

Appendix E-2: Communication Tracking Log

STAKEHOLDER NAME	CONTACT DETAILS	COMMUNICATION METHOD	COMMENT	COMMENT CATEGORY	DATE COMMENT RECEIVED	COMMENT RESPONSE	DATE RESPONSE SENT	ADDITIONAL COMMENTS / NOTES
Conservation Halton	Jennifer Lawrence; jlawrence@hrca.on.ca	Email	BV sought comment from HRCA on environmentally sensitive areas around the 3 PS options evaluated in the Feasibility Study	Environment	BV email sent 1 February 2013	HRCA responded with conditions for construction in a floodplain and noted that new works should be located outside of the floodplain or protected from the floodplain.	4 February 2013	
Conservation Halton	Jennifer Lawrence; jlawrence@hrca.on.ca	Email	BV sought information on specific works or studies that would be required by HRCA for Phase 1 and 2 of Schedule B Class EA for construction in or adjacent to a floodplain. Information was required for scoping work in Proposal.	Environment	BV email sent 9 July 2013	No response received.		Jennifer Lawrence no longer with HRCA, email automatically responded to by Kathy Menyes.
Town of Oakville	Dan Bijsterveld, Janis Olbina, Paul Demczak, Joe Henning	Meeting	BV presented background and possible solutions to project to inform Town of Oakville and seek feedback.	General	5 September 2013	Feedback documented in meeting minutes		
Conservation Halton	Barb Veale; bvwale@hrca.on.ca	Email	BV sought new contact in place of Jennifer Lawrence.	Environment	BV email sent 30 Sep 2013.	New CH contact is Jane de Vito, Coordinator, Environmental Planning. jdevito@hrca.on.ca	30 Sep 2013.	All contact with CH now through Jane de Vito.
All Stakeholders on Mailing List	See Mailing List	Letter/Email	Notice of Commencement mailed.	General	28 October 2013		.	10 December 2013: returned mail received and Mailing List updated to remove addresses from Mailing List. 10 March 2014. Mailing List updated based on feedback from PIC notification.
Ministry of Natural Resources	Jackie Burkhart, District Planner MNA. 50 Bloomington Road, Aurora ON L4G0L8. 905-713-7368 Jackie.burkhart@ontario.ca	Email	MNR advised that they do not need to be involved in this EA review.	General	1 Nov 2013			
Class EA Website active	http://www.halton.ca/cms/One.aspx?portalId=8310&pageId=111462			General	6 Nov 2013			
Town of Oakville	Dan Cozzi; dcozzi@oakville.ca	Email	Informed Project Team that Town has started work on 2 major studies: The Downtown Cultural Hub Study and the Downtown Transportation and Streetscape Study. The following should be added to mailing list: Town of Oakville: Jane Clohecy, Erik Zutis, Scott McMillan, Christina Tizzard, Kirk Biggar, Janis Olbina,	General	7 Nov 2013	Mailing list updated. Per M Liu email 8 Nov 2013, Kirk Beggar to be point of contact for Hub study. Scott McMillan and Christina Tizzard leading Transportation and Streetscape components, respectively of Streetscape Study.		

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			Mary Jo Milhomens. MHPM: Gordon Kack Brook McIlroy: C. Berman					
Town of Oakville	Maynard Millman, AACI(R), P.App(R), PLE Realty Services Manager, Legal Town of Oakville 905-845-6601 ext.3022 f: 905-338-4184 www.oakville.ca	Email to Region of Halton	Town unlikely to support sterilization of lands (Oakville Club tennis courts) which would occur if sewer was tunneled under tennis courts.	Infrastructure	28 Nov 2013			
Ministry of Aboriginal Affairs	160 Bloor St E, 9 th Floor Toronto, ON M7A2E6 416-326-4740 (T) 416-325-1066 (F)	Mail	Response to NOC. Requested following be included in project contacts: <ol style="list-style-type: none">1. Six nations of the Grand River Territory (Chief Ava Hill)2. Haudensaunee Confederacy (Hohahes Leroy Hill)3. Mississaugas of the New Credit First Nation (Chief Bryan LaForme)	First Nations	11 Dec 2013 (Mail dated 3 Dec 2013)			All three organisations already included on Mailing List. Contact person and address updated for Six Nations and contact person updated for Haudenosaunee.
Town of Oakville	Darnell Lambert, C.E.T. Director, Development Engineering Town of Oakville 905-845-6601 ext.3320 f: 905-338-4414 www.oakville.ca	Email to Region of Halton	Ask to be copied to all communications with Town due to involvement with Town's Downtown Cultural Hub Study..	Infrastructure location	16 Dec 2013	<p>20 Dec 2013: Region of Halton met with Town of Oakville to discuss infrastructure location. Town proposed a new location for Water St WWPS on west side of Water St, outside of boundary for Cultural Hub. Proposed Water St WWPS now to be located in Marina parking lot.</p> <p>10 Jan 2014: Layout of Water St WWPS in marina Parking Lot sent to Town for comment.</p> <p>21 Jan 2014: Town proposed alternative locations for Water St WWPS in Parking Lot/Hillmer Park. Preference for location partially in Hillmer Park and partially in Marina Parking Lot.</p> <p>23 Jan 2014: revised layout with Water St WWPS located partially in Hillmer Park and partially in Marina Parking Lot sent to Town for comment.</p> <p>26 Feb 2014: Town requested proposed Water St WWPS be wholly moved into Hillmer Park, adjacent to Marina and Power Boat Club. This location is on Town Land.</p>		

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						27 Feb 2014: R plan showing property boundaries received from Town to enable proposed Water St WWPS to be accurately located within Hillmer Park (currently Town land leased to Power Boat Club).		
Town of Oakville	Darnell Lambert, C.E.T. Director, Development Engineering Town of Oakville 905-845-6601 ext.3320 f: 905-338-4414 www.oakville.ca	Email to Region of Halton	Town asked if genset stack at proposed Water St WWPS would need to be taller than the proposed 6.5m if the land currently occupied by the Fire Hall and adjacent parking lot were rezoned for residential use.	Air Quality	30 Jan 2014	Region confirmed to Town that stack height is not expected to increase if Fire Hall and Parking Lot lands rezoned for residential use.	13 Feb 2014	
Downtown Oakville Business Improvement Area (BIA)	Jennifer Cain Administrative and Membership Coordinator Downtown Oakville BIA 146 Lakeshore Road East Oakville, ON P: 905-844-4520	Email to Region of Halton	Asked to be added to project contact list. Asked questions on construction and type of effects on merchants.	Construction	March 12, 2014	Region responded with construction details and anticipated timeline. PIC posterboard showing proposed construction location and methods of preliminary preferred alternative emailed.	March 14, 2014	BIA has been on mailing list from start of project. Contact details were correct.
		Letter	Wrote to state that resident hopes the pumping station will run silently.	Noise	March 24 2014			
Ministry of Aboriginal Affairs	160 Bloor St E, 9 th Floor Toronto, ON M7A2E6 416-326-4740 (T) 416-325-1066 (F)	Mail	Response to PIC notification. Requested following be included in project contacts: <ol style="list-style-type: none">1. Six nations of the Grand River Territory (Chief Ava Hill)2. Haudensaunee Confederacy (Hohahe Leroy Hill)3. Mississaugas of the New Credit First Nation (Chief Bryan LaForme)	First Nations	23 Apr 2014 (Mail dated 26 March 2014)			All three organisations already included on Mailing List.
David Faye	David Faye & Associates Inc. Land Management Group P.O. Box 52147, 338 Lakeshore Road East Oakville, Ontario L6J 7N5 905-825-3582 (T)	Letter	Requested information on sources of project funding, number of additional residential units within Oakville Downtown Core and date of second PIC.	Funding, Downtown Oakville intensification	6 May 2014	Letter mailed to David Faye & Associates indicating: <ul style="list-style-type: none">• No additional PIC to be held• Preferred alternative solution addresses current deficiencies and accommodates future intensification• Population projection to 2031• Funding will be provided by Halton Region	14 May 2014	