



Appendix A.7

Meeting Minutes

Conservation Halton Meetings



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Minutes of Meeting

Date of Meeting	February 3, 2011	1:30pm	Project Number 114613
Project Name	Trafalgar Road Improvements – Cornwall Road to Highway 407		
Location	Conservation Halton		
Regarding	Conservation Halton Comments		
Attendees	Nick Zervos, Halton Region; Melissa Green-Battiston, Halton Region; Matt Krusto, Halton Region; Leah Smith, Conservation Halton; Lesley Matich, Conservation Halton; Samantha Mason, Conservation Halton; Janette Brenner, Conservation Halton; Tom Williams, AECOM; Jillian deMan, AECOM		
Distribution	all		
Minutes Prepared By	Jillian deMan and Tom Williams		

PLEASE NOTE: If this report does not agree with your records of the meeting, or if there are any omissions, please advise, otherwise we will assume the contents to be correct.

1. Introductions

	Action
Nick Zervos initiated round-table introductions.	
Melissa Green-Battiston reviewed the status of both Trafalgar and Dundas projects, including that the schedules are being coordinated. The separate Dundas studies are now consolidated. Workshops and public consultation will occur at one time. Workshops will be structured so that participants could attend only for specific elements, if desired. Study completion is expected in 2012.	

2. Response to CH Comments

	Action
<i>A handout was provided by AECOM of the CH comments (from 07 July 2010) and proposed responses.</i>	
The first item discussed was the request for 120m of study area (which was a Provincial change). When the study started, the requirement was for 50m and the scope of work was written and priced for 50m.	
Lesley Matich (CH) suggested a desktop review from the North Oakville study. Additional on-the-ground work would not be expected. Add text to the report that the project initiation occurred prior to the Provincial change that asked for 120m of	Jd

survey.	
A site visit was suggested for late April or early May 2011	
Permits were briefly discussed. With DFO, may or may not need a permit to realign the creek. (This would typically be addressed in detailed design just prior to the construction phase.) MNR may require a permit for endangered species.	

3. Reviewing the Handout

	Action
<p>Reviewing the handout:</p> <ul style="list-style-type: none"> Section 1.4 – Both terrestrial and aquatic ecologists are on the team. Section 4 – Flooding hazards should be added to the description of existing environment. Suggested reviewing all “natural hazards.” Section 4.1 Data Collection – Jill deMan will check if the team has the suggested resources. Mention was made that the town could have information that supersedes the drainage studies mentioned. The information will be reviewed in the planning phase. Section 4.1 Description of Existing Environment – the Natural Environment report and ESR should show the information from the North Oakville Creeks Sub-Watershed Study on the drawings. If the Morrison-Wedgewood Diversion Channel is within the ROW, it should be surveyed. There should be a clarification between the 50m limit of assessment and the 120m illustrative study area corridor. Assessment beyond 50m should be desktop only as the watershed study has all the necessary information. A question was asked whether wildlife surveys were done or will be needed (potentially for the preferred alternative solution). Jill indicated that the wildlife survey to date was by the atlas and incidental observation. Detail had not been done. Section 4.2.3.1 – The watercourse crossings should be discussed in preliminary engineering and the ESR. Need to determine if the creek can be relocated within the ROW. Section 4.2.4.2 – The enclosed West Morrison Creek location should be defined. CH wants to know if the creek can be daylighted. This should be discussed in the ESR. Section 4.3.1 – There should be information in the sub-watershed study to help update the ESR. Section 4.3.2 – There was discussion of a source for locally rare species. The reference should be noted, but if the project is not affecting (the 	<p>Jd</p> <p>Jd</p>

<p>woodlands), further studies are not required.</p> <ul style="list-style-type: none"> Appendix C – CH would like data now to evaluate alternatives. Aquatic sample times and days should be provided. The specifications for survey methods state the sample should be during the third day of a heat wave in the afternoon. Additional Information – ELC community codes were discussed. Since most impacted trees were planted street trees, it would be possible to convert to ELC codes. However, per Lesley, the street trees are not worthwhile converting. ELC mapping of the sub-watershed should be included. The field data sheets should be in the report. Need enough habitat mapping at each street crossing to adequately evaluate the alternatives. CH would prefer open-footed culverts. This would be a typical EA commitment. The recommended alternate for stream crossings should be included in the 30% preliminary plans. (Note that there was discussion of “alternatives” meaning whether BRT should be running on the median or curb, and “alternatives” meaning evaluation of specific culvert crossings (examining potential for perpendicular crossing and open-footed culverts spanning the meander zone. The latter is typically handled later in design, but some of this detail would influence evaluation of impacts.) Potentially, the preferences for crossings could be incorporated in preliminary design so that the costs and impacts are taken into account. Habitat mapping should be included in the ESR in order to evaluate impacts of alternatives. For the creek north of Dundas, ideally, its relocation should occur once, covering both the BRT project and the North Secondary development. However, this may not be possible and an interim stage may be needed. 	
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Minutes of Meeting

Date of Meeting	May 9, 2011	1:00 pm	Project Number	60119993
Project Name	Trafalgar Road Improvements – Cornwall Road to Highway 407			
Location	Trafalgar Road Corridor Study Area			
Regarding	Conservation Halton Site Review			
Attendees	Nick Zervos, Halton Region; Matt Krusto, Halton Region; Leah Smith, Conservation Halton; Lesley Matich, Conservation Halton; Samantha Mason, Conservation Halton; Janette Brenner, Conservation Halton; Tom Williams, AECOM; Nicola Lower, AECOM, Paula Neto, AECOM			
Distribution	All			
Minutes Prepared By	Paula Neto and Tom Williams			

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	Action
The project team met with Conservation Halton on-site to review specific areas of interest including:	
Trafalgar Road, south of Dundas Street watercourse crossing <ul style="list-style-type: none"> - compensation for flood storage will be required in this area if widening into the floodplain - the requirement for a vertical retaining wall will be confirmed through geotechnical investigations – it may encroach into the regional floodplain therefore a permit would be required - the Town will be consulted regarding sidewalks in this area - it is possible the road width will not change in this area because the buses turn west at Dundas Street 	
Trafalgar Road, north of Dundas Street <ul style="list-style-type: none"> - The total widening for the curb options would be 7.5m; greater than 7.5m if median - Fish habitat is present in this watercourse 	
West side of Trafalgar Road south of radio tower/vet hospital <ul style="list-style-type: none"> - Presence of blue designated creek therefore will be moved with future development - Provide a discussion of interim watercourse plans if land development is to occur later - If shifting the responsibility of creek realignment onto another property owner/developer into the future, this must be documented in the ESR 	

East side of Trafalgar, South of Dundas <ul style="list-style-type: none"> - Remediation/ maintenance of creek bank is required in this area (e.g. removal of snow/sediment fencing) 	
Woodlot north of Marlborough <ul style="list-style-type: none"> - there will be zero encroachment into the woodlot – provide proper designation of the woodlot (if any) in the ESR; Conservation Halton felt it would be significant based on the size and presence of a watercourse - potential exists for impacting 12-13 homes in this area as well as an underground parking structure; these impacts will be reviewed at the alternative design stage 	
North of Iroquois Shore <ul style="list-style-type: none"> - No road widening required here – existing 6 lane configuration - Rehabilitation of the pavement surface, possible signal modifications may occur - Constraints include the QEW, midtown redevelopment and Oakville Town Hall redevelopment 	



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Minutes of Meeting

Date of Meeting	March 5, 2013	Start Time	10:00 am	Project Number	60119993
Project Name	Trafalgar Road (Regional Road 3) Corridor Improvements Class EA Cornwall Road to Highway 407				
Location	Halton Conservation, 2596 Britannia Road West, Burlington				
Regarding	Project Update on Fluvial Geomorphology Report, Natural Environment Investigations and Stormwater Management				
Attendees	Matt Krusto, Halton Region Melissa Green-Battiston, Halton Region Bob Wicklund, Halton Region Leah Smith, Conservation Halton Kim Barrett, Conservation Halton Erik James Conservation Halton Janette Brenner, Conservation Halton	Philip Kelly, Town of Oakville Tricia Collingwood, Town of Oakville Sheri Harmsworth, AECOM Janelle Weppler, AECOM Marianne Pushkar, AECOM Jill Deman, AECOM Corinne Latimer, AECOM			
Distribution	Nick Zervos, Mike Delsey, Kristina Parker, Nicola Lower				
Minutes Prepared By	C. Latimer				

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	Action
1. Introductions Matt Krusto initiated introductions.	
2. Project Overview <ul style="list-style-type: none"> Sheri Harmsworth provided an overview of the study. The Public Information Centre (PIC) is tentatively scheduled for the spring; however this timing is dependent on the timing of other studies being completed by the Town of Oakville and Metrolinx. Filing of the Environmental Study Report (ESR) is expected to occur by the end of 2013. Melissa Green-Battiston noted that the Town of Oakville's Midtown EA will be tying into the Trafalgar Road Class EA, with respect to the BRT connections south of Lehighland Avenue/Iroquois Shore Road into the GO Station at Cross Avenue. 	
3. Specialist Studies a) <i>Fluvial Geomorphology Report</i> <ul style="list-style-type: none"> Marianne Pushkar provided an overview of the creek crossings within the study limits and provided a key map listing the nine culverts. Marianne noted that Conservation Halton (CH) previously commented on the 	



opportunity for day lighting West Morrison Creek. AECOM cannot confirm if this is possible because the depth of the buried culvert in the valley is unknown. Janette Brenner asked if the valley adjacent to Trafalgar Road was owned by Halton Region or the Town of Oakville. AECOM will confirm.

- Marianne provided additional detail on the three (3) East Morrison Creek Tributary culverts (C4-C6) north of Dundas Street crossing Trafalgar Road. Five (5) alternatives were presented on realigning the creek in order to address the impacts of widening Trafalgar Road. They include:
 - Do Nothing
 - Maintain general configuration – relocate Creek into new ditches with road widening
 - Keep Creek on west side of Trafalgar Road
 - Keep Creek on east side of Trafalgar Road as a ditch
 - Keep Creek on east side of Trafalgar Road and introduce meandering form
- It was noted that the East Morrison Creek Tributary functions as a headwater stream, contributes sediment and organic material; Jill Deman indicated that the creek contains small bodied fish, and portions of it are a Provincially Significant Wetland (PSW). The PSW includes a number of introduced and invasive species along the creek.
- CH noted that their preference is Alternative 5 – keep the creek on the east side of Trafalgar Road and introduce meandering form. If that is not possible, Alternative 3 – keep Creek on the west side of Trafalgar Road is their second preference. Alternative 3 is less preferred because it will have greater property impacts on the west side of Trafalgar Road. It was discussed that further consultation with the adjacent landowners and CH would be required in order to select a preferred alternative.

Surface Water Discussion

- CH noted that Halton Region, Town of Oakville and CH will need to meet with Green Ginger and Minto to discuss the creek realignment and potential property impacts. Halton Region will set up this initial meeting as part of the alternative assessment process.
- CH noted that they will comment formally on Minto's EIR/FSS at the end of March, and recommended that the Town of Oakville should not approve the development until the Trafalgar Road right-of-way and creek realignment has been determined.
- Philip Kelly asked if the hydraulic capacity (level of service) had been confirmed for culverts located at and immediately north of Dundas Street. Janelle Weppler noted that AECOM has looked at the 25 year and Regional storm events (only 2-year, 25-year and Regional storm event available in existing HEC-RAS model) and the existing culverts C4 and C5 overtop during the Regional storm event. The overtopping follows the creek but also floods the Trafalgar Road and Dundas Street intersection. Janette noted that there are three (3) different versions of floodplain mapping. Note that one version of the mapping shows flooding of the intersection (data provided by Town of Oakville 2013-01-31) and another version of the mapping does not show

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<p>flooding (data provided by Conservation Halton 2011-08-12). Janelle will contact Janette Brenner at CH to confirm modelling.</p> <ul style="list-style-type: none"> The NOCSS has a meander belt of 40m for East Morrison Creek; AECOM will confirm the meander belt for the tributary and prepare a conceptual plan when the final hydraulic model has been completed. The evaluation of the five (5) creek realignment alternatives will be a multidisciplinary evaluation completed by AECOM and will include CH's comments from this meeting. A timeline for the completion of the Fluvial Geomorphology Report will be established when the modelling has been confirmed with CH. 	<p>AECOM AECOM AECOM</p>
<p><i>b) Natural Environment Report</i></p> <ul style="list-style-type: none"> Jill Deman provided a summary of field investigations completed to January 2013 and the SAR Screening identifying potential Species at Risk within 1 km of the study area. Jill noted that the field survey was completed for 120m of the right-of-way, where permitted. The Natural Environment Report will be submitted following the completion of the evaluation of Creek realignment alternatives. 	
<p><i>c) Stormwater Management</i></p> <ul style="list-style-type: none"> Janelle provided preliminary results for the stormwater management (SWM) on Trafalgar Road. The SWM will treat the new pavement area. SWM options north of Dundas within Trafalgar Road EA study area have more flexibility due to the undeveloped area adjacent to Trafalgar Road; CH was in agreement with this assessment. Janette noted the potential for negotiation with RAND for integration of SWM as RAND is proposing a storm sewer within Trafalgar Road right of way (ROW). SWM options south of Dundas within Trafalgar Road EA study area are limited to superpipe storage for peak flow attenuation and oil grit separators for water treatment; CH was in agreement with this approach. AECOM has provided draft comments on the Dunpar development (previous to meeting). Philip noted a difference in direction of overland flow from the draft AECOM Dunpar development review memo compared to background information provided by Jim Stewart at Stantec. The Town of Oakville will review the Dillon Report with respect to the Dunpar development proposal and may ask AECOM for clarifications. CH did not identify any issues with the Dunpar Development. Town to meet with AECOM to further discuss AECOM Dunpar Development review (to be arranged by the Region). CH recommended that the Region/AECOM attend the Town of Oakville's next agency meeting as there will be a discussion on the Minto development. This discussion will provide additional background for the Region's review of the proposal. Several hydraulic models within the Trafalgar Road study area are being updated at the same time. Janelle indicated that models are typically updated then provided to the conservation authority for approval. Janette indicated that due to timing, a co-ordination of efforts will be required. 	<p>Town Region Town, Halton & AECOM</p>

<ul style="list-style-type: none"> Janelle will follow-up with Janette to determine status of models and discuss coordination of modeling efforts. Subsequent to the March 5th meeting, CH will coordinate with Urban Tech (completing floodplain modeling for CH on behalf of developer) to provide AECOM with an updated hydraulic model, as determined by AECOM/CH. A timeline for the completion of the Stormwater Management Report will be established when the modelling has been confirmed with CH. 	<p>AECOM CH</p>
<p>4. Other Business</p>	
<ul style="list-style-type: none"> Halton Region will confirm if sanitary sewers are being proposed on Trafalgar Road. 	<p>Halton Region</p>
<ul style="list-style-type: none"> The project team will provide CH with technical reports for review in advance of the first draft of the ESR. 	<p>Halton Region / AECOM</p>



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Minutes of Meeting

Date of Meeting	June 5, 2013	Start Time	9:30	Project Number	60119993
Project Name	Trafalgar Road (Regional Road 3) Improvements from Cornwall to Highway 407, Class EA Study				
Location	Aldershot Room, 1151 Bronte Road, Oakville				
Regarding	Project Update on Hydraulic Modelling and Preliminary Evaluation of East Morrison Creek Realignment Alternatives				
Attendees	Matt Krusto, Halton Region Melissa Green-Battiston, Halton Region Nick Zervos, Halton Region Doug Corbett, Halton Region Jane Devito, Conservation Halton Janette Brenner, Conservation Halton Philip Kelly, Town of Oakville	Kristina Parker, Town of Oakville Richard Renaud, Town of Oakville Tricia Collingwood, Town of Oakville Sheri Harmsworth, AECOM Corinne Latimer, AECOM Janelle Wepler, AECOM Marianne Pushkar, AECOM			
Distribution	Bob Wicklund, Halton Region Mike Delsey, AECOM				
Minutes Prepared By	C. Latimer				

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	Action
1. Introductions 2. Project Update <ul style="list-style-type: none"> Sheri provided a project update noting status of the specialist reports, and schedule updates, including: PIC#3 to be held in the fall, and ESR filing to be done in the late 2013. 	
3. Hydraulic Modelling <ul style="list-style-type: none"> Janelle provided an overview of the modelling north and south of Dundas Street/Highway 5. Conservation Halton (CH) noted that Green Ginger is refining their flow rates south of Dundas Street. The flow rates will be finalized within a month. This will impact completion of the SWM report, and submission of the report to the Region for review. 	Town
4. Adjacent Development Proposals Dunpar <ul style="list-style-type: none"> AECOM completed a peer review of the proposed Dunpar Development SWM system and prepared a Technical Memo for use by Halton Region, which was subsequently submitted to the Town of Oakville. Janelle provided a summary of the Technical Memo. AECOM's recommendation 	



<p>is for the developer to confirm capacity of downstream infrastructure (Trafalgar Road and Stan Vine detention facility), and provide further details for water quality treatment; as this information was not included in the developer report.</p> <ul style="list-style-type: none"> Doug Corbette noted that the intended process is that the Town will provide comments on the memo, and minor revisions may be requested by Halton Region, to be made by AECOM, prior to submitting the final memo to the developer. <p>Green Ginger</p> <ul style="list-style-type: none"> Janelle provided a summary of preliminary recommendations for potential integration with SWM Ponds 29 and 30 located within the Green Ginger development. Janelle noted that the Trafalgar Road ROW was not included in the defined drainage area for the development site. CH and the Town noted that there are issues with respect to the ultimate alignment of the Pond 30. The Town noted that the developer is having difficulty accommodating volume and the Street C alignment. Halton Region received a letter from Green Ginger stating that their development cannot accommodate Trafalgar Rd and will forward this letter to AECOM. AECOM's current recommendation is to confirm pond volumes, timing and feasibility for potential integration during detailed design; however, it should be noted that depending on the ultimate alignment of East Morrison Creek (i.e. alignment of the creek on the west side of Trafalgar Road), there may be no opportunity to integrate the pond with Trafalgar Road drainage. <p>Minto</p> <ul style="list-style-type: none"> Janelle provided a summary of the preliminary recommendations for potential integration with Minto's SWM Pond 32. Janelle noted that the Trafalgar Road ROW was not included in the defined drainage area for the development site. AECOM's current recommendation is to confirm pond volumes, timing and feasibility for potential integration during detailed design; however, it should be noted that depending on the ultimate alignment of East Morrison Creek (i.e. alignment of the creek on the east side of Trafalgar Road), there may be no opportunity to integrate the pond with Trafalgar Road drainage. <p>General</p> <ul style="list-style-type: none"> The Town noted that both Minto and Green Ginger may need to reconsider boundary road drainage issues as part of their development. 	<p>Town of Oakville/Halton Region</p> <p>Halton Region</p>
5. Overview of the Preliminary Evaluation of Creek Realignment Alternatives <ul style="list-style-type: none"> Corinne provided a summary of the six alternatives and Mariette followed with a summary of the key findings for Natural Environment component of the evaluation. Mariette clarified questions about location and length of the potential channel alternatives and noted that the images do not represent the exact location or meander of the creek. CH noted that the portion of East Morrison Creek on the east side of Trafalgar Road may no 	

<p>longer be a part of the Provincially Significant Wetland (PSW). CH will provide confirmation.</p> <ul style="list-style-type: none"> • CH noted discrepancy in estimated loss of channel length between Alternative 3 (15m) and Alternative 5 (63m), given that the final lengths appear similar. Mariette indicated that this is a function of the concept design and that the values will be reviewed. . • CH noted that Flood Hazards should also be considered from a quantity and quality perspective under the Engineering Environment. • Mariette clarified with the Town that the preliminary meander belt width estimated by Geomorphic Solutions is 25m for this section of East Morrison Creek. AECOM's preliminary estimate is 27.5 m; this number may change once the modeling is complete. <i>NOTE: the ditch width for Alternatives 2, 3 and 5 would be approximately 10m.</i> • Janelle summarized the Engineering Environment evaluation. The Town asked if floodplain mapping has been completed for each alternative. Janelle noted that this is a high level evaluation and modeling will not be completed for each alternative. • Corinne summarized the key findings of the Socio-economic Environment evaluation. CH requested clarification on existing and proposed development impacts. • The Region noted that if CH and the Town would like to realign East Morrison Creek to the east side of Trafalgar Rd, the Region will support this decision; however, the Region is not driving the selection of the creek realignment, as Alternative 2 would meet the Region's needs. The EIRFs would drive revisions to the existing creek. • Melissa asked CH if there was no development, would CH want to eliminate the creek crossings. CH commented that they would like to ensure that the creek is maintained in its existing condition or improved. • CH noted that the ideal situation would be to move the creek once with cost sharing from the Region but because of the timing of the adjacent development (4-5 years) and road widening (2017-2018 north of Dundas St) a two-stage approach may be the solution. • Mariette noted that the length of channel displacement by the road widening for each alternative is unknown because the evaluation was completed at a high level. • Nick asked the Town how the secondary plan would affect the development adjacent to Trafalgar Rd because the Minto submission assumed that the creek would remain as-is. It was noted that the Trafalgar Rd Class EA should not be initiating the creek block plan and it was determined that this action should come from the Town. • CH noted that with the road widening and adjacent development, there is an opportunity to move the creek and that the developers need to take ownership of a portion of the creek. CH has provided comments to Minto on the location of the East Morrison Creek within their draft plan. As noted previously, CH suggested a possible approach would be to have the Region to move forward with Alternative 2 or 5 if Minto agreed to develop Alternative 6 using a staged approach. 	<p>CH</p> <p>AECOM</p> <p>AECOM</p> <p>AECOM</p>
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<ul style="list-style-type: none"> • The Town asked if there is an increase or decrease in flood risk when comparing Alternatives 1 through 6. Janelle noted that developers are required to follow requirements documented within the North Oakville Creek Subwatershed Study (NOCSS) and that there would be no increase in peak flow leaving each site. <i>Note: Alternatives 1 through 6 would include culvert improvements (i.e. increase in capacity) to mitigate flood risk.</i> 	
<p>6. Next Steps</p> <ul style="list-style-type: none"> • CH will provide additional comments on the evaluation table and will contact Janelle to discuss completing the SWM modelling assignment for the Trafalgar Road EA. • The Town will meet internally to discuss the creek realignment alternatives and their preferred alternative. The Town will then arrange a meeting with Minto, CH, Halton Region and AECOM to discuss the East Morrison Creek alignment. It is anticipated that this meeting will occur in July. 	<p>CH/AECOM</p> <p>Town</p>
<p>7. Other Business</p> <ul style="list-style-type: none"> • The Town asked the Region if they had reviewed information on the Union Gas EA as it is considering Trafalgar Road as one of their alternatives for a gas line. Halton will follow up internally to determine how/if this may affect the Trafalgar Rd EA. • Janelle will provide D.E.M. of the Dunpar site, including elevation contours, to the Town this week. 	<p>Halton</p> <p>AECOM</p>

Minutes of Meeting

Date of Meeting	November 19, 2013	Start Time	10:00 am	Project Number	60119993
Project Name	Trafalgar Road (Regional Road 3) Corridor Improvements Class EA Study, from Cornwall Road to Highway 407, Town of Oakville				
Location	Beech Room, 1075 North Service Road, Oakville				
Regarding	Technical Agencies Meeting – Conservation Halton				
Attendees	Tricia Collingwood – Town of Oakville Philip Kelly – Town of Oakville Rita Juliao – Town of Oakville Richard Renaud – Town of Oakville Lesley Matich – Conservation Halton Janette Brenner – Conservation Halton Paul Bond – Conservation Halton Bob Wicklund – Halton Region	Nick Zervos – Halton Region Melissa Green-Battiston – Halton Region Matt Krusto – Halton Region Sheri Harmsworth – AECOM Janelle Wepler – AECOM Corinne Latimer – AECOM Jill Deman – AECOM			
Distribution	Jane Devito – Conservation Halton; Kim Barrett – Conservation Halton; Samantha Mason – Conservation Halton; Kristina Parker – Town of Oakville; Doug Corbett – Halton Region; Ron Mackenzie – Halton Region; Mike Delsey, AECOM				
Minutes Prepared By	C. Latimer				

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	Action
Presentation	
<ul style="list-style-type: none"> S. Harmsworth provided a project overview, including key elements of the preliminary design. T. Collingwood noted that the correct name for the Town’s planning study is ‘Trafalgar Road Corridor Planning Study’. ‘Planning’ was added to distinguish the Town’s study from the Region’s EA study. M. Green-Battiston noted that the preliminary design will show a bubble around the East Morrison Creek with a note on the alignment and property requirements requiring further discussion. J. Wepler reviewed the Stormwater Management Strategy. J. Deman provided a Natural Environment update. L. Matich noted concern with the timing of field investigations. S. Harmsworth noted that the February fieldwork was a result of the initial schedule with a Public Information Centre (PIC) in March that was pushed until early May of 2013. This required field investigations to be completed at a less than idea time. 	

<ul style="list-style-type: none"> C. Latimer reviewed the East Morrison Creek and the proposed Minto plan. T. Collingwood asked Halton Region about the timing of the HOV implementation. M. Green-Battiston noted that the timing will be reviewed by Senior Management at Halton Region. J. Brenner noted that Conservation Halton could not provide detailed comments on the preliminary design because they have not received the technical reports. M. Green-Battiston noted that they will receive them following PIC#3. J. Brenner noted that maintaining the East Morrison Creek alignment may not be sufficient to meet Conservation Halton’s requirements. J. Brenner would like to see erosion and hydraulic modelling for the creek in order to provide comments on maintaining the existing alignment. M. Green-Battiston noted that Halton Region’s solution is to meet the North East Oakville Secondary Plan. The focus of PIC#2 was for technical agencies to identify issues before PIC#3, which focuses on implementation. Until a decision is made about the creek the preliminary design will show a bubble. It was noted that the decision for Minto’s Creek proposal should be finalized by February/March 2014; in the meantime Halton Region would like to finalize the Environmental Study Report (ESR) by late winter/ early spring for agency review. L. Matich noted that the ESR should include reference to the Regional Tree Replacement Policy for the Sheridan Woodlot; AECOM to add reference. A Tree Inventory and Preservation Plan will need to be completed in detailed design, not at the EA stage, and is to include a budget for tree replacement. 	Halton Region
	AECOM

Sheridan College Meetings



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Minutes of Meeting

Date of Meeting	November 27, 2012	Start Time	10:00am	Project Number	60119993
Project Name	Trafalgar Road (Regional Road 3) Corridor Improvements – Cornwall Road to Highway 407 Class Environmental Assessment Study				
Location	Transit Boardroom – Oakville Transit				
Regarding	Sheridan College Meeting				
Attendees	Joanne Phoenix, Oakville Transit Nick Zervos, Halton Region Barry Cole, Oakville Transit Matt Krusto, Halton Region Tricia Collingwood, Town of Oakville Khawar Ashraf, AECOM Brenda Stan, Town of Oakville Sheri Harmsworth, AECOM André Plante, Sheridan College				
Distribution	Attendees; Marsha Thompson, Sheridan College; Mike Delsey, AECOM				
Minutes Prepared By	Sheri Harmsworth, AECOM				

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Khawar Ashraf, AECOM provided an overview presentation of the potential transit improvements on Trafalgar Road adjacent to Sheridan College. The presentation also looked at transit access within the Sheridan College compound. The presentation material is provided as an attachment to the minutes. A question/answer and discussion session was held after the presentation.

	Action
Presentation: <ul style="list-style-type: none"> AECOM looked at accessibility and links between the College and the future BRT service routes Route 24/1 currently services the college; a possible additional route could serve additional passengers in the northbound/southbound directions 10 minute service required to service future BRT (2031) ridership or 15 to 20 minutes on for HOV (2021) Northbound traffic would have a platform on Trafalgar Road Oakville Transit commented that the Blue line in the presentation removes bus service from the main route and is not preferred. An extra bus on Route 1 or 24 at the curb-side stop will be manageable to meet increase in demand from College in the short-term 	Info
Discussion: <ul style="list-style-type: none"> Future service to the College depends on predicted ridership; increased ridership would support improved campus transit service 	Info

<ul style="list-style-type: none"> • An RFP is out until the middle of January 2013 that looks at the development and urbanization of Trafalgar Road on College property. The southern portion has higher priority in the budget and could be built in a couple years. • The preferred alternative will need to protect for the scenario with increased ridership. This service would be within the campus property, and would accommodate both NB and SB transfers • Signals at adjacent intersections could be used to give priority to the buses to access the campus. • Pedestrian access to the campus could be incorporated into the future development plans of College property 	
<p>Action:</p> <ul style="list-style-type: none"> • AECOM to show both options on preliminary design plans; the conventional operation on Trafalgar Road (short to medium term) and the preferred alternative for (long-term) future operation that note the required ROW on the campus property to accommodate the NB and SB buses. • Assumption: BRT service can only marginally come off of Trafalgar Road on to the Campus; determining how this ROW is incorporated into future development is outside of this project scope of work 	<p>Info</p>

Notes taken by: Sheri Hamsworth, AECOM
 Date minutes prepared: December 6, 2012

Oakville Hydro Meetings

Minutes of Meeting

Date of Meeting	October 7, 2014	Start Time	Project Number
Project Name	Trafalgar Road (Regional Road 3) Improvements Class Environmental Assessment Study From Cornwall Road to Highway 407		
Location	Region of Halton		
Regarding	Property Impacts		
Attendees	Green-Battiston, Melissa; Zervos, Nick, Krusto, Matt		
Distribution	Attendees		
Minutes Prepared By	Matt Krusto		

PLEASE NOTE: If this report does not agree with your records of the meeting, or if there are any omissions, please advise, otherwise we will assume the contents to be correct.

- Meeting on October 7, 2014 with Oakville Hydro representatives at Oakville Hydro's offices regarding property impacts to 3292 Trafalgar Road;
- Meeting was attended by Matt Krusto (MK) and Melissa Green-Battiston (MGB) of Halton Region, Dan Steele (DS), Director of Engineering & Construction and Jon Foreshew (JF), Distribution Engineer, Oakville Hydro;
- MK provided an overview of the status of the Environmental Assessment Study, the proposed schedule for the filing of the Environmental Study Report and the tentative start of construction schedule for the three sections of Trafalgar Road;
- DS advised that the property is currently used as a substation. The property is owned by Oakville Hydro and leased to a telecommunications provider. The telecommunications provider also leases some usage back to Oakville Hydro as well as to two other telecommunications providers;
- The property plan was reviewed and impacts were discussed. Oakville Hydro asked if Halton Region would consider an Easement. MGB stated that, if property acquisition was not an option, an Easement could also be considered;
- The Trafalgar Road EA preliminary design plan was also reviewed with respect to the location of the existing fence and the existing/proposed access design to Trafalgar Road;
- After discussing the issues, it was suggested by Halton staff that the issues can be further reviewed at the detailed design phase should Oakville Hydro be unsure at this time on the impacts of the proposed road widening;
- Halton staff also suggested that, depending on whether Oakville Hydro is able to provide comments at this time, the EA drawing can be amended to include a bubble around the area of road widening and state further review to be completed at the detailed design phase;
- Oakville Hydro staff will be reviewing their files for the site regarding the usage and underground facilities and provide Halton with comments in 2 weeks;