



REPORT

TO: Mayor Lawlor and Members of Council

FROM: Deanna Locey, Transit Supervisor

DATE: May 10, 2023

REPORT NO.: TPW-2023-017

SUBJECT: Purchase of ActiVan Buses through the Metrolinx Transit Procurement Initiative

RECOMMENDATION:

THAT Report No. TPW-2023-017, dated May 10, 2023, regarding the Purchase of ActiVan Buses through the Metrolinx Transit Procurement Initiative, be received;

AND FURTHER THAT Council approve the purchase of two (2) 6-metre ProMaster buses from Creative Carriage Ltd. in the amount of \$293,083.52 inclusive of non-refundable HST, purchased through a joint procurement process with Metrolinx as part of the Transit Procurement Initiative (TPI);

AND FURTHER THAT the Senior Manager of Purchasing and Risk Management be authorized to issue a Purchase Order in the amount of \$293,083.52 inclusive of non-refundable HST, to Creative Carriage Ltd. of 6 Ridgeview Street, Saint George, Ontario (N0E 1N0).

KEY POINTS:

The following are key points for consideration with respect to this report:

- Staff are seeking Council approval to issue a Purchase Order for the procurement of two (2) 6-metre ProMaster buses from Creative Carriage Ltd.
- Each vehicle has capacity to carry up to six (6) ambulatory passengers and/or three (3) ambulatory and two (2) wheelchair passengers per vehicle.
- Vehicles are purchased through a Multi-Year Governance Agreement with Metrolinx Transit Procurement Initiative (TPI) which aids in the purchasing of goods and services for the best value possible, in support of transit operations.
- Council previously approved Capital funding for the purchase of two (2) ActiVan vehicles in the amount of \$340,000 through the 2023 budget approval process and funded through Town Reserve(s).

- A portion of the direct costs will be funded by the Investing in Canada Infrastructure Program (ICIP) Public Transit Stream in the amount of \$88,000.
- The Purchasing Policy requires Council approval for Request for Proposals over \$250,000.

BACKGROUND AND DISCUSSION:

The Metrolinx Transit Procurement Initiative (TPI) aids Ontario transit systems to achieve the best value for their money by facilitating joint procurements for goods and services that support transit operations. The Town of Halton Hills has participated in a Multi-Year Governance Agreement for periods 2013-2018 and 2019-2024 for the procurement program initiated by MTO and led by Metrolinx as per Report No. P&I-2017-0030 and Report No. TPW-2019-0030.

The Metrolinx TPI began in 2006 with six participating municipalities. In 2021 the number of participating municipalities reached 54, including the Town of Milton, Town of Oakville, the City of Burlington, and the Town of Halton Hills. The Metrolinx TPI has facilitated over 2,416 procurements of conventional and specialized transit buses, parts, and technology. It is estimated that Ontario taxpayers have saved over \$38.6 million by procuring in volume quantities, as well as benefiting from an end-to-end procurement cycle and post award contract management, including on-site inspection services.

Since 2017, the Town of Halton Hills has successfully purchased five (5) vehicles through the Metrolinx TPI under the Multi-Year Governance Agreement(s) for a combined total cost of \$639,767.00, plus applicable taxes.

In 2019, a Request for Proposal (RFP) was issued by the TPI Steering Committee, comprised of Metrolinx staff and participating municipal transit system members, including Town of Halton Hills staff, for the procurement and delivery of mini-buses (less than 8-metre) Low Floor (LF) transit vehicles under the 2019-2024 Multi-Year Governance Agreement. The RFP was awarded to Creative Carriage Ltd. from Saint George Ontario, through the competitive bidding process.

A copy of the Metrolinx TPI 2019-2024 Multi-Year Governance Agreement is located within the Clerk's office.

The Metrolinx TPI does not currently have a procurement contract for electric vehicles, however the TPI Committee has hosted and attended several workshops through the Canadian Urban Transit Research and Innovation Consortium (CUTRIC) to remain informed about this emerging technology. Due to an increased interest and questions on the EV bus technology and infrastructure, Metrolinx TPI will continue to dedicate resources and work with its stakeholders and industry to stay on the leading edge of EV transit vehicles.

With Council's approval of this Report, through the Metrolinx TPI Multi-Year Governance Agreement, staff will issue a Purchase Order for two (2) 6-metre ProMaster buses to support ActiVan transit services. Both vehicles will be able to carry up to six (6) ambulatory passengers and/or three (3) ambulatory and two (2) wheelchair passengers per vehicle.

It is important to note that Council has previously approved Capital funding required for the purchase of two (2) ActiVan vehicles through the 2023 Budget approval process. One vehicle will replace a 2014 MV-1 capable of transporting one (1) wheelchair and three (3) ambulatory passengers at one time. The additional vehicle will be an expansion to the ActiVan fleet in response to increasing ridership demands for accessible transit services. Recommendations for fleet expansion to support increased ridership projections and overall fleet guidance were identified in the Town of Halton Hills 2021-2031 Specialized Transit Plan and approved by Council through Report No. TPW-2021-0011.

STRATEGIC PLAN ALIGNMENT:

This report aligns to the Town's Strategic plan recognizing the value to foster a healthy community that provides a clean environment and range of economic and social opportunities to ensure a superior quality of life in our community.

This report also identifies transportation as one of the Town's Strategic priorities.

RELATIONSHIP TO CLIMATE CHANGE:

This report impacts and/or helps address climate change and the Town's Net Zero target through climate mitigation.

PUBLIC ENGAGEMENT:

Public Engagement was not needed as this report is administrative in nature.

INTERNAL CONSULTATION:

The report was discussed internally with staff from the Transportation and Public Works Department, Senior Manager of Purchasing and Risk Management, and the Town Treasurer and Director of Finance.

FINANCIAL IMPLICATIONS:

This report will be funded through an existing approved budget source.

The total cost of both vehicles from Creative Carriage Ltd., minus costs associated with outfitting the vehicles with Town of Halton Hills decals, fare boxes, 2-way radios and general supplies is \$293,083.52, inclusive of non-refundable HST. As part of the 2023 Capital Budget, a total of \$340,000 was approved for the purchase of two (2) ActiVan vehicles (one replacement vehicle and one vehicle as an addition to the ActiVan fleet). Funding for the approved Capital projects, 6810-25-1001 Vehicle Replacement for

Specialized Transit Services and 6810-25-1601 New ActiVan Vehicles, for a total amount of \$340,000 was approved with the following funding sources:

Funding Source	Project	
	<u>6810-25-1001</u>	<u>6810-25-1601</u>
Development Charges (Transit Services)		\$ 36,000
New Capital Reserve		\$ 134,000
Equipment Reserve	\$ 82,000	
Investing in Canada Infrastructure Program - Public Transit Stream	\$ 88,000	
Total	\$ 170,000	\$ 170,000

As indicated above, a portion of the direct costs will be funded through the Investing in Canada Infrastructure Program (ICIP) Public Transit Stream in the amount of \$88,000. The Provincial Government announced the availability of funding for the ICIP Public Transit Stream on July 22, 2019, for eligible applicants inside the GTHA. The Town of Halton Hills was eligible to apply for funding up to a maximum of \$473,114 from the Provincial Government and \$567,793 from the Federal Government. Application criteria stated that funding must be applied to projects directly related to transit between 2019 and 2028. The calculation for allocated funding was based on Provincial Gas Tax subsidies that have been reported with ridership data to the Canadian Urban Transit Association (CUTA) in 2015.

In 2020, through Report No. TPW-2020-0039, the Town of Halton Hills signed a transfer payment agreement under the ICIP Public Transit Stream, for the total allocation amount of \$1,396,500. A portion of 26.67% of Municipal funding is required as part of the total contribution amount, totaling \$372,447 and funded from the Town’s reserves.

Any remaining unspent funding sourced from Town reserves will be returned to reserves upon the completion of each project.

Reviewed and approved by,

Simone Gourlay, Senior Manager of Purchasing and Risk Management

Moya Jane Leighton, Director of Finance & Town Treasurer

Maureen Van Ravens, Director of Transportation and Acting Commissioner of Transportation & Public Works

Chris Mills, Chief Administrative Officer