

Projects Approved through Emergency Delegated Authority - Chief Administrative Officer - May 2020

PROJECT	Approval Date	PROJECT PRIORITY	DEPARTMENT	REQUESTED BY (NAME &TITLE)	EXPENDITURES	CAPITAL/OPERATING BUDGET IMPACT	FUNDING SOURCE
Purchase of Mudjacking Equipme	28-Apr-20	Pioneer North notified the Town they would no longer be continuing with their mudjacking business and offered the mudjacking equipment to the Town.	Transportation & Public Works	Dick Spear, Superintendent of Public Works	\$90,000 plus HST	Capital	Equipment Reserve
Upgrade to Council Chamber Audio and Visual Equipment	29-Apr-20	The addition of enhanced technology equipment in Council Chambers will allow for the capability to conduct electronic participation of Council members and the public by participating in video conferencing.	Office of the CAO	Suzanne Jones, Clerk & Director of Legislative Services	\$8,603.00 plus HST	Capital	Accessibility Capital Budget
Award of Tender T-023-20 for Young Street Reconstruction, Acton	29-Apr-20	Halton Region completed wastewater main reconstruction on Young Street in 2017; however this section of road was not priority for full repair at that time due to the roads fair rating in the Pavement Quality Index (PQI)	Transportation & Public Works	Teri Hoey, Supervisor of Construction	\$750,000	Capital	Federal Gas Tax Fund
Award of Single-Source Purchase for Employment Analysis and Scoped Needs Assessment	29-Apr-20	Advancement of a major development proposal is important to the Town's business continuity efforts, growth of non-residential assessment and an expedited economic recovery post COVID-19.	Office of the CAO	Tony Boutassis, Expeditor and Business Development Portfolio Manager	\$0	N/A	Owner of property is paying for the study

Purchase of Portable Radio	29-Apr-20	2019 capital already approved \$145,000 for portable radios. Since that approval, one additional radio requires replacement.	Fire Services	Bryce Marshall, Deputy Chief	\$16,190.85	Capital	Capital Replacement Reserve
Acton Branch Library Reading Deck	29-Apr-20	Emergency accessible ramp being added to the original design of the new reading deck at the Acton Library.	Library Services	Mary Land, Manager of Branch Operations	\$45,000	Capital	\$20,000 Accessibility Capital Budget \$25,000 Library Capital Reserve
Tenth Line Lot 29/30 Roadway and Slope Repair	29-Apr-20	Sole Sourcing of Maccaferri Green Terramesh System for recurring slope failure for 110m section of roadway.	Transportation & Public Works	Bill Andrews, Director of Engineering	\$105,000	Capital	Already approved as part of the 2020 Capital Budget.
Award of Request for Proposal P-006-20 - Group Benefits Consultant	29-Apr-20	Award of Request for Proposal for a 6 year term with Dobson & Tonic Financial Services Ltd. who will be responsible for adjudicating claims and reimbursing eligible out-of-pocket expenses.	Corporate Services	Laura Lancaster, Director of Human Resources	N/A	N/A	No direct budget impact
Town Comments on the Proposal to identify and protect a corridor of land for future electricity infrastructure in the GTA.	29-Apr-20	Comments on the proposal to identify and protect a corridor of land for future electricity infrastructure in the Greater Toronto Area.	Planning & Development	Melissa Ricci, Senior Policy Planner	N/A	N/A	No direct budget impact
Award of Single-Source Purchase for Foreign Direct Strategy (FDI) Implementation	29-Apr-20	Town's FDI Strategy approved by Council in March 2020 and will be a key economic recovery tool to have in place post COVID-19.	Office of the CAO	Graham Lowe, Senior Economic Development Officer	\$37,500.00	\$37,500.00	Economic Investment Attraction Fund.

Southeast Georgetown Secondary Plan Terms of Reference	29-Apr-20	A financial agreement is in place that has made it necessary for Town staff to continue to work on the Southeast Georgetown Secondary Plan.	Planning & Development	Rob Stribbell, Senior Policy Planner	N/A	N/A	No direct budget impact
Municipal Assistance Program Requests	30-Apr-20	The Georgetown Rotary Club tree planting is scheduled for May and funding was requested to help this event happen.	Recreation & Parks	Heather Kaufmann, Community Development Supervisor	\$5500.16 Joy in the Park \$5557.00 Georgetown Rotary Club	Operating	Municipal Assistance Program
Award of Request for Proposal RFP-P-016-20 Low Carbon Transition Strategy	30-Apr-20	The Low Carbon Transition Strategy is crucial to the success to the Town's overall response to climate change, and the awarding of this contract was vital for the Town to proceed.	Office of the CAO	Michael Dean, Senior Climate Change & Energy Planner	\$173,116 plus applicable taxes	Capital	2019 Capital Project
Specialized Transit Plan Consultant Award	30-Apr-20	The Specialized Transit Plan will evaluate customer service standards and operational costs of the proram and will provide recommendations on the future operations of the service to be considered as part of the 2021 budget process.	Transportation & Public Works	Deanna Locey, Transit Supervisor	\$110,245.00 plus HST	Capital	\$150,000 already approved in the 2020 capital budget.

Award of Tender T-008-20 for the Pavement Management Program Part B	30-Apr-20	The 2020 Pavement Management Program has been tendered as two separate contracts in order to enable the coordination with Halton Region.	Transportation & Public Works	Teri Hoey, Supervisor of Construction	\$746,642.55 plus applicable tax	Capital	Special Levy-Pavement Management (\$1,540,100) Transportation Infrastructure Reserve (\$66,000) Approved 2020 Pavement Management Program cost (\$1,606,100)
Net-Zero Feasibility Studies for Mold-Masters Sportsplex and Acton Arena	7-May-20	Opportunity to participate in a Low Carbon Design Brief.	Office of the CAO	Michael Dean, Senior Climate Change & Energy Planner	\$19,000 plus HST	Capital	Already approved as part of the 2020 Capital Budget.
Award of Tender Premier Gateway Phase 2B Employment Area Integrated Planning Project	7-May-20	RFP closed March 19, 2020 with only one proposal received from Macaulay Shiomi Howson Ltd.	Planning & Development	Melissa Ricci, Senior Policy Planner	\$1,109,326.70 excluding HST	Capital	\$1,181,000 already approved as part of the 2020 Capital Budget.
Award of Purchase Order for Gellert/Acton Community Centre Marquee Inserts	12-May-20	These are the last 2 facilities to have the inserts placed due to budget restrictions in previous years.	Recreation & Parks	Johanna Amaya-Carvajal, Facility Capital Projects Supervisor	\$81,738 plus HST	Capital	Already approved as part of the 2020 Capital Budget.
Microsoft Enterprise Subscription Services Contract with Softchoice	12-May-20	A new licensing agreement is required for a new alternative model of software deployment for Office 365.	Corporate Services	Murray Colquhoun, Director of Technology Services	\$400,000 plus taxes for 3 years	Capital	Capital Budget based on perpetual license model. Remaining funds in approved budget as of May 2020 \$307,173.

Award of Tender 20-023 Road Pavement Markings Program	12-May-20	Tender issued on behalf of Halton Co-operative Purchasing Group (HCPG)	Transportation & Public Works	Matt Roj, Traffic Coordinator	\$230,000 excluding HST	Capital	Costs to implement were included in the 2020 Operating and Capital Budgets.
Town of Halton Hills Comments on Proposed Amendments to the Ontario Regulation 244/97	13-May-20	Staff needed to submit comments by May 15, 2020	Planning & Development	Keith Hamilton, Policy Planner	n/a	n/a	No budget impact
Appeal Services	26-May-20	MTAG Paralegal Professional Corp. to represent Town for assessment reductions TPO.	Corporate Services	Wendy O'Donnell, Deputy Treasurer, Senior Manager of Revenue	\$150,000 plus HST		Tax Rate Stabilization
Award of Tender T-003-20, Fairy Lake Dam Rehabilitation	26-May-20	Combined Project with Halton Region	Transportation & Public Works	Kyla Farmer, Infrastructure Technical Analyst	\$235,161.79	Joint costs with Region. Total project cost \$782,387.16 plus taxes. Region share \$547,225.37	\$200,000 already approved 2020 Capital Budget. Additional funds requested.
Licence Agreement to allow well monitoring on Town-owned Lands - 125 McDonald Blvd.	11-Jun-20	125 McDonald Blvd. Acton was granted draft plan approval in 2014. Due to soil contaminations it is necessary for the Town to allow testing on abutting land. Reducing license agreement fees by 50%.	Planning & Development	Romaine Scott, Legal Coordinator	n/a	Operating	Reduction of fees collected for a licence agreement.
Single Source purchase order to Cummins Canada	11-Jun-20	Repairs to pump truck	Fire Services	Bruce Morrison	\$35,100.05 plus taxes		Equipment Reserve

Acton Youth Centre - Award of Construction Contract	23-Jun-20	Construction of permanent facility with renovation to existing garage space.	Recreation & Parks	Stephen Hamilton	\$827,319.42	Capital	Approved in two budget phases for 2019 and 2020. Construction schedule allows to limit expenditures to \$342,000 for 2020.
Award of P-048-20 Tolton Park - Remediation and Record of Site Condition	23-Jun-20	RFP was issued in April 2020 - this awards the contract	Recreation & Parks	Mark Taylor	\$99,880.00 plus taxes	Capital	As part of the 2020 Capital Budget request, pre-approval of 2021 Capital Budget funds was granted.
Municipal Assistance Program Requests	23-Jun-20	Funding request meets municipal assistance eligibility criteria	Recreation & Parks	Erin Burger	\$5,000	Operating	Municipal Assistance Program Budget (cancelled events due to COVID should allow for funds to support this request)
Site Plan Application Fee Waiver - Glen Williams Park Pavillion	23-Jun-20	Site Plan application submitted by the Recreation & Parks department	Planning & Development	Ruth Conard	n/a	n/a	waived the \$9,133 application fee
2020 Community Sustainability Investment Fund	26-Jun-20	Funding from the Community Sustainability Investment Fund be provided to the 2020 applicants	Office of the CAO	Jennifer Spence, Climate Change Outreach Coordinator	\$15,000.00	Operating	Community Sustainability Investment Fund
Architect Services for Town Hall Master Plan	7-Jul-20	Single Source purchase order to VG Architects for ongoing design and engineering services for Town Hall and Operations Centre.	Recreation & Parks	Stephen Hamilton,	\$60,000 plus HST	Capital	Tax Rate Stabilization Reserve

Single Source Purchase of Appointment Booking and COVID-19 Screening Application	7-Jul-20	Single Source awarded to eSolutions Group for annual hosting and maintenance	Corporate Services	Simone Gourlay, Senior Manager of Purchasing and Risk Management	\$39,000 plus applicable taxes \$4,555 plus taxes for annual hosting and maintenance	Capital	Tax Rate Stabilization Reserve
Federation of Canadian Municipalities Grant Application	10-Jul-20	Directs staff to apply for a grant opportunity from the Federation of Canadian Municipalities Municipal Asset Management Program	Office of the CAO	Christine Smith, Asset Management Analyst	\$30,000	Capital	Risk and Lifecycle Management Strategy Project Fund (8003-10-0103)
Financial Impact Assessment of Growth Scenarios 2031-2041 Terms of Reference	10-Jul-20	Manager of Purchasing required to issue a Request for Proposal (RFP) for the Financial Impact Assessment Growth Scenarios	Planning & Development	Brownwyn Parker, Director of Planning Policy	\$75,000 (excluding taxes)	Capital	approved in Capital Budget
Approval of Scope Change for Engineering Services for Maple Ave and Guelph Street Intersection Improvements	28-Jul-20	Changes to the original purchase order 18-145 to incorporate Active Transportation from Main Street to Mountainview Road on Maple Ave	Transportation & Public Works	Aaron Brown, Project Manager Municipal Infrastructure	\$65,203 (excluding taxes)		DC Transportation Services (90%) and New Capital Reserve (10%)
Award of Tender T-040-0 for Tenth Line Lot 29/30 Roadway and Slope Reconstruction	28-Jul-20	Reoccurring slope failure on section of roadway on Tenth Line between 27 Sideroad and 32 Sideroad	Transportation & Public Works	Tyler Bruley, Engineering Design Technologist	\$503,069.31 plus taxes	Capital	Current approved Capital Budget Amount of \$630,000
Award of Single-Source Purchase for Professional Services to Support the Capacity of the Town's Finance Funcion.	28-Jul-20	Award of KPMG single source purchase award for professional services to support the capacity of the Town's finance function.	Corporate Services	Moya Leighton, Treasurer and Director of Accounting	\$73,500 plus taxes		Tax Rate Stabilization reserve

Southeast Georgetown Secondary Plan Terms of Reference	4-Aug-20	Contract Award to Southeast Georgetown Secondary Plan be awarded to SGL Planning and Design	Planning & Development	Rob Stribbell, Senior Policy Planner	\$388,857 plus HST	Financial Agreement with Russell Pines Capital	\$300,000 to be paid to Russell Pines Corporation no later than December 31, 2025 and 2030. Additional funding of \$139,4098 to be provided by the land owner.
Scope of Change for consulting services for the Eighth Line Class Environmental Assessment	4-Aug-20	Approval of Change Order for Purchase Order 19-073 to R.J. Burnside and Associates	Transportation & Public Works	Maureen Van Ravens, Director of Transportation	\$48,000 (excluding taxes)	Capital	Originally approved in Report TPW-2019-0003 for \$499,322.50 plus HST. Revised purchase order for additonal \$48,000.
Town of Halton Hills Comments on Proposed Regulation to Streamline the GTA West Corridor EA Process	10-Aug-20	Obtain staff approval to obtain staff comments on the proposed regulation to update the existing environmental assessment process for the GTA West Corridor. Deadline to submit August 22, 2020.	Planning & Development	Melissa Ricci, Senior Policy Planner	n/a	n/a	n/a
Award of Supply and Delivery of Clear Diesel and Marked Biodiesel Fuel	8-Sep-20	Award of RFP to to Canada Clean Fuels Inc.for contract period of October 5, 2020 to December 31, 2026	Corporate Services	Susan Harries, Purchasing Analyst	\$756,000 (inclusive of HST)		Annual Amount of \$107,000
Award of EAP Assistance Program	8-Sep-20	Award of RFP to Morneau Shepell for 1 year 7 month contract with two possible extensions	Corporate Services	Carol Fulton, HR Business Partner	\$35,000 (inclusive of HST) contract extensions estimated upset limit of \$160,000		\$35,000 (inclusive of HST) contract extensions estimated upset limit of \$160,000

Vision Georgetown - Supplemental Subwatershed Study Work	24-Sep-20	Single Source Purchase Order to Palmer Environmental Consulting Group for supplemental work undertaken related to Vision Georgetown	Planning & Development	John Linhardt, Commissioner of Planning & Development	\$24,487.23	Capital	Vision Georgetown Capital Account
Purchase of Plow and Spreader Monitoring Technology	24-Sep-20	Purchase Order to Go GPS to apply GPS techonology to plow and spreader	Transportation & Public Works	Matthew Lynch, Public Works Supervisor - Fleet	\$25,341.60 plus applicable taxes	Capital	Existing GPS Fleet Tracking capital account
Award of Single Source Contract for renewal agreements for the ESRI Small Local Governement Enterprise License Agreeemtn	8-Oct-20	Renew existing agreements with ESRI Canada.	Corporate Services	Josh Wright, Geomatics Program Supervisor	\$268,280 plus applicable taxes	Operating	2020 Information Systems Operating Budget, System Maintenance Contracts account
Development Manual Update Award	8-Oct-20	Award to GM Blueplan Engineering Ltd.	Transportation & Public Works	Jeff Jelsma, Manager of Development Engineering	\$222,829.00 plus HST	Capital	\$250,000 approved in 2019 capital budget - Project under budget
MOU for Natural Assets Management Strategy project with Credit Valley Conservation	15-Oct-20	Enter into MOU to complete the Natural Assets Management Strategy project	Office of the CAO	Dharmen Dhaliah, Senior Manager of Climate Change and Asset Management	\$100,000	Capital	2019 approved capital budget
Additional Resources to reconcile COVID related cancellations & deferrals process through Perfect Mind	20-Oct-20	Temporary contract position for 2 months to reconcile cancellations and deferral requests	Corporate Services	Moya Leighton, Treasurer and Director of Accounting	\$21,000	COVID related	Safe Start Funding
Architect Services for Town Hall Master Plan	20-Oct-20	Amend purchase order to VG Architects	Recreation & Parks	Stephen Hamilton, Manager of Facility Capital Projects	\$23,695 plus HST	Capital	Tax Rate Stabilization fund
Deferral of Heritage Acton Loan Payments	29-Oct-20	Extend loan agreement in place with Heritage Acton by 12 months	Corporate Services	Moya Leighton, Treasurer and Director of Accounting	\$23,074.36		Deferred Loan Repayment

Fiscal Impact Assessment Growth Scenarios 2031-2051	29-Oct-20	Increase budget amount awarded to Watson and Associates	Planning & Development	Rob Stribbell, Senior Policy Planner	\$23,859	Operating	Administratio Development Charges reserve fund
Purchasing Clerk Converston to Full Time Hours	29-Oct-20	Permanent P/T position at 28 hrs/wk be increased to F/T position at 35 hrs/we	Corporate Services	Simone Gourlay, Senior Manager of Purchasing and Risk Management	\$13,345	Oeprating	Added to 2021 base operating budget
Purchase of Bluebeam Revu Standard Software Licenses	29-Oct-20	Purchase of PDF editing software to facilitate electronic plans review	Transportation & Public Works	Bill Andrews, Director of Engineering	\$22,050 plus applicable taxes	Operating	\$22,050 in 2020 Budget \$4,650 included in 2021 base operating budget
Request for Municipal Assistance	29-Oct-20	Acclaim Health and Community Services as they meet eligibility criteria	Recreation & Parks	Heather Kaufman, Community Development Supervisor	\$5,000	Operating	Municipal Assistance Program 2020 Budget
Award of Tender for Snow Removal at Various Facilities	9-Nov-20	Award to Dig-Con International Ltd. for 1 year term with option to renew for 4 years	Recreation & Parks	Aaron Matthews, Director of Facilities	\$145,556.60 including HST	Operating	2020/2021 Operating Budgets
Lifesaving Society Agreement Renewal	9-Nov-20	Single Source contract for Swim Program Services licenses and materials	Recreation & Parks	Jaclyn Neill, Recreation Supervisor, Aquatics	\$205,242.20 plus applicable taxes	Operating	2021-2025 term
Development Engineering Fee Review and Agreement Update Award	9-Nov-20	Single Source PO to Watson & Associates Economist Ltd. for development of Engineering Review Fee and to Thomson Rogers to review and update Construction/Excavation on Public Highways	Transportation & Public Works	Jeff Jelsma, Manager of Development Engineering	\$39,000 plus HST \$75,000 plus HST	Capital	Council approved \$40,000 and \$100,000 respectively in 2019 Capital budget. Both projects are under budget

Approval of Scope Change for Engineering Services for Maple Ave and Guelph Street Intersection Improvements	24-Nov-20	Change order request to BT Engineering for additional work	Transportation & Public Works	Aaron Brown, Project Manager Municipal Infrastructure	\$19,267 excluding taxes	Capital	Maple Ave Turn Lanes Project. DC - Transportation Services (90%) and New Capital Reserve (10%)
Telephone Megalink - Award of Single Source Contract	24-Nov-20	Award Bell Canada single source contract for Telephone Megalink services	Corporate Services	Simone Gourlay, Senior Manager of Purchasing and Risk Management	\$80,000 plus applicable taxes	Operating	\$80,000 over 5 years
Single Source Approval for Cemetery Foundations	2-Dec-20	PO to Darryl Barber Maintenance & Landscaping of Loretto to complete foundation works traditionally undertaken by Staff	Recreation & Parks	Kevin Okimi, Director of Parks & Open Space	\$37,000 plus applicable taxes	N/A	No financial impacts. Foundation costs are recovered from customers
Single Source Approval for Picnic Table Purchase	2-Dec-20	Award to A.B.C. Recreational Ltd. for picnic tables to replenish inventory of damaged equipemtn	Recreation & Parks	Mark Taylor, Senior Landscape Architect	\$26,909.66 plus applicable taxes	Operating	Park Furniture, Community Special Events and Parks Revitalization funds
Stewarttown Secondary Plan Terms of Reference	9-Dec-20	Staff authorized to issue RFP for Stewarttown Secondary Plan	Planning & Development	Keith Hamilton, Policy Planner	n/a	Capital	Approved budget of \$150,000 once awarded
Request for Additional Funding for Municipal Law Enforcement Corporation	14-Dec-20	Additional budget needed to cover additional workload related to COVID regulations	Office of the CAO	Susie Spry, Supervisor of Enforcement Services	\$25,000	Operating	Safe Start Funding
Award of Tender T-106-20 for Sports Field Lighting	15-Dec-20	Replacement lighting at Emmerson, Cedarval and Gellert Parks	Recreation & Parks	Jude Gaboury, Landscape Architect	\$689,000 plus applicable taxes	Capital	2020 Capital Budget
Extension Agreement for the General Municipal Sub-License Agreement OPMA	17-Dec-20	5 year sub-license agreement with the Region for use of digital property data	Corporate Services	Josh Wright, Geomatics Program Supervisor	\$50,490 plus HST	Operating	Funds approved in 2020 operating budget

Increase of Budget for Tenth Line Lot 29/30 /Roadway and Slope Reconstruction	17-Dec-20	Increase budget for additional costing that has been incurred through construction due to conditions experienced in the field	Transportation & Public Works	Tyler Bruley, Engineering Design Technologist	\$375,000	Capital	Capital Replacement Reserve
Renewal of Contract with Suncor Energy Products Inc. for Fuel at Retail Pumping Stations	7-Jan-21	Renew the contract with Suncor Energy Products for 3 years	Corporate Services	Simone Gourlay, Senior Manager of Purchasing and Risk Management	\$500,000 plus applicable taxes	Operating	Within approved operating budget
ESRI Advantage Program Agreement	7-Jan-21	Enter into agreement with ESRI for provision of specialized strategic advisory, professional consulting and training services	Corporate Services	Josh Wright, Geomatics Program Supervisor	\$25,000 plus applicable taxes	Operating	2021 Information Services Operating Budget
Single Source request for the Integration of Climate Change and Asset Management for Town Assets	8-Jan-21	Single Source contract to CH2M Hill Canada Limited	Office of the CAO	Christine Smith, Asset Management Analyst	\$39,000 plus applicable taxes	Capital	Approved budget in the Asset Management Plan with a remaining balance of \$146,456
Award of Request for Proposal P-109-20 Engineering Services for Prince Street Reconstruction Study	19-Jan-21	Award of RFP to MTE Consultants	Transportation & Public Works	Steven Ziegler, Senior Project Engineer	\$135,370.95 plus HST		Approved budget of \$208,304.68 resulting in anticipated budget surplus of \$70,551.20
Design and Engineering Services for MMSP Dehumidification Project	29-Jan-21	Increase PO for the dehumidification unit serving Alcott and Fernbrook ice rinks.	Recreation & Parks	Stephen Hamilton, Manager of Facility Capital Projects	\$24,967.50 plus HST	Capital	2021 Capital