A.3.2 Ministry of Transportation

Summary of Ministry of Transportation Meetings

Date	Purpose
February 6, 2020	MTO Central Region Meeting #1. To discuss project background, transportation existing conditions, proposed cross-sections, overall study schedule, and next steps.
August 7, 2020	MTO Central Region Meeting #2. To discuss existing natural environment and transportation conditions, alternative solutions, preferred road corridor concept, Credit River bridge structure, intersection improvements, study schedule, and next steps.
September 22, 2020	MTO Senior Management Meeting #1. To discuss existing natural environment and transportation conditions, preferred road corridor concept, MTO design standards, Credit River bridge structure.
July 27, 2021	MTO Central Region Meeting #3. To discuss comments from various MTO staff (i.e., MTO Project Delivery, Corridor Management, Traffic Office, and Environmental departments). Discussed residential property access, travel speed, and truck climbing lanes.
November 5, 2021	MTO Central Region Meeting #4. To discuss ongoing comments from various MTO staff. Comments generally related to roundabout design, turning movements, MTO design standards, and MTO Highway Access Management guidelines.
January 21, 2022	MTO Central Region Meeting #5. To discuss new traffic analysis comments.
January 31, 2022.	MTO Central Region Meeting #6. To present evaluation summary and preliminary preferred design alternative and profile. Solicit feedback ahead of the MTO Senior Management Meeting #2. Discuss how previous comments have been addressed and incorporated into the preliminary preferred design alternative.
February 15, 2022	MTO Senior Management Meeting #2. Presented the evaluation summary and draft Preliminary Preferred Design Alternative plan and profile. MTO Senior Management requested that the Project Team present to the MTO Roundabout Committee.
February 17, 2022	MTO Roundabout Committee Meeting #1. Presented the evaluation summary and the draft Preliminary Preferred Design Alternative and plan and profile.

Date	Purpose
March 17, 2022	MTO Roundabout Committee Meeting #2. Discussed updated draft Preliminary Preferred Design Alternative. The committee confirmed that MTO Central Region will be responsible for providing approval in-principle prior to PIC #2.
March 23, 2022	MTO Central Region Meeting #7. Technical discussions focused on the draft Preliminary Preferred Design Alternative (crossing of pedestrians at roundabout, on-road bike lanes, access to private properties).
April 14, 2022	MTO Central Region Meeting #8. Presented draft Preliminary Preferred Design with a focus on the evaluation process, specifically related to the selection of the roundabout as the preferred intersection.
May 2, 2022	MTO Senior Management Meeting #2. Discussed the draft Preliminary Preferred Design with a focus on the roundabout configuration for the purposes of showing at the PIC.
March 1, 2023	MTO Central Region Meeting #9. Present updated draft Preliminary Preferred Design, roundabout concept, PXO (pedestrian crossings) requirements, and the stormwater management approach.
October 23, 2023	MTO Central Region Meeting #10. Presented update of the Preliminary Preferred Design alternative. There were no changes to the roundabout design at Highway 7.
December 14, 2023	MTO Central Region Meeting #11. Presented Public Information Centre #2 materials.

MTO MEETING #1

Norval West Bypass Transportation Corridor / 1650-10598/49
Municipal Class Environmental Assessment (Highway 7 to 10 Side Road and 10 Side Road from Tenth Line to Winston Churchill Boulevard/Adamson Street, PR-2921B)

Date/Time:	February 6, 2020 / 10:00 AM	
Location:	159 Sir William Hearst Avenue (Downsview), 3rd Floor Board Room	
Attendees:	Ann Larkin	Halton Region, Infrastructure Planning
	Jeff Reid	Halton Region, Project Manager
	Parshad Patel	Ministry of Transportation, Planning and Development
	Graham Routledge	Ministry of Transportation, Corridor Management
	Eric Hakomaki	Ministry of Transportation, Traffic Management
	Gord Murray	Stantec Consulting, Project Manager
	Paula Hohner	Stantec Consulting, Senior Environmental Planner
	Isaac Bartlett	Stantec Consulting, Project Manager
Distribution:	All attendees	
Purpose:	MTO Meeting #1	

Item: **Action:**

1.0 Introductions

Those at the meeting were introduced.

The purpose of the meeting is to introduce the Region's Norval West Bypass Municipal Class Environmental Assessment (MCEA Study) from Highway 7 (Guelph Street) to 10 Side Road (Regional Road 10), including 10 Side Road from Tenth Line to Winston Churchill Boulevard/Adamson Street (Regional Road 19), within the Town of Halton Hills.

2.0 Study Background – Transportation Planning

Using a presentation and handout (attached), the Region/Stantec provided an overview of the Norval West Bypass MCEA Study, including study background and existing conditions.

As identified in the Halton-Peel Boundary Area Transportation Study (HPBATS) and through the Region's Transportation Master Plan – The Road to Change, the need for additional road capacity was identified within the Town of Halton Hills/Hamlet of Norval.

This study will look at the need for road network improvements in the study area by 2031, including a new Norval West Bypass and improvements to 10 Side Road.

Item: **Action:**

In Fall 2019, MTO presented the GTA West Technically Preferred Route within Halton Region/Region of Peel. The Norval West Bypass is one piece of the transportation network to satisfy 2031 demand.

3.0 Transportation - Existing Conditions

The Project Team presented several slides to illustrate the existing travel demand, utilizing the 2016 Transportation Tomorrow Survey. The slides summarized the travel patterns during both the AM and PM peak periods (6:30am-9:30am and 3:30pm-6:30pm) to/from Norval to the GTHA (Greater Toronto & Hamilton Area). Overall, there is a large proportion of trips that are internal to Halton Region, as well as many trips to/from Mississauga, Brampton and Caledon.

Existing traffic volumes were reviewed for the following intersections:

- Highway 7 & Adamson Street (signalized intersection)
- 10 Side Road & Tenth Line (roundabout)
- 10 Side Road & Winston Churchill Boulevard (signalized intersection)

During both the AM & PM peak hours, existing operations indicate Level-of-Service (LOS) D at the Highway 7 (Guelph Street) and Adamson Street intersection.

MTO Traffic questioned the preliminary intersection analysis as the existing V/C ratio was >1.0 for specific movements (slide 22). MTO enquired if SimTraffic had been undertaken. Stantec to review preliminary intersection analysis and update as required. Stantec

There was some discussion surrounding the existing roundabout at 10 Side Road and Tenth Line. MTO enquired if any concerns have been observed with the roundabout having heavy entry and balancing. Stantec replied that no issues have been noted.

4.0 Transportation – Sensitivity Analysis

In terms of understanding the impact of road improvements on the transportation network, the Project Team will undertake a sensitivity analysis (for 2031) to undertake the following Scenarios:

- **Scenario 1**: Do Nothing – keep existing road network
- **Scenario 2**: 'True' Do Nothing – improve all other roads (except Norval West Bypass and 10 Side Road)
- **Scenario 3**: Include Norval West Bypass and 10 Side Road (not Winston Churchill Boulevard Bypass and East/West Connection
- **Scenario 4**: Scenario 3 + Winston Churchill Boulevard Bypass (not East/West Connection)

Item: **Action:**

- **Scenario 5**: Transportation Master Plan (includes all links)

At MTO Meeting #2, the Project Team will present future traffic analysis for 2031.

5.0 Proposed Cross-Sections

The Project Team presented the typical cross-sections for both the Norval West Bypass and 10 Side Road. As identified in the Region's Transportation Master Plan, both roads have been identified with an ultimate ROW of 42m. Both cross-sections will be urbanized, except for 10 Side Road (south side) which will remain rural as it is located outside the urban boundary.

In 2015 the Region completed an Active Transportation Master Plan (ATMP) which identified both on-road and off-road facilities which includes exclusive 1.8m on-road bike lanes and 3.0m off-road multi-use trails (both sides of the road).

MTO asked if details were known about the proposed connection of the active transportation from the new Norval West Bypass to Highway 7. MTO has concerns as there are no existing designated active transportation facilities on Highway 7. The Project Team indicated that active transportation connections will be further reviewed as part of the development of the preliminary design.

4.0 Schedule

The next meeting is scheduled for March 12. Next meeting to be rescheduled to avoid conflicts with the March Break. **[Post Meeting Note: MTO Meeting #2 has been rescheduled for March 25 (1:00-3:30pm)].** — Region

The Project Team is planning for PIC #1 in June 2020 (to be confirmed).

5.0 Other Items

The MTO requested that all maps be labelled as Highway 7, not Guelph Street. — Stantec/ Region

Currently, MTO has jurisdiction of Highway 7 from Hall Road/McFarlane Drive, easterly into the City of Brampton. Within the Norval West Bypass MCEA Study Area, Highway 7 is fully within MTO's jurisdiction. There was discussion as MTO may want to approach the Town of Halton Hills to extend the Connecting Link Program, easterly within Halton Region. If the Norval West Bypass has a new connection with Highway 7, it may change the flow of traffic within Norval. — MTO

MTO indicated either a roundabout or signalized intersection could work as a new connection to Highway 7. The Project Team will review the applicability of a roundabout at this location, given the topography and traffic distribution. — Stantec

The foregoing is considered to be a true and accurate record of all items discussed. If any discrepancies or inconsistencies are noted, please contact the writer immediately.

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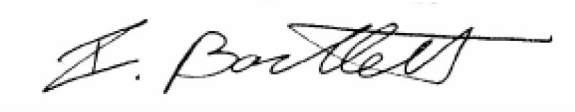

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Meeting Notes

Norval West Bypass Transportation Corridor / 1650-10598/49
Municipal Class Environmental Assessment (Highway 7 to 10 Side Road and 10 Side Road from Tenth Line to Adamson Street/Winston Churchill Boulevard, PR-2921B)

Date/Time:	August 7, 2020 / 9:30 AM	
Location:	Microsoft Teams	
Attendees:	Ann Larkin	Halton Region, Infrastructure Planning
	Jeff Reid	Halton Region, Project Manager
	Wen Xie	Halton Region, Infrastructure Planning
	Parshad Patel	Ministry of Transportation, Planning and Development
	Graham Routledge	Ministry of Transportation, Corridor Management
	Eric Hakomaki	Ministry of Transportation, Traffic Management
	Matthew Tuen	Ministry of Transportation, Traffic Management
	Arash Mirhoseini	Stantec Consulting, Senior Transportation Planner
	Paula Hohner	Stantec Consulting, Senior Environmental Planner
	Isaac Bartlett	Stantec Consulting, Project Manager
	Sarah Lang	Stantec Consulting, Environmental Planner
Distribution:	All attendees	
Purpose:	MTO Meeting #2	

1.0 Introductions

Those at the meeting were introduced.

The purpose of the meeting is to provide an update on the Region's Norval West Bypass Municipal Class Environmental Assessment (MCEA Study) from Highway 7 to 10 Side Road (Regional Road 10), including 10 Side Road from Tenth Line to Adamson Street/Winston Churchill Boulevard (Regional Road 19), within the Town of Halton Hills.

2.0 Study Background – Transportation Planning

Using a presentation, the Region/Stantec provided an overview of the Norval West Bypass MCEA Study, including study background and existing conditions.

The Project Team highlighted the need for additional roadway capacity as identified in the Halton-Peel Boundary Area Transportation Study (HPBATS), the Region's Transportation Master Plan – The Road to Change, and through the GTA West Technically Preferred Route within Halton Region/Region of Peel. The Norval West Bypass is one piece of the transportation network to satisfy 2031 demand and network connectivity.

3.0 Transportation - Existing Conditions

The Project Team presented several slides to illustrate the existing and future baseline intersection operational level of service, using Synchro. The Project Team identified the existing and future baseline critical movements at study area intersections. The

results confirmed the capacity constraints in the future baseline that requires the proposed road network improvements.

Figures were presented to illustrate the Future 2031 Transportation Master Plan planned transportation corridors in the areas surrounding the Norval West Bypass, including the proposed Adamson Road North Bypass. The proposed Adamson Road North Bypass has the potential to decrease future travel demand within the Hamlet of Norval (Highway 7 & Adamson Street), through the implementation of additional capacity.

4.0 Transportation – Road Corridor Concepts

The Project Team presented the potential road corridor concepts for the Norval West Bypass (A, B, C), and 10 Side Road (1, 2). Through the preliminary analysis of alternative solutions/designs, the Norval West Bypass Road Corridor Concept C has been screened out due to impacts on the natural environment, surface water & groundwater, cultural heritage & archaeology, socio-economic, and engineering/technical aspects of the study/study area. Overall, the preliminary transportation analysis identifies Road Corridor Concept B2 as the preferred route.

The Project Team presented the future (2031) traffic volume forecast methodology and results for Road Corridor Concept B2. The results showed that although the total traffic is expected to increase in the study area by 2031, traffic volumes are expected to reduce along Adamson Street (southbound) and Highway 7 (westbound) in the study area due to redistribution in the area. MTO noted that highlighting negative traffic growth at the Highway 7 & Adamson Street intersection may be difficult for residents to understand. It was agreed that further information will be added to clarify the addition of Adamson Street North Bypass as the reason for the forecasted traffic reductions at these locations within the Study Area.

The forecasted turning movement volumes were used to analyze the study area intersections' operational level of service for preferred Road Corridor Concept B2.

The results show that Highway 7 & Adamson Street is forecasted to operate at an acceptable LOS by 2031, which includes a number of road network improvements (i.e. 10 Side Road, Winston Churchill Boulevard Bypass, etc.).

The Project Team introduced a future proposed intersection (and lane configuration) at the New East-West Road, connecting Highway 7 and Adamson Street on the east side of Adamson Street (within the Region of Peel). The New East-West Road was identified within HPBATS and will be planned in the future by the Region of Peel. This corridor was considered during the LOS analysis of the Norval West Bypass, and is forecasted to operate at an acceptable LOS.

The initial results illustrate that long queues and poor LOS are expected at the intersections of Highway 7 & Norval West Bypass and 10 Side Road & Tenth Line (roundabout) in both AM and PM peak hours.

5.0 Transportation – Sensitivity Analysis

As discussed during MTO Meeting #1, Stantec proceeded with the Sensitivity Analysis for the intersections of Highway 7 & Norval West Bypass, and 10 Side Road & Tenth

Line. The following improvements were considered to improve the future intersections operate at an acceptable LOS.

Highway 7 and Norval West Bypass

NBL: provision of dual northbound left-turn lanes with two receiving lanes
EBR: provision of a channelized eastbound right-turn lane

10 Side Road and Tenth Line

NBR: provision of an exclusive northbound right-turn lane
EBR: provision of a channelized eastbound right-turn lane

The results showed that the proposed mitigation measures will result in all movements operating at an acceptable LOS (and queuing) during the 2031 AM and PM peak hours.

6.0 Transportation – Credit River (West Branch)

The MTO confirmed the bridge structure on Highway 7, Credit River (West Branch) (Silver Creek Structure), has been identified for rehabilitation within the next two years.

The Project Team identified the potential for widening the existing bridge structure to accommodate the proposed NB dual left turn receiving lanes and potential provisions for active transportation. Inclusion of active transportation will be discussed with the Town of Halton Hills. — Stantec/ Region

4.0 Schedule

MTO Meeting #3 to be scheduled. In light of COVID-19, meeting will be scheduled via video-conferencing system (Microsoft Teams, Skype for Business, Zoom, etc.) — Region

The Project Team is planning for Virtual PIC #1 in October 2020 (to be confirmed).

5.0 Other Items

Due to the anticipated heavy turning movements (northbound and eastbound) at the new intersection of Highway 7 & Norval West Bypass, there was discussion regarding the potential to "T" Highway 7 into the Norval West Bypass. MTO indicated that this could potentially be a longer-term solution due to the heavy northbound left-turns (by 2031). During this MCEA Study, the Region will review conceptually, both operationally and geometrically.**[Post Meeting Note: Halton Region notes that if a "T" design were to be pursued, the potential for any jurisdictional changes (i.e. connecting link) is beyond the scope of this MCEA Study and would need to be reviewed as part of a future Halton Region Roads Rationalization Study in consultation with Halton Region, Town of Halton Hills and MTO].** — Region — Stantec/ Region

MTO noted that the Lilac Lanes property located on Highway 7 curve may have concerns with light trespass from headlights making the northbound left onto Highway 7. This property owner has also raised concerns regarding sight lines.

The possibility of a roundabout was discussed at the Highway 7 & new Norval West Bypass intersection and will be further explored.

MTO noted that there are no plans for on-road bike lanes on Highway 7. The Region will discuss active transportation along Highway 7 with the Town of Halton Hills.

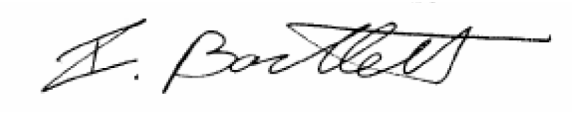
Project Team to determine if the existing truck climbing lane (westbound) along Highway 7 will be impacted by the dual northbound left-turns (with two receiving lanes). — Stantec/ Region

MTO indicated the dual northbound left-turning receiving lane width should be 2.5 lane widths (with a flare).

Project next steps should include a presentation with MTO Senior Management after the transportation reports are submitted to MTO for review. The Region is to follow up with MTO regarding schedule. **[Post Meeting Note: MTO has provided potential Senior Management dates. Halton Region verifying Regional and Consultant availability and will confirm shortly].**

The foregoing is considered to be a true and accurate record of all items discussed. If any discrepancies or inconsistencies are noted, please contact the writer immediately.

Stantec Consulting Ltd.



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Meeting Notes

Norval West Bypass Transportation Corridor / 1650-10598/49
Municipal Class Environmental Assessment (Highway 7 to 10 Side Road and 10 Side Road from Tenth Line to Adamson Street/Winston Churchill Boulevard, PR-2921B)

Date/Time:	July 27, 2021 / 10:00 AM	
Location:	Microsoft Teams	
Attendees:	Patrick Monaghan	Halton Region, Project Manager
	Ann Larkin	Halton Region, Infrastructure Planning
	Melissa Green-Battiston	Halton Region, Manager of Transportation Planning
	Erika Ibrajev	Ministry of Transportation, Project Delivery EIT
	Chris Barber	Ministry of Transportation, Senior Environmental Planner
	Keith Cherneski	Ministry of Transportation, Environmental Planner
	Amanda Naylor	Ministry of Transportation, Senior Project Engineer, GTA West
	Hossein Hosseini	Ministry of Transportation, Senior Project Engineer, GTA West
	Graham Routledge	Ministry of Transportation, Corridor Management
	Matthew Tuen	Ministry of Transportation, Traffic Management
	Paula Hohner	Stantec Consulting, Senior Environmental Planner
	Isaac Bartlett	Stantec Consulting, Project Manager
	Regan O'Henly	Stantec Consulting, EIT
	Sarah Lang	Stantec Consulting, Environmental Planner
Distribution:	All attendees	
Purpose:	MTO Meeting #3	

1.0 Introductions

Those at the meeting were introduced.

The purpose of the meeting is to provide an update on the Region's Norval West Bypass Municipal Class Environmental Assessment (MCEA Study) from Highway 7 to 10 Side Road (Regional Road 10), including 10 Side Road from Tenth Line to Adamson Street/Winston Churchill Boulevard (Regional Road 19), within the Town of Halton Hills. The focus of the meeting was to discuss the alternative intersection designs for the new Highway 7 and Norval West Bypass intersection and to request MTO input.

A presentation was used for this meeting, and is attached to these minutes.

2.0 Study Background – Transportation Planning

The Region/Stantec (the Project Team) provided a review of the key points from the previous minutes from MTO meetings 1 & 2. The presentation provided a review of the study area, and presented the conceptual urban cross-section design for the proposed 42 m corridor. The project team briefly highlighted the results of PIC #1, and the interest and feedback received from the local community.

3.0 Transportation – Alternative Intersection Concepts

The Project Team presented three alternative intersection concepts for the Highway 7 and Norval West Bypass intersection. Three Conceptual designs are provided in the attached presentation.

- MTO noted that the residential property access to Highway 7 for Concepts 1& 2, may present operational challenges during peak hours as it would require the crossing two lanes of traffic and potentially a left turn lane. It was noted that the residential property access for Concept 3 could potentially be less challenging given Highway 7 would be controlled by a roundabout and would also remain one lane in each direction adjacent to the access.

- MTO noted concerns with speed compliance traveling towards the intersection, in particular the roundabout concept, given the adjacent grades. Stantec confirmed the TAC sightlines for the intersection are met for all intersection concepts and will highlight the need to include all necessary preventative/warning measures as the intersection design progresses.

- A truck climbing lane is exists on Highway 7 west of the Silver Creek Bridge. Stantec committed to reviewing the MTO criteria (TAC + MTO Design Supplement) for truck climbing lanes to confirm if any of the intersection alternatives would result in the need to extend a truck climbing lane to the new Norval West By Pass intersection. — Stantec/ Region

  Post meeting note: Based on a review of the MTO criteria (TAC + MTO Design Supplement), the existing truck climbing lane will not require any modification with the introduction of a new Norvel West Bypass signalized intersection or roundabout on Highway 7.

4.0 Schedule

The Project Team requested that MTO provide feedback/comment on the presentation by **August 16, 2021.** — MTO

The Project Team confirmed they would confirm the preferred intersection alternative with MTO prior to the next PIC.

The Project Team is planning for Virtual PIC #2 in November 2021 (to be confirmed).

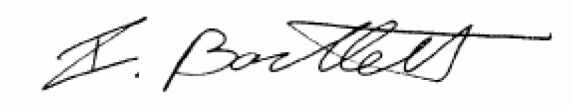
Other Items

5.0

Consultation with the Town of Halton Hills regarding these intersections has not yet occurred. The Project Team will engage with the Town of Halton Hills after receiving comments from MTO.	Stantec/ Region
MTO GTA West project team noted this project does not interact with the GTA West proposed corridor and requested to be removed from future meetings.	

The foregoing is considered to be a true and accurate record of all items discussed. If any discrepancies or inconsistencies are noted, please contact the writer immediately.

Stantec Consulting Ltd.



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MTO Meeting #4

Norval West Bypass Transportation Corridor / 1650-10598/49

Municipal Class Environmental Assessment (Highway 7 to 10 Side Road and 10 Side Road from Tenth Line to Adamson Street/Winston Churchill Boulevard, PR-2921B)

Date/Time:	November 5, 2021 / 9:30 AM	
Place:	Microsoft Teams	
Attendees:	Ann Larkin	Halton Region, Infrastructure Planning
	Patrick Monaghan	Halton Region, Project Manager
	Erika Ibrajev	Ministry of Transportation, Project Delivery
	Chris Barber	Ministry of Transportation, Senior Environmental Planner
	Keith Cherneski	Ministry of Transportation, Environmental Planner
	Emad Labib	Ministry of Transportation, Structural Engineer
	Breanne Stramenga	Ministry of Transportation, Engineering Intern
	Matthew Tuen	Ministry of Transportation, Traffic Management
	Isaac Bartlett	Stantec Consulting, Project Manager
	Regan O'Henly	Stantec Consulting, EIT
	Paula Hohner	Stantec Consulting, Senior Environmental Planner
	Sarah Lang	Stantec Consulting, Environmental Planner
Distribution:	All attendees	

Item:	Action:

1.0 Following the Ministry of Transportation (MTO) Meeting #3 held on July 27, 2021, the Ministry of Transportation provided nineteen (19) questions to the Project Team on August 18, 2021 (The Region of Halton and Stantec Consulting) seeking additional input/feedback. The Project Team provided responses to these questions on October 5, 2021.

The purpose of this follow up meeting (November 5, 2021) was to discuss the comment responses in greater detail and clarify if there is a need for additional information from both the Region and MTO.

The details of the November 5th discussion are documented in the attached Comment Response Table appended to these minutes (Appendix A).

The meeting adjourned at 11:00 AM

The foregoing is considered to be a true and accurate record of all items discussed. If any discrepancies or inconsistencies are noted, please contact the writer immediately.

Stantec Consulting Ltd.

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Environmental Planner
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Attachments: Appendix A

Appendix A

Question #	Department	Comment	Response	Notes from November 5 Discussion	Action
1	Project Delivery	Please provide a copy of the PIC #1 display materials for MTO's information (or a link to the project website where they are posted).	PIC #1 display materials have been included (pdf of the slides). In addition link to the Region's website for other project-related materials: *https://www.halton.ca/For-Residents/Roads-Construction/Municipal-Class-Environmental-Assessment-Studies/Norval-West-Bypass-Transportation-Corridor-Improve*	No further comments	
2	Project Delivery	Please be advised that the contract package for the rehabilitation of Silver Creek has been finalized and is ready for construction. The design does not include any widening to the bridge. The proposed future widening will need to be consulted with and endorsed by the MTO Structural Office and approved by MTO Senior Management.	Noted. Our understanding is that this work has been scheduled for 2022. Please confirm the timing of tendering for construction. According to the work completed to date, intersection Concepts 1 and 2 will require widening of the Silver Creek bridge, while intersection Concept 3 avoids impacts to the Silver Creek bridge.	Scheduled for 2023 construction with late 2022 tendering. Bridge is on its last rehabilitation schedule, and will require replacement in 20-25 years.	
3	Project Delivery	The north side of the roundabout (Concept 3) shows a conflict between the right turn channelization (traffic coming from Highway 7 East continuing to Highway 7 West) with the traffic exiting the roundabout to Highway 7 West. Similarly, the traffic from Highway 7 West continuing to Highway 7 East will have a conflict with the Bypass traffic channelization going East to Highway 7. Please advise how this conflict was considered in the development of this concept.	The roundabout is designed to provide a yield-controlled entrance onto the adjacent exit roadway. The channelized right-turn lane will yield to traffic at the exit location. This option of providing yield control on a channelized right-turn lane is generally safer for both cyclists and pedestrians, and is the preferred option in urban areas.	The Region confirmed that the proposed intersection would be located on land that is already owned by the Region, and as such there is some design flexibility. In addition Stantec and Region noted that the intersection designs are currently developed at the conceptual level so that the feasibility can be confirmed and compared to other conceptual intersection configuration designs (alternatives 1-3). The Region will continue to consult with MTO throughout this MCEA Study and throughout a subsequent detail design phase. It was recognized that alternative concept 3 (roundabout design) may be more sensitive to design tweaks than the signalized options, as such the conversation focused on additional information requested by MTO related to the roundabout design alternative. • Due the increase in decision points for vehicles traveling though the roundabout, MTO requested confirmation that this design feature is required from an operations perspective. Stantec to confirm if channelized right turn lanes are required from an Operations perspective. • The location of the current pedestrian crosswalks would be blocked by WB-20 trucks, Stantec to adjust the design. • Some potential truck tracking concerns were observed to be conflicting with separation requirements noted in MTO Standards. • Additional dimensions would be helpful to inform the MTO review of Alternative 3. MTO to confirm what dimensions would be important for review.	Region/Stantec
4	Project Delivery	Has the context of Highway 7 as a trucking route and the driver expectations been considered in the development of the intersection alternatives, especially Concept 3?	The project team acknowledges a truck climbing lane exists on Highway 7 west of the Silver Creek Bridge. Stantec reviewed the MTO criteria (TAC + MTO Design Supplement) for truck climbing lanes to confirm if any of the intersection alternatives would result in the need to extend a truck climbing lane to a new Norval West By Pass intersection. Based on a review of the MTO criteria (TAC + MTO Design Supplement), the existing truck climbing lane will not require any modification with the introduction of a new Norval West Bypass signalized intersection (Concepts 1 and 2) or roundabout (Concept 3) on Highway 7. Driver expectation relating to the proposed changes and introduction of the new alignment will be considered by the Project Team and is proposed to be mitigated through signage.		
5	Project Delivery	Concept 3 proposes a roundabout concept. What design vehicle has been used to determine the roundabout dimensions and the overall footprint?	The design vehicle used to determine the roundabout dimensions is a WB-20	No further comments	
6	Project Delivery	Please provide the auto turn movements with the design trucks and cars for Concepts 1 and 3.	Key AutoTurn movements with design vehicles have been attached. Note that the roundabout turning templates are included on multiple layers within the pdf.	Will provide separate pdfs that outline the movements.	Region/Stantec
7	Project Delivery	At this time, without having more details and based on high level evaluation of Concept 2 and 3, our preference is Concept 1. More details will be required for Concept 1 in the future.	The Project Team respectfully requests clarification/further details related to Project Delivery team's high-level preference for Concept 1. A better understanding of the Project Delivery team's priorities and concerns will assist the Project Team with the development of the analysis and evaluation of alternatives.	It was clarified that the high-level preference for Concept 1 was seen as a simple connection that didn't require a change in alignment of Highway 7. This simplicity was noted as a potential benefit, however it was acknowledge that there are also existing issues in terms of sight lines etc. that Concept 1 does not address.	
8	Project Delivery	The preferred Concept/design must be reviewed and endorsed by the MTO project team and approved by the MTO Senior Management before sharing publicly (including in PICs).	The Project Team acknowledges MTO's process requirements and will meet with MTO Senior Management prior to PIC #2. It should be noted that, as part of the Municipal Class EA process, the technically feasible alternative design concepts, as well as a preliminary preferred concept are presented to the public and all stakeholders at PIC#2 as concepts only. Feedback received is incorporated into the alternatives as required and informs the evaluation process, as well as the identification of a preferred design concept. Following PIC #2, the Project Team will discuss feedback received with MTO, as appropriate.	The Project Team will present to MTO Senior Management prior to holding PIC 2. The format will be similar to the presentation to MTO Senior Management that was completed prior to PIC 1, where a preliminary preferred design will be presented and draft material to be presented at the PIC will be discussed.	Region/Stantec
9	Project Delivery	The preferred design must meet the latest Ministry Standards including the sightline, clear zones, clearances, etc.	Acknowledged. The alternative design concepts are being developed using Ministry standards.	Stantec will review/confirm median lengths, widths and lane widths against TAC and the MTO supplementary standards. MTO noted that the concept 2 left turn lane width does not conform to MTO Standards.	Region/Stantec
10	Project Delivery	Have the accommodation of the visually impaired users due to the number of crossing and integration of Active Transportation been considered for Concept 3? The context of the intersection may dictate the need for a signalized crossing to accommodate all the users safely (Concept 1).	The Project Team considers pedestrian movements and the accommodation of all users. The evaluation of alternative design concepts will include criteria that considers active transportation. As part of the Municipal Class EA process, the technically feasible alternative design concepts will be presented to Halton Hills as a key stakeholder for this project. Active Transportation considerations are one of the focus areas for the municipality. Feedback received will be incorporated into the alternatives as required and will inform the evaluation process. The Project Team will share feedback received with MTO to assist with the selection of the Preferred Concept.	Stantec will review the HDB 2012-003 if visually impaired user accommodations need to be added. MTO to review and confirm their best practice. MTO questioned if the Multi-Use Path on the west side of the roundabout is necessary. The Project Team will hold further discussions with the Town of Halton Hills to determine active transportation needs in the study area.	Region/Stantec
11	Corridor Management	Please be advised that access to all properties at the intersection (not just the ones currently with houses), need to be considered in the by-pass planning alternatives.	Access to all properties will be considered in the analysis and evaluation of design concepts.	The Project Team will review the MTO Highway Access Management guidelines and develop a preferred access plan for each concept with supporting rationale which will include a sightline diagram/profile that considers the horizontal and vertical sightline dimensions and compares them to the existing condition (vertical will consider the existing parapet wall).	MTO to Provide Access Management Guidelines and Region/ Stantec to complete access review
12	Corridor Management	Is it possible that the two existing residences to the North could obtain safer access via the East leg of the intersection in Concept 2 and 3, rather than on the West side of the intersection?	Various access alternatives for the two existing north residences will be assessed and considered in the analysis and evaluation.	MTO to provide input from their maintenance team regarding snow removal of a new/realigned driveway.	MTO
13	Corridor Management	Access to all properties along the new road as well as those at the intersection should be reviewed so as to use the opportunity to provide the best access solutions that will suit the use/zoning.	The evaluation of alternative design concepts will include criteria that considers impacts to property and access.	See discussion in item 11	
14	Traffic Office	Please provide the detailed traffic analysis for each of the three proposed intersection options for review.	We have provided additional traffic information for the alternative design concepts for your consideration.	The Traffic Report was originally circulated to MTO September 02, 2020 in advance of TAC#1 and the first MTO Senior Management meeting. MTO advised that their most recent review flagged a concern with "all or nothing" traffic modelling assignment. MTO will complete a comprehensive review of the traffic report and confirm if an additional meeting to discuss is required. Given the Traffic Report is an important input when developing the intersection design concepts it is appreciated if MTO could provide this confirmation as soon as possible.	MTO
15	Traffic Office	The residential entrance on the North side of Highway 7 may create difficulty completing left turns towards Highway 7 EB.	Based on the design work completed to date, all three concepts for a new Norval West Bypass intersection will improve sightlines for traffic turning left out of this driveway. Various access alternatives for the two existing north residences will be assessed and considered in the analysis and evaluation.	See discussion in item 11	
16	Traffic Office	Please be advised that the roundabout concept must be reviewed by MTO Roundabout Committee.	Please confirm what information is required for submission to the MTO Roundabout Committee to advance the review process of Concept 3, and if the submission is made by our project team or internally within MTO. Please also confirm the review timeline. The comments from the MTO Roundabout Committee may be used to inform the evaluation of design concepts. As part of the Municipal Class EA process, the Preliminary Design process follows the selection of the Preferred Design Concept, after the public and all stakeholders have had an opportunity to provide feedback.	Based on the information provided MTO confirmed the roundabout concept appears to be feasible in principal, subject to the additional and the evaluation criteria/ MCEA process. If the roundabout is selected as the preferred design concept the MTO Roundabout Committee will comment on design requirements in advance of finalizing the Municipal Class Environmental Assessment Report.	
17	Traffic Office	Please clarify the trip distribution at Norval West Bypass - are the Northbound right turns expected to only enter Norval or are they pass-by trips?	Trips traveling northbound on Winston Churchill Boulevard will continue to have the option to stay on Winston Churchill Boulevard/ Adamson Street northbound through Highway 7 or turn right at the new Norval West Bypass intersection then left at the existing Winston Churchill Boulevard/ Adamson Street intersection with Highway 7.	No further comments	

18	Environmental	When available, please provide existing natural, socio-economic, cultural environment information/data that will be documented as part of the environmental assessment, especially in the vicinity of Highway 7.	Natural, socio-economic, cultural environment information will be considered as part of the analysis and evaluation. The study area for all environmental studies includes Highway 7. The following provides a list of reports being prepared as part of the Municipal Class EA process: - Environmental Impact Assessment Report (terrestrial/fish and fish habitat) - Cultural Heritage Resource Assessment - Stage 1 Archaeological Assessment A summary of each report will be provided in the Environmental Study Report (ESR), with a copy of each report contained in the appendix. The Project Team will provide a draft of the ESR and appendices to MTO for review prior to the issuance of the Notice of Study Completion and 30-day public review period.	No further comments	
19	Environmental	MTO projects follow the Environmental Reference for Highway Design (https://www.library.mto.gov.on.ca/SydneyPLUS/TechPubs/Portal/tp/espViews.aspx?lang=en-US). How will the proponent address the factor areas in this guide as they relate to the proposed work in the vicinity of Highway 7?	The Project Team is familiar with the ERD. The Municipal Class EA process requires similar environmental studies be completed, as noted above. Reporting, mitigation, commitments to future work and monitoring will be completed as part of the ESR.	The Project Team will consult with MECP to determine requirements for noise and air quality studies. We are aware that the assessments will need to follow MTO guidelines, and will need to address what the modifications to Highway 7 are, and how the Norval West Bypass will impact noise sensitive areas and receptors.	
				Additional Comments The Region of Halton confirmed that there is no plan to build a fourth connection/approach to the intersection. MTO to confirm process for meeting with Senior Management	completed

MTO Traffic Discussion

Norval West Bypass – MTO Traffic Discussion Meeting

Municipal Class Environmental Assessment (Highway 7 to 10 Side Road and 10 Side Road from Tenth Line to Adamson Street/Winston Churchill Boulevard, PR-2921B)

Date/Time:	January 21, 2022 / 10:00 AM	
Place:	Microsoft Teams	
Attendees:	Patrick Monaghan	Halton Region, Project Manager
	Breanne Stramenga	Ministry of Transportation, Engineering Intern
	Matthew Tuen	Ministry of Transportation, Traffic Management
	Cameron Bevers	Ministry of Transportation, Project Manager
	Isaac Bartlett	Stantec Consulting, Project Manager
	Regan O'Henly	Stantec Consulting, EIT
	Arash Mirhoseini	Stantec Consulting, Transportation Engineer
	Paula Hohner	Stantec Consulting, Senior Environmental Planner
	Sarah Lang	Stantec Consulting, Environmental Planner
Distribution:	All Attendees	

Action:

The purpose of the meeting was to discuss the following Traffic related comments brought forward recently by the Ministry of Transportation (MTO) regarding the proposed connection of the Norval West Bypass to Highway 7:

- Trip distribution should be reviewed as trip allocation indicates all trips will be completed at the Norval West Bypass.
- Please elaborate the use of All or Nothing Assignment. In macro-modelling, MTO normally use congested travel times for forecasting.

Stantec reviewed the trip distribution methodology as presented in the Transportation Study Report (dated September 1, 2020 - Section 3 Preferred Road Corridor Concept 2031 Traffic Volume Forecast) developed to support the Norval West Bypass Municipal Class Environmental Assessment. Stantec explained that they believe the methodology selected is appropriate given the context of the study area (size/number of alternative routes).

MTO noted that the methodology utilized has the potential to overestimate the northbound right turning traffic volume at the Norval West Bypass intersection with Highway 7, and as a result could impact the need for the exclusive northbound channelized right turn lane currently included in the roundabout intersection alternative design.

Halton confirmed that an updated detailed traffic analysis will be completed, in consultation with MTO, at the detail design project phase that utilizes updated information which may include updated existing traffic count information (post COVID-19 pandemic) and a traffic forecast beyond 2031.

Action:

MTO, Halton and Stantec agreed in principle that protecting for the slightly larger intersection footprint is appropriate for the purposes of completing the Municipal Class Environmental Assessment.

The Project Team will include an item in the Environmental Study Report (ESR) commitments table for the Region to update/re-evaluate the traffic analysis in consultation with the MTO at the detail design phase of the Project. — Region/Stantec

Other items discussed:

Stantec enquired about the MTO comment provided following the July 2021 meeting, to offset the crosswalks in the roundabout option to accommodate a WB-20 vehicle (question #4 in comment table). MTO noted that this practice is applied in areas where the traffic composition is expected to be predominantly trucks. MTO highlighted that the Norval West By Pass intersection with Highway 7 does not meet this criteria and confirmed that the best practice in this context is to keep the crossings closer to the traffic circulating at the roundabout. Stantec will revise the crosswalk configuration accordingly. — Stantec

Stantec confirmed that both a noise and air quality assessment would be completed for the preferred recommendation, and results included in the ESR.

The meeting adjourned at 10:45 AM

The foregoing is considered to be a true and accurate record of all items discussed. If any discrepancies or inconsistencies are noted, please contact the writer immediately.

Stantec Consulting Ltd.

Sarah Lang
Environmental Planner

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Fax: Fax Number
sarah.lang@stantec.com

MTO Meeting #6

Norval West Bypass – MTO Meeting #6

Municipal Class Environmental Assessment (Highway 7 to 10 Side Road and 10 Side Road from Tenth Line to Adamson Street/Winston Churchill Boulevard, PR-2921B)

Date/Time:	January 31, 2022 / 10:00 AM	
Place:	Microsoft Teams	
Attendees:	Patrick Monaghan	Halton Region, Project Manager
	Ann Larkin	Halton Region, Supervisor of Transportation Planning
	Melissa Green-Battiston	Halton Region, Manager of Transportation Planning
	Erika Ibrajev	Ministry of Transportation, Engineering Intern
	Breanne Stramenga	Ministry of Transportation, Engineering Intern
	Matthew Tuen	Ministry of Transportation, Traffic Management
	Cameron Bevers	Ministry of Transportation, Project Manager
	Chris Barber	Ministry of Transportation, Environmental Planner
	Graham Routledge	Ministry of Transportation, Senior Project Manager - West
	Isaac Bartlett	Stantec Consulting, Project Manager
	Regan O'Henly	Stantec Consulting, EIT
	Arash Mirhoseini	Stantec Consulting, Transportation Engineer
	Paula Hohner	Stantec Consulting, Senior Environmental Planner
	Sarah Lang	Stantec Consulting, Environmental Planner
Distribution:	All Attendees	

Action:

The purpose of this meeting was to present the evaluation summary and the draft preliminary preferred design alternative and profile to solicit feedback in advance of the MTO Senior Management Meeting #2, scheduled for February 15th, 2022. Additionally, the meeting was to discuss how MTO's comments have been addressed and how they have been incorporated into the draft preliminary preferred design alternative.

MTO advised that once the preliminary preferred design has been confirmed, the Project Team will need to provide a completed Highway Design Bulletin (HDB) 2012-003 form for the proposed roundabout intersection at Highway 7. This would be discussed as part of the presentation to the MTO Roundabout Committee. The MTO noted the importance of the details within this form in their approval process. — Stantec / Region

The property access was discussed for the properties north of Highway 7. MTO asked the Region to confirm the zoning status of the properties adjacent to the proposed intersection. MTO to consider if a depression in the median to permit access would be acceptable in principal. *Subsequent to the meeting, Graham Routledge joined the call and the team held a follow-up discussion on the access. See below for additional notes* — Region / MTO

The Project Team noted there is no consideration to purchase the residential properties adjacent to the intersection, as the intersection will not directly impact the buildings.

Action:

The Project Team committed to providing MTO with a copy of the presentation, draft conceptual designs, draft preferred configuration following this meeting. — Stantec

MTO to provide comments on the materials by Friday, February 4th, but preferably prior to this date if possible.

POST MEETING DISCUSSION

Following the official meeting adjournment, Graham Routledge (MTO) logged into the meeting and participated in an individual discussion with the Project Team. This discussion mainly revolved around the access to the residential properties, and possible ways to accommodate the turning movements with Alternative 3W.

MTO acknowledged that the proposed accesses do not impact the residential property with Cultural Heritage Value or Interest.

The Project Team is to consider the operational impact of readjusting/removing the channelized right turn, from Norval headed westbound along Highway 7. Removing the channelized right turn would likely reduce the intersection capacity but would provide an additional easterly access opportunity for 473 & 475 Guelph Street. If the easterly access is combined with a second access to the west, then 473 & 475 Guelph Street could utilize the proposed draft preliminary preferred intersection Alternative 3W (roundabout) and achieve full movement access to Highway 7 without requiring a left turn movement. — Stantec / Region

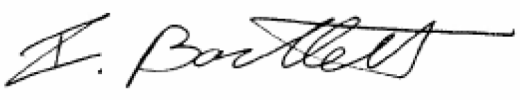
Post meeting note: *Please see the 2031 Traffic Analysis results based on the Region's Norval MCEA Transportation Study.*

Highway 7 Intersection Alternative 3W	Overall intersection	Highway 7 westbound through movement
Including westbound channelized right turn lane	LOS A	LOS B
Excluding westbound channelized right turn lane	LOS C (delays are 21.6 seconds)	LOS F (delays over 80 seconds)

The meeting adjourned at 11:30 AM

The foregoing is considered to be a true and accurate record of all items discussed. If any discrepancies or inconsistencies are noted, please contact the writer immediately.

Stantec Consulting Ltd.



Isaac Bartlett
Sr. Associate, Transportation
Phone: 519-675-6643
Isaac.Bartlett@stantec.com

Question #	Department	Comment	Response	Notes from November 5 Discussion	Action	
1	Project Delivery	Please provide a copy of the PIC #1 display materials for MTO's information (or a link to the project website where they are posted).	PIC #1 display materials have been included (pdf of the slides). In addition link to the Region's website for other project-related materials: *https://www.halton.ca/For-Residents/Roads-Construction/Municipal-Class-Environmental-Assessment-Studies/Norval-West-Bypass-Transportation-Corridor-Improve*	No further comments		
2	Project Delivery	Please be advised that the contract package for the rehabilitation of Silver Creek has been finalized and is ready for construction. The design does not include any widening to the bridge. The proposed future widening will need to be consulted with and endorsed by the MTO Structural Office and approved by MTO Senior Management.	Noted. Our understanding is that this work has been scheduled for 2022. Please confirm the timing of tendering for construction. According to the work completed to date, intersection Concepts 1 and 2 will require widening of the Silver Creek bridge, while intersection Concept 3 avoids impacts to the Silver Creek bridge.	Scheduled for 2023 construction with late 2022 tendering. Bridge is on its last rehabilitation schedule, and will require replacement in 20-25 years.		
3	Project Delivery	The north side of the roundabout (Concept 3) shows a conflict between the right turn channelization (traffic coming from Highway 7 East continuing to Highway 7 West) with the traffic exiting the roundabout to Highway 7 West. Similarly, the traffic from Highway 7 West continuing to Highway 7 East will have a conflict with the Bypass traffic channelization going East to Highway 7. Please advise how this conflict was considered in the development of this concept.	The roundabout is designed to provide a yield-controlled entrance onto the adjacent exit roadway. The channelized right-turn lane will yield to traffic at the exit location. This option of providing yield control on a channelized right-turn lane is generally safer for both cyclists and pedestrians, and is the preferred option in urban areas.	The Region confirmed that the proposed intersection would be located on land that is already owned by the Region, and as such there is some design flexibility. In addition Stantec and Region noted that the intersection designs are currently developed at the conceptual level so that the feasibility can be confirmed and compared to other conceptual intersection configuration designs (alternatives 1-3). The Region will continue to consult with MTO throughout this MCEA Study and throughout a subsequent detail design phase.	Region/Stantec	
4	Project Delivery	Has the context of Highway 7 as a trucking route and the driver expectations been considered in the development of the intersection alternatives, especially Concept 3?	The project team acknowledges a truck climbing lane exists on Highway 7 west of the Silver Creek Bridge. Stantec reviewed the MTO criteria (TAC + MTO Design Supplement) for truck climbing lanes to confirm if any of the intersection alternatives would result in the need to extend a truck climbing lane to a new Norval West By Pass intersection. Based on a review of the MTO criteria (TAC + MTO Design Supplement), the existing truck climbing lane will not require any modification with the introduction of a new Norval West Bypass signalized intersection (Concepts 1 and 2) or roundabout (Concept 3) on Highway 7. Driver expectation relating to the proposed changes and introduction of the new alignment will be considered by the Project Team and is proposed to be mitigated through signage.	It was recognized that alternative concept 3 (roundabout design) may be more sensitive to design tweaks than the signalized options, so such the conversation focused on additional information requested by MTO related to the roundabout design alternative. • Due the increase in decision points for vehicles traveling though the roundabout, MTO requested confirmation that this design feature is required from an operations perspective. Stantec to confirm if channelized right turn lanes are required from an Operations perspective. • The location of the current pedestrian crosswalks would be blocked by WB-20 trucks, Stantec to adjust the design. • Some potential truck tracking concerns were observed to be conflicting with separation requirements noted in MTO Standards. • Additional dimensions would be helpful to inform the MTO review of Alternative 3. MTO to confirm what dimensions would be important for review.		We have confirmed that from an operational perspective, the chennelizations are required to maintain a single lane roundabout with an acceptable level of service. The crosswalks will be maintained per discussion at MTO meeting #5. It was confirmed that the concept has the truck tracking included and this was revised. Stantec can include additional dimensions as requested by MTO.
5	Project Delivery	Concept 3 proposes a roundabout concept. What design vehicle has been used to determine the roundabout dimensions and the overall footprint?	The design vehicle used to determine the roundabout dimensions is a WB-20.	No further comments		
6	Project Delivery	Please provide the auto turn movements with the design trucks and cars for Concepts 1 and 3.	Key AutoTurn movements with design vehicles have been attached. Note that the roundabout turning templates are included on multiple layers within the pdf.	Will provide separate pdfs that outline the movements.	Region/Stantec	We initially checked the original design and confirmed that the paths will work with the revised configuration 3W.
7	Project Delivery	At this time, without having more details and based on high level evaluation of Concept 2 and 3, our preference is Concept 1. More details will be required for Concept 1 in the future.	The Project Team respectfully requests clarification/further details related to Project Delivery team's high-level preference for Concept 1. A better understanding of the Project Delivery team's priorities and concerns will assist the Project Team with the development of the analysis and evaluation of alternatives.	It was clarified that the high-level preference for Concept 1 was seen as a simple connection that didn't require a change in alignment of Highway 7. This simplicity was noted as a potential benefit, however it was acknowledge that there are also existing issues in terms of sight lines etc. that Concept 1 does not address.		
8	Project Delivery	The preferred Concept/design must be reviewed and endorsed by the MTO project team and approved by the MTO Senior Management before sharing publicly (including in PICs).	The Project Team acknowledges MTO's process requirements and will meet with MTO Senior Management prior to PIC #2. It should be noted that, as part of the Municipal Class EA process, the technically feasible alternative design concepts, as well as a preliminary preferred concept are presented to the public and all stakeholders at PIC#2 as concepts only. Feedback received is incorporated into the alternatives as required and informs the evaluation process, as well as the identification of a preferred design concept. Following PIC #2, the Project Team will discuss feedback received with MTO, as appropriate.	The Project Team will present to MTO Senior Management prior to holding PIC 2. The format will be similar to the presentation to MTO Senior Management that was completed prior to PIC 1, where a preliminary preferred design will be presented and draft material to be presented at the PIC will be discussed.	Region/Stantec	Design is being presented.
9	Project Delivery	The preferred design must meet the latest Ministry Standards including the sightline, clear zones, clearances, etc.	Acknowledged. The alternative design concepts are being developed using Ministry standards.	Stantec will review/confirm median lengths, widths and lane widths against TAC and the MTO supplementary standards. MTO noted that the concept 2 left turn lane width does not conform to MTO Standards.	Region/Stantec	The design standards were confirmed and lane with revised.
10	Project Delivery	Have the accommodation of the visually impaired users due to the number of crossing and integration of Active Transportation been considered for Concept 3? The context of the intersection may dictate the need for a signalized crossing to accommodate all the users safely (Concept 1).	The Project Team considers pedestrian movements and the accommodation of all users. The evaluation of alternative design concepts will include criteria that considers active transportation. As part of the Municipal Class EA process, the technically feasible alternative design concepts will be presented to Halton Hills as a key stakeholder for this project. Active Transportation considerations are one of the focus areas for the municipality. Feedback received will be incorporated into the alternatives as required and will inform the evaluation process. The Project Team will share feedback received with MTO to assist with the selection of the Preferred Concept.	Stantec will review the HDB 2012-003 if visually impaired user accommodations need to be added. MTO to review and confirm their best practice. MTO questioned if the Multi-Use Path on the west side of the roundabout is necessary. The Project Team will hold further discussions with the Town of Halton Hills to determine active transportation needs in the study area.	Region/Stantec	Tactile plates can be added per Region policy. Additional features can be reviewed and added during detail design.
11	Corridor Management	Please be advised that access to all properties at the intersection (not just the ones currently with houses), need to be considered in the by-pass planning alternatives.	Access to all properties will be considered in the analysis and evaluation of design concepts.	The Project Team will review the MTO Highway Access Management guidelines and develop a preferred access plan for each concept with supporting rationale which will include a sightline diagram/profile that considers the horizontal and vertical sightline dimensions and compares them to the existing condition (vertical will consider the existing parapet wall).	MTO to Provide Access Management Guidelines and Region/ Stantec to complete access review	We have been using this methodology with our sightline reviews. The parapet wall at the bridge has been assumed to be an obstruction (worst case, though a vehicle will be able to see up the hill). Sightlines on the vertical are not the controlling restricton. Horizontal sightlines due to obstructions will control and have been measured. Using the west access, the entrance to Bar Lanes will have improved sightlines relative to existing conditions. Entrance configurations discussed and will be presented to the property owner for input.
12	Corridor Management	Is it possible that the two existing residences to the North could obtain safer access via the East leg of the intersection in Concept 2 and 3, rather than on the West side of the intersection?	Various access alternatives for the two existing north residences will be assessed and considered in the analysis and evaluation.	MTO to provide input from their maintenance team regarding snow removal of a new/realigned driveway.	MTO	
13	Corridor Management	Access to all properties along the new road as well as those at the intersection should be reviewed so as to use the opportunity to provide the best access solutions that will suit the use/zoning.	The evaluation of alternative design concepts will include criteria that considers impacts to property and access.	See discussion in item 11		
14	Traffic Office	Please provide the detailed traffic analysis for each of the three proposed intersection options for review.	We have provided additional traffic information for the alternative design concepts for your consideration.	The Traffic Report was originally circulated to MTO September 02, 2020 in advance of TAC#1 and the first MTO Senior Management meeting. MTO advised that their most recent review flagged a concern with "all or nothing" traffic modelling assignment. MTO will complete comprehensive review of the traffic report and confirm if an additional meeting to discuss is required. Given the Traffic Report is an important input when developing the intersection design concepts it is appreciated if MTO could provide this confirmation as soon as possible.	MTO	Discussed and accepted during MTO meeting #5.
15	Traffic Office	The residential entrance on the North side of Highway 7 may create difficulty completing left turns towards Highway 7 EB.	Based on the design work completed to date, all three concepts for a new Norval West Bypass intersection will improve sightlines for traffic turning left out of this driveway. Various access alternatives for the two existing north residences will be assessed and considered in the analysis and evaluation.	See discussion in item 11		
16	Traffic Office	Please be advised that the roundabout concept must be reviewed by MTO Roundabout Committee.	Please confirm what information is required for submission to the MTO Roundabout Committee to advance the review process of Concept 3, and if the submission is made by our project team or internally within MTO. Please also confirm the review timeline. The comments from the MTO Roundabout Committee may be used to inform the evaluation of design concepts. As part of the Municipal Class EA process, the Preliminary Design process follows the selection of the Preferred Design Concept, after the public and all stakeholders have had an opportunity to provide feedback	Based on the information provided MTO confirmed the roundabout concept appears to be feasible in principal, subject to the additional and the evaluation criteria/ MCEA process. If the roundabout is selected as the preferred design concept the MTO Roundabout Committee will comment on design requirements in advance of finalizing the Municipal Class Environmental Assessment Report.		We will schedule in a presentation of the preferred roundabout following the PIC and selection of the preferred alternative.
17	Traffic Office	Please clarify the trip distribution at Norval West Bypass - are the Northbound right turns expected to only enter Norval or are they pass-by trips?	Trips traveling northbound on Winston Churchill Boulevard will continue to have the option to stay on Winston Churchill Boulevard/ Adamson Street northbound through Highway 7 or turn right at the new Norval West Bypass intersection then left at the existing Winston Churchill Boulevard/ Adamson Street intersection with Highway 7.	No further comments		
18	Environmental	When available, please provide existing natural, socio-economic, cultural environment information/data that will be documented as part of the environmental assessment, especially in the vicinity of Highway 7.	Natural, socio-economic, cultural environment information will be considered as part of the analysis and evaluation. The study area for all environmental studies includes Highway 7. The following provides a list of reports being prepared as part of the Municipal Class EA process: - Environmental Impact Assessment Report (terrestrial/fish and fish habitat) - Cultural Heritage Resource Assessment - Stage 1 Archaeological Assessment A summary of each report will be provided in the Environmental Study Report (ESR), with a copy of each report contained in the appendix. The Project Team will provide a draft of the ESR and appendices to MTO for review prior to the issuance of the Notice of Study Completion and 30-day public review period.	No further comments		
19	Environmental	MTO projects follow the Environmental Reference for Highway Design (https://www.library.mto.gov.on.ca/SydneyPLUS/TechPubs/Portal/tp/eopViews.aspx?lang=en-US). How will the proponent address the factor areas in this guide as they relate to the proposed work in the vicinity of Highway 7?	The Project Team is familiar with the ERD. The Municipal Class EA process requires similar environmental studies be completed, as noted above. Reporting, mitigation, commitments to future work and monitoring will be completed as part of the ESR.	The Project Team will consult with MECP to determine requirements for noise and air quality studies. We are aware that the assessments will need to follow MTO guidelines, and will need to address what the modifications to Highway 7 are, and how the Norval West Bypass will impact noise sensitive areas and receptors.		
				Additional Comments The Region of Halton confirmed that there is no plan to build a fourth connection/approach to the intersection. MTO to confirm process for meeting with Senior Management	completed	

MTO Meeting #8

Norval West Bypass – MTO Meeting #8

Municipal Class Environmental Assessment (Highway 7 to 10 Side Road and 10 Side Road from Tenth Line to Adamson Street/Winston Churchill Boulevard, PR-2921B)

Date/Time:	April 14, 2022 / 9:00 AM	
Place:	Microsoft Teams	
Attendees:	Patrick Monaghan	Halton Region, Project Manager
	Ann Larkin	Halton Region
	Melissa Green-Battiston	Halton Region
	Erika Ibrajev	Ministry of Transportation, Engineering Intern
	Chris Barber	Ministry of Transportation, Environmental Planner
	Cameron Bevers	Ministry of Transportation, Project Manager
	Graham Routledge	Ministry of Transportation, Senior Project Manager – Wes
	Moin Khan	Ministry of Transportation, Area Manager
	Isaac Bartlett	Stantec Consulting, Project Manager
	Regan O'Henly	Stantec Consulting, EIT
	Paula Hohner	Stantec Consulting, Senior Environmental Planner
	Sarah Lang	Stantec Consulting, Environmental Planner
Distribution:	All Attendees	

Action:

The purpose of this meeting was to provide an overview of the consultation completed with MTO throughout the project, discuss revisions and updates completed on the draft preferred design, and provide a recap of the alternative design evaluation process completed for the project. This was the 8th meeting held with Central Region staff.

MTO highlighted that their questions surrounding Auto-turn movements have not been fully addressed. The Project Team noted that the drawings have been refined each time the design has been tweaked. The Project Team will continue to complete auto turns runs as the design is refined. Post meeting note* the latest auto turn drawings were provided to MTO on April 26th 2022.

The Project Team shared the updated designs for Pedestrian Crossings (PXO's) surrounding the intersection, noting references to OTM Book 18 (2021) for guidance. MTO noted that if the pedestrian crossings further than 6m outside of the intersection along the proposed bypass, they would not be considered MTO jurisdiction and become part of the Regional Road. — MTO

Access for properties 473 & 475 Guelph Street were discussed. The preliminary preferred design includes 'U-shaped' driveway that includes two right in right out accesses to Highway 7 east and west of the roundabout which provides full movement access to 473 & 475 Guelph Street. MTO noted that they would not take on the responsibilities to maintain this access (snow maintenance, future repairs to asphalt and curbs, etc.). As such, the Project Team noted that Halton Region, in conjunction with the Town of Halton — Stantec / Region

Action:

Hills will work towards forming a maintenance solution regarding the 473 & 475 Guelph Street property access. It was noted that it is preferred for this access to be designed as private access as opposed to a public road.

MTO noted that the guiderail impacted by the proposed access will need to be reconfigured. The project team agreed that a Roadside Safety Assessment would need to be completed as part of detailed design to properly protect any Highway 7 modifications resulting from the new intersection and access from the embankment and water hazards.

The Project Team noted that the need for channelized turn lanes are an element that will be reconfirmed during the detailed design phase traffic work of the project based on up-to-date traffic volumes and forecasts.

MTO highlighted that the Norval West bypass lanes end at Highway 7 and as a result drivers will need to be aware that they will have to decide to go east or west at the intersection which could result in upstream weaving. The Project Team noted that appropriate signage and driver guidance would be provided. Detailed signage plans that consider this potential will be completed as part of detail design.

The Project Team provided an overview of the evaluation criteria and process used to analyze the intersection and alignment alternatives (1W, 2E, 3W, 3E). The presentation will be provided to MTO. *See attached meeting slides.*

MTO highlighted the need to consider potential light and noise pollution for the properties adjacent to the proposed roundabout. The Project Team noted that mitigation measures would be considered in the MCEA but confirmed in the detail design phase.

MTO questioned if the Georgetown Secondary Plan road which would intersect the Norval West Bypass should be presented to the public at PIC 2. The Project Team noted that the Georgetown Secondary Plan is not yet finalized but would consider including their plans.

MTO questioned if the proposed Street A from the Georgetown Secondary Plan would change the future traffic patterns in the area. The Project Team highlighted that the proposed intersecting road will be a collector and is not expected to significantly influence route selection in the area.

Stantec / Region

MTO requested a list of items that will be further refined during the remaining phases of this project. The Region noted that the Environmental Study Report (ESR) will document the consultation completed with MTO through the MCEA Study, and will document the commitments to be included during the detail design phase of the project.

A meeting with MTO Senior Management will be scheduled for either April 25 or May 2, 2022. A draft presentation will be required by April 19, 2022 but changes can be made following submission if required.

The meeting adjourned at 10:30 AM

The foregoing is considered to be a true and accurate record of all items discussed. If any discrepancies or inconsistencies are noted, please contact the writer immediately.

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MTO Meeting #9

Norval West Bypass – MTO Meeting #9

Municipal Class Environmental Assessment (Highway 7 to 10 Side Road and 10 Side Road from Tenth Line to Adamson Street/Winston Churchill Boulevard, PR-2921B)

Date/Time:	March 1, 2023 / 10:00 AM	
Place:	Microsoft Teams	
Attendees:	Patrick Monaghan	Halton Region, Project Manager
	Ann Larkin	Halton Region, Supervisor of Transportation and Mobility Planning
	Melissa Green-Battiston	Halton Region, Manager of Transportation and Mobility Planning
	Michael Steiner	Ministry of Transportation, Project Engineer
	Raima Hussain	Ministry of Transportation, Engineer in Training
	Isaac Bartlett	Stantec Consulting, Project Manager
	Regan O'Henly	Stantec Consulting, EIT
	Paula Hohner	Stantec Consulting, Senior Environmental Planner
	Sarah Micks	Stantec Consulting, Environmental Planner
Distribution:	All Attendees	

Action:

The presentation slides are included with these minutes.

Those at the meeting were introduced.

The purpose of the meeting was to provide an update on the project since the last meeting with the Ministry of Transportation (MTO) in May 2022. The Project Team presented a study overview, the study progress including a summary of previous MTO meetings, and the draft preliminary preferred design alternative.

The Region has taken MTO's feedback with respect to cyclist operations and connectivity at the proposed roundabout at Highway 7. The Region has worked with the Town to update the proposed cross-section to provide a wider Multi Use Path to accommodate all active transportation and remove the on-road bike lanes. The updated cross section is illustrated on Slide 10.

MTO requested clarification on if PXO Warrants had been completed to support the PXO's illustrated in the preliminary preferred design. It was noted that the PXOs were originally part of the intersection, however based on previous MTO feedback were moved away from the intersection channelized turn lanes to achieve a simplified crossing configuration. The PXO locations are consistent with the preliminary preferred intersection Design presented at the May 2022 MTO Senior Management meeting. These PXO's are AODA compliant, have been designed as per OTM Book 18, and avoid the channelized turns within the roundabout intersection to provide safer crossings. Additional PXO details will be confirmed based on the latest standards during the detail design phase of this project.

The project team summarized the existing SWM conditions within the study area, the SWM analysis (i.e., design criteria, assumptions, considerations, evaluation criteria), and

Action:

presented the draft preliminary preferred SWM design for the North Outlet (Silver Creek) and South Outlet (Levi Creek). It was noted that this information has been developed in consultation with the Credit Valley Conservation Authority. The North Outlet SWM south of Highway 7 will consider two options for the location of the SWM facility, West (Option 1) or East (Option 2) of the Norval West Bypass. Option 2 would require an additional culvert to outlet from the SWM facility to Silver Creek, and would need to pass under the roundabout.

MTO inquired about soil management during construction. The project team noted that an excess soil management plan will be determined during detail design and construction.

The project team is planning to hold Public Information Centre (PIC) #2 in spring 2023. A Technical Advisory Committee meeting will be held prior to PIC #2, and an invitation to MTO will be extended. The project team will circulate the PIC #2 presentation to MTO in advance to ensure there are no concerns with presenting the preliminary preferred design to the public. — Stantec

MTO is to provide comments on this presentation by March 17, 2023.

The meeting adjourned at 10:30 AM

The foregoing is considered to be a true and accurate record of all items discussed. If any discrepancies or inconsistencies are noted, please contact the writer immediately.

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Norval West Bypass – MTO Meeting #10

Municipal Class Environmental Assessment (Highway 7 to 10 Side Road and 10 Side Road from Tenth Line to Adamson Street/Winston Churchill Boulevard, PR-2921B)

Date/Time: October 23, 2023 / 2:00 PM

Place: Microsoft Teams

Attendees:		
	Melissa Green-Battiston	Halton Region, Transportation and Mobility Planning
	Ann Larkin	Halton Region, Transportation and Mobility Planning
	Jessica Passingham	Halton Region, Transportation and Mobility Planning
	Michael Steiner	MTO, Project Engineer
	Isaac Bartlett	Stantec Consulting, Project Manager
	Paula Hohner	Stantec Consulting, Senior Environmental Planner
	Regan O'Henly	Stantec Consulting, Transportation EIT

Distribution: All attendees

Discussion Topics		Action By
1.	**Introductions and Overview**	
1.1	Meeting attendees from Halton Region, MTO, and Stantec introduced themselves.	

1.2	The purpose of the meeting was to present an update of the Preliminary Preferred Design Alternative for the Norval West Bypass south of Highway 7 since the last meeting with MTO in March 2023. It was noted that there is no change to the Preliminary Preferred Design of the roundabout at Highway 7. The presentation slides are attached and provided an overview of the following:
	• Recap of the Preliminary Preferred Design (March 2023)
	• Update on new Preliminary Preferred Design (October 2023)
	  ○ Review of Alternative Alignments
	  ○ New 10 Side Road Roundabout Geometry Layout
	  ○ New Norval West Bypass Alignment and Profile
	• Next Steps	

1.3	Stantec noted that the content previously presented to MTO regarding the proposed Highway 7 intersection remains consistent.	
2.0	**Discussion**	
2.1	MTO requested that Stantec provide a copy of the previous meeting minutes with MTO. A copy of the all Senior Management Committee Meeting minutes will be provided to MTO.	Stantec
3.0	**Next Steps**	
3.1	The MTO will be invited to review the draft PIC #2 slides prior to the Technical Agency Meeting.	
3.2	The MTO will be invited to the Technical Agencies Meeting prior to PIC #2.	

The meeting adjourned at 2:30 PM

The foregoing is considered to be a true and accurate record of all items discussed. If any discrepancies or inconsistencies are noted, please contact the writer immediately.

Stantec Consulting Ltd.

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Norval West Bypass – MTO Meeting #11

Municipal Class Environmental Assessment (Highway 7 to 10 Side Road and 10 Side Road from Tenth Line to Adamson Street/Winston Churchill Boulevard, PR-2921B)

Date/Time: December 14, 2023 / 2:30 PM

Place: Microsoft Teams

Attendees:		
	Melissa Green-Battiston	Halton Region, Transportation and Mobility Planning
	Ann Larkin	Halton Region, Transportation and Mobility Planning
	Jessica Passingham	Halton Region, Transportation and Mobility Planning
	Michael Steiner	MTO, Project Engineer
	Chris Barber	MTO, Environmental Planner
	Paul Nunes	MTO, Senior Project Manager, Highway Corridor Management
	Les Dzbik	MTO, Traffic Manager
	Isaac Bartlett	Stantec Consulting, Project Manager
	Paula Hohner	Stantec Consulting, Senior Environmental Planner
	Sarah Micks	Stantec Consulting, Environmental Planner

Distribution: All attendees

Discussion Topics		Action By
1.	**Introductions and Overview**	
1.1	Meeting attendees from Halton Region, MTO, and Stantec introduced themselves.	
1.2	The purpose of the meeting was to present the Public Information Centre (PIC) #2 materials for the Norval West Bypass MCEA Study, and provide an opportunity for MTO to review the materials and provide feedback. The presentation slides are attached.	
1.3	Stantec noted that the Preliminary Preferred Design Alternative, including the Highway 7 and Norval West Bypass roundabout, presented in the PIC #2 material has been previously presented to MTO, and reflects the materials presented at the October 23, 2023 meeting and previous discussions with MTO.	
2.0	**Discussion**	
2.1	Stantec noted the project team has met numerous times with MTO staff as well as with Senior Management to discuss and obtain approval in principle on the proposed Highway 7 and Norval West Bypass preliminary roundabout design. Meetings with Senior Management were held on the following dates: • September 22, 2020 • February 15, 2022 • May 2, 2022 MTO Senior Management has reviewed and provided support for the Highway 7 roundabout intersection. This discussion is documented in the May 2, 2022 meeting minutes (attached for reference).	
3.0	**Next Steps**	
3.1	The MTO will be invited to the Technical Agencies Meeting prior to PIC #2.	

3.2	Stantec to distribute the meeting minutes and draft PIC #2 slides.	Stantec

The meeting adjourned at 3:00 PM

The foregoing is considered to be a true and accurate record of all items discussed. If any discrepancies or inconsistencies are noted, please contact the writer immediately.

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MTO Roundabout Committee

MTO Roundabout Implementation Team Meeting #1

Norval West Bypass – MTO Roundabout Implementation Team Meeting #1

Municipal Class Environmental Assessment (Highway 7 to 10 Side Road and 10 Side Road from Tenth Line to Adamson Street/Winston Churchill Boulevard, PR-2921B)

Date/Time:	February 17, 2022 / 9:30 AM	
Place:	Microsoft Teams	
Attendees:	Patrick Monaghan	Halton Region, Project Manager
	Ann Larkin	Halton Region, Supervisor of Mobility Planning
	Melissa Green-Battiston	Halton Region, Manager, Transportation and Mobility Planning
	Arshad Azhar	Ministry of Transportation, Design & Contract Standards Engineer
	Chris Dixon	Ministry of Transportation, Corridor Management Planner
	Sheri Graham	Ministry of Transportation, Manager, Traffic
	Heather Hansen	Ministry of Transportation, Traffic Supervisor
	Aaron Janke	Ministry of Transportation, Traffic Supervisor
	Lindsay Keats	Ministry of Transportation, Senior Project Engineer
	Ron Lewis	Ministry of Transportation, Traffic Supervisor
	Robert Long	Ministry of Transportation, Traffic Supervisor
	Debbie MacArthur	Ministry of Transportation, Traffic Supervisor
	Corinne Morden	Ministry of Transportation, Project Engineer
	Michael Pardo	Ministry of Transportation, Senior Traffic Operations Engineer
	Ken Rogers	Ministry of Transportation, Senior Project Engineer
	Noorulain Salim	Ministry of Transportation, Engineering Intern
	Gordon Start	Ministry of Transportation, Maintenance Superintendent
	Erika Ibrajev	Ministry of Transportation, Engineering Intern
	Cameron Bevers	Ministry of Transportation, Project Manager
	Isaac Bartlett	Stantec Consulting, Project Manager
	Regan O'Henly	Stantec Consulting, EIT
Distribution:	All Attendees	

Action:

The purpose of this preliminary meeting was to provide an overview of the draft preliminary preferred roundabout design to the Ministry of Transportation (MTO) Roundabout Implementation Team (RIT) and discuss any potential preliminary comments.

The following items were discussed:

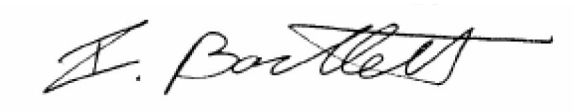
- MTO noted that a break or depression in the splitter island would not be permitted to grant full movement access to the properties north of the roundabout at 473 &475 Guelph Street or on the southeast side of the intersection at 480 Guelph Street.

	Action:
Stantec to review splitter island lengths to see if shorter islands can be permitted to improve access options to these properties.	Stantec
• MTO noted that due to the close proximity of the northbound and westbound channelized right-turn exits to the circle, there is a chance that this traffic could directly enter the roundabout, creating an additional conflict point. Stantec to explore the realignment of the channelized right-turns in order to provide further separation from the roundabout.	Stantec
• MTO noted with the channelized right-turn carrying east leg traffic to the west leg, that this channelization adds further complexity to access along the north side of the roundabout. Stantec to explore the potential realignment of this channelized right-turn in order to provide further separation from the roundabout.	Stantec
• MTO noted that truck aprons should only be implemented if used to control speeds of right-turning traffic as they present additional AODA concerns. Stantec to review the use of truck aprons on the channelized right-turn approaches.	Stantec
• MTO explained that crosswalk markings can only be implemented with an associated PXO. Stantec to include PXOs at all crosswalk locations in order to assist in accommodating AODA requirements.	Stantec
• MTO suggested reviewing the possibility to relocate the driveway for 480 Guelph Street in order to increase separation from the proposed roundabout.	Stantec/Region
• MTO asked about the roundabout approach lane widths of 3.50m and winter maintenance requirements. Stantec to consult with the Town of Halton Hills to confirm slow plow requirements and review increasing lane widths if required.	Stantec
• MTO noted that vegetation or gateway features in the center island or directly adjacent to the roundabout would not be permitted to ensure sightlines will not be obstructed in accordance with the TAC Roundabout Design Guide.	
• MTO highlighted the hydro line on the north side of the intersection and associated guy poles. These will need to be considered with the final intersection configuration.	
• MTO will require an ARCADY analysis for review if the roundabout if it is selected as the preferred intersection alternative. Stantec will update prior to the RIT presentation following the next PIC.	Stantec
• Stantec to review coloring of roundabout drawing in order to more clearly highlight intended use of elements.	Stantec
• Stantec to review the configuration of cycling facilities through the intersection. This will be part of the discussion with Halton Hills.	Stantec

The meeting adjourned at 10:30 AM

The foregoing is considered to be a true and accurate record of all items discussed. If any discrepancies or inconsistencies are noted, please contact the writer immediately.

Stantec Consulting Ltd.



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MTO Roundabout Implementation Team Meeting #2

Norval West Bypass – MTO Roundabout Implementation Team Meeting #2

Municipal Class Environmental Assessment (Highway 7 to 10 Side Road and 10 Side Road from Tenth Line to Adamson Street/Winston Churchill Boulevard, PR-2921B)

Date/Time:	March 17, 2022 / 1:30 PM	
Place:	Microsoft Teams	
Attendees:	Patrick Monaghan	Halton Region, Project Manager
	Ann Larkin	Halton Region, Supervisor of Mobility Planning
	Melissa Green-Battiston	Halton Region, Manager, Transportation and Mobility Planning
	Arshad Azhar	Ministry of Transportation, Design & Contract Standards Engineer
	Aaron Janke	Ministry of Transportation, Traffic Supervisor
	Ron Lewis	Ministry of Transportation, Traffic Supervisor
	Debbie MacArthur	Ministry of Transportation, Traffic Supervisor
	Michael Pardo	Ministry of Transportation, Senior Traffic Operations Engineer
	Ken Rogers	Ministry of Transportation, Senior Project Engineer
	Noorulain Salim	Ministry of Transportation, Engineering Intern
	Graham Routledge	Ministry of Transportation, Senior Project Manager – West
	Matthew Tuen	Ministry of Transportation, Traffic Management
	Moin Khan	Ministry of Transportation, Area Manager (Transportation)
	Tracey Difede	Ministry of Transportation, Operations Specialist
	Erika Ibrajev	Ministry of Transportation, Engineering Intern
	Arash Mirhoseini	Stantec Consulting, Transportation Engineer
	Paula Hohner	Stantec Consulting, Senior Environmental Planner
	Isaac Bartlett	Stantec Consulting, Project Manager
	Regan O'Henly	Stantec Consulting, EIT
Distribution:	All Attendees	

Action:

The purpose of this meeting was to provide an update on the comments addressed from the previous meeting with the Ministry of Transportation (MTO) Roundabout Implementation Team (RIT), and discuss and additional potential concerns.

The following items were discussed:

- MTO noted that vehicles in the right-turn bypass lane could still potentially enter the roundabout in the updated design. Stantec noted that the tight channelization was used to limit impacts to surrounding properties and conforms NCHRP Report 672 (see Figure 6-73 in NCHRP Report 672). The tight channelization helps with access to 473 and 475 Guelph Street. Stantec to review the tight channelization for the WB movement to assist with the access, and a more separated configuration for the NB movement. — Stantec

Action:

- MTO requested confirmation that the right-turn channels at the roundabout are required. Stantec confirmed that the right-turn channels are warranted based on the traffic forecast completed to inform this MCEA Study. Further, Halton confirmed that standard practice is to confirm the traffic volumes at the detailed design stage; for the MCEA Study, it was agreed in consultation with MTO traffic management team to take a conservative approach to future traffic demand and include the channels in the MCEA (see January 21, 2022 MTO Traffic Discussion meeting minutes). Stantec to provide the traffic analysis result with and without the channelized RT lanes. — Stantec

- MTO noted that it is not ideal that the proposed access to 473 and 475 Guelph Street would require vehicles to cross auxiliary lanes to enter the roundabout. Stantec noted that this would be required for all intersection options, with the roundabout option having the least number of lane crossings.

- MTO noted that the proposed entrance to 473 and 475 Guelph Street would need to oriented and/or landscaped appropriately so that traffic does not mistakenly enter the driveway.

- MTO requested confirmation that a 4-lane cross-section along the proposed bypass is required, as it is unusual to have 4-lanes entering a single lane roundabout. The project team highlighted that this cross-section is based on the 2031 horizon year and will ultimately tie into other the surrounding network improvements. It should be further noted that network improvements including the Norval West Bypass and widening of 10 Side Road to four lanes is among a number of transportation network improvements identified in the Halton-Peel Boundary Area Transportation Study (HPBATS), 2010.

  In addition, the need for greater connectivity and mobility (to 2031) in the southeast quadrant of the Town of Halton Hills was reconfirmed through the Region's Transportation Master Plan: The Road to Change, 2011.

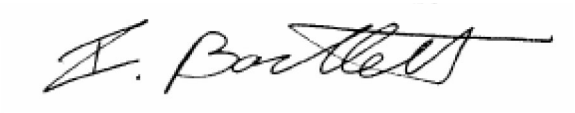
- Stantec confirmed that proposed PXOs at the roundabout are Type C. MTO highlighted a preference to avoid multi-stage crossings along the east and south roundabout legs, as they can be challenging for pedestrians particularly visually impaired users. MTO noted that the splitter islands with the tight channelization design are not considered sufficient to serve as a pedestrian refuge areas. MTO agreed that moving crossings southerly down the bypass and easterly along Highway 7 may be preferred to ensure a 1-stage crossing can be provided. The project team will discuss the best location for a PXO crossing on Highway 7 with MTO Central Region and the Town of Halton Hills. — Stantec

- MTO noted concern with the number of multi-modal movements occurring at the roundabout. They suggested that lots of advanced warning be provide to cyclist and pedestrian in advance of the roundabout to reduce confusion all road users particularly on the south leg. Stantec to review.

The meeting adjourned at 3:00 PM

The foregoing is considered to be a true and accurate record of all items discussed. If any discrepancies or inconsistencies are noted, please contact the writer immediately.

Stantec Consulting Ltd.



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MTO Senior Management

MTO EXECUTIVE MEETING #1

Ministry of Transportation Executive Review

Norval West Bypass Transportation Corridor / 1650-10598/49
Municipal Class Environmental Assessment (Highway 7 to 10 Side Road and 10 Side Road from Tenth Line to Adamson Street/Winston Churchill Boulevard, PR-2921B)

Date/Time:	September 22, 2020 / 1:00 PM	
Place:	Microsoft Teams	
Attendees:	Parshad Patel	Ministry of Transportation, Planning and Development
	Graham Routledge	Ministry of Transportation, Corridor Management
	Eric Hakomaki	Ministry of Transportation, Traffic Management
	Matthew Tuen	Ministry of Transportation, Traffic Management
	Tim Apostolopoulos	Ministry of Transportation, Traffic Supervisor
	Adriano Cesarone	Ministry of Transportation, Contract Review Officer
	Linda Fischer	Ministry of Transportation, Head, Environmental Planning
	Rina Kulathinal	Ministry of Transportation, Head, Planning and Design
	Brenda Liegler	Ministry of Transportation, Manager, Special Planning & Initiatives
	Martin Michalek	Ministry of Transportation, Head, Major Planning Projects
	Mark Hobin	Ministry of Transportation, Service Structural Coordinator
	Jason White	Ministry of Transportation, Manager, Engineering
	Ann Larkin	Halton Region, Supervisor, Transportation Planning
	Jeff Reid	Halton Region, Project Manager
	Dan Banks	Halton Region, Acting Manager, Infrastructure Planning
	Lisa De Angelis	Halton Region, Director, Infrastructure Planning and Policy
	Arash Mirhoseini	Stantec Consulting, Senior Transportation Planner
	Paula Hohner	Stantec Consulting, Senior Environmental Planner
	Isaac Bartlett	Stantec Consulting, Project Manager
	Sarah Lang	Stantec Consulting, Environmental Planner
Distribution:	All attendees	

Item: **Action:**

1.0 Introductions

The project team members were introduced to the MTO.

The purpose of the meeting is to introduce the Region's Norval West Bypass Municipal Class Environmental Assessment (MCEA Study) from Highway 7 (Guelph Street) to 10 Side Road (Regional Road 10), including 10 Side Road from Tenth Line to Winston Churchill Boulevard/Adamson Street (Regional Road 19), within the Town of Halton Hills.

Item: **Action:**

2.0 Study Background – Transportation Planning

Using a presentation (attached), the Region/Stantec provided an overview of the Norval West Bypass MCEA Study, including study background and existing conditions.

The Project Team highlighted the need for additional roadway capacity as identified in the Halton-Peel Boundary Area Transportation Study (HPBATS), and confirmed through the Region's Transportation Master Plan – The Road to Change. The Norval West Bypass is one piece of the transportation network to satisfy future demand and network connectivity to 2031. The Region noted that while the HPBATS study labelled the corridor as a Bypass, it will ultimately be a Major Arterial roadway under the jurisdiction of Halton Region, and likely under a different road name.

The Norval West Bypass has been identified as a new 4-lane link within the Regional road network, connecting Highway 7 to 10 Side Road. The new proposed intersection at Highway 7 would be under MTO's jurisdiction and built to MTO standards.

3.0 Transportation - Existing Conditions

The Project Team presented several slides to illustrate the existing and future baseline intersection operational level of service, using Synchro. The Project Team identified the existing and future baseline critical movements at study area intersections. The results confirmed the capacity constraints in the future baseline that requires the proposed road network improvements.

4.0 Transportation – Road Corridor Concepts

The Project Team presented the potential road corridor concepts for the Norval West Bypass (A, B, C), and 10 Side Road (1, 2). Through the preliminary analysis of alternative solutions/designs, the Norval West Bypass Road Corridor Concept C has been screened out due to impacts on the natural environment, surface water & groundwater, cultural heritage & archaeology, socio-economic, and engineering/technical aspects of the study/study area. Overall, the preliminary transportation analysis identifies Road Corridor Concept B2 as the preferred route.

The forecasted turning movement volumes were used to analyze the study area intersections' operational level of service for preferred Road Corridor Concept B2.

The results illustrate that the intersection of Highway 7 & Adamson Street is forecasted to operate at an acceptable LOS by 2031.

5.0 Transportation – Sensitivity Analysis

Stantec performed a Sensitivity Analysis for the intersections of Highway 7 & Norval West Bypass, and 10 Side Road & Tenth Line. The following improvements were considered to improve the future Highway 7 and Norval West Bypass intersection to further improve operations.

Item: **Action:**

1. NBL: provision of dual northbound left-turn lanes with two receiving lanes
2. EBR: provision of a channelized eastbound right-turn lane

The results illustrate that the proposed mitigation measures will result in all movements operating at an acceptable LOS (and queuing) during the 2031 AM and PM peak hours.

6.0 Transportation – Highway 7 & Norval West Bypass Intersection

The Project Team presented a preliminary design/layout concept for the Highway 7 and Norval West Bypass intersection for internal and agency discussion. It was emphasized that this figure is not intended for the public at PIC 1. The Project Team noted that at each intersection undergoing improvements as a result of the study will undergo analysis to determine the best, and safest solution to reduce traffic through Norval, and improve function (i.e., signalized intersection, roundabout, etc.).

Stantec was asked to confirm the design speed used for the new (proposed) intersection of Highway 7 at the Norval West Bypass. **[Post Meeting Note: The design speeds of the intersection will be taken at posted speed + 20 km/h in accordance with MTO typical practice. When assessing the approaching vehicles from the west, a design speed of 80 km/h will be used to reflect the higher speed zone].** The MTO noted the importance of meeting design standards, and the safety requirements specifically for site distance of eastbound travelers leading up to a signalized intersection. The Project Team noted this requirement and will ensure MTO design standards are met during the design phase.**[Post Meeting Note: the sightlines were reviewed and visibility to traffic signals at the potential Highway intersection can be met (requires vegetation removal within the MTO ROW), and factors in the grade of the west approach. The need for auxiliary signal heads will be examined during the design alternatives of the intersection.]**

Stantec

Stantec

Stantec

MTO noted that the Lilac Lanes property located on Highway 7 (north side of curve) may have concerns with any property impacts. This was noted by the Project Team for consideration in the design phase. The Region mentioned their ownership of property southerly to the proposed intersection design/layout presented.

The MTO expressed concern regarding the westbound left-turn lane length (storage) of the turning lane and taper, and the queues during AM and PM peak hours, with the potential 'spill-back' into the westbound through lane. The Project Team will review and assess, as input into the preliminary design to ensure future 'spill-back' (queuing) will not occur into the westbound through lane.

MTO asked about the MTO role in this study. Would MTO review the Study as a key stakeholder or the Region is looking for a financial partnership with the MTO? Halton region confirmed that at this time this a regional road improvement study and the region is not looking for any financial partnership with MTO.

Item: **Action:**

7.0 Transportation – Credit River (West Branch)

The Project Team noted the MTO bridge structure on Highway 7, Credit River (West Branch) (Silver Creek Structure), has been identified for rehabilitation within the next two years.

The Project Team identified the potential for widening the existing bridge structure to accommodate the proposed northbound dual left-turn receiving lanes and potential provisions for active transportation. In addition, shifting of the Highway 7 alignment may also necessitate widening of the structure.

8.0 Schedule

The Project Team has scheduled the Virtual Technical Advisory Committee (TAC) #1 meeting for September 30, 2020.

The Project Team is planning for Virtual PIC #1 in October 2020 (to be confirmed).

9.0 Other Items

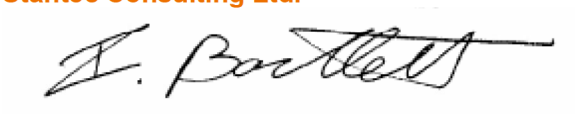
Stantec to provide clarification to MTO on location of sensitive groundwater areas within the study area. **[Post Meeting Note: Mapping illustrating the sensitive groundwater area is appended to these minutes].**

MTO to notify local MPP of the project, and provide contact information if there are questions or concerns.

The meeting adjourned at 2:00 PM

The foregoing is considered to be a true and accurate record of all items discussed. If any discrepancies or inconsistencies are noted, please contact the writer immediately.

Stantec Consulting Ltd.



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Source Water Protection

MTO Senior Management Meeting #2

Norval West Bypass – MTO Senior Management Meeting #2

Municipal Class Environmental Assessment (Highway 7 to 10 Side Road and 10 Side Road from Tenth Line to Adamson Street/Winston Churchill Boulevard, PR-2921B)

Date/Time:	February 15, 2022 / 1:00 PM	
Place:	Microsoft Teams	
Attendees:	Patrick Monaghan	Halton Region, Project Manager
	Ann Larkin	Halton Region, Supervisor of Mobility Planning
	Melissa Green-Battiston	Halton Region, Manager, Transportation and Mobility Planning
	Erika Ibrajev	Ministry of Transportation, Engineering Intern
	Cameron Bevers	Ministry of Transportation, Project Manager
	Chris Barber	Ministry of Transportation, Environmental Planner
	Graham Routledge	Ministry of Transportation, Senior Project Manager – West
	Curtis Beyer	Ministry of Transportation, Major Planning Projects
	Adriano Cesarone	Ministry of Transportation, Contract Services Administrator
	Russell Hill	Ministry of Transportation, Maintenance Coordinator
	Rina Kulathinal	Ministry of Transportation, Head of Project Delivery
	Jonathan McGarry	Ministry of Transportation, Senior Project Engineer
	Kris Mermigas	Ministry of Transportation, Head Engineer – Bridge Design
	Linda Fischer	Ministry of Transportation, Head – Environmental Delivery
	Tim Apostolopoulos	Ministry of Transportation, Traffic Engineering
	Ousama Shebeed	Ministry of Transportation, Signals Engineer
	Jonathan Boone	Ministry of Transportation, Manager - Highway Operations
	Jason White	Ministry of Transportation, Manager – Program Delivery
	Isaac Bartlett	Stantec Consulting, Project Manager
	Regan O'Henly	Stantec Consulting, EIT
	Arash Mirhoseini	Stantec Consulting, Transportation Engineer
	Paula Hohner	Stantec Consulting, Senior Environmental Planner
	Sarah Lang	Stantec Consulting, Environmental Planner
Distribution:	All Attendees	

Action:

The purpose of this meeting was to present the attached meeting slides which provides an update on the project since the first Ministry of Transportation (MTO) Senior Management Meeting (held September 22, 2020), and to get further feedback on the draft preliminary preferred design alternative prior to PIC#2. The slides reflect the preliminary preferred alternative, as discussed and developed with MTO staff over a number of meetings in 2021 and early 2022.

Action:

The following items were discussed:

- MTO noted that from a pedestrian and active transportation perspective, a signalized intersection provides the opportunity from an AODA perspective to implement controlled crosswalks with audible signals. MTO also noted that Central Region does not paint the pedestrian crosswalks at their roundabouts if they are uncontrolled (non-PXO). A PXO needs to be considered. — Stantec / Region

- MTO requested that the intersection design criteria be summarized to demonstrate adherence to TAC standards and the MTO supplemental standards (e.g., lane widths, etc.). — Stantec / Region

- MTO suggested that Stantec/Region have a preliminary meeting with the MTO Roundabout implementation Team prior to Public Information Centre 2, so the Committee could provide preliminary feedback head of presenting to the public; this would be ahead of the formal Roundabout Committee meeting, identified by MTO staff for after PIC #2. It was noted that for the preliminary meeting, the Highway Design Bulletin should be filled out to the extent possible. Subsequently, this meeting was held with the MTO Roundabout Implementation Team.

- MTO noted that the Roundabout Committee would provide additional feedback on the property access. MTO Senior Management did not note any significant concerns with the proposed property access routes, but advised that there may be an agreement with the property owners regarding their current shared access. MTO noted that the property owners have previously raised concerns with their current access.

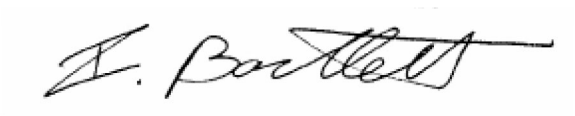
- Stantec/Region confirmed that a noise assessment is being completed as part of this study.

- Stantec/Region confirmed that the project does not fall within the Niagara Escarpment. This was confirmed through correspondence with the Niagara Escarpment Commission (NEC).

The meeting adjourned at 1:45 PM

The foregoing is considered to be a true and accurate record of all items discussed. If any discrepancies or inconsistencies are noted, please contact the writer immediately.

Stantec Consulting Ltd.



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MTO Senior Management Meeting #3

Norval West Bypass – MTO Senior Management Meeting #3

Municipal Class Environmental Assessment (Highway 7 to 10 Side Road and 10 Side Road from Tenth Line to Adamson Street/Winston Churchill Boulevard, PR-2921B)

Date/Time:	May 2, 2022 / 10:30 AM	
Place:	Microsoft Teams	
Attendees:	Patrick Monaghan	Halton Region, Project Manager
	Ann Larkin	Halton Region, Supervisor of Transportation Planning
	Melissa Green - Battiston	Halton Region, Manager of Transportation Planning
	Erika Ibrajev	Ministry of Transportation, Engineering Intern
	Cameron Bevers	Ministry of Transportation, Project Manager
	Graham Routledge	Ministry of Transportation, Senior Project Manager – West
	Jonathan Boone	Ministry of Transportation, Highway Operations
	Linda Fischer	Ministry of Transportation, Head, Environmental Delivery
	Rina Kulathinal	Ministry of Transportation, Head, Project Delivery
	Ousama Shebeeb	Ministry of Transportation, Signals Engineer
	Fouad Tannous	Ministry of Transportation, Head, Geotechnical Engineering
	Matthew Tuen	Ministry of Transportation, Project Manager
	Jason White	Ministry of Transportation, Manager, Engineering Program Delivery
	Branko Zivkovic	Ministry of Transportation, Traffic Supervisor
	Kwame Afrani	Ministry of Transportation, Engineering Intern
	Isaac Bartlett	Stantec Consulting, Project Manager
	Regan O'Henly	Stantec Consulting, EIT
	Paula Hohner	Stantec Consulting, Senior Environmental Planner
	Sarah Lang	Stantec Consulting, Environmental Planner

Distribution: All Attendees

Action:

The purpose of this meeting was to provide an overview of the consultation and revisions completed since the previous meeting with Senior Management (February 15, 2022), and to request MTO Senior Management's support in principal on the Draft Preliminary Preferred Design Alternative roundabout concept.

The Project Team and MTO staff noted that through the two RIT meetings held, the committee did not identify any concerns that would prohibit the proposed roundabout configuration and design to move forward. Following PIC #2, the Project Team will present the 30% roundabout design to the RIT, and will continue to work with the RIT into detail design to refine the roundabout.

	Action:
The Region will continue to work to finalize the preliminary design in support of the MCEA in consultation with the MTO, the Town of Halton Hills, Credit Valley Conservation, property owners, the public and other stakeholders.	
The Region will identify preliminary PXO types and approximate locations in the MCEA preliminary design based on information currently available and acknowledges that the designs will be subject further analysis during detailed design.	
The Project Team noted that the pedestrian crossings (PXO's) south of the roundabout intersection will be refined during detail design to find a suitable location. The PXO's will adhere to Book 18 and Book 15 to provide a solution for both pedestrians and active transportation facilities/crossings. MTO mentioned that the location of these crossings will need to accommodate the required sight lines, particularly on the south leg with the proposed grades.	
The Project Team noted that Halton Region, in conjunction with the Town of Halton Hills will work towards forming a maintenance solution regarding the 473 & 475 Guelph Street property access. MTO mentioned that this proposed access would need to be designed to look like a driveway in order to limit confusion for drivers through the roundabout.	MTO
The Region noted that the Environmental Study Report (ESR) will document the consultation completed with MTO through the MCEA Study, and will document the commitments to be included during the detail design phase of the project.	
MTO provided support in principal on the Draft Preliminary Preferred Design Alternative roundabout concept subject to additional consultation with MTO as Municipal Class Environmental Assessment and detail design projects move forward.	
The Project Team acknowledged that this project will be presented as a Region of Halton initiative. As such, all project related questions will go to the Region of Halton Team. The Project Team will invite the MTO to attend the Technical Agency Meeting, and will provide a copy of the PIC #2 presentation to MTO for review/comment ahead of PIC #2.	

The meeting adjourned at 11:00 AM

The foregoing is considered to be a true and accurate record of all items discussed. If any discrepancies or inconsistencies are noted, please contact the writer immediately.

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