



REPORT

TO: Mayor Lawlor and Members of Council

FROM: Ivan Drownitski, Transportation Planning Coordinator

DATE: June 19, 2024

REPORT NO.: TPW-2024-009

SUBJECT: Mobility Master Plan Draft Terms of Reference

RECOMMENDATION:

THAT Report No. TPW-2024-009, dated June 19, 2024, regarding the Mobility Master Plan Draft Terms of Reference, be received;

AND FURTHER THAT Council approve the attached Draft Terms of Reference outlining the scope of the review and process for the Mobility Master Plan Project;

AND FURTHER THAT Council authorize the issuance of a Request for Proposal for consultant services to support Transportation staff with the Mobility Master Plan Project, based generally on the Draft Terms of Reference attached to this report subject to any minor changes as may be required.

KEY POINTS:

The following are key points for consideration with respect to this report:

- The purpose of this report is to share with Council the Draft Terms of Reference that have been prepared to undertake an update to the Town's previous Transportation Master Plan (TMP).
- The Draft Terms of Reference, attached as **Appendix A** to this report, provide the basis to issue a Request for Proposal to retain a qualified consultant to support Town staff with delivering the project which outlines the proposed project scope, process, and timeline for the review.
- The Town's most recent Transportation Master Plan (now identified as Mobility Master Plan) was completed in 2011. It is common for many municipalities to undertake a Mobility Master Plan (MMP) update every 5 years to define their

long-term transportation objectives as a supplement to transportation needs identified through the Official Plan review process.

- The MMP identifies the Town's long-term transportation vision, strategic objectives, policy directions, and infrastructure needs to support Town growth. It will further strengthen alignment with the planned urban & rural transportation network. The updated MMP will leverage the successes of the 2011 TMP while ensuring the document remains relevant until the next update.
- The process will include a significant amount of community engagement and is proposed to follow an 18 to 24 month work plan into eight (8) tasks (further outlined below).

BACKGROUND AND DISCUSSION:

The development of the Mobility Master Plan will position Halton Hills for the next phase of community building to a planning horizon year of 2051. The transportation planning principles are to provide travel choices as alternatives to a car, optimizing the right-of-way for multiple modes, and to establish a "mobility-friendly" decision-making framework.

While the need to accommodate the movement of vehicular traffic should not be hindered, it is important to incorporate other modes of travel. The Mobility Master Plan will build upon and integrate other approved strategies and plans including active transportation, transit, goods movement, and automobile travel within Halton Hills from present day to the planning horizon of 2051.

Since the last Transportation Master Plan was completed, many Town-initiated master plans and strategies have been completed or are being undertaken by departments across the Town in areas of transportation, planning, climate change, community services, cultural heritage, economic development, fire and infrastructure. The results and recommendations of these initiatives related to land use planning and road infrastructure will be incorporated into the development of the Town's MMP.

Project Goals and Objectives

The new Mobility Master Plan will consider many facets involved in transportation planning and develop a path forward to support population and employment growth while establishing principles and implementation tools that will position the Town to successfully plan to the year 2051. The MMP Project will result in a concise forward-looking master plan that will:

- Assess the travel needs of residents and provide them with mode choices
- Foster a healthy community by supporting healthy and active lifestyles
- Support economic growth in the industrial/commercial sectors/areas while providing appropriate routes for truck traffic
- Identify key infrastructure requirements to build and maintain the system for forecast years of 2026, 2031, 2036, 2041 and 2051

- Integrate Transportation principles relating to safety, access, mobility and the environment

This plan will emphasize a sustainable design-based approach in order to make recommendations for policy and projects for a more sustainable, equitable, green, attractive, healthy and safe Town.

Scope of Work

The Mobility Master Plan will be completed in eight (8) major tasks. A detailed overview of the project phases and deliverable are included under **Section 5** of the Draft Terms of Reference (see **Appendix A**).

Task 1 – Project Kick Off

Task 2 – Establishing the Vision and Values

Task 3 – Background Review, Issues Identification, Analysis and Emerging Direction

Task 4 – Technical Assessment & Network Analysis

Task 5 – Transportation Demand Management (TDM) Guideline Development

Task 6 – Implementation, Recommendation & Monitoring

Task 7 – Costing, Funding & Financing

Task 8 – Project Completion

Other Local Strategies/Priorities

Through the review of the Mobility Master Plan, specific consideration will be given to Town initiatives including Council's Strategic Plan Objectives and the Official Plan Review. The MMP Project will be coordinated with the Official Plan (OP) Review, exploring growth scenarios, and through the processes of developing strategic visioning and policy development.

The Consultant will work with the Official Plan project team to align with the overall vision for the community and coordinate community engagement and outreach events.

Project Management and Committees

Under the direction of the Director of Transportation, the Town's Project Manager will manage, coordinate, and supervise the MMP Project. The MMP will be guided by the Growth and Infrastructure Committee (Special Committee of Council), Active Transportation Committee, Technical Advisory Committee, Steering Committee, and a Community Working Group. These committees and working group will provide guidance throughout the duration of the work plan.

Technical Advisory Committee

The Technical Advisory Committee will be established consisting of, but not limited to, the following key representatives:

- Ministry of Transportation Ontario (MTO)
- Metrolinx
- The Niagara Escarpment Commission
- Halton Region & Peel Region

- Wellington County
- Towns of Milton, Oakville, Caledon & Erin
- Cities of Mississauga, Brampton, Burlington
- 407 Electronic Toll Route (ETR)
- Railway Companies
- Conservation Authorities
- Halton District School Board
- Halton Catholic District School Board
- Other public agencies, as determined appropriately

The role of the Technical Advisory Committee is as follows:

- Review project deliverables and provide comments during the study process
- Assist with issue identification and resolution
- Members to liaise with their respective organizations to ensure study awareness and to provide one-window coordination on behalf of their organization
- Provide data input
- Meet on a regular basis to monitor the progress of the study

Steering Committee

A Steering Committee comprised of key Town staff from other departments will provide direction during the course of this project. The Steering Committee may include staff members from the following divisions:

- Climate Change & Asset Management
- Purchasing
- Corporate Communications
- Planning Policy
- Heritage Planning
- Parks & Open Space
- Development Engineering
- Transportation
- Engineering & Construction
- Public Works

Community Working Group:

The Community Working Group (CWG) will be comprised of selected members of the community and special interest groups, including, but not limited to, the following:

- Chamber of Commerce
- Neighbourhood Associations
- Business Improvement Areas
- Local Businesses
- Halton Hills Agricultural Round Table
- Seniors/Youth Groups
- Developers and Landowners

- Interested Individual Residents-At-Large

Composition of the CWG will be confirmed upon project initiation. The role of the CWG is to bring together community resources, and to provide local knowledge and input at key stages of the project and/or on key issues.

Council Engagement

Council Members will be engaged throughout all project phases via Council Reports, presentations, and workshops. Updates to Council via reports, presentations and workshops will be scheduled as required to engage and inform Council of key project milestones throughout the duration of the project

Community Engagement

Community engagement and public participation will form a critical component of the MMP Project. During the initial phase of the project the consulting team will prepare a Community Engagement Strategy for the project, which will guide consultation and engagement throughout the duration of the project. The Community Engagement Strategy will conform to the Town's Public Engagement Charter and align with Accessibility for Ontarians with Disabilities Act.

The Consultant will work closely with Communication staff regarding the strategy, promotion, and execution of the engagement strategy. Additional information on the Community Engagement Plan requirements can be found in **Section 7.0** of the Draft Terms of Reference.

STRATEGIC PLAN ALIGNMENT:

This report identifies a safe and welcoming community as one of the Town's Strategic priorities.

RELATIONSHIP TO CLIMATE CHANGE:

This report impacts and/or helps address climate change and the Town's Net Zero target through climate mitigation.

PUBLIC ENGAGEMENT:

Public Engagement will be required; consultation with Communications staff to follow.

INTERNAL CONSULTATION:

Transportation staff have consulted with Climate Change & Asset Management, Communications, Development Engineering, Economic Development, Finance,

Recreation and Parks, and Transportation Divisions. Their input has been considered through the preparation of the Draft Terms of Reference.

FINANCIAL IMPLICATIONS:

This report will be funded through an existing approved budget source.

A total budget of \$500,000.00 (6100-22-0102) has been approved to cover the costs associated with the completion of the Mobility Master Plan Project.

Reviewed and approved by,

Maureen Van Ravens, Director of Transportation

Bill Andrews, Commissioner of Transportation & Public Works

Chris Mills, Chief Administrative Officer