



## Minutes of Meeting No. 2

---

**Meeting Date:** August 24, 2021 **Project No.:** 300053262.0000  
**Project Name:** Port Robinson Ecological Park Conceptual Rendering  
**Meeting Subject:** Site Walk Meeting  
**Meeting Location:** 11:00am to 12:00pm Media: On Site  
**Date Prepared:** August 24, 2021

---

### Those in attendance were:

Sean Dunsmore	City of Thorold	<a href="mailto:Sean.Dunsmore@thorold.ca">Sean.Dunsmore@thorold.ca</a>
Curtis Dray	City of Thorold	<a href="mailto:Curtis.Dray@thorold.ca">Curtis.Dray@thorold.ca</a>
Abu Rashed	City of Thorold	<a href="mailto:Abu.Rashed@thorold.ca">Abu.Rashed@thorold.ca</a>
HT Lam	R.J. Burnside & Associates Ltd	<a href="mailto:Ht.lam@rjburnside.ca">Ht.lam@rjburnside.ca</a>
Hanna Chung	R.J. Burnside & Associates Ltd	<a href="mailto:Hanna.chung@rjburnside.ca">Hanna.chung@rjburnside.ca</a>

### The following items were discussed

### Action by

---

#### 1. Site Review and Design Criteria

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 observed to be in poor condition - refer to MCEA report.
  - City staff provided overview of the existing bridge and their desire to remove this structure due to deteriorating conditions and hazard to public health and safety, including the potential damage to the wetland ecology of the Welland River system.
  - Several balustrades may be salvageable and potentially repurposed in the new Concept Master Plan.
  - The bridge is / was used as a social space by the local community members for gatherings, fishing, and picnics.
  - Wildlife observed in area: Monarch butterflies; fish, various pollinators.

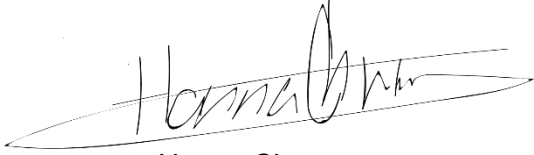
The following items were discussed	Action by
<ul style="list-style-type: none"><li>• Several tree species noted surrounding the Bridge: Black Walnut (<i>Juglans nigra</i>); Norway Maple (<i>Acer platanoides</i>), Black Willow (<i>Salix nigra</i>), White Ash (<i>Fraxinus americana</i>) (*exact species identification are noted in the MCEA report)</li><li>• Existing sidewalks – asphalt and concrete (1 m width)</li><li>• Existing road conditions are noted to be deteriorating.</li><li>• Ferry Crossing pier, including walk and slopes are noted to be dated.</li><li>• Large open space near southern end of bridge may be programmed for public use, dependent on ownership and land use – to be confirmed with City</li></ul>	
<b>3. Public Engagement Requirements</b>	
<b>3.1</b> <ul style="list-style-type: none"><li>• Preferred 2 concept renderings to go to council – with justifications of documented public engagement and cost estimates.</li><li>• First Local community engagement to take place in the next 15days.</li><li>• 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.</li><li>• Notices/posters advertising the meeting to include email for locals to contribute design ideas or comment.</li><li>• Use of “science” to guide the public process to build consensus and decision making.</li><li>• Maintain capital cost tracking program to manage attainable solutions and phasing of the project construction, if as required.</li><li>• Meetings will require two (2) conceptual renderings to show various viable options of what the park space could be. (e.g. new lookout structure with switch back ramp; suggestion for alternative 2 include two lookout decks on north and south end of removed Bridge)</li><li>• Additional public input to be gathered via online survey etc., to ensure full community involvement (estimated 200-300 people in the Port Robinson community)<ul style="list-style-type: none"><li>– Ensure the options presented encompasses various activities that cater to the broader community.</li><li>– Potential to accommodate external input from outside the community (ie could be a regional destination)</li></ul></li></ul>	

The following items were discussed	Action by
<p><b>4. Request for Information/Documents/Files</b></p> <p>4.1</p> <ul style="list-style-type: none"> <li>• Required contact information (names, emails and phone numbers):                             <ul style="list-style-type: none"> <li>– Conservation Authority (NPCA)</li> <li>– Seaway Authority</li> <li>– Department of Fisheries and Oceans</li> <li>– Small Craft Harbour (Navigable waters act)</li> <li>– Niagara Region</li> </ul> </li> <li>• Required Mapping Materials                             <ul style="list-style-type: none"> <li>– ELC map</li> <li>– Existing utilities</li> <li>– Existing vegetation</li> <li>– Topography mapping</li> <li>– Existing hydrology mapping (e.g. water table location/flood level, etc)</li> <li>– Property boundaries and ownerships</li> </ul> </li> <li>• Strike a Technical Advisory committee to include the NPCA.</li> <li>• City to provide order and magnitude of capital budget acceptable by staff to present to Council for support, so that Burnside may craft their concepts accordingly.</li> </ul> <p><b>5. Revised Project Schedule</b></p> <p><b>First Community engagement meeting:</b> September 14, 2021</p> <p><b>Gap Analysis (document reviews):</b> August 18 to August 31</p> <p><b>Conceptual Master Preparation (2 concepts with Class D cost estimates):</b> August 18 to September 14</p> <p><b>Conceptual Master Plan submission:</b> September 21</p> <p><b>Public Meetings:</b> late September to Mid-October</p> <p><b>Preferred Master Plan Preparation:</b> September 21 to October 20</p> <p><b>Preferred Master Plan submission (with Class B cost estimate):</b> November 1.</p>	

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

Distribution:

All Attendees

Sean Dunsmore	City of Thorold	Via: <a href="mailto:Sean.Dunsmore@thorold.ca">Sean.Dunsmore@thorold.ca</a>
Curtis Dray	City of Thorold	Via: <a href="mailto:Curtis.Dray@thorold.ca">Curtis.Dray@thorold.ca</a>
Abu Rashed	City of Thorold	Via: <a href="mailto:Abu.Rashed@thorold.ca">Abu.Rashed@thorold.ca</a>
H.T. Lam	R.J. Burnside & Associates Ltd	Via: <a href="mailto:ht.lam@rjburnside.com">ht.lam@rjburnside.com</a>
Hanna Chung	R.J. Burnside & Associates Ltd	Via: <a href="mailto:hanna.chung@rjburnside.com">hanna.chung@rjburnside.com</a>

Other than by the addressee, copying or distribution of this document, in whole or in part, is not permitted without the express written consent of R.J. Burnside & Associates Limited.

053262\_Meeting 2 Minutes\_2021.08.24  
8/25/2021 10:48 AM