



# The Corporation of the Town of Milton

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Report To: Council

From: Jill Hogan, Commissioner, Development Services  
Glen Cowan, Chief Financial Officer / Treasurer

Date: October 23, 2023

Report No: DS-044-23

Subject: Britannia Secondary Plan - Scope Change and Budget Increase

**Recommendation:** THAT Council authorize a contract increase of \$384,909 (exclusive of HST) to Malone Given Parsons Ltd. to complete the updates required to the Britannia Secondary Plan for a change in scope to accommodate population growth beyond the 2031 planning horizon.

AND THAT Council authorize a budget increase of \$391,684 for other professional fees for the Britannia Secondary Plan funded from long-term developer debt under the terms of the existing Milton Phase 4 (West) Secondary Plan Studies Funding and Reimbursement Agreement, as summarized in the financial impact section.

AND FURTHER THAT the Manager, Purchasing and Supply Chain Management be authorized to execute the contract changes, as outlined by the purchasing by-law.

## EXECUTIVE SUMMARY

- This report is seeking Council direction to increase the budget of the Britannia Secondary Plan by \$391,684 to update the draft Secondary Plan and its background studies to accommodate an additional 11,000 residents within the Secondary Plan Area for a total of 57,400 residents.
- The Milton Phase 4 (West) Landowners Group Inc. has agreed that the Britannia Secondary Plan should be planned to accommodate the additional 11,000 residents and has agreed to fund the budget increase under the terms of the existing Milton Phase 4 (West) Secondary Plan Studies Funding and Reimbursement Agreement.

## EXECUTIVE SUMMARY

- As per Section 10.1 of the Purchasing By-law No. 061-2018, Council approval is required.

## REPORT

### Background

The Britannia Secondary Plan Area is part of the Urban Expansion Area lands that were identified and approved through Regional Official Plan Amendment 38 (ROPA 38), also known as the “Sustainable Halton Plan”, which was Halton Region’s growth management conformity exercise with the 2006 Provincial Growth Plan for the Greater Golden Horseshoe (the Growth Plan). The Urban Expansion Area lands were required to accommodate population and employment growth in the Town of Milton to 2031, to achieve conformity with the 2006 Growth Plan and to be consistent with both the Regional and Municipal growth management strategy.

To establish a detailed planning framework and development concept for infrastructure and land use for this area, the Town initiated the Britannia Secondary Plan process in June 2020. As part of the Secondary Plan process, as mandated by the Town’s Official Plan policies, the following background studies are required to be completed:

- a) Planning Policy Directives
- b) Secondary Plan Area Concept Plan/Land Use Plan
- c) Population, Employment and Housing Analysis (including affordable and assisted housing)
- d) Community Facility and Human Services Impact Analysis
- e) Parkland and Recreational Facility Strategy
- f) Green Innovation Community Assessment
- g) Urban Design Guidelines
- h) Retail/Commercial Assessment
- i) Cultural Heritage Plan (Heritage Resource Assessment)
- j) Transportation Plan
- k) Area Servicing Plan
- l) Air Quality Assessment
- m) Real Estate Market Analysis
- n) Archaeological Assessment
- o) Agricultural Impact Assessment

## Background

### p) Inputs for Fiscal Impact Study

Prior to proceeding with the background studies and the planning process for the Britannia Secondary Plan, the Town entered into a funding agreement with the Milton Phase 4 (West) Landowners Group Inc. (the Landowner Group) to fund the completion of the required background studies. Council authorized the execution of the funding agreement through staff report DS-011-20.

In 2020, Staff issued a competitive request for proposal (RFP) to the open market to procure a consulting firm to prepare the Britannia Secondary Plan. Through CORS-035-20, the RFP was awarded to Malone Given Parsons in the amount of \$908,372 (exclusive of HST). Change orders in the amount of \$37,450 (exclusive of HST) and \$118,510 (exclusive of HST) (PDA-072-22 / CORS-073-22) have been issued to-date. The current contract total is \$1,064,332 (exclusive of HST).

Drafts of the background studies were completed in mid-2022. Based on the findings and recommendations of the draft background studies, a draft Britannia Secondary Plan was presented to Council and the public for comment at a Public Meeting on July 18, 2022 (staff report DS-082-22).

Since the July 2022 Public Meeting, Town Staff and the Consulting Team have been reviewing comments received and continuing the consultation with key stakeholders including the Landowner Group.

## Discussion

The June 2022 Draft Britannia Secondary Plan is currently planned to accommodate approximately 46,400 residents. The 2022 Draft Secondary Plan population was based on the Town's growth forecast to 2031 under the Region's Sustainable Halton Plan (ROPA 38). In November 2022, the Province approved Regional Official Plan Amendment 49 (ROPA 49). ROPA 49 projects the forecasted growth to be accommodated to 2051, to be consistent with the 2019 Provincial Growth Plan for the Greater Golden Horseshoe.

In addition to the changes to the Provincial and Regional planning framework, there have also been significant changes in the housing market over the last couple of years. In May 2023, the Town received comments from the Landowner Group proposing an estimated population of 53,000 for the Britannia Secondary Plan Area.

Taking into consideration the changes to the planning framework and the comments from the Landowner Group, the Town's Consulting Team reviewed the land use analysis and right-



**Discussion**

sized the population for the Britannia Secondary Plan Area to accommodate growth beyond 2031. The Consulting Team estimate that an additional 11,000 residents can be accommodated within the Britannia Secondary Plan Area, for a total of 57,400 residents. The Landowner Group has agreed that the Britannia Secondary Plan should be planned to accommodate an additional 11,000 residents.

To ensure there are sufficient community facilities, infrastructure, retail/commercial space and other community amenities to serve an increased population, the majority of the background studies for the Secondary Plan need to be updated. The Consulting Team has provided a budget estimate of \$384,909 (exclusive of HST) for the scope of work required to complete the Secondary Plan based on an increased population. In addition to updating/refining the background studies, the scope of work for the budget increase also includes additional consultations with the public and stakeholders, and updating/completing the Secondary Plan and its schedules.

The Landowner Group has reviewed the scope of work and budget estimate for the increased population and has agreed to fund the budget increase of \$391,684 (inclusive of HST) under the terms of the existing Milton Phase 4 (West) Secondary Plan Studies Funding and Reimbursement Agreement.

Should Council approve this scope change and budget increase, Town Staff and the Consulting Team will proceed to update the background studies and complete the Secondary Plan process based on the increased population. It is estimated that the remainder of the process will take approximately 6 months to complete.

The new contract total will be \$1,449,241 (exclusive of HST).

**Financial Impact**

The additional works identified above will result in an overall increase in the professional fees contracts of the Britannia Secondary Plan project budgets summarized as follows:

	Approved Budget	Requested Budget	Budget Amendment
C90019020 Britannia Water & Wastewater Plan	\$ 176,310	\$ 258,379	\$ 82,069
C90019220 Britannia Transportation Plan	148,386	250,248	101,862



**Financial Impact**

C90019420 Britannia Secondary Plan/Urban Design Guidelines	706,863	897,471	190,608
C90019520 Britannia Parks & Open Space	51,485	68,629	17,144
<b>Total</b>	<b>\$ 1,083,044</b>	<b>\$ 1,474,727</b>	<b>\$ 391,684</b>

1. Approved Budget includes all previously approved budget amendments for Other Professional Fees.
2. The above table includes the non-refundable portion of HST (1.76%).

This budget increase will be initially funded by the Landowners as required under the Milton Phase 4 (West) Secondary Plan Studies Funding and Reimbursement Agreement dated May 13<sup>th</sup>, 2020, executed under the authority of report DS-011-20. Under the Agreement, the Participating Owners are responsible for funding of the works and have agreed to fund the additional costs identified herein.

The agreement provides for a potential lump-sum repayment of the actual study costs to the Landowners provided that the Town is permitted and has chosen to include the actual study costs in a future Town Charge By-law. Recent changes to the Development Charges Act through *Bill 23: More Homes Built Faster Act, 2022*, have removed growth studies as a development charge eligible expense. As such, it is unlikely the Town will be able to include these costs in a future development charge by-law and a funding source for the potential repayment is currently uncertain.

The Landowners have been made aware of the legislative changes and the impact on their reimbursement of the Actual Study Costs. As per the financial agreement, the Town will investigate alternative funding sources for repayment to the landowners but the Town is under no obligation to provide such reimbursement if a suitable alternative funding source is unavailable.

As a result, there is no anticipated long-term financial impact to the Town of the additional works.

Respectfully submitted,

Jill Hogan  
Commissioner, Development Services

Glen Cowan  
Chief Financial Officer / Treasurer



For questions, please contact:

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Approved by CAO  
Andrew M. Siltala  
Chief Administrative Officer

### Recognition of Traditional Lands

The Town of Milton resides on the Treaty Lands and Territory of the Mississaugas of the Credit First Nation. We also recognize the traditional territory of the Huron-Wendat and Haudenosaunee people. The Town of Milton shares this land and the responsibility for the water, food and resources. We stand as allies with the First Nations as stewards of these lands.