



# The Corporation of the Town of Milton

Report To: Council

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From: Barbara Koopmans, Commissioner, Planning and Development

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From: Troy McHarg, Interim Commissioner, Corporate Services

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Date: March 4, 2019

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Report No: PD-014-19

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Subject: Master Environmental Servicing Plan Fieldwork Program in support of the Britannia West Secondary Plan Program.

**Recommendation:** **THAT the Mayor and Acting Town Clerk be authorized to execute a funding agreement between the Town and the Milton Phase 4 (West) Landowners Group Inc. for the acceleration of the fieldwork program for the Master Environmental Servicing Plan (MESP) to 2019 as requested by the Landowners Group and described in this report, subject to the satisfaction of the Chief Financial Officer/Treasurer and the Town's Solicitor;**

**AND THAT Council approve a new capital project for the advancement of the Master Environmental Servicing Plan fieldwork program from the 2020 capital budget forecast in support of the Britannia East/West Secondary Plan Area, C90019719 Britannia E/W – MESP, in the amount of \$376,350 funded from Developer Liabilities;**

**AND THAT Council approve the single source award to Wood Environment & Infrastructure Solutions (Wood) to undertake the Britannia West Master Environmental Servicing Plan Fieldwork Program in the total amount of \$290,783 (exclusive of HST);**

**AND THAT the Manager, Purchasing and Risk Services be authorized to execute the contract(s) with Wood, as outlined by the Purchasing By-law, and the Mayor and the Acting Town Clerk be authorized to sign any required documents.**

## EXECUTIVE SUMMARY

- The Milton Phase 4 (West) Landowners Group has expressed interest in funding the acceleration of the fieldwork program to support the Master Environmental Servicing Program to 2019.



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- The Town will reimburse the Landowners Group from Administration Development Charges at such time when the actual costs of the works are approved by Council through the Capital Budget Process.
- This Report recommends that Council approval a single source award to Wood Environment & Infrastructure Solutions (Wood) in the amount of \$290,783 to undertake the environmental fieldwork in support of the Britannia West Secondary Plan.

## REPORT

### Background

The Town initiated the environmental planning process for the Sustainable Halton Lands through the commencement of the South Milton Urban Expansion Area Subwatershed Study. The purpose of the Subwatershed Study is to assess environmental features, provide recommendations for the protection and management of these features, as well as recommend an implementation and monitoring plan that can be realized through the Secondary Plan(s) and future area specific studies. The Subwatershed Study was awarded to AMEC Foster Wheeler Americas Limited (renamed Wood Environment and Infrastructure Solutions) in January of 2016 through a competitive process at an amount of \$1,887,795 (Staff Report CORS-006-16). This work is ongoing and targeted for completion in Q2 2019.

While the Subwatershed Study will inform the secondary planning process, a further iteration of this work is required to provide more detailed environmental inputs in the form of a Master Environmental Servicing Plan (MESP).

The 2019 budget provides for resources to initiate the Britannia East/West Secondary Plan work plan and develop the request for proposal for consulting services to ensure the Town has the ability to move forward with the full secondary plan program in 2020. The 2020 budget forecast identifies funding for the secondary plan including studies focusing on transportation, water and wastewater servicing, parks and open space, urban design and a complete MESP.

A landowners group, Milton Phase 4 (West) Landowners Group Inc., with significant land holdings in this area has been formed and is interested in advancing the fieldwork program in support of the MESP. Town staff in Corporate Services, Engineering and Planning have met with the Landowners Group to negotiate a funding agreement for an initial set of fieldwork studies that are critical to support the development of a complete MESP for the Britannia East/West secondary plan area.

This report further provides Town staff's recommendation for the award of the MESP Fieldwork Program to Wood Environment and Infrastructure Solutions (formerly AMEC



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Foster Wheeler Americas Limited) as this work builds upon the Subwatershed Study and MESP work currently underway in the Trafalgar Corridor.

## Discussion

Multi-seasonal assessments (spring, summer and fall) of natural systems (terrestrial and aquatic) and water movement / contributions including surface and ground water are vital to understand the sensitivities of the respective systems to guide appropriate management practices. Regulators such as Conservation Halton, Ministry of Natural Resources and Forestry and the Region of Halton require fulsome data over multiple seasons and years to be able to confidently characterize the lands and their resources. The Subwatershed Study collected two years of data and it is proposed that the MESP collect the third year of data per the requirements of the regulators.

To support the preparation of the secondary plan, it is important that the MESP-related field work begin in the spring of 2019. Given the work Wood has undertaken with respect to the Subwatershed Study for the same geographic area, and their MESP work in the Trafalgar Corridor, utilizing their services for the MESP Fieldwork Program provides for continuity and efficiencies.

The proposed work plan involves extensive field investigations including wildlife, vegetation, and hydrologic assessments.

The preparation of the full MESP was projected in the Town's 2019 capital budget forecast for the year 2020. To proceed with the supporting fieldwork program in 2019, the Landowners Group have approached the Town with an offer to initially fund 100% of the cost of this work in order to minimize the impact on the Town's cash flow. The landowners will be reimbursed by the Town at such time as Council has approved the related works as part of the annual budget process. Key elements of the agreement are expected to include:

- The trustee representing the Landowners Group will hold securities for the total estimated costs of the fieldwork program as the study is undertaken by the Town.
- Once the fieldwork program is commenced, the Town will provide invoices to the trustee for the actual costs incurred and the trustee will remit payments to the Town within thirty (30) days.
- The Town will repay the Landowners Group within sixty (60) days of Council approval of the capital budget that includes the actual costs for the MESP fieldwork program.
- The technical consultants of the Landowners group will be afforded the opportunity to participate on the Steering Advisory Committee and the Technical Advisory



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Committee which are to be established to guide and coordinate the carrying out and completion of the MESP fieldwork program.

- The Landowners group will pay the Town's user fee that provides for the legal and administration costs associated with this form of agreement.

At the time of writing this report Town staff are working through agreement language with the Landowners Group. External legal counsel has been retained by the Town and has been involved in this process, and finalization of the agreement will be subject to the satisfaction of both legal Counsel and the Town's CFO/Treasurer.

Upon finalization of the agreement and confirmation that the Trustee has collected the securities, the Town will finalize the award to the consultants for the fieldwork. For the reasons noted above, Planning staff have received a proposal from Wood to undertake the required scope of work. That proposal, including the related upset limit of \$290,783 (exclusive of HST), has been reviewed by Planning staff and is therefore being recommended for award.

## Financial Impact

The recently approved 2019 Capital Budget and Forecast projected the Master Environmental Servicing Plan (MESP), and associated environmental fieldwork, for the Britannia East/West Secondary Plan in the year 2020. This funding agreement is a fundamental component in accelerating the planning for growth in the Britannia East/West Secondary Plan area in 2019. Through the Agreement, the Milton Phase 4 (West) Landowners Group will initially fund 100% of the costs of the fieldwork program to support the future MESP. Following Council approval of funding for the works through the annual budget process, the members of the Landowners Group will be reimbursed through Administration Development Charges.

It is recommended a new capital project, C90019719 Britannia E/W – MESP, be approved in the amount of \$376,350 as detailed in the following table:

	<b>Amount</b>
Other Professional Fees (inclusive of non-refundable HST)	\$ 295,902
Contingency (10% of Other Professional Fees)	29,590
Project Management Recovery	44,385
Capital Surcharge	6,473
<b>TOTAL Expenses</b>	<b>\$ 376,350</b>
Developer Liabilities	376,350
<b>TOTAL Revenues</b>	<b>\$ 376,350</b>

Although drawing from the Administration Development Charge Reserve Fund for the future repayment to the Landowners Group will further increase the reserve fund deficit,



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the Town's combined Development Charge reserve funds (excluding services related to a highway) are in a positive position. The shortfall in the Administration Development Charge Reserve Fund will be included in the next Development Charge Background Study and will be funded through future development charge collections.

Respectfully submitted,

Barbara Koopmans, MPA, MCIP, RPP, CMO  
Commissioner, Planning and Development

Troy McHarg  
Interim Commissioner, Corporate Services

For questions, please contact:	Jill Hogan, MCIP, RPP Director, Policy & Urban Design	Phone: Ext. 2304
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Attachments
None.

CAO Approval  
William Mann, MCIP, RPP, OALA, CSLA, MCIF, RPF  
Chief Administrative Officer