



Minutes of Meeting No. 1

Meeting Date: August 19, 2021 **Project No.:** 300053262.0000

Project Name : Port Robinson Ecological Park Conceptual Rendering

Meeting Subject: Start Up Meeting

Meeting Location: 10:00am to 11:00am Media: Zoom Meeting

Date Prepared: August 18, 2021

Those in attendance were:

Geoff Holman	City of Thorold	Geoff.Hholman@thorold.ca
Curtis Dray	City of Thorold	Curtis.Dray@thorold.ca
Abu Rashed	City of Thorold	Abu.Rashed@thorold.ca

The following items were discussed

Action by

1. Round Table Introduction

1.1 Primary City contact: Curtis Dray

1.2 Technical contact: Abu Rashed

2. Current Conditions

- 2.1
- The existing South Main Street bridge is in poor condition - refer to MCEA report.
 - The area is used as a social space by the local community for gatherings, fishing, and picnics.
 - This area is of ecological significance.

3. Public Engagement Requirements

- 3.1
- Preferred concept to go to council – with justifications of documented public engagement and cost estimates.
 - Local community engagement is required with several public meetings.

The following items were discussed

Action by

- Use of “science” to guide the public process to build consensus and decision making.
- Maintain capital cost tracking program to manage attainable solutions and phasing of the project construction, if as required.
- Meetings will require two (2) conceptual renderings to show various viable options of what the park space could be. (e.g. One with new bridge or lookout deck, but both should show how the community could engage with the site I.e. fishing, kayaking.)
- Posters notifying of the meeting's date and time to be posted in the community at least 15 days in advance with assistance from the City.
- Additional public input to be gathered via online survey etc. To ensure full community involvement (estimated 200-300 people in the Port Robinson community)
 - Ensure the options presented encompasses various activities that cater to the broader community.
 - Potential to accommodate external input from outside the community (ie could be a regional destination)

4. Request for Information/Documents/Files

4.1

- Required contact information (names, emails and phone numbers):
 - Conservation Authority (NPCA)
 - Seaway Authority
 - Department of Fisheries and Oceans
 - Small Craft Harbour (Navigable waters act)
 - Niagara Region
- Required Mapping Materials
 - ELC map
 - Existing utilities
 - Existing vegetation
 - Topography mapping
 - Existing hydrology mapping (e.g. water table location/flood level, etc)
 - Property boundaries and ownerships
- Strike a Technical Advisory committee to include the NPCA.

The following items were discussed

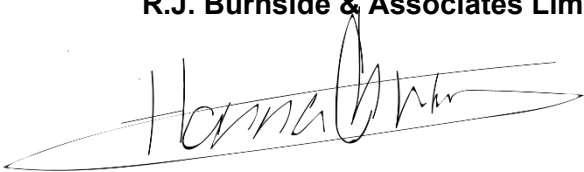
Action by

- | The following items were discussed | Action by |
|--|-----------|
| <p>5. Revised Project Schedule</p> <p>Startup meeting: August 18, 2021</p> <p>Gap Analysis (document reviews): August 18 to August 31</p> <p>Conceptual Master Preparation (2 concepts with Class D cost estimates): August 18 to September 19</p> <p>Conceptual Master Plan submission: September 21</p> <p>Public Meetings: late September to Mid-October</p> <p>Preferred Master Plan Preparation: September 21 to October 20</p> <p>Preferred Master Plan submission (with Class B cost estimate): November 1.</p> <p>6. Site Meeting with City staff: August 24 at 11:00 a.m.</p> <ul style="list-style-type: none">Meet up at the South Main Street bridge. | |

The preceding are the minutes of the meeting as observed by the undersigned. Should there be a need for revision, please advise Burnside within seven days of issuance. In the absence of notification to the contrary, these minutes will be deemed to be an accurate record of the meeting.

Minutes prepared by:

R.J. Burnside & Associates Limited



Hanna Chung
Landscape Designer

Enclosure(s)

Distribution:

All Attendees

Geoff Holman

City of Thorold

Via: Geoff.Holman@thorold.ca

Curtis Dray

City of Thorold

Via: Curtis.Dray@thorold.ca

Abu Rashed	City of Thorold	Via: Abu.Rashed@thorold.ca
H.T. Lam	R.J. Burnside & Associates Ltd	Via: ht.lam@rjburnside.com
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