



# Staff Report

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## Corporate & Financial Services – Purchasing & Risk Management

**Report To:** COW- Admin, Corp and Finance, SI, Comm. Services  
**Meeting Date:** March 16, 2026  
**Report Number:** CFS.26.017  
**Title:** Response to February 17, 2026 Notice of Motion re: Bid Awards over \$25,000 from October 1, 2025 to February 28, 2026  
**Prepared by:** Serena Wilgress, Manager of Purchasing & Risk Management

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### A. Recommendations

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THAT Council receive Staff Report CFS.26.017, entitled "Response to February 17, 2026 Notice of Motion re: Bid Awards over \$25,000 from October 1, 2025 to February 28, 2026" for information purposes.

### B. Overview

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This report is in response to Councillor Maxwell's Notice of Motion from the Council Meeting of February 17, 2026.

### C. Background

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At the February 17, 2026 Council Meeting, Councillor Maxwell provided the following notice of motion:

Whereas the Town of The Blue Mountains, "Purchasing of Goods and Services Policy, POL.COR.07.05" (p. 10) requires monthly reporting to Council of staff-authorized awards in excess of \$25,000;

THAT, Council hereby directs staff to bring to the April 13, 2026 Committee of the Whole meeting:

(i) all RFP awards related to the Craigeith SLS, Mill St. SPS, and Bay–Grey St. Linear Works projects, and

(ii) all outstanding and/or not-yet-reported staff-authorized RFP awards over \$25,000 for the current term of Council, together with the proposed start date and schedule for ongoing monthly reporting in compliance with Policy POL.COR.07.05.

In response to item (i), the following bids were issued and awarded:

2022-82-P-OPS Engineering Services for Craigleith Main Sewage Lift Station, Mill Street Pumping Station & Mill Street Forcemain Improvements was awarded to W. T. Infrastructure Solutions Inc. on April 20, 2023. The Engineering Services Agreement was signed by all parties on May 1, 2023.

2025-22-T-OPS Craigleith Main Sewage Lift Station Upgrades was awarded to PEAK Construction Group Ltd. on October 3, 2025. The CCDC-2 Stipulated Price Contract was executed on October 10, 2025.

2025-29-T-OPS Bay Street East and Grey Street Reconstruction was awarded to Arnott Construction Limited on October 9, 2025. The agreement was executed on October 21, 2025.

In response to item (ii), the following tables outline all bid awards, including Single Source Awards (Negotiated & Emergency Bids), and Contract Renewals where the original bid included an option in favour of the Town to extend the Contract on the same terms and conditions for additional years, over \$25,000 (exclusive of HST) since October 1, 2025 up to and including February 28, 2026.

**Bid Awards over \$25,000**

<b>Contract for:</b>	<b>Vendor/Proponent</b>	<b>Amount</b>
2025-13-T-OPS Asphalt Road Patching Services	McQueen Vue Paving	\$67,266.50
2025-15-T-OPS Camperdown Road Booster Pumping Station Improvements	BGL Contractors Corp.	\$646,500.00
2025-22-T-OPS Craigleith Main Sewage Lift Station Upgrades	PEAK Construction Group Ltd	\$8,477,900.00
2025-29-T-OPS Bay Street East and Grey Street Reconstruction	Arnott Construction Limited	\$17,927,450.00
2025-31-P-SI Consulting Services for the Community Improvement Plan Update	NPG Planning Solutions Inc.	\$100,000.00
2025-41-P-OPS Maintenance and Support for Water SCADA System	McRae Integration Ltd.	\$93,450.00
2025-42-P-CS Landscape Architecture Services for Moreau Park and Craigleith Community Park (Moreau Park only)	SHIFT Landscape Architecture Co. Ltd.	\$225,775.00
2025-44-P-OPS Landfill Water Monitoring and Reporting	WSP Canada Inc.	\$172,200.00 (over four years)
2025-45-T-OPS Drywall Recycling	New West Gypsum Recycling (Ontario) Inc.	\$37,800.00 (over three years)
2025-46-T-OPS Asphalt Shingle Recycling	TRY Recycling Inc.	\$35,100.00 (over three years)
2025-47-T-OPS Mattress Recycling	Recyc-Mattress Inc.	\$107,361.00 (over three years)
2025-48-P-OPS Engineering Services for Thornbury Wastewater Treatment Plant Expansion Phase 1B	Arcadis Professional Services (Canada) Inc.	\$2,000,000.00

<b>Contract for:</b>	<b>Vendor/Proponent</b>	<b>Amount</b>
2025-51-T-OPS Supply & Installation of Replacement Valves and Flow Meter at Shore Acres and Sunset Sewage Lift Stations	Talon Industries Inc.	\$137,888.00
2025-52-T-CFS Supply & Delivery of Synology NAS Equipment	Cattan Technologies Inc.	\$27,931.07
2025-42-P-CS Landscape Architecture Services for Moreau Park and Craigleith Community Park (Craigleith Community Park only)	SHIFT Landscape Architecture Co. Ltd.	\$163,900.00
2025-43-N-CFS BVCC Generator Engineering	Tatham Engineering	\$68,900.00
2025-46-N-OPS CSLS Sewage Pump Failure	Atlas Dewatering Corp.	\$50,000.00
2025-59-N-CFS Microsoft EA Renewal	Softchoice Canada	\$141,664.66
2025-66-N-CFS BMPL Washroom Repairs Architectural Services	Unity Design Studio	\$49,500.00
2026-02-N-FIT Great Plains Licence Renewal	Central Square	\$38,379.46
2026-03-N-CFS Value Engineering Management	MEMAR Value Strategies Inc.	\$127,497.00
2026-04-N-CFS Adobe Licence Renewal	Softchoice Canada	\$32,230.00
2026-05-N-CFS Computer Hardware	Dell Canada	\$110,000.00
2026-08-N-CFS Replacement Servers	Dell Canada	\$237,895.98
2026-09-N-CFS Network Switches	CDW Canada	\$81,612.55
2026-11-N -OPS Bay Street Phase 2 Pole Relocation	EPCOR Electricity Distribution Ontario Inc.	\$363,266.38

**Contract Renewals over \$25,000**

<b>Contract for:</b>	<b>Vendor/Proponent</b>	<b>Amount</b>
2020-36-P-OPS SCADA Integration & PLC Maintenance for Wastewater Facilities	ARO Technologies	\$90,000.00
2022-02-T-FIT Preparation, Printing, Inserting and Mailing of Tax Bills, Reminder Notices, Utility Bills and Inserts	M&T Printing Group	\$46,310.00 (over two years)
2022-26-T-OPS Supply, Haul and Application of Liquid Dust Suppressant	513125 Ontario Limited O/A Da-Lee Dust Control	\$145,000.00
2022-35-P-FIT Annual Financial Audit	KPMG LLP	\$60,500.00
2022-55-T-OPS Tree Clearing Services	Arbtech Ltd.	\$75,000.00
2022-90-P-ADM Human Capital Management Software	Dayforce Canada Ltd.	\$73,702.83
2022-95-T-OPS Supply & Delivery of Wastewater Grade Liquid	Chemtrade Chemicals	\$120,000.00
2023-12-P-OPS Solid Waste Collection	Miller Waste Systems Inc.	\$2,189,391.71

<b>Contract for:</b>	<b>Vendor/Proponent</b>	<b>Amount</b>
2023-16-T-OPS Street Light Service (Repairs and Maintenance)	Allison Electrical	\$48,560.70
2023-21-T-OPS Supply, Crush, Load, Haul and Application of Granular M Maintenance Gravel	Dalton R. Lowe & Sons Construction Ltd.	\$700,000.00
2023-22-T-OPS Street Sweeping Services	A & G The Road Cleaners Ltd.	\$110,000.00
2023-23-T-OPS Line Painting Services	Miller Maintenance, a Division of Miller Paving Ltd.	\$27,050.40
2023-56-T-OPS Heavy Vehicle and Equipment Maintenance	T.E.S. Ontario Inc.	\$245,000.00
2023-61-T-COM Supply, Delivery and Service of Portable Privy Units	1933152 Ontario Inc. (A-1 Sanitation)	\$48,770.00
2024-09-T-OPS Laneway and Parking Lot Winter Maintenance	Bay Valley Services	\$170,732.40
2025-01-T-OPS Catch Basin & Stormceptor Cleaning	B. Edwards Transfer	\$32,438.28

The Financial Reporting has morphed over the years from a monthly report to quarterly. The report regarding Bid Awards over \$25,000 has historically been included as part of this report from Finance.

August 24, 2021 – Monthly Financial Report – June 2021 presented to COW.

**Monthly Financial Report – June 2021, FAF.21.137**

Moved by: Councillor Bordignon  
Seconded by: Councillor Hope

THAT Council receive Staff Report FAF.21.137, entitled “Monthly Financial Report – June 2021” for information purposes, and direct staff to provide the Monthly Financial Report in a bi-monthly report, moving forward, Carried.

As part of this staff report, Section G notes “due to staff vacancies within the Finance Department the monthly flash report will be done quarterly (Sept and Dec) for the remainder of 2021.”

October 5, 2021 - – Zero Based Budgeting Follow-up presented to COW

**Zero Based Budgeting Follow-up, FAF.21.143**

Moved by: Councillor Bordignon  
Seconded by: Councillor Matrosovs

THAT Council receive Staff Report FAF.21.143, entitled “Zero Based Budgeting Follow-up”

**The motion is Carried**

Moved by: Councillor Bordignon  
Seconded by: Councillor Matrosovs

THAT with respect to Staff Report FAF.21.143, entitled “Zero Based Budgeting Follow-up” Council approve a Bi-Monthly Financial Report in the form of an Exception Report

**The motion is Carried**

May 10, 2022 – 2022 First Quarter Financial Report presented to COW

**2022 First Quarter Financial Report, FAF.22.049**

Moved by: Deputy Mayor Bordignon  
Seconded by: Mayor Soever

THAT Council receive Staff Report FAF.22.049, entitled “2022 First Quarter Financial Report – January 2022 & February 2022” for information purposes.

**The motion is Carried**

Section D, Analysis notes “As per Council direction the financial update reports are moving to an exception-based report focusing on expenses and revenues that are forecasting +/-10% of budget. In addition to the exception based reporting staff have kept some of the charts with some of the more major financial indicators, this includes Development Charges, COVID-19 impacts, and contracts awarded through purchasing.”

Based on this direction from Council, the reporting of Bid Awards in excess of \$25,000 is now on a quarterly basis.

**D. Analysis**

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All of the bids issued and awarded are in compliance with the Town’s Purchasing of Goods and Services Policy (POL.COR.07.05).

**E. Strategic Priorities**

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**2. Organizational Excellence**

We will continually seek out ways to improve the internal organization of Town Staff and the management of Town assets.

**F. Environmental Impacts**

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N/A

## **G. Financial Impacts**

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Prior to any contract being awarded or extended, the Project Manager confirms that sufficient budget exists through consultation with Corporate and Financial Services.

In order to allow purchases to proceed which exceed the approved budget, a Director shall have the authority to reallocate funds, without exceeding the aggregate budget within their control. The Policy permits the reallocation of operating budget to cover a shortfall up to \$10,000 and reallocation of capital budget to cover a shortfall which cannot exceed 20% of the approved project budget to a maximum of \$75,000. Any other budget over run must be reported by the Director or Project Manager and approved by Council before the Award is made.

## **H. In Consultation With**

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Monica Quinlan, Director, Corporate & Financial Services

## **I. Public Engagement**

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The topic of this Staff Report has not been the subject of a Public Meeting and/or a Public Information Centre as neither a Public Meeting nor a Public Information Centre are required. However, any comments regarding this report should be submitted to Serena Wilgress, Manager of Purchasing & Risk Management [purchasing@thebluemountains.ca](mailto:purchasing@thebluemountains.ca).

## **J. Attached**

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n/a

Respectfully submitted,

Serena Wilgress,  
Manager of Purchasing & Risk Management

Monica Quinlan,  
Director of Corporate & Financial Services

For more information, please contact:  
Serena Wilgress,  
Manager of Purchasing & Risk Management  
[purchasing@thebluemountains.ca](mailto:purchasing@thebluemountains.ca)  
519-599-3131 extension 278

### Report Approval Details

Document Title:	CFS.26.017 Response to February 17 2026 Notice of Motion.docx
Attachments:	
Final Approval Date:	Mar 6, 2026

This report and all of its attachments were approved and signed as outlined below:

**Serena Wilgress - Mar 6, 2026 - 1:54 PM**

**Monica Quinlan - Mar 6, 2026 - 1:57 PM**