of the transportation infrastructure and initiatives require to support Milton's growth and housing targets. Milton completed its first Transportation Master Plan in 2018. Milton's planning for growth and development has focused on greater intensification and redevelopment within the established built boundary and denser, complete communities through Secondary Plans for Urban Expansion Areas. As a result, there is a need to update the Transportation Master Plan to support of these land use policies and development patterns and create a coordinated, integrated multi-modal transportation system that reflects the changing dynamics of the development and transportation industry by meeting the future needs of transit users, pedestrians, cyclists, and drivers in the community. This initiative specifically addresses the following HAF initiative: 24. Updating infrastructure planning to align with official community plans, growth targets, and housing needs assessment	3/30/2023	3/29/2024	\$ 272,064	-	-	Presentation and Approval by Council of a Finalized Transportation Master Plan	Final plan presented to Council for approval.	3/30/2023	3/29/2024
7- Financial Incentives for Rental and Affordable Housing	Implementing incentives, costing or fee structures, for example density bonusing, to encourage such things as affordable housing to residential	Create an incentive program to encourage the development of purpose-built rental housing developments and/or affordable housing across the entire Town of Milton, noting a specific focus for high density units within the Town's Major Transit Station Area (MTSA). Given the Development Charge discounts and HST exemption already available for rental, the incentive program created in relation to HAF will provide a rebate to the Building Permit Fee applicable to the units created to a maximum of \$2,500 per unit until the allocated funds are fully utilized.	11/30/2023	12/31/2025	\$1,000,000	400	400	Milestone 1 - Design Program	Prepare program guidelines based on funding available and projected demand based on review of market.	11/30/2023	2/28/2024
								Milestone 2 - Council Approval of Program	Present report and recommendation for Council authority	3/1/2024	3/31/2024
								Milestone 3 - Implementation of Program	Advertise program, support potential applicants through process, process financial incentives, report on outcomes	4/1/2024	12/12/2025
8 - Dedicated staff for affordable housing strategy	Partnering with non-profit housing providers to preserve and increase the stock of affordable housing	Designate dedicated staff to implement an affordable housing strategy, which should involve liaising with non-market housing providers and other levels of government, guiding projects through the development and permitting process, and identifying lands for affordable nonmarket housing;	11/30/2023	12/31/2025	\$ 250,000	50	50	Milestone 1 - Job Design	Prepare program guidelines based on funding available and targetted outcomes.	11/30/2023	1/31/2024
								Milestone 2 - Council Approval of Program	Present report and recommendation for Council authority	2/1/2024	2/28/2024
								Milestone 3 - Implementation of Program	Post position and hire staff resource, support potential applicants through process & work with NPOs, report on outcomes	3/1/2025	12/31/2025



The Corporation of the Town of Milton

Report To: Council

From: Jill Hogan, Commissioner, Development Services

Date: November 13, 2023

Report No: DS-056-23

Subject: 2023 Halton Region Allocation Program

Recommendation: **THAT this report be received for information.**

EXECUTIVE SUMMARY

Halton Region's Allocation Program is a financing tool that supports the delivery of growth-related infrastructure. Developments in the greenfield areas are required to participate in the Allocation Program.

For Council's information, this report provides commentary on the proposed Allocation Program through a "Milton lens". The program, as presented, does not support Milton's approved growth planning to 2031.

In particular, this report discusses:

1. The Discrepancy Between Municipal Housing Pledges and Planned Growth to 2031
2. Why The Proposed 2023 Allocation Program Does Not Support Milton's Approved Growth to 2031
3. Milton's Critical Infrastructure Requirements
4. The Importance of Maximizing Program Subscription
5. Key Messages

REPORT

Background

In March 2023, through [Report No. LPS14-23/PW-13-23/FN-20-23](#), Regional Council directed Regional staff to explore servicing allocation options and take the necessary steps to engage the local municipalities and development community regarding anticipated or potential development and infrastructure demands and report back to Council no later than July 2023.

Background

In July, 2023, Halton Region provided [Report No. LPS56-23/PW-31-23/FN-29-23](#) on the Regional Council agenda for consideration with the following recommendations:

- THAT Regional Council direct staff to develop Allocation Program options based on the principles identified in Attachment #1 and bring it forward for a decision no later than October 2023.
- THAT Regional Council approve the financing of \$36.3 million in water, wastewater and transportation projects as set out in Attachment #2 of Report No. LPS56- 23/PW-31-23/FN-29-23 to facilitate the construction of infrastructure in support of residential growth objectives and Local Municipal Housing Pledges.
- THAT a copy of Report No. LPS56-23//PW-31-23/FN-29-23 be forwarded to the City of Burlington, the Town of Halton Hills, the Town of Milton, the Town of Oakville, and the Ministry of Municipal Affairs and Housing for information

At that time, Milton staff provided considerations about the above report, in the Milton context, via a briefing note to the Mayor and Regional Councillors. The briefing note emphasized that the delivery of critical infrastructure, such the Lower Base Line Pumping Station must be prioritized in the near term, to unlock planned growth between 2021 and 2031 in Milton. While recommendation “2” cited above does include the Municipal Class Environmental Assessment (EA) Study and associated EAs for the Lower Base Line Pumping Station, the monies collected to initiate these studies was previously collected through the 2020 Allocation Program. In other words, this work has been delayed.

In May of 2023, Region staff indicated that there would be no cap or limit to the Allocation Program. In Milton, the expression of interest from developers totaled approximately 36,724 units (or 23,001 single-detached equivalents). In late September, Region Staff advised Town Staff that this position had changed. The 2023 Allocation Program would now be based only on the availability of existing infrastructure. This means that any near term development in the Trafalgar, Britannia and Agerton Secondary Plan areas must rely on the residual servicing capacity available at the existing Britannia Pumping Station.

The Region has advised that the proposed Allocation Program limits the availability of new units in Milton to 12,816 in the near term. This is due to the delayed delivery of the Lower Base Line Pump Station - now estimated to be delivered by 2028. The development community was made aware of the change in direction on October 5, 2023.

Halton Staff presented the proposed 2023 Allocation Program to Region Council at a workshop held October 11, 2023. The associated staff [Report No. CA-08-23/PW-40/FN-36-23](#) was scheduled for consideration at the October 18, 2023 session of Halton Region Council.

On October 18, 2023, Region Council deferred consideration of the 2023 Allocation Program and directed the report be referred to the Halton CAO's and Local Municipalities for further discussion. The report will now be placed on the December 13, 2023 session of Regional Council.

Discussion

1. Provincial Housing Pledges and ROPA 38

From the Region's perspective, the housing pledges represent a significant acceleration of growth. The housing pledges total 92,500 units by 2031 which is an over 70% increase over the growth anticipated in the Region's Infrastructure Master Plans. The over 70% increase stems from Oakville and Burlington's pledges, which are higher than their planned growth to 2031. The opposite is true for Milton.

The Province requested Milton to pledge the delivery of 21,000 housing units by 2031. Milton's Housing Pledge is lower than the approved growth between 2021 and 2031 of approximately 30,000 units. While the Region has committed to ensuring the 2023 Allocation Program would accommodate the Housing Pledges of the Local Municipalities, location matters. Residential development will have to be based on where capacity exists. Milton requires new greenfield growth to ensure our Housing Pledge can be realized.

2. The Proposed 2023 Allocation Program Does Not Support Milton's Approved Growth to 2031

Halton Region is largely planned to 2031 through the Sustainable Halton comprehensive planning exercise implemented through Regional Official Plan Amendment No. 38 (ROPA 38) as approved by the Ontario Municipal Board in 2011.

The 2023 Allocation Program, as presented, does not support Milton's approved growth planning to 2031. A cap of 12,816 units is vastly lower than Milton's approved 2021- 2031 growth.

The Allocation Program, at a minimum, should facilitate infrastructure delivery to bring forward Milton's Sustainable Halton lands by 2031

- This would include all of Milton's Sustainable Halton lands (Phase 4), approximately 30,000 units, specifically within the areas of:
 - Trafalgar Secondary Plan
 - Britannia Secondary Plan
 - Milton Education Village
 - Agerton Secondary Plan

3. Critical Infrastructure Requirements

Milton's greenfield growth areas require the construction of the Lower Base Line Pumping Station. Despite the delay in its delivery (needed in Milton to support planned growth from 2021-2031), it is encouraging to see that construction of this pump station will be funded through the 2023 Allocation Program. In the interim, the Region should make any residual capacity at the Britannia Road Pump Station available. The Region should consider an

Discussion

expansion or upgrade to this station as an interim servicing solution to facilitate the delivery of housing units, in advance of the completion of Lower Base Line Pumping Station.

In addition, the extension of James Snow Parkway from Britannia Road to Highway 407 is required to serve Milton's growth areas. The 2023 Allocation Program, as proposed, would fund the Environmental Assessment (EA) Study and design work but not the actual construction of the road extension. To support Milton's planned growth, it is the essential for the 2023 Program to also include the construction funding for James Snow Parkway.

Furthermore, it would benefit Milton if Halton Region considered:

- Adding a capital project to service Downtown supportive intensification in the Bronte-Steeles area; and
- Advancing two additional projects that directly support growth in the MTSA - Milton GO station area. These two wastewater study projects (6515 and 6517) would facilitate the sewer upgrades required in the intensification area around the MTSA.

4. The Importance of Maximizing Program Subscription

Developments in the greenfield areas are required to participate in the Allocation Program. The Allocation program is the tool the Region uses to ensure the residential greenfield developers pay for growth related infrastructure. To make the new program financially feasible, a minimum subscription is required to assess the program for financial viability. The minimum greenfield allocation subscription was determined to be 29,797 units. As currently proposed, only 10,000 units are available for Milton's greenfields. Developers building infill developments in all ready built up areas are not required to purchase allocation. While there is no additional capacity beyond the housing pledges across the Region for development beyond 2031, essential water and wastewater plant expansions will need to be significantly accelerated to ensure additional capacity is available by 2031. Halton Region staff has committed to review the distribution of servicing capacity reserved through this program prior to 2027. That said, it is unclear why a cap is being placed on the current program (perhaps to manage timing expectations with the development industry). As mentioned, in Milton, the expression of interest from developers totaled approximately 37,000 units. Developers in Milton understand that there is finite capacity in the existing system, but are willing to buy allocation now to fund the acceleration of necessary infrastructure. As such, there should be no program cap, as it is the near term reality that Milton will deliver housing sooner in the greenfields. In Milton, and across the Region, it will take longer to realize the intensification potential within the built up areas.

Discussion

5. Key Messages

- The proposed 2023 Allocation Program does not support Milton's approved Growth to 2031.
- There should be no program cap, as it is the near term reality that Milton will deliver housing sooner in the greenfields. In addition, significant investment is required by the development community to accelerate the delivery of key infrastructure requirements to support growth, both greenfield and intensification Region-wide.
- Halton Region should immediately initiate the necessary works to construct the Lower Base Line Pumping Station. The pump station is required to service the 2021-2031 planned growth in the Britannia, Trafalgar and Agerton Secondary Plans and the southern portion of the MEV and the MEV Complementary Employment Lands as approved through ROPA 38 in 2011.
- The Region should make any residual capacity at the existing Britannia Road Pump Station available immediately to support near term growth in Milton's greenfields.
- The Region should consider an expansion or upgrade to the Britannia Road Pump Station as an interim servicing solution to facilitate the delivery of housing units, in advance of the completion of Lower Base Line Pumping Station.
- To support Milton's planned growth, it is the essential for the 2023 Program to also include the construction funding for the James Snow Parkway extension to the 407.

Furthermore, it would benefit Milton if Halton Region considered:

- Adding a capital project to service Downtown supportive intensification in the Bronte-Steeles area; and
- Advancing two additional projects that directly support growth in the MTSA - Milton GO station area. These two wastewater study projects (6515 and 6517) would facilitate the sewer upgrades required in the intensification area around the MTSA.

Financial Impact

The financial planning that the Town has undertaken through its Fiscal Impact Studies and annual Budget and Forecasts has considered the ROPA 38 growth targets, as well as the demand demonstrated by the development community through various secondary/tertiary plans, site plans and other approval processes. Constraints or reductions in the units



Financial Impact

available within the 2031 planning horizon (whether in the greenfield area or built boundary areas) have the potential to reduce revenue, which could result in the need for mitigation through changes in the timing of infrastructure or service delivery expansion, or the requirement for alternate funding sources. These factors will be monitored as the allocation program progresses with updates provided through future reports, forecasts and budget processes.

Respectfully submitted,

Jill Hogan
Commissioner, Development Services

For questions, please contact: Jill Hogan

Phone: Ext. 2304

Attachments

There are no attachments.

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.



The Corporation of the Town of Milton

Report To: Council
From: Glen Cowan, Chief Financial Officer / Treasurer
Date: November 13, 2023
Report No: CORS-056-23
Subject: Purchasing Various - November 2023

Recommendation:	<p>THAT Council approve the budget amendments and related funding sources as outlined on Schedule A.</p> <p>THAT the contract increase for absolute secure access client software to Rogers Communications Canada in the amount of \$88,709 (excl. HST) be approved as outlined on Schedule B.</p> <p>THAT the contract increase for detailed design for Nipissing Road to WSP Canada Inc. in the amount of \$660,600 (excl. HST) be approved as outlined on Schedule C.</p> <p>THAT staff be delegated the authority to approve change orders up to a total of 15% of the awarded value to WSP Canada Inc. in relation to the Nipissing Road reconstruction.</p> <p>THAT the delegated authority to award the street light and pole condition assessment in the estimated amount of \$387,420 (excl. HST) be approved as outlined on Schedule D.</p> <p>THAT the contract increase made under delegated authority for additional work required for the Fifth Line Grade Crossing and Widening to Canadian Pacific Railway Company in the amount of \$354,427 (excl. HST) be received for information as outlined in Schedule E.</p> <p>THAT the contract increase made under delegated authority for Environmental Assessment of the Peru Road Bridge Removal and Cul-de-Sac Implementation to GM BluePlan Engineering Limited in the amount of \$9,080 (excl. HST) be received as outlined in Schedule F.</p>
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	<p>THAT the contract award made under delegated authority for Campbellville Road Guide Rail Upgrades to Powell Contracting Limited in the amount of \$1,266,870 (excl. HST) be received as outlined in Schedule G.</p> <p>THAT the single source award made under delegated authority to conduct a Feasibility Study for the Milton Transit Garage to WSP Canada Limited in the amount of \$66,710 (excl. HST) be received as outlined in Schedule H.</p> <p>THAT staff be delegated the authority to make a single source award to Pinchin Ltd. to undertake Asbestos Assessments for select Town facilities, and that details of the award be reported back to Council for information.</p> <p>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.</p>
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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 I) attached.

Included within this report are contract increases of existing contracts for mobile connectivity software and the detailed design for Nipissing Road. In the case of the



Discussion

software, the contract increase results in overall savings for the Town over a 3-year period relative to the existing contract.

Delegated authority has been requested for the street light and pole condition assessment. The RFP evaluation for this project is in progress. In order to facilitate the planned project start date of November 20th, delegated authority to award the contract is being requested. Similarly delegated authority with respect to asbestos assessments is also sought in order to ensure that the Town's year end audit timelines can be achieved in relation to new accounting standards.

Staff are reporting back to Council on a contract increase for Fifth Line grade crossing and widening, a contract increase for environmental assessment of the Peru Road bridge removal and cul-de-sac implementation, a contract award for the Campbellville Road guide rail upgrades and a single source award for a feasibility study for the Milton Transit garage. In these cases project-specific delegated authority was either previously granted, or timing constraints led to the use of authorities provided in the purchasing by-law. In the case of the feasibility study, staff leveraged the existing civil engineering roster to identify a capable firm with competitive rates.

Financial Impact

Financial impacts are outlined in detail on the attached Schedules A through I, and result in an increase in funding to the capital program of \$773,061 at this time. This increase provides the required funds to undertake the detailed design of the Nipissing Road reconstruction, with the subsequent utility relocation and construction funding currently planned for 2024 and 2025, respectively. Other variances that resulted from the awards referenced herein were either managed within the existing project accounts, or previously funded at the time of award.

As noted in Schedule B, annual savings of approximately \$18,910 are expected to be generated for the operating budget as a result of the new acquisition strategy for mobile connectivity software.

Respectfully submitted,

Glen Cowan
Chief Financial Officer / Treasurer



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

Attachments

- Schedule A – Reserve and Reserve Fund Transfers
- Schedule B – Contract Increase for Mobile Connectivity Software
- Schedule C – Contract Increase for detailed design for Nipissing Road
- Schedule D – Delegated Authority for street light and pole condition assessment
- Schedule E – Reporting back contract increase for CP Rail
- Schedule F – Reporting back contract increase for Peru Road Bridge
- Schedule G – Reporting back delegated authority for Campbellville Rd Guide Rail
- Schedule H – Reporting back single source for Milton Transit study
- Schedule I – Delegated Authority for Asbestos Assessments

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		Total Change in Funding Sources Increase / (Decrease)
Project Number	C33014618	
Project Description	Nipissing Road Reconstruction	
Total Approved Project Budget	\$ 502,000	
Recommended Budget Change		
Project Variance Account	77,306	77,306
Development Charges:		
Roads DC	695,755	695,755
Total Increase/(Decrease) in Funding	773,061	\$ 773,061
Total Revised Project Budget	\$ 1,275,061	

**COUNCIL AUTHORITY FOR CONTRACT AWARDS
CONTRACT INCREASE**

Project Award	Contract Increase for Mobile Connectivity Software
Recommendation	Staff is recommending approval to proceed with a contract increase for a new 3-year contract with Rogers Communications Canada Inc. in the amount of \$88,709 (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 leverages mobile connectivity software from Absolute Software Corporation (Absolute Secure Access Client) to facilitate its fleet of mobile devices (laptops and specific tablet devices) connecting back to the Corporate network while working remotely. This software product is a foundational element in the Town's hybrid work program that enables remote connectivity to organizational technology and data assets when not working within a Town facility. The Town has been leveraging Absolute Software (formally called Netmotion) within the organization for the past 14 years. In previous years, the annual subscription/licensing costs for this solution have been procured directly from the manufacturer themselves (Absolute Software Corporation) and paid in US dollars.</p> <p>In 2014, the Ontario Ministry of Public and Business Service Delivery (Supply Ontario) completed a competitive request for proposal (RFP) process and established Vendor of Record (VOR) agreement OSS-00415819, with Rogers Communications Canada named as the primary vendor for the acquisitions of Paging and Mobile Devices and Services. The initial term of the Agreement is for six (6) years. Supply Ontario has the option to extend the Agreement on the same terms and conditions up to two (2) additional terms of two (2) years each. The current expiry date of this agreement is July 31, 2024.</p> <p>In June 2018, The Town of Milton entered into an agreement with Rogers Communications Canada under the terms of VOR OSS-00415819. The Town currently utilizes this agreement to acquire cellular phone and data services for the majority of the Corporation's mobile devices. As per the terms of the master agreement established under VOR OSS-00415819, a buyer may opt to purchase optional add-on services at market discounted prices that have been awarded to Rogers Communications Canada as an authorized reseller. These optional add-on services are available during the term of the Supply Ontario master agreement. Under the agreement, the Town can opt to acquire annual software licenses for its Absolute Secure Access Client for a discounted rate compared to what the Town has historically paid. By moving to acquire annual Absolute licensing from Rogers Communications</p>

Schedule B

	<p>Canada under the Supply Ontario VOR, the Town can expect to save approximately \$18,000 per year (based on current license quantities and \$USD to \$CAD exchange rates).</p> <p>As the Town grows and expands its mobile laptop fleet, it will inevitably require an increase in the number of Absolute software licenses to facilitate ongoing day-to-day operations. Future purchased licenses under the Provincial VOR will be acquired at the same unit rate as the initial purchase, allowing the Town to avoid future market price increases over the next few years. As per the terms of the Supply Ontario master agreement, prices for the Absolute software product are subject to change after December 31, 2023. As such, it is financially advantageous for the Town to seek an extended agreement term in order to maximize annual savings. Staff are requesting a contract increase to Rogers Communications Canada in the amount of \$29,570 per year (exclusive of HST) to establish a 36 month term (\$88,709 for full 36 month term) for the acquisition of Absolute Software Secure Access software licenses. This new agreement will take effect on January 1st, 2024, following the completion of the existing annual license term the Town currently holds with Absolute Software Corporation directly.</p>
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Financial Planning Section: Budget Impact (Note 1)

Account Number(s)	2216-3445
Account Description	Software Annual Maintenance
Project Total Budget	N/A
Contract Budget	\$ 49,000
Actual (Net of HST Rebate)	\$ 30,090
Variance	\$ 18,910 (F)
Funding Source	Operating

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

Note 2: Contract actuals are an estimate and will vary based on total number of software licenses required by the organization to support ongoing operations. It will be monitored by program area staff. Any variances will be reported through the variance process.

COUNCIL AUTHORITY FOR CONTRACT AWARDS CONTRACT INCREASE

Project Award	Contract Increase for Consulting Services, for the detailed design for Nipissing Road to WSP Canada Inc. (WSP)
Recommendation	Staff is recommending approval to proceed with a contract increase for WSP Canada Inc. in the total amount of \$660,600 (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 WSP Canada is for functional design and traffic impact study work related to the Nipissing Road project in the amount of \$154,834 (exclusive of HST) (PO# C-17-116 R#3, awarded under previous consultant roster RFP 12-051) and the preliminary design for Nipissing Road in the amount of \$106,580 (exclusive of HST) (PO# C-22-34 R#2, awarded under the current consultant roster via RFP 21-051, CORS-073-22).</p> <p>The increase of \$660,600 would bring the total contract award, up to and including detailed (100%) design, contractor prequalification and tender issuance to \$922,014 (exclusive of HST). Currently the overall estimated construction value (including utility relocations) is approximately \$13,000,000 (planned for 2024 and 2025), and the total value of this design award is approximately 7% of the anticipated construction value, which is in line with industry standards.</p> <p>The proposed work plan and associated time-task matrix has been reviewed by staff and the unit rates for WSP staff are in accordance with, or better than, the current (21-051) civil engineering roster assignment unit rates.</p> <p>As noted in CORS-073-22, it was anticipated that detailed design and contract administration would be awarded to WSP, given their history and knowledge of the project. This recommendation is for the award for detailed design, and to identify that the preliminary estimate for contract administration and inspection is \$984,604 (ex. HST). The estimate for contract administration and inspection will be reviewed and finalized at the end of the detailed design stage (anticipated for December 2024), and a further award recommendation to Council for the contract administration and inspection will be presented at the appropriate time.</p> <p>As identified in Council Report DS-085-22, staff are continuing negotiations and discussions with Metrolinx regarding the next steps in the Nipissing Road Project. Staff have requested additional funding from Metrolinx to support the detailed design work, and are awaiting a response. At this time, as no commitment</p>

Schedule C

	<p>from Metrolinx has been provided, a contribution from Metrolinx has not been contemplated in the budget amended presented herein. Should Metrolinx commit to funding a portion of the detailed design work, the budget funding will be amended accordingly and reported back to Council through the capital variance process.</p> <p>In addition to the detailed design award, staff are also requesting a budget amendment to ensure a 15% contingency is available in the project budget for detailed design. Due to the brownfield location of the project and adjacent land uses, it is anticipated that additional effort may become required surrounding contaminated soils, therefore a contingency in excess of 10% is being requested.</p> <p>The Nipissing Road project is essential to support the growth vision for the Mobility Hub and to support and promote any future improvements at the Milton Go Station.</p>
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Financial Planning Section: Budget Impact (Note 1)	
Account Number(s)	C33014618-A0611-7220
Account Description	Nipissing Road Reconstruction
Project Total Budget	\$ 502,000
Contract Budget	\$ 0
Actual (Net of HST Rebate)	\$ 672,227
Variance	\$ 672,227 (U)
Funding Source	Project Variance Account and Development Charges
Additional Budget Request	\$100,834 (Note 2)
Funding Sources	Project Variance Account and Development Charges

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

Note 2: Separate from the contract increase, additional budget is expected to be required to retain 15% contingency due to the complexity of the project.

COUNCIL AUTHORITY FOR PROPOSAL AWARDS DELEGATED AUTHORITY

Project Award	Delegated Authority to award Proposal No. 23-568 for the Street Light and Pole Condition Assessment.
Recommendation	Staff are recommending delegated authority to award proposal for the Street Light and Pole Condition Assessment in the estimated amount of \$387,420 (exclusive of HST). Staff will report the results back to Council for information.
Purpose of Report	As per Section 10.1 of Purchasing By-law No. 061-2018, Council approval is required for proposal awards over \$100,000.
Background information	<p>The Town owns and operates approximately 10,224 street luminaires, installed on either Town owned poles or Milton Hydro poles within the road right of way, approximately 8870 poles and 74 pedestals. To maintain the quality of service and public safety associated with these assets, the Town is embarking on a comprehensive inventory and condition assessment and inspection program.</p> <p>The primary objectives of this project are for the Town to utilize the location and condition data and work forecasts to develop maintenance and capital programs; and to address any identified immediate safety concerns related to street lighting equipment; to provide a comprehensive evaluation of the Town's street lighting equipment, including: physical inventory, replacement cost, conditional assessment, 15-year capital forecast, and a 5 year, 10 year and 50 year life cycle costing analysis, and development of Levels of Service (LOS) to meet asset management and budget requirements.</p> <p>Ultimately, the comprehensive inventory and condition assessment will be used to support the preparation of the Town's annual budget and the development of an asset management plan as per the Ontario Regulation (O.Reg) 588/17: Asset Management Planning for Municipal Infrastructure.</p> <p>An open public request for proposal (RFP) was issued on September 19, 2023 and closed on October 23, 2023. The proposal submissions are currently under evaluation by Town Staff, and the project start date is identified as November 20, 2023. Delegated Authority to award this proposal is required as the overall cost of the work is anticipated to be greater than \$100,000, and to ensure timely award of the project once evaluations are complete. Due to the timing of the RFP closing (which was extended due to several requests during the RFP open public market phase) and deadlines for November council, a</p>

Schedule D

	<p>delegated authority is required. It is anticipated that evaluations will be complete by mid-November, and that the award will be formally issued in time to facilitate the November 20, 2023 project start date.</p> <p>Based on the RFP submissions, staff anticipate that the award will be within the approved budget for the Street Light Inventory and Condition Assessment capital job.</p>
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Financial Planning Section: Budget Impact (Note 1)	
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Account Number(s)	C41000123-N0650-7290
Account Description	Street Light Inventory and Condition Assessment
Project Total Budget	\$ 451,720
Contract Budget	\$ 394,239
Actual (Net of HST Rebate)	\$ 394,239 (Note 2)
Variance	\$ 0
Funding Source	Project Variance Account

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

Note 2: Actuals are an estimate based on the budget. Based on the RFP submissions, staff anticipate that the award will be within the approved budget. The actual variance will be identified to Council when staff report back on this award.

REPORT TO COUNCIL FOR INFORMATION - CONTRACT INCREASE

Project Award	Contract Increase to Canadian Pacific Railway Company for additional work required for the Fifth Line Grade Crossing and Widening
Recommendation	That the contract increase to Canadian Pacific Railway Company for additional work required for the Fifth Line Grade Crossing and Widening in the amount of \$354,427 (including 3% CTA fee, exclusive of 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>Through PDA-070-22, Staff proceeded with emergency work with Canadian Pacific Railway Company (CP) for the Fifth Line grade crossing relocation and widening in the amount of \$938,108 (incl. 3% CTA fee, excl. HST). The award was subsequently reported to Council through CORS-073-22. There have been no change orders to date.</p> <p>As part of the reconstruction and widening of Fifth Line from Main Street East to Derry Road, the at-grade crossing of the Canadian Pacific Railway (CP) tracks needs to be reconstructed by CP forces to suit the new alignment and road cross section of Fifth Line. The work started in September in conjunction with the current capital construction project on Fifth Line.</p> <p>Due to an estimation error on the part of Canadian Pacific Railway Company within their original estimate with respect to the required track work required at the Fifth Line crossing, a change order was required in the additional amount of \$261,430 (incl. 3% CTA fee, excl. HST). CP charges for the work will be based on actuals. CP has provided an updated detailed estimate in support of this request.</p> <p>CP flagging is required for all works completed in and around the railway crossing by both CP forces for CP works as well as roadway work being completed through the Town's construction contract by the General Contractor.</p> <p>The CP flagging provides railway safety for workers present on and around the railway crossing. CP provided a detailed estimate for the flagging requirements for the project in the amount of \$92,997 (incl. 3% CTA fee, excl. HST). CP charges for the flagging work will be based on actuals. CP provided a detailed estimate in support of this request.</p> <p>Staff processed PDA-078-23 utilizing Section 4.2.1 of the Purchasing By-law to award the contract increase. This allowed for timely continuation of the project. The new contract total is \$1,292,535 (including 3% CTA fee, exclusive of HST).</p>

Financial Planning Section: Budget Impact (Note 1)	
Account Number(s)	C34004618-A0611-74550
Account Description	5 th Line (Hwy 401 to Derry Road)
Project Total Budget	\$19,043,319
Contract Budget	\$0
Actual (Net of HST Rebate)	\$360,665 (Note 2)
Variance	\$360,665 (U) (Note 3)
Funding Source	Project Variance Account / Development Charges

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

Note 2: In addition to the non-refundable HST, contract actuals include a 3% Canadian Transportation Agency overhead fee that is standard for CP works.

Note 3: A required budget increase in an amount of \$360,665 was identified through PDA-078-23 which was able to be funded through a reallocation of spending in the project such that the Town's overall funding plan is not impacted.

REPORT TO COUNCIL FOR INFORMATION - CONTRACT INCREASE

Project Award	Contract Increase to GM BluePlan Engineering Limited for Consulting Services for the Environmental Assessment of the Peru Road Bridge Removal and Cul-de-Sac Implementation
Recommendation	That the contract increase to GM BluePlan Engineering Limited for Consulting Services for the Environmental Assessment of the Peru Road Bridge Removal and Cul-de-Sac Implementation, in the amount of \$9,080 (exclusive of 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 Environment 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 (excl. HST). There has been one change order to-date in the amount of \$8,820 (excl. HST) for a scoped Environmental Impact Study. The total current contract award to GM Blue Plan is \$127,255 (excl. HST).</p> <p>As part of the Environmental Assessment, a Cultural Heritage report was prepared by our 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 (excl. HST) was for GM BluePlan Engineering Limited to prepare an additional detailed cultural report that was required to be completed, which was 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 project. The new contract total is \$136,335 (exclusive of HST).</p>

Financial Planning Section: Budget Impact (Note 1)

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 (Net of HST Rebate)	\$9,240
Variance (Note 2)	\$11,266 (F)
Funding Source	Development Charge and Project Variance Account

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

Note 2: The favourable variance was retained 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
DELEGATED AUTHORITY**

Project Award	Reporting back to Council on the Delegated Authority to award Tender 23-01-00505 for the Campbellville Road Guide Rail Upgrades
Purpose of Report	As per Section 7.2.2 of the Purchasing By-law, a report to Council for information is required when the delegated authority provided in that section is utilized.
Background information	<p>Through CORS-045-23, Council approved the delegated authority to Staff to proceed with the award of the Campbellville Road Guide Rail Upgrades in the total estimated amount of \$1,148,010 (exclusive of HST) in order to keep this project moving forward on schedule. Through the detailed design and review of existing conditions on Campbellville Road, it was discovered that the quantity of guiderail to be replaced was significantly higher than originally anticipated. In order to meet current standards/guidelines and protect public safety, Staff also requested additional funding to complete the guiderail replacement.</p> <p>Staff issued an open public tender for the Campbellville Road Guide Rail Upgrades on September 1st, 2023. The following three (3) submissions were received at the time of closing on September 26, 2023. The following tender prices include 13% HST.</p> <ul style="list-style-type: none"> • MJ.K. Construction Inc. \$1,412,039.53* • Powell Contracting Limited \$1,431,563.10 • Royal Fence Limited \$1,551,659.50 <p>*Non-compliant bid submission</p> <p>Staff processed PDA-087-23 to award this contract for the Campbellville Road Guide Rail Upgrades to Powell Contracting Limited in the total amount of \$1,266,870 (exclusive of HST).</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
Actual (Net of HST Rebate)	\$1,289,167
Variance	\$789,167 (U) (Note 2)

Funding Source (Note 5)

Project Variance Account

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

Note 2: A budget increase in an amount of \$668,215 was approved through Purchasing Various Report CORS-045-23 and additional budget increase of \$194,172 was requested through PDA-087-23 and is therefore not included as part of Schedule A to this purchasing various report.

REPORT TO COUNCIL FOR INFORMATION - SINGLE SOURCE AWARD

Project Award	Single Source Award to WSP Canada Limited (WSP) to conduct a Feasibility Study for the Milton Transit Garage
Recommendation	That the single source award to WSP Canada Limited (WSP) to conduct a Feasibility Study for the Milton Transit Garage, in the total amount of \$66,710 (exclusive of 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 establishment of a permanent transit facility has been identified as a strategic priority for the Town. The project is also critical to allowing the Town to undertake a competitive process in the future for the delivery of the Transit service. Funding has been approved for the design and construction of the facility, and includes a contribution from other levels of government that is only available within a defined period of time.</p> <p>The next steps involved in the development of the new transit facility require expertise from several different professional disciplines. Due to timing constraints with this particular project (both operationally and financially), it was considered most effective that this work was sourced to a single vendor that is large enough to offer expertise in the various areas that may be required, and awarded on a direct basis as opposed to through a request for proposal process. Staff utilized the Town's existing civil engineering roster to identify WSP as a firm that is capable of undertaking the feasibility study to evaluate options for a new Transit Facility (Bus Storage and Maintenance) to be developed within the vicinity of the existing Milton Civic Operations Centre. Although the dollar of the award falls within the roster limit for direct award via staff authority, since the scope of this particular project isn't fully captured within the civil engineering roster's original description, Section 4.2.1 of the purchasing by-law was utilized.</p> <p>The study will include the assessment of three (3) potential site locations to be reviewed and evaluated based on suitability, land ownership, impacts to surrounding property, site operations and overall connectivity, environmental impacts and costing. Project deliverables include transit facility conceptual plans for each site location, a Municipal Class Environmental Assessment Screening and final feasibility memo.</p> <p>Staff processed PDA-076-23 utilizing Section 4.2.1 of the Purchasing By-law to WSP Canada Limited (WSP) to conduct a Feasibility Study for the Milton Transit Garage in the total amount of \$66,710 (exclusive of HST).</p>

Financial Planning Section: Budget Impact (Note 1)	
Account Number(s)	C59500120-A0631-7290
Account Description	Transit Operations Centre
Project Total Budget	\$13,044,545
Contract Budget	\$67,884
Actual (Net of HST Rebate)	\$67,884
Variance	\$0
Funding Source	Project Variance Account / Development Charges

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

REPORT TO COUNCIL – DELEGATED AUTHORITY FOR SINGLE SOURCE AWARD

Project Award	Single Source Award to Pinchin Ltd. for Asbestos Assessments of Town Facilities
Recommendation	That staff be delegated the authority to make a single source award to Pinchin Ltd. to undertake Asbestos Assessments for select Town facilities, and that details of the award be reported back to Council for information.
Purpose of Report	Staff are requesting delegated authority in order to ensure compliance with Section 10.1(s) of Purchasing By-law No. 061-2018.
Background information	<p>Several updates have been made to the Public Sector Accounting Standards (PSAS). One notable update, Section PSAB 3280 Asset Retirement Obligations (ARO), takes effect for all fiscal years beginning on December 31, 2023.</p> <p>The standard requires the Town to:</p> <ul style="list-style-type: none"> - Identify any tangible assets where there is a legal obligation to incur retirement costs, - Make reasonable estimation of these costs, - Calculate and record liability in the Town's books, - Report the liability on Financial Statements and update Fixed Assets disclosure <p>Through the 2023 Budget process the potential use of third party consultants in relation to certain aspects of ARO implementation was identified. Up to this point the Town's ARO work plan has relied primarily on staff resources to undertake the required steps to identify, assess and measure potential sources of ARO. Through this work, and through consultation with other municipalities and audit firms, the need for a more detailed assessment of potential sources of asbestos at Town facilities (and related abatement costs) has been identified. This work would be distinct and supplemental to the data gathered as part of the Town's recent condition assessment update for facilities, and would produce details that help the Town satisfy the PSAB 3280 requirements.</p> <p>Given the required timing of this work relative to the Town's year end processes, staff investigated potential avenues to initiate the work on a timely basis. Having recently undertaken a similar process for Halton Region with respect to their facility inventory, Pinchin Ltd. offers both expertise in hazardous materials such as asbestos as well as familiarity with the accounting standard requirements of PSAB 3280.</p> <p>Staff engaged in discussions with Pinchin to scope the work</p>

Schedule I

required to meet PSAS requirements in an efficient manner, and at the time of this report are working through finalization of a potential work plan and quote for the initiative.

In order to ensure a timely initiation of the work relative to the Town's year end and audit process, delegated authority to award is requested at this time, with result to be reported back to Council following award of the work.

Financial Planning Section: Budget Impact (Note 1)

Account Number(s)	C20112023-N0250-7290
Account Description	PSAB Legislative Changes
Project Total Budget	\$30,900 (Note 2)

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

Note 2: As noted in the 2023 Budget, a budget provision was made to provide for professional services that may be required to implement the various changes to PSAS (including but not limited to PSAB 3280). The adequacy of this provision will continue to be assessed as the requirements are further refined through the audit process, and any variances will be reported through the variance process.

THE CORPORATION OF THE TOWN OF MILTON

BY-LAW NO. 089-2023

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 NOVEMBER 13, 2023.

Gordon A. Krantz Mayor

Meaghen Reid Town Clerk

THE CORPORATION OF THE TOWN OF MILTON

BY-LAW NO. 089-2023 SCHEDULE "A"

ITEM	DOCUMENT	APPROVALS	PARTY	OTHER APROVALS
1.	Agreements associated with the approved recommendations contained within the Staff Report and any / all ancillary documents that may be required.	CORS-056-23 Town Council November 13, 2023	Various	N/A
2.	Agreements with respect to the Housing Accelerator Fund (HAF) for funding and any and all ancillary documents that may be required.	ES-011-23 Town Council November 13, 2023	Canadian Mortgage and Housing Corp. (CMHC)	N/A
3.	Agreements as outlined in Staff Report DS-053-23 and any and all ancillary documents that may be required.	DS-053-23 Town Council November 13, 2023	Pursuant to Staff Report DS-053-23	N/A