



Report
Staff Report
 The Corporation of the City of Brampton
 4/23/2025

Date: 2025-04-04

Subject: **Request to Begin Procurement – Supply, Installation, Removal and Maintenance of Winter Lights at Various Locations Citywide for a Three (3) Year Period**

Contact: Cheryl Duke, Supervisor, Parks Central Operations, Parks Maintenance & Forestry

Report number: Community Services-2025-311

RECOMMENDATIONS:

1. That the report from Cheryl Duke, Supervisor, Parks Central Operations, Parks Maintenance & Forestry to the Committee of Council Meeting of April 23, 2025, re: **Request to Begin Procurement – Supply, Installation, Removal and Maintenance of Winter Lights at Various Locations Citywide for a Three (3) Year Period**, be received; and
2. That the Purchasing Agent be authorized to commence the procurement for the supply, installation, removal and maintenance of winter lights at various locations citywide for a three (3) year period.

OVERVIEW:

- **The purpose of this report is to obtain Council’s authorization to commence the procurement for the supply, installation, removal and maintenance of winter lights at various parks and facilities for a three (3) year initial term with the option to renew for two (2) additional one (1) year periods.**
- **The current contract expires August 31, 2025 and a new contract is required to commence the scope of work for the installation of winter lights at nine locations throughout the city, including Ken Whillans Square, Gage Park, Flower City Community Campus, Mount Pleasant Square and Chinguacousy Park.**
- **Sufficient funding is available in the Parks Maintenance & Forestry Operating Budget to fund these initiatives.**

BACKGROUND:

Annually, the Parks Maintenance and Forestry Division oversees the supply, installation, removal and maintenance of winter lights at various parks and facilities across the city. Installation of the lights commence in November in preparation for the Winter Lights Festival, with removals in February.

The installation of the lights creates a festive atmosphere and serves as a popular tourist attraction, encouraging visitors and residents to experience the illuminated parks and facilities. This contributes to community engagement and supports local tourism during the winter season.

The current contract expires August 31, 2025.

CURRENT SITUATION:

The Parks Maintenance & Forestry Division is ready to begin the procurement process for the supply, installation, removal and maintenance of winter lights at various parks and facilities citywide for a three (3) year initial term with the option to renew for two (2) additional one (1) year periods.

The scope of work shall include the supply, installation, removal and maintenance of winter lights for various locations throughout the city, including Ken Whillans Square for the annual Tree Lighting Festival, Gage Park, Flower City Community Campus, Mount Pleasant Square and Chinguacousy Park.

CORPORATE IMPLICATIONS:**Financial Implications:**

Budget is available for this initiative from the following operating accounts:

200233.001.5302.0001

200212.001.5302.0001

Staff will ensure that sufficient funds are requested through the subsequent budget submissions for the duration of the contract, subject to Mayors' budget approval.

Other Implications:**Purchasing Implications**

A public Procurement Process will be conducted. Purchase approval shall be obtained in accordance with the Purchasing By-law. All communication with bidders involved in the procurement must occur formally, through the contact person identified in the appropriate procurement document.

STRATEGIC FOCUS AREA:

Health & Well-being: Focusing on citizens’ belonging, health, wellness, and safety, by continuing to design, build and maintain community assets that will encourage active and healthy lifestyles, while improving the mental health of all ages and abilities.

CONCLUSION:

This report recommends that the Purchasing Agent be authorized to commence the procurement as identified in this report.

Authored by:

Reviewed by:

Cheryl Duke
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Parks Maintenance & Forestry

Ed Fagan
Director
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Approved by:

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