



The Corporation of the Town of Milton

Report To: Council

From: Glen Cowan, Chief Financial Officer / Treasurer

Date: November 3, 2025

Report No: ES-048-25

Subject: Purchasing Various

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

THAT the contract increase for Cloud Data Storage Services to Microsoft Corporation in the total estimated amount of \$90,000 (exclusive of HST) be approved, as outlined in Schedule B;

THAT the contract increase for Property Negotiations for Appleby Line Phase 3 to S. Spera & Associates in the total estimated amount of \$17,500 (exclusive of HST) be approved, as outlined in Schedule C;

THAT staff be delegated authority for up to a 10% contingency award(s) for any remaining property negotiation service costs associated with Appleby Line Phase 3 that are required to project completion, as outlined in Schedule C;

THAT the contract increase for the 2023 Storm Sewer Rehabilitation Project to Aqua Tech Solutions in the total estimated amount of \$135,355 (exclusive of HST) be approved, as outlined in Schedule D;

THAT staff be delegated authority for up to a 10% contingency award(s) for any remaining storm sewer rehabilitation service costs that are required to project completion, as outlined in Schedule D;

THAT the award made under delegated authority for a Peer Review Assignment for 8329 Esquesing Line to WSP Canada Inc. in the amount of \$53,653 (exclusive of HST) be received for information, as outlined in Schedule E;

THAT the contract increase made under delegated authority for the Locution Fire Station Alerting System to Kelcom Radio Solutions in the amount of \$52,450 (exclusive of HST) be received for information, as outlined in Schedule F;



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THAT the emergency contract award for the Zamboni tankless water heater replacement at Milton Sports Centre to DBS Mechanical in the amount of \$36,860 (exclusive of HST) be received for information, as outlined in Schedule G;

THAT the Manager, Procurement be authorized to execute the contract(s), as outlined by the purchasing by-law, and the Mayor and the Town Clerk be authorized to sign any required paperwork.

EXECUTIVE SUMMARY

This report is being submitted to obtain Council's authorization on the items in the attached schedules. Requests are being made as per the guidelines outlined in the Purchasing By-law No. 061-2018.

REPORT

Background

Procurement of goods and services is governed by By-law No. 061-2018. Purchasing activity is undertaken in a manner that is intended to support the Town's mandate to provide effective, responsible government and efficiently deliver services to the residents of Milton.



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Discussion

Information pertaining to the recommended purchasing awards is included on the corresponding Schedules (A to G) attached.

Included within this report are recommendations for contract increases for cloud data storage services, property negotiations and the storm sewer rehabilitation program. These awards ensure continuity with prior project phases and provide the resources to complete the scope of work required for each initiative.

Staff are also reporting back to council on the utilization of delegated authority that was utilized for peer review services on Esquering Line and a contract increase for the installation of the Locution fire station alerting system.

Finally, staff are reporting back to council on the emergency purchase for the replacement of the tankless water heater and storage tank for rinks A & B at the Milton Sports Centre. The emergency work necessitated the timely initiation of the required work to ensure continuity of services and safe conditions for the public.

Financial Impact

Financial impacts are outlined in detail on the attached Schedules A through G. In several cases the additional contract award or increase was accommodated through the existing approved budget. An increase of \$8,650 was required to the capital program in relation to the additional property negotiation services, with funding provided from a combination of the project variance reserve and development charges.

Respectfully submitted,

Glen Cowan
Chief Financial Officer / Treasurer

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



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Attachments

- Schedule A - Reserve and Reserve Fund Transfers
- Schedule B - Contract Increase for Microsoft Cloud Data Storage Services
- Schedule C - Contract Increase for Property Negotiations for Appleby Line Phase 3
- Schedule D - Contract Increase for 2023 Storm Sewer Rehabilitation Project
- Schedule E - Reporting Back for Peer Review Esqueuing Line
- Schedule F - Reporting Back for Locution Fire Station Alerting System
- Schedule G - Emergency Purchase for MSC Water Heater

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	C	Total Change in Funding Sources Increase / (Decrease)
Project Number	C35000522	
Project Description	Appleby Line	
Total Approved Project Budget	\$ 243,963	
Recommended Budget Change		
Project Variance Reserve	7,785	7,785
Development Charges:		
Roads DC	865	865
Total Increase/(Decrease) in Funding	8,650	\$ 8,650
Total Revised Project Budget	\$ 252,613	

COUNCIL AUTHORITY FOR CONTRACT AWARDS CONTRACT INCREASE

Project Award	Contract Increase – Microsoft Cloud Data Storage Services
Recommendation	Staff are recommending approval to proceed with a contract increase to Microsoft Corporation for the provision of cloud data storage services in the amount of \$90,000 (exclusive of HST).
Purpose of Report	As per Section 10.1 of Purchasing By-law No. 061-2018, Council approval is required.
Background information	Microsoft Corporation provides software and services within the Town for a wide range of internal and external technology needs. Many of the software services provided by Microsoft to the Town exist under an Enterprise Agreement (EA) contract facilitated by an authorized third-party Licensing Solution Provider (LSP). The Town's LSP is Compugen Inc., which was most recently awarded a 3-year EA contract renewal through ES-034-25. Outside of the EA, there also exists a subset of cloud-based services where the Town contracts directly with Microsoft rather than acquiring through a third-party LSP. Through ES-038-24 Schedule L, the Town received authority to procure services directly from Microsoft to an upset limit of \$150,000. These services are for cloud data storage fees in relation to the Town's security incident and event management (SIEM) platform. The Town sends server system logs and event information from a wide variety of software applications and hardware devices to a centralized data storage location in order to be ingested, analyzed and follow up actions taken based on events occurring within the Town's network, software and devices. As more technology-based solutions are implemented within the organization, the number of events occurring across systems increases. Correspondingly, system log sizes increase as well, necessitating the need for increased cloud-based storage. In order to continue capturing and storing the required data for SIEM purposes, staff are requesting that the contract for Microsoft Corporation be increased by \$90,000 to a total contract value of \$240,000. An operating budget currently exists for this increase, and only a contract limit increase is being requested at this time. Staff will monitor log ingestion and storage procedures and continually optimize existing processes to ensure an appropriate balance between cost and long-term storage needs as the organization continues to expand its technology footprint.

Financial Planning Section: Budget Impact (Note 1)	
Account Number(s)	2216-3945
Account Description	Service Agreements
Project Total Budget	N/A
Contract Budget	\$91,584
Actual (Net of HST Rebate)	\$91,584
Variance	\$0
Funding Source	Operating Budget

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

COUNCIL AUTHORITY FOR CONTRACT AWARDS CONTRACT INCREASE

Project Award	Contract Increase of Property Negotiations for Appleby Line Phase 3
Recommendation	Staff is recommending approval to proceed with a contract increase for Property Negotiations for Appleby Line Phase 3 to S. Spera & Associates in the total amount of \$17,500 (exclusive of HST). Staff are also recommending that delegated authority be provided to approve change orders (if required) up to an aggregate value of 10% of the revised value of the award to S. Spera & Associates.
Purpose of Report	As per Section 10.1 of Purchasing By-law No. 061-2018, Council approval is required.
Background information	The current contract awarded to S. Spera & Associates for Property Negotiations for Appleby Line Phase 3 was made in the amount of \$28,000 (exclusive of HST). There has been one change order to-date in the amount of \$2,750 (exclusive of HST). The current contract total is \$30,750 (exclusive of HST). At the early stages of the design for Appleby Line Phase 3 it was identified that property acquisition might be required in order to complete the construction project. At the time that the design was approximately 60% completed, it was confirmed that property negotiation services were required. The estimate included one property negotiation and five property negotiations for permission to enter. It was noted that the total cost was an estimate and could change depending on negotiation process, complexity and time spent on each property. In addition, negotiation services could be required for other properties. Most of the negotiation estimated budget was spent in the negotiation process for 7139 Appleby line, which was complex. Additional efforts for all the parties involved were required, several hours spent in meetings, communications, follow-up with the property owner. The remainder of the budget was spent on the negotiation for the permanent easement 7121 Appleby Line, which was not included in the original estimate. The permission to enter for approximately 5 properties are still outstanding, therefore, additional budget is required.

Schedule C

	The additional fees are estimated at \$17,500 (excluding HST). The total cost could change, depending on negotiation process, complexity and time spent on each property. Staff reviewed the proposed hourly rate for property negotiation with the original proposal and other projects, and it was found to be consistent. The new contract total will be \$48,250 (exclusive of HST).
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Financial Planning Section: Budget Impact (Note 1)

Account Number(s)	C35000522-A0611-7290
Account Description	Appleby Line Phase 3
Project Total Budget	\$243,963
Contract Budget	\$9,158
Actual (Net of HST Rebate)	\$17,808
Variance	\$8,650 (U)
Funding Source	Development Charges and Project Variance Reserve

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

COUNCIL AUTHORITY FOR CONTRACT AWARDS CONTRACT INCREASE

Project Award	Contract Increase for the 2023 Storm Sewer Rehabilitation Project - Construction
Recommendation	Staff is recommending approval to proceed with a contract increase to Aqua Tech Solutions to complete repairs identified by additional CCTV investigation in the total amount of \$135,355 (exclusive of HST). Staff are also recommending that delegated authority be provided to approve change orders (if required) up to an aggregate value of 10% of the revised value of the award to Aqua Tech Solutions.
Purpose of Report	As per Section 10.1 of Purchasing By-law No. 061-2018, Council approval is required.
Background information	Through ES-018-24, Council approved that Staff have the delegated authority to award contract 24-01-00509 for the Storm Sewer Rehabilitation Project, later reported back through ES-034-24. The contract was awarded to Aqua Tech Solutions Inc. in the amount of \$1,043,888 (exclusive of HST). To date, one change order has been issued in the amount of \$105,000 (ES-011-25) to complete additional CCTV investigation and rehabilitation recommendations for large diameter storm service lateral and large diameter blind sewer connections not identified in the original scope of work. The current value of the contract is \$1,148,888 (exclusive of HST). During detailed design the initial main line sewer investigation identified 743 tap locations. 268 of these tap locations represent larger diameter sewer pipe which intersect pipes in our investigation. As part of change order #1, the condition of these pipes were investigated, and recommendations for rehabilitation put forward where required. As part of this change order, all storm sewer pipes meeting the criteria for repair will be rehabilitated. The rates used are consistent with provisional pricing obtained through contract 24-01-00509, under Part C – Provisional, Item 1e. but have been further developed based on actual pipe diameter and length. Staff have reviewed and validated the work identified. The new contract total for the Storm Sewer Rehabilitation Project - Construction will be \$ 1,284,243 (exclusive of HST).
Financial Planning Section: Budget Impact (Note 1)	
Account Number(s)	C43000423-A0821-7650

Schedule D

Account Description	Storm Sewer Network Program - Construction
Project Total Budget	\$3,633,480
Contract Budget	\$ 0
Actual (Net of HST Rebate)	\$ 137,737
Variance (Note 2)	\$ 137,737 (U)
Funding Source	Reallocation of line items within the project

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

COUNCIL AUTHORITY FOR CONTRACT AWARDS DELEGATED AUTHORITY

Project Award	Reporting back to Council on the Delegated Authority for the single source of a Peer Review Assignment for 8329 Esquesing Line to WSP Canada Inc. in the total amount of \$53,653 (excluding HST).
Purpose of Report	As per Section 4.2.1 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	The Town was undertaking a Request for Proposal (RFP) to establish a roster of Consulting Firms to conduct Peer Review Services on behalf of the Town. The roster was subsequently approved by Council at the September 8, 2025 Council meeting. Before the award was made official, a request for a Peer Review had been submitted by Glen Scharr & Associates Inc., on behalf of the Owner of 8329 Esquesing Line to conduct a Peer Review for a Comprehensive Environmental and Servicing Study (CESS) for the proposed industrial development at 8329 Esquesing Line. In order to meet development timelines, Staff recommended the single source award to WSP Canada Inc. The funding for this peer review work will be recovered from the developer in accordance with the guidelines listed in User Fees By-Law #071-2025. Staff utilized Purchasing By-law #061-2018, Section 4.2.1 (Note 1) to process PDA-074-25 to award this single source of a Peer Review Assignment for 8329 Esquesing Line in the total amount of \$53,653 (excluding HST).
Financial Planning Section: Budget Impact (includes non-refundable HST)	
Account Number(s)	6350-3736
Account Description	Consultants – Recoverable
Project Total Budget	N/A
Contract Budget	\$0
Actual	\$54,597
Variance (Note 2)	\$54,597 (U)
Funding Source	Developer Recovery
Note 1: Authorization from section 4.2.1 of By-law #061-2018: 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: The consultant expense is fully recoverable from the developer.	

COUNCIL AUTHORITY FOR CONTRACT INCREASE DELEGATED AUTHORITY

Project Award	Reporting back to Council on the Delegated Authority for a contract increase for the installation of the Locution Fire Station Alerting System to Kelcom Radio Solutions in the total amount of \$52,450 (excluding HST)
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	Through ES-027-24 staff received the authority to single source the installation of the Locution Fire Station Alerting System in the amount of \$131,383 (excluding HST) to Kelcom Radio Solutions. This amount was an estimate provided by the vendor based on the anticipated work through comparison to projects of similar size and scope with other Municipalities. To accommodate differences in work effort required for Milton's installation, staff also requested delegated authority be provided to the Fire Chief up to an aggregate value of 20% of the value of the award to cover the final work effort and associated costs. Therefore, the overall authority limit of the sole source contract to Kelcom Radio Solutions was \$157,660 (excl. HST). The vendor recently completed detailed site walkthroughs at each fire station and as a result of the updated scope of work provided, the final quote exceeds the original estimated quote by more than the 20% contingency previously allocated. The final quote has additional scope related to electrical work, shop supplies and contractor costs that were not considered as part of the initial estimate. As such, staff requested a revised authority limit of \$183,833 + a 10% contingency (\$202,216 total) be approved and delegated to the Fire Chief to proceed with the work. The approval of the revised authority limit was required in a timely manner to begin the installation work in September and keep the Locution Fire Station Alerting implementation project on track with previously established timelines. No additional funding is being requested at this time. Capital funds exist in account C24002720-A0410-7130 for the completion of this work. Staff utilized Purchasing By-law #061-2018, section 7.2.2 (Note 1) to process PDA-083-25 to award the contract increase for the installation of the Locution Fire Station Alerting System to Kelcom Radio Solutions in the total amount of \$52,450 (excluding HST).
Financial Planning Section: Budget Impact (includes non-refundable HST)	
Account Number(s)	C24002720-A0410-7130
Account Description	Radio Communications

Project Total Budget	\$1,106,614
Contract Budget	\$0
Actual	\$53,373
Variance (Note 1)	\$53,373 (U)
Funding Source	Reallocation of line items within the project
Note 1: Authorization from section 7.2.2 of By-law #061-2018: 7.2.2 Despite any requirements of this By-law, the CAO may authorize the purchase of additional Goods or Services provided that they could not reasonably have been anticipated at the time of the Award of the original Contract or the purchase of additional Goods or Services are required to prevent interruption in service delivery or to avoid incurring extra costs. An informational report shall be submitted to Council by the Manager, Purchasing and Risk Management.	

COUNCIL AUTHORITY FOR CONTRACT AWARDS EMERGENCY CONTRACT AWARD

Project Award	Emergency Contract Award for the emergency replacement of the Tankless Water Heater with Storage Tank for the Milton Sports Centre
Recommendation	Staff proceeded with the contract award for the emergency replacement of the tankless water heater with storage tank for the Zamboni at the Milton Sports Centre to 1503647 Ontario Ltd. O/A DBS Mechanical in the total amount of \$35,860 (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	On August 20, 2025, staff noticed a fluctuation in the ice rink A/B Zamboni water fill system temperature, so the boiler vendor was called in to investigate and concluded the water boiler had failed. The recommendation was for a replacement of the water heater with storage tank. Without these repairs, the rink A/B ice flooding and maintenance tasks would not be possible, and the facility's ability to maintain ice conditions to safe operational standards would be compromised, affecting user satisfaction and facility functionality. The timing of this repair was important as the equipment was required to be fully functional. Program area staff proceeded with the works on an emergency basis in order to ensure continuity of Town services. DBS was selected to perform the replacement, as their reliability and short-term turnaround of supplying the new part were necessary to return to normal ice rink operations as quickly as possible.
Financial Planning Section: Budget Impact	
Account Number(s)	C58214824-A1634-7550
Account Description	Milton Sports Centre Facility Improvements
Project Total Budget	\$3,266,432
Contract Budget	\$0
Actual	\$35,860
Variance	\$35,860 (U)
Funding Source	Reallocation of line items within the project.

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