



Appendix I: Meeting Minutes and Agency Correspondence



MINUTES OF MEETING

CLIENT : CITY OF WINDSOR

PROJECT : ENVIRONMENTAL ASSESSMENT STUDY
REPORT, UNIVERSITY AVENUE AND VICTORIA AVENUE

MEETING N° : PRE-INITIATION MEETING

DATE OF MEETING : JUNE 06, 2018

LOCATION : TELECONFERENCE

ATTENDEES : Josette Eugeni
Travis Frickey
Anna Godo
Jeff Hagan
Kenneth Andoh-Dontoh
Dwayne Dawson

Philip Campbell
Jaime Garcia

C.C. TO : People attending

Numbering: The first figure designates the meeting number.
The second figure designates the paragraph number.

Note: If you believe that these minutes are lacking in accuracy, please inform the author who will make the necessary changes within ten (10) days following distribution of the document. After that delay, the minutes will be deemed official and binding for all those involved.

MINUTES OF MEETING

CLIENT : CITY OF WINDSOR

PROJECT : ENVIRONMENTAL ASSESSMENT STUDY
REPORT, UNIVERSITY AVENUE AND
VICTORIA AVENUE

MEETING N° : PROJECT INITIATION MEETING

DATE OF MEETING : JUNE 18, 2018

LOCATION : TELECONFERENCE

ATTENDEES : **City of Windsor**
Josette Eugeni
Kenneth Andoh-Dontoh
Jeff Hagan
Denise Wright
Jason Scott
Karina Richters
Travis Frickey
Mike Clement
Chris Carpenter

CIMA
Jaime Garcia
Jessica Dorgo

C.C. TO : People attending and invitees

Numbering: The first figure designates the meeting number.
The second figure designates the paragraph number.

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	DISCUSSION TOPICS	ACTION BY
2.1	Welcome and Introductions (All)	
2.2	Study Area Overview and Description	
	<ul style="list-style-type: none"> • CIMA provided an overview of the study area and noted the key considerations for the study: <ul style="list-style-type: none"> ○ A portion of the study area is included in the Campus Master Plan which will be considered during this study. ○ The University of Windsor will be included on the stakeholder list. ○ A high level review of the current parking utilization and future parking needs will be conducted as part of the study. ○ It was noted that there is an active proposal for the removal of a parking lot within the study area to accommodate a new residential development. ○ City of Windsor to provide CIMA with the active development applications as well as other City's initiatives within the study area. 	City of Windsor
2.3	PURPOSE OF THE ENVIRONMENTAL ASSESSMENT	
	<ul style="list-style-type: none"> • CIMA provided an overview of the scope of the study and noted that purpose of the EA is to review capacity needs of the study corridor and to consider potential enhancements to transit, active transportation and landscaping. • The City of Windsor advised that an Open Streets Event was conducted in 2016 which presented a transportation hub with 3 cross-section mark ups and requested input from the public. The City noted this event was very successful. An Open Streets 	

	DISCUSSION TOPICS	ACTION BY
	<p>Event is planned for 2018 and PIC #1 timing will be coordinated to coincide with the event.</p> <ul style="list-style-type: none"> The City noted that the north section of Victoria Avenue was converted to 2-way to accommodate transit. 	
2.4	BACKGROUND INFORMATION	
	<ul style="list-style-type: none"> CIMA noted that the traffic data requested to date has been received. The City of Windsor to provide traffic information (TMCs) for the intersection of Victoria Avenue and Chatham Street, if available. City of Windsor to provide signal timing information. CIMA noted that traffic projects will be based on historical data unless significant development is anticipated. The City of Windsor noted that there is documentation available regarding thermal comfort and climate change which can be reviewed as part of the study. CIMA to obtain the reporting from the City website and contact K. Richters if there are issues accessing the documents. The City of Windsor indicated that they are conducting a tree inventory plan that considers the area under study. The City will provide CIMA with a copy of the draft tree inventory plan. The City of Windsor noted that there is a multi-use path that runs along the rail line under University Avenue and this is likely the most naturalized part of the study area. CIMA noted that no impacts to any properties outside of the right-of-way are anticipated. City of Windsor to provide a list of the known heritage properties within the study area. 	<p>City of Windsor</p> <p>City of Windsor</p> <p>CIMA</p> <p>City of Windsor</p> <p>City of Windsor</p>

	DISCUSSION TOPICS	ACTION BY
2.5	PROJECT TIMELINE	
	<ul style="list-style-type: none"> • CIMA provided an overview of the project schedule which was revised to accommodate the June 2018 project initiation meeting. • Phase 1 of the study is planned for completion over the summer months. • PIC #1 is tentatively planned for September 2018 however, this date will be revised to coincide with the Open Streets event if possible. • CIMA to move the following tasks ahead of PIC #1: <ul style="list-style-type: none"> ○ Cost estimates ○ Analysis and evaluation 	CIMA
2.6	NOTICE OF STUDY COMMENCEMENT	
	<ul style="list-style-type: none"> • CIMA to add the following to the stakeholder list: <ul style="list-style-type: none"> ○ Windsor Bicycle Committee ○ Windsor Accessibility Committee ○ Downtown BIA ○ Central Riverfront Collaborative ○ Rail Corridors Borealis ○ University of Windsor Students Association ○ Vistra Energy • The Notice of Study Commencement will be advertised in the Windsor Star. • CIMA noted that a project specific email will be created for public correspondence. 	CIMA CIMA
2.7	CONTRACTUAL ITEMS	
	<ul style="list-style-type: none"> • CIMA to complete invoicing monthly. • CIMA to provide a progress sheet broken down by task indicating the progress of each task along with the monthly invoices. 	CIMA CIMA
2.8	NEXT STEPS	

	DISCUSSION TOPICS	ACTION BY
	<ul style="list-style-type: none"> • CIMA to provide a draft Notice of Study Commencement within one week of the project initiation meeting. • The study notification will be mailed to the properties directly adjacent to both study corridors. City of Windsor to provide CIMA with the contact information for these properties. • CIMA to confirm if double advertisements in the newspaper are required for study commencement. • Type and location of the location will be confirmed when the date is finalized. • The natural Environment, tree inventory and traffic field work are scheduled over the next week depending on receiving background information. • CIMA to copy K. Andoh-Dontoh on all project emails. 	<p>CIMA</p> <p>City of Windsor</p> <p>CIMA</p> <p>CIMA</p>

Jaime Garcia, P.Eng., Ph.D.
JG/cm

MINUTES OF MEETING

CLIENT : CITY OF WINDSOR

PROJECT : ENVIRONMENTAL ASSESSMENT STUDY
REPORT, UNIVERSITY AVENUE AND
VICTORIA AVENUE

MEETING N° : PROJECT INITIATION MEETING - PLANNING

DATE OF MEETING : JULY 18, 2018

LOCATION : TELECONFERENCE

ATTENDEES : **City of Windsor**
Adam Coates
Kenneth Andoh-Dontoh

CIMA
Jaime Garcia

C.C. TO : People attending

Numbering: The first figure designates the meeting number.
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	DISCUSSION TOPICS	ACTION BY
3.1	Introduction	
	<ul style="list-style-type: none"> Jaime G. provided a brief introduction to the scope of work and the purpose of the assignment 	
3.2	Previous/Existing Plans	
	<ul style="list-style-type: none"> As per the City's OP, portions of the University Avenue are identified as Mainstreet/ Traditional Commercial Streets. <ul style="list-style-type: none"> Adam C. indicated that although there is no specific cross-section for the aforementioned classification the City is expecting that the alternatives to be developed as part of this assignment will strongly support the pedestrian environment. Jaime G. briefly described the different sections composing the University Avenue corridor as presented in CIMA's proposal. <ul style="list-style-type: none"> Adam C. indicated that the City is open to the idea of developing different cross-sections depending of the surrounding urban environment and did ask CIMA for a copy of the aforementioned material for a quick review and comments. With respect of Victoria Avenue, Adam C. indicated that it may be adequate to consider the north and south (of University Avenue) portions of the corridor in a separate way during the development and evaluation of alternatives. <ul style="list-style-type: none"> To that effect, CIMA will provide a copy of the cross-sections developed for the Downtown Transportation Strategy. Adam C. indicated that CIMA may need to consider the different plans proposed by the University of Windsor and St. Clair's College during the development of alternatives. CIMA will confirm the potential implications of those plans during discussion with stakeholders. 	<p>CIMA CITY</p> <p>CIMA</p> <p>CIMA</p>

	DISCUSSION TOPICS	ACTION BY
3.3	Development of Future Scenarios	
	<ul style="list-style-type: none"> • CIMA+ will use background information to estimate a suitable percentage of growth to estimate background traffic along the corridor. • Adam C. will provide a list of planned and/or proposed developments in the area surrounding the corridor under study. • CIMA will estimate the potential increase of traffic using standard factors (i.e. ITE) to be generated by the proposed development under the respective horizon years. 	<p>CITY</p> <p>CIMA</p>
2.5	Related Projects	
	<ul style="list-style-type: none"> • CIMA will contact Urban Systems (Active Transportation Master Plan) and Dillon (Transit Service Delivery Review) to discuss the interaction between projects: <ul style="list-style-type: none"> ○ CIMA will confirm with Dillon the potential need of specific roadway elements to support the provision of transit services along the corridors under study; and ○ CIMA will confirm with Urban Systems the potential need of specific roadway element to support the provision of active transportation facilities along the corridors under study • CIMA will provide copies of the minutes of meetings to the aforementioned discussions to the City. 	CIMA

Jaime Garcia, P.Eng., Ph.D.
JG/cm



Meeting Minutes

Meeting: 2

Project: University Avenue/Victoria Avenue EA

Date and Time: Monday, September 10, 2018

Location: Parks Department Boardroom
2450 McDougall Street

Invitees: Mike Clement, Shawna Boakes, Kenneth Dontoh, Jeff Hagan, Travis Frickey, Adam Coates, Chris Carpenter, Jaime Garcia, Jessica Dorgo(T), Giovanni Bottesini (T)

Regrets: Josette Eugeni

Purpose: Review of Progress Report No. 1

Note: Please advise author immediately of any errors or omissions.

Discussion Topics	Action By	Due Date
1. Review of Progress Report No. 1		
1.1	Jaime G. provided a summary of the findings described in Progress Report No. 1 for existing conditions.	
1.1.1	City Staff indicated that the Traffic Report should indicate that AODA requirements regarding sidewalk width (1.5m) relates to new or reconstructed sidewalk. If no improvements to existing sidewalks are recommended along the corridor under study, the existing width will remain.	CIMA
1.1.2	City Staff suggested to compare the existing bicycle lanes width against the OTM Book 18 recommendations in addition of the York LOS Guidelines, and add it into the Traffic Report.	CIMA
1.1.3	City Staff asked if a parking utilization survey is not required to comply with the requirements of the Class EA. CIMA indicated that an evaluation of parking utilization was conducted as part of the field work, but an utilization survey was not required by the RFP or included in the approved proposed scope of work. CIMA will discuss the necessity of this type of detailed analysis with the City.	CIMA
1.1.4	City Staff will confirm if parking data (revenue) is available for analysis.	CITY
1.1.5	City Staff suggested to modify the proposed LOS C for vehicular traffic to LOS D for evaluation of alternative scenarios.	CIMA
1.1.6	City Staff will confirm the access location for the proposed residential building at the intersection of Victoria Avenue and Park Street.	City
2. Pre-Screening Criteria		
2.1	City Staff will review and provide comments regarding the proposed pre-screening criteria presented in Progress Report 1.	
2.1.1	City Staff indicated that impact of potential reconstruction of sidewalks, curb and gutters can be considered as minor.	
2.1.2	City Staff indicated that parking may be an issue and changes to well used areas should be considered as major.	
2.1.3	City Staff agreed that potential countermeasures to urban heat island effects should be consider as major.	
2.1.4	CIMA will discuss active transportation and transit related requirements with the other consultant teams.	CIMA



Discussion Topics	Action By	Due Date
3. PIC		
3.1 CIMA will compile the comments provided by the City and Consultants before proceeding with the preparation of PIC material by the end of this week.	CIMA	
3.2 City Staff agreed that the PIC material will be graphical in nature and should provide the opportunity for public input regarding the type of roadway elements that they will prefer to see along the corridors under study.	CIMA	

Jaime Garcia, CIMA

All Attendees / cc





MEMO

TO : Jeff Hagan, P.Eng., PTOE – Transportation Planning Senior Engineer

COPY TO : Awele Nwaesei

FROM : Jaime Garcia, P.Eng., Ph.D.

DATE : March 26, 2021

SUBJECT : Our Project B00917 – City of Windsor, University Avenue and Victoria Avenue EA.
Summary of confirmation received during the March 25, 2021 meeting.

Jeff

The present document summarizes the topics discussed and confirmed as part of our meeting conducted by Microsoft Teams on March 25, 2021.

1. ADDITION OF THE BRIDGE REMOVAL TO THE ESR - CONFIRMED

During the meeting it was confirmed by the City that the consideration of the bridge removal (CHL5 – Canadian Pacific Railway) as part of the current University Avenue and Victoria Avenue ESR as originally discussed on November 24, 2020 will be carried on. As such, the following activities, and proposed changes to the allocated budget¹ will be integrated as part of our approved scope of work:

- Obtain base mapping covering the former railway corridor (to be provided by City);
- Confirm the heritage status of the bridge structure and determine the necessary course of action (to be confirmed by City or by our subconsultant – ARA);
- Modify the proposed cross-section of the preferred alternative considering the removal of the structure;
- Determine the required right-of-way considering the removal of the structure;
- Develop options for the construction of the roadway segment using retaining wall, 3:1 and 1:1 slope options. Establish property requirements for each of the options;
- Contact the two identified stakeholders. Arrange separate virtual meetings and document the discussion and results in the form of a Minutes of Meetings;
- Based on the discussion with stakeholders determine the need for mitigation measures for the development proposed on north side of the corridor;
- Based on the discussion with stakeholders determine the willingness to sell and document the size of property to be acquired (to be confirmed by City)

¹ As submitted for approval on December 1, 2020.

Our Project B00917 – City of Windsor, University Avenue and Victoria Avenue EA. Summary of confirmation received during the March 25, 2021 meeting.

- Identify current utilities on bridge using OntarioOne Call Info
- Present the necessary information regarding the bridge removal as a separate boards during the PIC;
- Document as necessary as part of the ESR including identification of mitigation requirements.

The estimated budget of \$8,596.50 will be included as a change on scope as part of the current assignment.

2. COMPLETION OF A HERITAGE IMPACT ASSESSMENT (HIA)- CONFIRMED

During the meeting it was confirmed that the proposal for the completion of a Heritage Impact Assessment for CHL5 – Canadian Pacific Railway submitted to the City for review on January 13, 2021 will be carried on as part of the current EA assignment. As such the HIA will be carried out by our subconsultant ARA, in accordance with current best practices and requirements set out in the following legislation and guidelines: the Ontario Heritage Act (R.S.O. 1990); Provincial Policy Statement (2014); Parks Canada’s Standards and Guidelines for the Conservation of Historic Places in Canada (2010); Standards & Guidelines for Conservation of Provincial Heritage Properties (2010); the former Ministry of Culture’s Ontario Heritage Tool Kit Series (2006); as well as Official Plans and Municipal Heritage Registers.

The estimated budget of \$4,905.00 will be included as a change on scope as part of the current assignment.²

3. ADDITIONAL PARKING ANALYSIS – CANCELLED

As part of the comments provided by City staff on February 19, 2021 the following additional requirements for review of parking conditions were provided by the City:

- We’re concerned with parking removal based on the feedback received during stakeholder consultations.
 - It appears that there’s enough width to add parking to one side.
 - The ESR should identify impacts of any proposed parking removals, including business impacts and impacts on City parking revenue (Roberta Harrison)
- There is a substantial loss of parking meters which result in a loss of revenue and should be brought forward prior to the design being considered.

It was confirmed during the meeting by the City that no additional review of parking utilization – aside of the information already provided as part of the Traffic Operations Report- as submitted to the City in January 2019, is required to support the design of the preferred alternative.

² A copy of the proposal submitted on January 13, 2021 is included as a separate file.

Our Project B00917 – City of Windsor, University Avenue and Victoria Avenue EA. Summary of confirmation received during the March 25, 2021 meeting.

A general, high level estimate of parking impacts will be completed and documented as part of the ESR. To this purpose, the City’s Traffic Operations department will provide information about parking revenue along University Avenue and Victoria Avenue corridors.

No changes to the preferred alternative cross-sections are required.

4. CHANGES TO THE PREFERRED ALTERNATIVE CROSS-SECTIONS

Changes required by City Staff to the proposed cross-section of the Preferred Alternative as presented in Table 1 were discussed during the meeting.

As indicated in the table, changes requested by the City regarding the location of the cycle tracks will be carried forward.

Table 1: Comments regarding the location of the cycle tracks along University Avenue

Comments	Provided by (Feb 18, 2021)	Carried Forward as part of Preferred Alternative (As Confirmed March 25 -2021)
At all locations where the cycle track is adjacent to parking: provide a buffer between the cycle track and the parking lane to reduce dooring risk, as per Functional Design Report (Jeff Hagan)	Jeff Hagan	NO
The cycle track is preferred to be behind the boulevard in all instances throughout the project and not against the curb area. This provides an area for snow storage during the winter months from both the road and the cycle tracks. Additionally, as mentioned in the report, it poses a hazard to both cyclists and pedestrians exiting and entering vehicles. Relocation of the cycle track is preferred. Hydro relocation is acceptable for a project of this scope and scale.	Roberta Harrison	YES

The requested changes to the cross-sections in comparison with Design Plates submitted for review (August 2020) are schematically presented in the following figures. Effects of the requested changes are also outline for each segment of the corridor and will be identified as part of the revised Design Plates.

Our Project B00917 – City of Windsor, University Avenue and Victoria Avenue EA. Summary of confirmation received during the March 25, 2021 meeting.

4.1. From Huron Church Road to Partington Avenue



Typical Cross Section - as per Design Plates (August 2020)



Modified Cross Section – as per comments provided by City

The requested change to the location of the cycle tracks behind the boulevard requires the following activities:

- North side of University Avenue.
 - Relocate the cycle track besides the sidewalk.
 - Modify the boulevard in accordance.
 - Relocation of all utility poles, parking meters and existing curbs
 - Removal of trees at the existing boulevards
 - Relocation of IPS poles at Sunset Avenue.
- South side.
 - No changes

Our Project B00917 – City of Windsor, University Avenue and Victoria Avenue EA. Summary of confirmation received during the March 25, 2021 meeting.

4.2. From Partington Avenue to Salter Avenue



Typical Cross Section - as per Design Plates (August 2020)



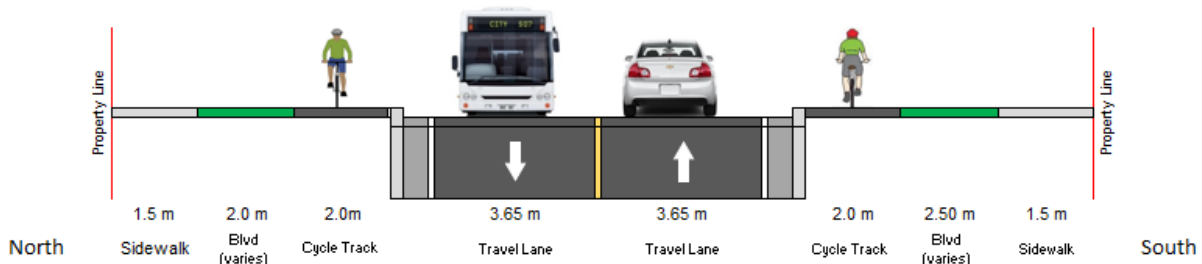
Modified Cross Section – as per comments provided by City

The requested change to the location of the cycle tracks behind the boulevard requires the following activities:

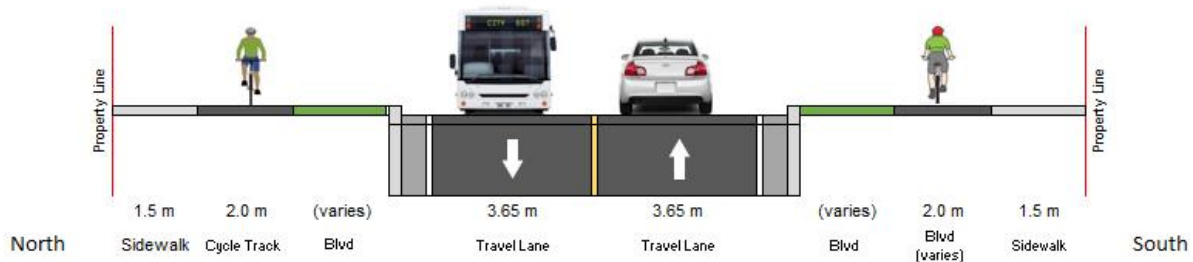
- North side of University Avenue.
 - Maintain the existing sidewalk and buffer.
 - Relocate the cycle track besides the sidewalk.
 - Relocation of all utility poles, parking meters and existing curbs.
 - Relocate the proposed boulevard besides the parking lane.
- South side of University Avenue.
 - Maintain the existing sidewalk.
 - Relocate the cycle track besides the sidewalk.
 - Relocation of all hydro and utility poles, parking meters and existing curbs.
 - Relocate the proposed boulevard besides the parking lane.
 - Relocation of traffic signal at McKay Ave.
 - Relocation of traffic signal at Crawford Avenue.

Our Project B00917 – City of Windsor, University Avenue and Victoria Avenue EA. Summary of confirmation received during the March 25, 2021 meeting.

4.3. From Salter Avenue to Pelissier Street



Typical Cross Section - as per Design Plates (August 2020)



Modified Cross Section – as per comments provided by City

The requested change to the location of the cycle tracks behind the boulevard requires the following activities:

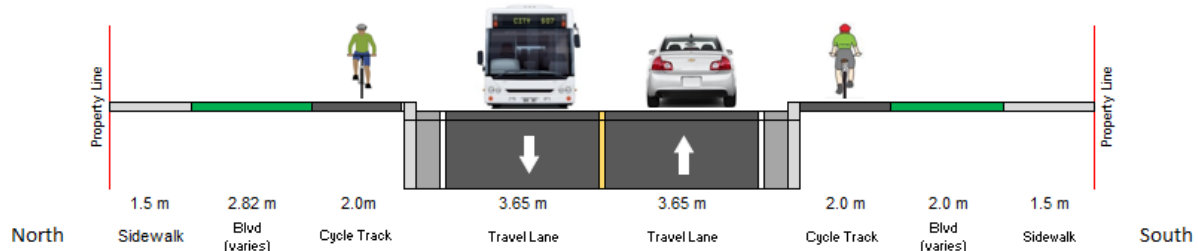
- Both sides of University Avenue.
 - Maintain the existing sidewalk.
 - Relocate the cycle track besides the sidewalk.
 - Relocation of all utility poles and existing curbs.
 - Relocated the proposed boulevard besides the vehicular lane.

4.4. From Pelissier Street to Ouellette Avenue

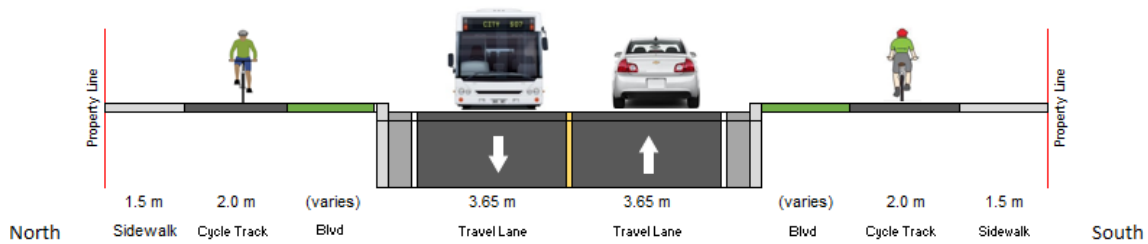
Due to the restrictive right-of-way along this segment of University Avenue no changes to the cross-section presented as part of Design Plate 7 will be conducted.

Our Project B00917 – City of Windsor, University Avenue and Victoria Avenue EA. Summary of confirmation received during the March 25, 2021 meeting.

4.5. From Ouellette Avenue to Freedom Way



Typical Cross Section - as per Design Plates (August 2020)



Modified Cross Section – as per comments provided by City

The requested change to the location of the cycle tracks behind the boulevard requires the following activities:

- Both sides of University Avenue
 - Relocate the cycle track besides the sidewalk.
 - Relocation of all utility poles and existing curbs.
 - Removal of all trees.
 - Relocate the proposed boulevard besides the vehicular lane.

Our Project B00917 – City of Windsor, University Avenue and Victoria Avenue EA. Summary of confirmation received during the March 25, 2021 meeting.

4.6. From Freedom Way to City Hall Square



Typical Cross Section - as per Design Plates (August 2020)



Modified Cross Section – as per comments provided by City

The requested change to the location of the cycle tracks behind the boulevard requires the following activities:

- North of University Avenue:
 - Maintain the existing sidewalk.
 - Relocate the cycle track besides the sidewalk.
 - Relocation of all utility poles and existing curbs.
 - Removal of all trees.
 - Relocated the proposed boulevard besides the vehicular lane.
- South of University Avenue:
 - No changes



Meeting Minutes

- Meeting** : Stakeholder Meeting No. 2
- Project** : B000917
- Date / Time** : December 06, 2018 – 2:30 to 4:30 PM
- Location** : Public Works Boardroom, City of Windsor (COW)
- Attendees** :
- Kevin Morse – Windsor Essex County Health Unit
 - Grita Yashpal – Windsor Essex County Health Unit
 - Steve Bastounas – Erwin Utilities
 - John Thompson – Downtown Windsor Community Collaborative
 - Reverend Robert Clifford – All Saints Church
 - Virginia Cosco
 - Terry Kennedy
 - Aimee Allen
 - Alan Robshaw
 - Lori Inverarity
 - Peter Langille – AM800 News
 - Craig Judson – Windsor Police Traffic
 - Phong Ngoy – COW
 - Adam Coates – COW
 - Chris Carpenter – COW
 - Kenneth Andoh-Dontoh – COW
 - Josette Eugeni – COW
 - Kelsey Amlin – Transit Windsor
 - Avenil Parent – COW
 - Jeff Hagan – COW
 - Jaime Garcia – CIMA+
 - Brian Patterson (via telephone) – Urban Systems
- Regrets** :
- Downtown Windsor BIA
- Purpose** : To have an opportunity to meet the project team, review the received public feedback and discuss the potential alternatives for the corridors. Input received at the meeting will be used to inform the preferred solution for the study corridors. Since the meeting was advertised by local media as a public event, some members of the public also were present during the meeting. A list of the stakeholders originally invited to attend is provided as part of **Appendix A**.

Note: please advise author immediately of any errors or omissions

Discussion Topics	Action By	Due Date
1. PowerPoint Presentation		
1.1. J. Garcia provided a presentation summarizing the status of the project and highlighting the information presented to the public and stakeholders as part of Public Information Centre No. 1		
1.2. As part of the presentation, J. Garcia provided a summary of the feedback provided by stakeholders and the public after the PIC.		
2. Discussion		
2.1. Information regarding the date and time of the traffic counts was requested. It was suggested by one of the attendees that the collected data does not represent the traffic conditions observed when roads connecting to University Avenue were closed. It was requested that future scenarios that consider University Avenue as the only access to the University of Windsor Campus from traffic generated west of the City of Windsor should be included as part of the evaluation process.		
2.1.1. <i>Response: Although the review of background information developed by the Ministry of Transportation to support the analysis of potential effects of the new international bridge identified no increase on traffic along University Avenue corridor for future horizon years, CIMA+ will confirm with the City if information regarding the aforementioned closure is available.</i> <i>Results of this review will be included as part of the Final Traffic Operations and Safety Report</i>	COW CIMA+	December 2019 January 2019
2.2. Information regarding the number of attendees to the PIC, as well as the source of received comments were requested. It was suggested that comments received after the PIC can be considered as bias since most of them may be provided by the cycling committee.		



Discussion Topics	Action By	Due Date
2.2.1. <i>Response: The numbers of people that signed the PIC attendance list was provided by CIMA+ (36). With respect to the source of the comments, it was stated that all comments received are treated as equal and included as part of the evaluation process without bias.</i>		
2.3. Questions regarding the use of power assisted bicycles and motorized wheelchairs along the proposed cycling facilities and the legal implications of it was addressed to the Project Team. It was suggested that other types of vehicles – in addition to bicycles, are using the existing cycling facilities. This issue will increase with the addition of protected bicycle facilities.		
2.3.1. <i>Response: CIMA+ will confirm with the City the current legal framework regarding the use of power assisted bicycles within cycling facilities.</i>	CIMA+ COW	January 2019
2.4. Information regarding the potential interaction between the proposed reconstruction of City Hall and the proposed improvements to University Avenue was requested. It was suggested that proposed modifications to City Hall may be considered to increase space of pedestrian facilities rather than reducing space for parking along University Avenue between Freedom Way and McDougall Street.		
2.4.1. <i>Response: CIMA+ will confirm with the City if preliminary and/or detailed design of the proposed reconstruction is available.</i> <i>Available design information will be used during the completion of the detailed design of the preferred alternative</i>	COW CIMA+	January 2019 March 2019
2.5. Information regarding the number of parking spaces that may be removed and/or added as part of this assignment was requested.		



Discussion Topics	Action By	Due Date
<p>2.5.1. <i>Response: CIMA+ will use the information collected during the parking occupancy survey conducted on October 2018 to identify the potential need of parking along University Avenue and Victoria Avenue.</i></p> <p><i>After completing the functional design of the proposed alternatives, the availability of parking (location and number of parking spaces) will be confirmed for each one of the alternatives and use it as part of the evaluation process.</i></p>	CIMA+	February 2019
<p>2.6. Information regarding the type of cycling infrastructure selected as potential alternatives was requested.</p>		
<p>2.6.1. <i>Response: The methodology for the identification of suitable cycling infrastructure provided by the Ontario Traffic Manual Book 18 Cycling Facilities was used to determine the adequacy of the proposed cycling facilities along the corridors under study.</i></p> <p><i>The proposed alternatives provided for review and discussion also included design standards provided by the City of Windsor.</i></p>		
<p>2.7. Concern regarding potential conflicts with parking vehicles (dooring) was expressed.</p>		
<p>2.7.1. <i>Response: Level of exposure for this type of conflicts will be considered as part of the evaluation process.</i></p>	CIMA+	March 2019
<p>2.8. Information regarding the potential effects of the proposed alternatives on transit services at bus stops.</p>		
<p>2.8.1. <i>Response: Interactions between users of the cycling facilities and transit users at bus stops (mid-block and intersections) will depend of the type of cycling facility.</i></p> <p><i>During preliminary design of the proposed alternatives the need for space to serve transit, pedestrians, cyclists and parking will be evaluated.</i></p>	CIMA+	January 2019



Appendix A



First	Last	Title / Property Address
Bill	Sorrell	
Dave	Hartleib	
Tom	Byng	Manager, Contracting and Customer Support
Tyson	Feurth	
Grant	Switzer	Water Systems Engineer
Spencer	Johnston	Supervisor Water Construction and Design
John	Fairley	St. Clair College Centre for the Arts
Jane	Boyd	University of Windsor
Maria	Hamilton	General Manager(UWSA)
Patricia	Weir	Dean
Lena	Angelidas	
Jeffery	Williams	
Karen	Kadour	Committee Coordinator
Karen	Kadour	Committee Coordinator
Averil	Parent	Environment & Sustainability Coordinator Pollution Control
Debi	Croucher	Executive Director
Yaw	Asiedu	Projects Coordinator
Paresh	Jariwala	Sr. Manager Operation - Windsor Energy Centre
Paul	Schentag	Director Engineering from Caesars Windsor
Barry	Horrobin	Director of Planning & Physical Resources
John	Lee	Fire Chief
Andrea	Dejong	Deputy Fire Chief
Chris	Grant	Deputy Chief, Planning and Physical Resources
Justin	Lafontaine	



First	Last	Title / Property Address
Neil	Mackenzie	Manager, Chronic Disease and Injury Prevention
Karla	Barboza	Team Lead, Heritage
Virginia	Cosco	
Brian	Patterson	Urban Systems
Robert	Clifford	All Saints' Anglican Church
Sarah	Cipkar	Downtown Windsor Community Collaborative



DRAFT - Meeting Minutes

- Meeting** : Stakeholder Meeting No. 3
- Project** : B00917 City of Windsor – University Avenue and Victoria Avenue EA
- Date / Time** : Thursday August 19, 2021 – 9:00 to 10:00 am
- Location** : Zoom Meeting
- Attendees** :
- Jeff Hagan
 - Awele Nwaesei
 - Rino Bortolin
 - Panayota Papadeas
 - Vincent Georgie
 - Jaime Garcia
- Regrets** :
- Purpose** : Review the design from Public Information Centre #2 for the University Avenue & Victoria Avenue Environmental Assessment with the Downtown Districting Committee and solicit feedback

Note: please advise author immediately of any errors or omissions

Discussion Topics	Action By	Due Date
1. Introductions		
<p>1.1. At the beginning of the meeting, Jeff H. provided an opportunity to all attendees to introduce themselves. After the introductions Jeff H. provided a brief description of the purpose of the assignment.</p>		
<p>1.2. Rino B. provided an explanation about the activities conducted by the Downtown Districting Committee as well as the potential interaction with the EA process.</p>		
2. Review and Discussion		
<p>2.1. Alternative use of roadway elements</p>		
<p>The use of the proposed space of the different roadway elements was discussed.</p> <ul style="list-style-type: none"> • Jaime G. indicated that although the width of the proposed sidewalks, cycle tracks and vehicular lanes need to comply with local and/or provincial standards the width of the boulevard may varied, • Jaime G. indicated that the EA identified the use of the boulevards as part of the mitigations of heat island effect – following an original request by the City. • Jeff H. also indicated that the boulevard would need to consider the placement of the utilities to be relocated as part of implementation of the cycling facilities. <p>The attendees indicated that – if possible, the placement of other type of urban infrastructure, (i.e. art, greenery, outdoor cafes, and sense of place) should be considered as part of the detailed design and construction of the proposed improvements.</p>		
<p>2.2. Participation of the Downtown Districting Committee as part of the Design and Implementation</p>		

Discussion Topics	Action By	Due Date
<p>Although the timeline and schedule of the activities to be conducted after the completion of the EA are uncertain, the participation of the Downtown Districting Committee was discussed.</p> <ul style="list-style-type: none"> Jaime G. indicated that the completion of the EA study is expected during Q1 2022. Jeff H. confirmed that the detailed design and implementation phases of the proposed improvements will be managed by other City's departments. <p>The attendees requested that the City shares the comments provided during the meeting and their interest in fully participate as part of the subsequent phases of the assignment with the corresponding City Staff.</p> <ul style="list-style-type: none"> Jeff H. confirmed that he will discuss with City Staff this requirement. Jaime G. indicated that the comments provided as part of the Stakeholder Meeting will be included as part of the Public Consultation portion of the EA study for future reference. 	<p>City</p> <p>CIMA+</p>	<p>As part of completion of ESR</p>

Jaime Garcia, CIMA+



Meeting Minutes

- Meeting** : Working Meeting No. 3
- Project** : B000917
- Date / Time** : Wednesday, Feb 13 – 8:30 to 10:00 am
- Location** : Meeting Boardroom, Public Works 1266 McDougall, City of Windsor
- Attendees** :
 - Josette Eugeni
 - Kelsey Amlin
 - Jason Scott
 - Heidi Baillorgeon (on behalf of Mike Clement)
 - Chris Carpenter
 - Jeff Hagan
 - Adam Coates
 - Kenneth Dontoh
 - Phong Nguyen
 - Averil Parent
 - Karina Richters
 - Jaime Garcia
- Regrets** :
 - Mike Clement, Shawna Boakes, Travis Frickey, Anna Godo, Philip Campbell (no time for phone call)
- Purpose** : Review and Discuss Functional Design of Preliminary Preferred Alternatives

Note: please advise author immediately of any errors or omissions

Discussion Topics	Action By	Due Date
1. Review Functional Design – University Avenue		
<p>1.1. A PowerPoint presentation describing the different alternative cross-sections was provided by Jaime G for discussion with City Staff</p>		
<p>1.2. Zones 1 and 2</p>		
<p>1.2.1.</p> <ul style="list-style-type: none"> • The location of cycle track besides sidewalk along Zone 1 was suggested to avoid utility relocation. • City indicated that the proposed location may provide opportunities for streetscaping along the proposed boulevards. • City indicated that pedestrians and cyclists may use the cycle track and the sidewalk indiscriminately. • Wider sidewalks may be considered along Zone 2 <p>CIMA will confirm the location of the cycle track and dimension of the sidewalk as part of the design of the preferred option.</p> <ul style="list-style-type: none"> • The design elements described as part of the University of Windsor’s Campus Master Plan can be considered at “concept” level. • City will contact University of Windsor to confirm if an updated version of the Campus Master Plan is available. <p>CIMA will include the conceptual design presented in the Campus Master Plan as part of the discussion with stakeholders during Meeting No. 2</p> <ul style="list-style-type: none"> • City indicated that the access to the Riverfront Trail between Cameron Avenue and Wellington Avenue need to be considered as part of the design for Zone 2 <p>CIMA will confirm the type of crossing (controlled or uncontrolled) required at this location as part of the design of the preferred option</p>	<p>CIMA+</p> <p>CIMA+</p> <p>City</p> <p>CIMA+</p>	<p>April 2019</p> <p>May 2019</p> <p>April 2019</p> <p>April 2019</p>



Discussion Topics	Action By	Due Date
<p>1.3.</p>	<p>Zones 3 to 5</p>	
<p>1.3.1.</p>	<ul style="list-style-type: none"> The City suggested the identification of parking opportunities along the University Avenue corridor and the potential use of hybrid options (i.e. cycle tracks and buffered bike lanes) or narrow lanes (i.e. 3.2m travel lanes) along University Avenue corridor. <p>CIMA will resend the information collected as part of the parking occupancy survey to the City for review and comments.</p> <p>CIMA will discuss and confirm with the City potential opportunities for parking allocation as part of the design of the preferred option.</p> <ul style="list-style-type: none"> City suggested the potential use of off-street parking as an alternative to the potential removal of parking spaces along University Avenue. <p>CIMA indicated that a recommendation can be included as part of the EA Project Report but identification of parking availability outside of the corridor under study (off-street) is not included as part of the assignment</p> <ul style="list-style-type: none"> City indicated that the City Hall Esplanade does not include opportunities for cycling infrastructure. City indicated that the pedestrian corridor connecting University Avenue and Riverside Drive needs to be considered during the design phase of this assignment <p>CIMA will confirm the type of crossing (controlled or uncontrolled) required at this location as part of the design of the preferred option</p>	<p>CIMA+</p> <p>February 14</p> <p>CIMA+</p> <p>April 2019</p> <p>CIMA+</p> <p>September 2019</p> <p>CIMA+</p> <p>April 2019</p>



Discussion Topics	Action By	Due Date
2. Review Functional Design – Victoria Avenue		
2.1. Zone 6 and 7		
<ul style="list-style-type: none"> City asked about the configuration of the proposed Flex-street option. J. Garcia use examples on City of London (Dundas Street) and Ottawa (Byward Market) to explain the concept and directed to information provided during the development of the Downtown Transportation Strategy (see attached) 		
3. Discussion of Design Related Issues		
3.1.1. University of Windsor Campus Master Plan proposed gateways and treatments at intersections (see Section 1.2.1)		
3.1.2. City Hall Esplanade (see Section 1.3.1)		
3.1.3. Intersection Treatments – cycling infrastructure (existing and proposed)	CIMA+	April 2019
<ul style="list-style-type: none"> City confirmed that the design of the preferred option will include recommendations for the interconnection of the existing west-east bicycle lanes west of the intersection of Huron Church Road and the north-south multi-use path east of the intersection. City confirmed that the existing season treatment of cycling facilities along Janette Avenue and Bruce Avenue will not change and the design of the intersection will need to consider the existing conditions. City requested that recommendations for potential treatments at intersections identified (or to be identified) by the Active Transportation Master Plan needs to be included as part of the EA Project Report. 		
3.1.4. Improvements to transit stop locations		



	Discussion Topics	Action By	Due Date
	<ul style="list-style-type: none"> City confirmed that the proposed treatment at bus stops and suggested that the dimensions of the bus stops needs to consider the use of articulated buses (at least 60' long) 		
3.1.5.	Specific Treatments at locations identified by the Build and Cultural Heritage Assessment Report		
	<ul style="list-style-type: none"> Jaime G. indicated that as part of the comments received from the City regarding the findings of the Report considerations will be given to locations identified as valuable (i.e. wider sidewalks) 		
3.1.6.	Effects on on-street parking (see section 1.3.1)		
3.1.7.	Others		
	<ul style="list-style-type: none"> P. Nguyen informed that City is receiving complains with respect of mountable curbs and other type of infrastructure at mid-block locations. J. Eugeni asked about the selection of the preferred option. Jaime G. indicated that CIMA will proceed with the determination of the preferred option immediately after confirmation of the evaluation criteria. <p>CIMA+ will provide the proposed evaluation criteria to the City for review and approval</p>	CIMA+	February 14
3.2.	Review of Project Schedule		
3.2.1.	Drainage Assessment Report		



	Discussion Topics	Action By	Due Date
	<ul style="list-style-type: none"> Jaime G. asked about the status of the Campbell/University Storm Water Master Plan and the Sanitary and Storm Sewer Master Plan City indicated that the aforementioned projects are not expected to be completed until December 2019 and no information is currently available regarding changes to the combined sewer servicing the corridors under study. City confirmed that CIMA can proceed with the estimation of the potential effects of the proposed alternatives from the storm sewer perspective (i.e. reduction/increase of volumes compared with existing conditions) 	CIMA+	March 2019
3.2.2.	Next meeting with Stakeholders		
	<ul style="list-style-type: none"> Josette E. confirmed that the next Stakeholder meeting will be scheduled after selection of the preferred option. 	CIMA +	April 2019

Jaime Garcia, P.Eng., Ph.D.





Meeting Minutes

- Meeting** : Working Meeting No. 4
- Project** : B000917
- Date / Time** : Monday, March 2nd – 1:30 to 3:30 pm
- Location** : Meeting Boardroom 204, 350 City Hall Square W
- Attendees** :
 - **Jeff Hagan**
 - **Awele Nwaesei**
 - **Kelsey Amlin**
 - **Jason Scott**
 - **Heidi Baillorgeon**
 - **Adam Coates**
 - Kenneth Dontoh
 - **Phong Nguyen**
 - **Roberta Harrison**
 - **Shawna Boakes**
 - **Tiffany Pocock**
 - **Fahd Michael**
 - **Karina Richters**
 - **Laura Diotte**
 - Jaime Garcia
- Regrets** :
- Purpose** : Review Evaluation Process and Confirm Preferred Alternative

Note: please advise author immediately of any errors or omissions

Discussion Topics	Action By	Due Date
1. Brief Review of Proposed Alternatives		
1.1. A PowerPoint presentation describing the alternative design concept included as part of the evaluation process was provided by Jaime G for discussion with City Staff		
2. Status of Campbell/University Storm Water Master Plan and Sanitary and Storm Sewer Master Plan (City)		
2.1. City Staff provided a copy of an email summarizing the status of the master plans. No timeline for the projected infrastructure along the study area is available at the present time. Drainage assessment for the preferred alternative will include comments provided by City.	CIMA+	May 2020
3. Review of Evaluation Process		
3.1. Jaime G. presented inputs to the evaluation criteria provided by Planning and Building for clarification and discussion. Planning and Building confirmed that comments were provided based on the list of factors to be considered during the evaluation process but not the evaluation process provided as part of Progress Report No. 3.		
3.2. Copies of Progress Report No. 3 submitted to the City of March 2019 were circulated and revised with the City Team during the meeting.		
4. Discussion and Confirmation of Preferred Alternative		
4.1. Due to the fact that Progress Report No. 3 was not circulated to the City's Team in advance of the meeting, the following actions were discussed and confirmed by the City		



	Discussion Topics	Action By	Due Date
	<ul style="list-style-type: none"> • City will review the content of Progress No. 3 and comments regarding the evaluation process will be provided to CIMA+ by Friday March 6th, 2020 • The need for an additional alternative (a hybrid version based on the previous 3 alternatives) will be confirmed by the City • Any necessary information to address the following comments will be provided by the City: <ul style="list-style-type: none"> ○ Operations and Maintenance issues including cost estimates; ○ Effects of relocation and/or removal of parking meters; ○ Land Use data and any necessary assumptions regarding changes to the proposed context areas; ○ Perceived safety of the different alternatives – as per Active Transportation Plan; 	CITY	Friday, March 6, 2020
5.	Review of Project Schedule		
5.1.	<p>Jaime G. presented a revised version of the schedule of work showing PIC to be conducted on September. To address the request received from the City for a PIC on June the following activities will require a prompt response from City Team:</p> <ul style="list-style-type: none"> • Review and comments regarding evaluation criteria • Review and confirm the results of the evaluation process including the addition of a new (hybrid) option • Review and confirm the selection of the preferred alternative • Review and confirm the 30% design of the preferred alternative • Review and confirm the PIC boards • Confirm the time and venue for PIC 	<p>CITY</p> <p>CITY</p> <p>CITY</p> <p>CITY</p> <p>CITY</p>	<p>March 6, 2020</p> <p>March 27, 2020</p> <p>March 27, 2020</p> <p>April 24, 2020</p> <p>May 22, 2020</p> <p>June 1st, 2020</p>



	Discussion Topics	Action By	Due Date
6.	Next Steps		
6.1.	Revised Project Schedule after receiving comments from City Team	CIMA+	March 10, 2020

Jaime Garcia, P.Eng., Ph.D.



University Avenue and Victoria Avenue EA – Pop Up Feedback

As part of the public consultation process, the City took advantage of the Open Streets as it brought lots of residents through the study area. At this pop-up preliminary context zones for the public were presented and interested residents could give you their feedback. The context zones presented are shown below.

1. Riverwest – University Campus Area (Huron Church Road to California Avenue)
2. Riverwest – Residential Urban Area (California to Salter Ave)
3. Downtown Transitional Area (Salter Avenue to Victoria Avenue)
4. Downtown Core (Victoria to Freedom Way)
5. University- Institutional Area (Freedom Way to McDougall Street)
6. Victoria- Gateway Area (Chatham Street W to University Avenue W)
7. Victoria – Transition Area (University Avenue W to Park Street W)

Feedback Results

	Agree with context zone	Disagree with context zone	Blank	Total	Comments
Riverwest University Campus Area	15	0	0	15	No need for a grand entrance at Uwin Campus given , migration to downtown campus
	100%	0%			
RiverWest Residential Urban Area	11	2	0	13	Enhance the meager parks and green spaces
	85%	15%			There should be more residential urban areas for the homeless and for people in particulr. Turn abandoned places into usable places. Also, lower amount of money for rent; too expensive
					Start (this zone) at Crawford to split - core/Downtown with Riverwest neighborhood
Downtown Transitional Area	12	2	1	15	Turn the viaduct at Cameon into a bike friendly north-south route from university to riverside. Make it trail and bike friendly. Connect riverfront to University , encourage University Ave as a Bike centric east west road.

					Change the raofs, fix University west Avenue -> everything cracked roads and potholes everywhere. I want a more vibrant community because I live and commute in this area and feels somewhat dreadful. Promote more businesses, lower the amount of money for business to rent spaces, It is insane the amount of money small business owners have to pay rental lus taes, and soon they go out of business
	80%	13%	7%		
Downtown Core	7	0	0	7	
	100%	0%			
University - Institutional Area	13	1	0	14	Keep every building that currently exists. These are inverse questions.
	93%	7%			More parking spaces, more inviting public spaces for people to walk alongside. More police presence.
Victoria - Gateway Area	11	1	1	13	Fix the old buildings, put new stores, restaurants, things for kids, teenagers.
	85%	8%	8%		Victoria should / could be a great visible bike lanes fir safety.Connect the north south alleys & turn them into bike lanes
Victoria - Transitional Area	7	2	0	9	
	78%	22%			

	DISCUSSION TOPICS	ACTION BY
1.1	Welcome and Introductions (All)	
1.2	Purpose of the Assignment (City perspective)	
	<p>J. Eugeni indicated that the City of Windsor (the City) believes that there is adequate right-of-way along the University Avenue and Victoria Avenue corridors to serve all modes of transportation in a more adequate fashion. The purpose of the assignment is to review the operations along the corridor and evaluate cross-sections alternatives from a complete-streets perspective.</p> <p>A preliminary discussion of those potential alternatives will take place during the project initiation meeting.</p>	
1.3	Road Drainage and Provision of Sewer Services	
	<p>The status of other relevant projects currently in progress was explained by the City. Although none of the plans mentioned in the RFP are currently available the City will keep informed CIMA+ about their projects and findings during the completion of the assignment.</p> <p>The City indicated that the current combined storm/sewer system is adequate. CIMA+ will evaluate potential modifications to the current service generated by improvements and changes to the current cross-section elements along University Avenue and Victoria Avenue.</p> <p>City indicated that they will conduct CCTV explorations late summer 2018. It is expected that this information will be provided to CIMA+ when available</p>	CITY
1.4	Proposed Schedule	
	<p>A revised version of the proposed schedule was briefly discussed. During the meeting it was confirmed that a blackout period will be on place from October 6 to 13 due to municipal election.</p>	

	DISCUSSION TOPICS	ACTION BY
	<p>City indicated that they preference is to avoid public events and announcements during summer months. To do so, the first PIC will be scheduled during the month of September and advertisement and logistics of the event will be coordinated in accordance.</p> <p>In a similar way, the schedule will be revised during the completion of the project to avoid issuing the Project File report and related notice of completion during summer time.</p>	CIMA+
1.5	Traffic and Safety Data	
	<p>J. Eugeni indicated that the Road Safety Report (2017) was provided as part of the Council Meeting (June 11) package.</p> <p>CIMA+ will review and confirm if additional information is required.</p>	CIMA+
1.6	All-Inclusive Rate/Scope of Services	
	<p>Josette Indicated that the all-inclusive rate as mentioned in the RFP covers all items required for a Schedule C Municipal Class Environmental Assessment, including items that may not be directly contemplated by the RFP but are deemed necessary over the course of the project.</p> <p>In the event that items not considered as part of the approved scope of work are required, CIMA+ will discuss and agree with City the best approach before proceeding with the completion at those items.</p>	CIMA+ City

Jaime Garcia, P.Eng., Ph.D.
JG/cm



July 31, 2018

Josette Eugeni
Manager of Transportation Planning
City of Windsor
1266 McDougall Street
Windsor ON N8X 3M7

Attention: Josette Eugeni

Re: Class EA for the study of the roadway of University Ave and Victoria Ave in City of Windsor

Dear Josette Eugeni:

This letter is in response to the Notice of Commencement for the above noted project. The Ministry of the Environment, Conservation and Parks (MECP) acknowledges that the City of Windsor has indicated that its study is following the Municipal Class Environmental Assessment, Schedule C process. The proposed project will examine opportunities to utilize the right-of-way to improve experience for all roadway users on University Ave between Huron Church Road and McDougall Street and on Victoria Ave between Chatham and Park Streets.

Aboriginal Consultation

The Crown has a legal duty to consult Aboriginal communities when it has knowledge, real or constructive, of the existence or potential existence of an Aboriginal or treaty right and contemplates conduct that may adversely impact that right. Based on information provided to date and the Crown's preliminary assessment, the Crown has not identified any Indigenous communities as potentially affected by the proposed project at this time. Changes to the scope of the project should be re-evaluated for potential impact. If the proponent determines that there is archaeological potential for the site, or if no archaeological potential is expected but relevant archaeological remains or resources are uncovered from any excavation completed, then Indigenous communities should be notified of this.

Source Water Protection

As per the recent amendments to the Municipal Engineers Association (MEA) Class Environmental Assessment parent document approved October 2015, proponents undertaking a Municipal Class EA project must identify early in the process whether a project is occurring within a source water protection vulnerable area. This must be

clearly documented in a Project File report or ESR. If the project is occurring in a vulnerable area, then there may be policies in the local Source Protection Plan (SPP) that need to be addressed (requirements under the Clean Water Act). The proponent should contact and consult with the appropriate Conservation Authority/Source Protection Authority (CA/SPA) to discuss potential considerations and policies in the SPP that apply to the project.

Please include a section in the report on Source Water Protection. Specifically, it should discuss whether or not the project is located in a vulnerable area or changes or creates new vulnerable areas, and provide applicable details about the area. If located in a vulnerable area, proponents should document whether any project activities are a prescribed drinking water threat and thus pose a risk to drinking water (this should be consulted on with the appropriate CA/SPA). Where an activity poses a risk to drinking water, the proponent must document and discuss in the Project File Report/ESR how the project adheres to or has regard to applicable policies in the local SPP. If creating or changing a vulnerable area, proponents should document whether any existing uses or activities may potentially be affected by the implementation of source protection policies. This section should then be used to inform and should be reflected in other sections of the report, such as the identification of net positive/ negative effects of alternatives, mitigation measures, evaluation of alternatives etc. As a note, even if the project activities in a vulnerable area are deemed not to be a drinking water risk, there may be other policies that apply and so consultation with the local CA/SPA is important.

Climate Change

The Municipality is strongly encouraged to include climate change in this EA. Climate change should be considered in the context of mitigation and the context of adaptation. The Ministry has recently released a guidance document to support proponents in including climate change in environmental assessments. The guide can be found online: <https://www.ontario.ca/page/considering-climate-change-environmental-assessment-process>. It should be noted that Climatic Features is identified in Appendix 2 of the Municipal Class EA page 2-7 (2015).

Part II Order Request Form

Please note that as of July 1, 2018, a Part II Order Request Form must be used to request a Part II Order as per O. Reg. 152/18. Accordingly, please include those details when conveying information regarding the Part II Order process such as on the Notice of Completion. The following sample text would cover this requirement in the Notice of Completion for this project:

“As of July 1, 2018, a Part II Order Request Form must be used to request a Part II Order in accordance with O. Reg. 152/18. The Part II Order Request Form is available online on the Forms Repository website (<http://www.forms.ssb.gov.on.ca/>) by searching “Part II Order” or “012-2206E” (the form ID number).”

General

The Key Plan map provided on the Notice of Study Commencement is a coarse scale and does not show the extent of the right-of-way. The description of the project also does not describe the right-of-way in terms of width or relation to other properties. This

information would be valuable to help the public understand the study area. Please consider adding it to future notices and future public consultation.

Conclusion

Thank you for the opportunity to comment on this project. Please keep this office fully informed of the status of this project as it proceeds through the Class EA process. All future correspondence with respect to this project should be sent to my attention, as I am this ministry's one window contact for this project, Regional Environmental Planner / Regional EA Coordinator at (519) 873-5115 or by email at anneleis.eckert@ontario.ca.

A draft copy of the Environmental Study Report (ESR) should be sent to the appropriate MECP regional office before the City of Windsor issues its notice of completion of the final report. Allow a minimum of 30 days for MECP's technical reviewers to provide comments on the draft ESR.

When the ESR is finalized, please send the Notice of Completion and final documentation to me.

Should you or any members of your project team have any questions regarding the material above, please contact me directly.

Yours truly,



Anneleis Eckert
Regional Environmental Planner / Regional EA Coordinator
Ministry of Environment, Conservation and Parks
733 Exeter Road
London ON, N6E 1L3
519-873-5115

Copy:
Jaime Garcia, Consultant Project Manager CIMA Canada Inc.
Mark Smith, MECP

From: Eckert, Anneleis (MECP) <Anneleis.Eckert@ontario.ca>
Sent: July 31, 2018 3:01 PM
To: jeugeni@citywindsor.ca; Windsor University Ave
Cc: Smith, Mark (MECP)
Subject: MECP Response EA Notice of Commencement University & Victoria Aves
Attachments: [MECP-Response-NotComm-UniversityVictoriaAve-2018-07-31.pdf](#)

Good Afternoon Josette,

Please find attached the MECP's response to the Notice of Commencement for the above noted project.

If you have any questions or concerns, please do not hesitate to contact me. Please note that this serves as the ministry's formal correspondence and will only be delivered via this e-mail.

Thank you,

Anneleis Eckert
Environmental Planner / Environmental Assessment Coordinator
519-873-5115 | anneleis.eckert@ontario.ca
Air, Pesticides and Environmental Planning | Drinking Water and Environmental Compliance
Division | Southwest Region | Ministry of the Environment, Conservation and Parks | 733 Exeter
Road, London ON N6E 1L3

From: EA Notices to SWRegion (MECP) <eanotification.swregion@ontario.ca>
Sent: August 1, 2018 9:23 AM
To: Jessica Dorgo
Subject: RE: City of Windsor, MEA Class EA, University Avenue & Victoria Avenue

Follow Up Flag: Follow up
Flag Status: Completed

Hi Jessica,
I sent the MECP response yesterday to the contact names noted on the Notice of Commencement. I assume you will receive a copy through one of those contacts. If you don't, feel free to contact me.

In regards to your previous question, providing lists prior to the issuance of the notice of commencement is atypical and only done in unique circumstances. The companion guide is not an MECP document.

Thanks,

Anneleis Eckert
Environmental Planner / Environmental Assessment Coordinator
519-873-5115 | anneleis.eckert@ontario.ca

From: Jessica Dorgo [<mailto:Jessica.Dorgo@cima.ca>]
Sent: July 20, 2018 11:21 AM
To: EA Notices to SWRegion (MECP) <eanotification.swregion@ontario.ca>
Cc: Jaime Garcia <Jaime.Garcia@cima.ca>
Subject: RE: City of Windsor, MEA Class EA, University Avenue & Victoria Avenue

Hi Anneleis,

Thank you for your response. The draft Notice of Commencement is attached for your reference.

Does the Ministry have an alternative preferred method for proponents to identify the Indigenous Communities to be consulted prior to the issuance of the Notice of Commencement? Based on the most recent version of the MEA Companion Guide for the Municipal Class Environmental Assessment Manual (March 2018), the MEA indicated that MOECC has implemented a new process for identifying Indigenous Communities and proponents are to contact the Regional EA Coordinator prior to the Notice of Commencement to identify the appropriate communities. If there is another approach that the Ministry prefers for future studies please let us know and we will adjust our approach accordingly.

Thank you,

JESSICA DORGO, EIT
EIT / Transportation

T 289-288-0287 ext. 6819 F 289-288-0285
3027 Harvester Road, Suite 400 Burlington Ontario L7N 3G7 CANADA



From: EA Notices to SWRegion (MECP) <eanotification.swregion@ontario.ca>
Sent: Friday, July 20, 2018 10:57 AM
To: Jessica Dorgo <Jessica.Dorgo@cima.ca>
Subject: RE: City of Windsor, MEA Class EA, University Avenue & Victoria Avenue

Hello Jessica,
I will look into doing it at this stage. I know it is sometimes done in specific situations. Typically we provide this information as needed in the response letter to the notice of commencement. Do you have a draft notice that you could share at this time?
Thanks,

Anneleis Eckert
Environmental Planner / Environmental Assessment Coordinator
519-873-5115 | anneleis.eckert@ontario.ca

From: Jessica Dorgo [<mailto:Jessica.Dorgo@cima.ca>]
Sent: July 19, 2018 9:48 AM
To: EA Notices to SWRegion (MOECC) <eanotification.swregion@ontario.ca>
Cc: Jaime Garcia <Jaime.Garcia@cima.ca>
Subject: City of Windsor, MEA Class EA, University Avenue & Victoria Avenue

Good Morning,

The City of Windsor is planning to initiate a study to review the existing roadway elements along the University Avenue and Victoria Street corridors and consider opportunities within the right-of-way to provide a pleasant experience for all roadway users. The study corridors are illustrated on the key plan below and include University Avenue West/East between Huron Church Road and McDougall Street and Victoria Avenue from Chatham Street West to Park Street West in the City of Windsor.

A key component of this study will be public, agency and Indigenous Community consultation. Prior to the issuance of the Notice of Commencement, we would like to request your assistance in identifying the potentially affected Indigenous Communities to be consulted as part of this study.

If you require any further information regarding the study please feel free to contact me. A copy of the Notice of Commencement and Project Information Form will be provided to MOECC upon issuance.



Thank you,

JESSICA DORGO, EIT
EIT / Transportation

T 289-288-0287 ext. 6819 F 289-288-0285
3027 Harvester Road, Suite 400 Burlington Ontario L7N 3G7 CANADA



From: Eugeni, Josette <jeugeni@citywindsor.ca>
Sent: July 31, 2018 3:26 PM
To: 'Eckert, Anneleis (MECP)'; Windsor University Ave
Cc: Smith, Mark (MECP)
Subject: RE: MECP Response EA Notice of Commencement University & Victoria Aves

Dear Ms Eckert

This correspondence is to acknowledge and thank you for the response letter and direction provided for the noted study. Your input is appreciated and shall be incorporated as outlined.

Regards,
Josette

Josette M. Eugeni, P.Eng. | Manager of Transportation Planning



Public Works
1266 McDougall Street | Windsor, ON | N8X 3M7
(519)-255-6418
www.citywindsor.ca

From: Eckert, Anneleis (MECP) [<mailto:Anneleis.Eckert@ontario.ca>]
Sent: Tuesday, July 31, 2018 3:01 PM
To: Eugeni, Josette; windsoruniversityave.ea@cima.ca
Cc: Smith, Mark (MECP)
Subject: MECP Response EA Notice of Commencement University & Victoria Aves

Good Afternoon Josette,

Please find attached the MECP's response to the Notice of Commencement for the above noted project.

If you have any questions or concerns, please do not hesitate to contact me. Please note that this serves as the ministry's formal correspondence and will only be delivered via this e-mail.

Thank you,

Anneleis Eckert
Environmental Planner / Environmental Assessment Coordinator
519-873-5115 | anneleis.eckert@ontario.ca
Air, Pesticides and Environmental Planning | Drinking Water and Environmental Compliance Division | Southwest Region | Ministry of the Environment, Conservation and Parks | 733 Exeter Road, London ON N6E 1L3

Sami Khaled

From: Windsor University Ave
Sent: August 28, 2018 2:18 PM
To: MNRF Ayl Planners (MNRF)
Cc: jeugeni@citywindsor.ca; Jaime Garcia
Subject: RE: City of Windsor, Municipal Class EA, University Avenue and Victoria Avenue, Notice of Study Commencement

Hi Karina,

Thank you for your email. The Ministry of Natural Resources and Forestry (MNRF) Aylmer District Office has been added to the study mailing list and will receive all future study notifications.

Regards,

City of Windsor University Avenue & Victoria Avenue Municipal Class Environmental Assessment Project Team

T 289-288-0287 F 289-288-0285
3027 Harvester Road, Suite 400 Burlington Ontario L7N 3G7 CANADA



From: MNRF Ayl Planners (MNRF) <MNRF.Ayl.Planners@ontario.ca>
Sent: Tuesday, August 28, 2018 1:54 PM
To: Jessica Dorgo <Jessica.Dorgo@cima.ca>; Windsor University Ave <WindsorUniversityAve.EA@cima.ca>; jeugeni@citywindsor.ca
Subject: RE: City of Windsor, Municipal Class EA, University Avenue and Victoria Avenue, Notice of Study Commencement

Good afternoon,

The Ministry of Natural Resources and Forestry (MNRF), Aylmer District Office would like to be included on the project mailing list.

Please add mnrf.ayl.planners@ontario.ca to the distribution list.

Thank you,
Karina

Karina Černiavskaja, District Planner

Ministry of Natural Resources and Forestry, Aylmer District
615 John St. N. Aylmer, ON N5H 2S8
Tel: 519-773-4757 | Cell: 519-630-5292 | Fax: 519-773-9014 | Email: karina.cerniavskaja@ontario.ca

As part of providing accessible customer service, please let me know if you have any accommodation needs or require communication supports or alternate formats.

From: Jessica Dorgo [<mailto:Jessica.Dorgo@cima.ca>]

Sent: July-30-18 10:58 AM

To: ESA-Aylmer (MNR) <ESA.Aylmer@ontario.ca>; Cerniavskaja, Karina (MNR) <Karina.Cerniavskaja@ontario.ca>; planning@erca.org; admin@erca.org; Minkin, Dan (MTCS) <Dan.Minkin@ontario.ca>; Zirger, Rosi (MTCS) <Rosi.Zirger@ontario.ca>; richard.humpage@rci.rogers.com; chris.kafel@alecrautilities.com; customer.service@elkenenergy.com; CustomerCommunications@HydroOne.com; storage.transportation@uniongas.com; accessible@bell.ca; support@primus-wireless.ca; acoates@citywindsor.ca; jeff@mailingcanada.com; clerks@citywindsor.ca; clerks@citywindsor.ca; uwsa@uwindsor.ca

Cc: Jaime Garcia <Jaime.Garcia@cima.ca>; Andoh-Dontoh, Kenneth <kandoh-dontoh@citywindsor.ca>

Subject: City of Windsor, Municipal Class EA, University Avenue and Victoria Avenue, Notice of Study Commencement

Good Morning,

Please find the attached Notice of Study Commencement for the City of Windsor University Avenue and Victoria Avenue Municipal Class Environmental Assessment Study.

Thank you,

JESSICA DORGO, EIT
EIT / Transportation

T 289-288-0287 ext. 6819 F 289-288-0285
3027 Harvester Road, Suite 400 Burlington Ontario L7N 3G7 CANADA



Sami Khaled

From: Lauren Cymbaly
Sent: May 3, 2018 3:15 PM
To: 'ESA.Aylmer@ontario.ca'
Cc: Jennifer Haslett; Jaime Garcia
Subject: Data Request - City of Windsor MCEA University and Victoria Ave_B000917
Attachments: C11_B000917_Windsor_University_StudyArea.pdf

Good afternoon,

We have been retained by the City of Windsor to complete a Municipal Class Environmental Assessment for road improvements to University Avenue West and Victoria Avenue. Specifically, the Study Corridors include University Ave West/East between Huron Church Road and McDougall Street and a unique cross-street – Victoria Avenue from Chatham Street West to Park Street West, please see attached Study Area map for details.

The project is being undertaken optimize the right-of-way to improve safety, operational efficiency, placemaking/green infrastructure, and space for utility and sewer infrastructure. As such, we are requesting any SAR occurrence data the MNRF may have on file as relevant to this project for inclusion in the Natural Environment Assessment.

As outlined in the Aylmer District Species at Risk Screening Process Technical Bulletin, please see below for the required information as part of this request:

- Proponent information (name, mailing address, and email address);

We are the delegate consultants requesting the information on behalf the City of Windsor.

Mailing address:

400 City Hall Square East,
Windsor, Ontario
N9A 7K6

If you require the specific City staff contact(s) in charge of this project to process the request, just let us know.

- Property location and mapping (municipal address and/or lot and concession);

The project location is situated along University Avenue West and Victoria Avenue in Windsor Ontario. Specifically, the Study Corridors include University Ave West/East between Huron Church Road and McDougall Street and a unique cross-street – Victoria Avenue from Chatham Street West to Park Street West, please see attached Study Area Map for details.

- Digital photos of the property, including the vegetation on-site, if available;

None available at this time.

- General description of all proposed activities and extent of development footprint (e.g. residential, driveway, vegetation clearing). Maps / site layout drawings are beneficial;

The project is being undertaken optimize the right-of-way to improve safety, operational efficiency, placemaking/implementation of green infrastructure, and provision of space for utility and sewer infrastructure. The Project may encompass some vegetation clearing and grading activities to optimize the ROW utility for transportation and subsurface servicing infrastructure. Please see attached Study Area map for details noting that for due diligence purposes, the Study Area for the purposes of this request is defined at a 120m radius from the Study Corridors, however, the expected area of impact is anticipated to be much smaller. We don't have any more information to provide at this stage as we are still in the early phases of the project.

- Current state of vegetation, property maintenance/management (e.g. frequency of mowing), and recent property landscape history/changes (within the last five years);

The Project is located in a highly urbanized area; adjacent lands are mixed-use residential and commercial. Based on aerial imagery analysis, greenspace is predominantly limited to manicured cultural landscape features.

- Timing and duration of proposed activities;

The Natural Environment Assessment report is scheduled for completion by mid-June 2018, field investigations will commence in spring 2018. The ESR is scheduled for completion by mid-June 2019.

- Copies of past correspondence with MNRF about the property, if applicable; and,

None related to this project at this time.

- Status of municipal planning or Environmental Assessment process, if any.

The Notice of Project will be issued in upcoming weeks.

If you have any questions regarding the above or require any additional information to process this request, please don't hesitate to contact us anytime. If there are changes to the project or schedule, we will be in touch.

Best regards,
Lauren

Lauren Cymbaly, M.E.S.
Environmental Professional

CIMA+
Partners in Excellence

55 King Street East
Bowmanville Ontario L1C 1N4
CANADA
Tel: 905 697-4464 ext. 6931



P Do you really need to print this email? Let's protect the environment!

Sami Khaled

From: MNRF Ayl Planners (MNRF) <MNRF.Ayl.Planners@ontario.ca>
Sent: August 28, 2018 1:54 PM
To: Jessica Dorgo; Windsor University Ave; jeugeni@citywindsor.ca
Subject: RE: City of Windsor, Municipal Class EA, University Avenue and Victoria Avenue, Notice of Study Commencement

Good afternoon,

The Ministry of Natural Resources and Forestry (MNRF), Aylmer District Office would like to be included on the project mailing list.

Please add mnrf.ayl.planners@ontario.ca to the distribution list.

Thank you,
Karina

Karina Černiavskaja, District Planner

Ministry of Natural Resources and Forestry, Aylmer District
615 John St. N. Aylmer, ON N5H 2S8
Tel: 519-773-4757 | Cell: 519-630-5292 | Fax: 519-773-9014 | Email: karina.cerniavskaja@ontario.ca

As part of providing [accessible customer service](#), please let me know if you have any accommodation needs or require communication supports or alternate formats.

From: Jessica Dorgo [mailto:Jessica.Dorgo@cima.ca]
Sent: July-30-18 10:58 AM
To: ESA-Aylmer (MNRF) <ESA.Aylmer@ontario.ca>; Černiavskaja, Karina (MNRF) <Karina.Cerniavskaja@ontario.ca>; planning@erca.org; admin@erca.org; Minkin, Dan (MTCS) <Dan.Minkin@ontario.ca>; Zirger, Rosi (MTCS) <Rosi.Zirger@ontario.ca>; richard.humpage@rci.rogers.com; chris.kafel@electrautilities.com; customer.service@elkenenergy.com; CustomerCommunications@HydroOne.com; storage.transportation@uniongas.com; accessible@bell.ca; support@primus-wireless.ca; acoates@citywindsor.ca; jeff@mailingcanada.com; clerks@citywindsor.ca; clerks@citywindsor.ca; uwsa@uwindsor.ca
Cc: Jaime Garcia <Jaime.Garcia@cima.ca>; Andoh-Dontoh, Kenneth <kandoh-dontoh@citywindsor.ca>
Subject: City of Windsor, Municipal Class EA, University Avenue and Victoria Avenue, Notice of Study Commencement

Good Morning,

Please find the attached Notice of Study Commencement for the City of Windsor University Avenue and Victoria Avenue Municipal Class Environmental Assessment Study.

Thank you,

JESSICA DORGO, EIT
EIT / Transportation

T 289-288-0287 ext. 6819 F 289-288-0285
3027 Harvester Road, Suite 400 Burlington Ontario L7N 3G7 CANADA





regs@erca.org
P.519.776.5209
F.519.776.8688

360 Fairview Avenue West
Suite 311, Essex, ON N8M 1Y6

August 10, 2018

City of Windsor
1266 McDougall Street
Windsor, Ontario
N8X 3M7

Dear Jaime Garcia:

RE: University Avenue& Victoria Avenue Municipal Class EA Notice of Study Commencement

This letter is in response to our receipt and review of the following Notice of Study Commencement for the University Avenue & Victoria Avenue Municipal Class Environmental Assessment Study. It is our understanding that this study is in accordance with the planning and design process for "Schedule C" projects as outlined in the Municipal Class Environmental Assessment (June 2000, as amended in 2007, 2011 and 2015) under the Ontario Environmental Assessment Act. The purpose of this study is to review existing roadway elements along University Avenue and Victoria Avenue corridors and consider opportunities within the right-of-way to improve the experience of roadway users. Under consideration are the opportunities to optimize the right-of-way to achieve safe, efficient, comfortable and convenient travel for roadway users of all ages, abilities and modes within the study corridors.

Our office previously provided a response (May 8, 2018) to an information request for this study. At this time, our office has no further comments and we would appreciate being circulated throughout the process.

Sincerely,

Michael Nelson
Watershed Planner
/mn

C: Josette Eugeni, P.Eng., City of Windsor
planning@erca.org

**Ministry of Tourism,
Culture and Sport**

Culture Services Unit
Programs and Services Branch
401 Bay Street, Suite 1700
Toronto ON M7A 0A7
Tel: 416 314 7643

**Ministère du Tourisme,
de la Culture et du Sport**

Unité des services culturels
Direction des programmes et des services
401, rue Bay, Bureau 1700
Toronto ON M7A 0A7
Tél: 416 314 7643



17 August 2018

EMAIL ONLY

Jaime Garcia, P.Eng.
Consultant Project Manager
CIMA Canada Inc. (CIMA+)
3027 Harvester Road, Ste 400
Burlington, ON L7N 3G7
windsoruniversityave.ea@cima.ca

MTCS File # : 0009407
Proponent : City of Windsor
**Subject : Notice of Commencement, Schedule C, Municipal Class
Environmental Assessment**
**Project : A Study to Consider Improvements to Right-of-Way Segments along
University Avenue and Victoria Avenue**
Location : City of Windsor

Dear Jaime Garcia:

Thank you for providing the Ministry of Tourism, Culture and Sport (MTCS) with the Notice of Commencement for the above-referenced project. MTCS's interest in this EA project relates to its mandate of conserving Ontario's cultural heritage, which includes:

- Archaeological resources, including land and marine;
- Built heritage resources, including bridges and monuments; and,
- Cultural heritage landscapes.

Under the EA process, the proponent is required to determine a project's potential impact on cultural heritage resources.

Project Summary

The City of Windsor is proposing to improve the following right-of-way segments:

- University Avenue West/East, between Huron Church Road and McDougall Street
- Victoria Avenue, from Chatham Street to Park Street West

The study will consider opportunities for optimizing safe, efficient, comfortable and convenient travel for roadway users of all ages, abilities and modes for a 20-year study horizon.

Identifying Cultural Heritage Resources

While some cultural heritage resources may have already been formally identified, others may be identified through screening and evaluation. Aboriginal communities may have knowledge that can contribute to the identification of cultural heritage resources, and we suggest that any engagement with Aboriginal communities includes a discussion about known or potential cultural heritage resources that are of value to these communities. Municipal Heritage Committees, historical societies and other local heritage organizations may also have knowledge that contributes to the identification of cultural heritage resources.

Archaeological Resources

This EA project may impact archaeological resources and you should screen the project with the MTCS [Criteria for Evaluating Archaeological Potential](#) to determine if an archaeological assessment is needed. MTCS archaeological sites data are available at archaeology@ontario.ca. If the EA project area exhibits archaeological potential, then an archaeological assessment (AA) should be undertaken by an archaeologist licenced under the *OHA*, who is responsible for submitting the report directly to MTCS for review.

Built Heritage and Cultural Heritage Landscapes

The MTCS [Criteria for Evaluating Potential for Built Heritage Resources and Cultural Heritage Landscapes](#) should be completed to help determine whether the EA project may impact cultural heritage resources. The Clerk for the City of Windsor can provide information on property registered or designated under the *Ontario Heritage Act*. Municipal Heritage Planners can also provide information that will assist in completing the checklist.

If potential or known heritage resources exist, MTCS recommends that a Heritage Impact Assessment (HIA), prepared by a qualified consultant, should be completed to assess potential project impacts. Our Ministry's [Info Sheet #5: Heritage Impact Assessments and Conservation Plans](#) outlines the scope of HIAs. Please send the HIA to MTCS and the City of Windsor for review, and make it available to local organizations or individuals who have expressed interest in heritage.

Please provide me with the completed checklists.

Environmental Assessment Reporting

All technical heritage studies and their recommendations are to be addressed and incorporated into EA projects. Please advise MTCS whether any technical heritage studies will be completed for this EA project and provide them to MTCS before issuing a Notice of Completion or commencing any work on site. If the screening has identified no known or potential cultural heritage resources, or no impacts to these resources, please include the completed checklists and supporting documentation in the EA report or file.

Thank you for consulting MTCS on this project. Please continue to do so throughout the EA process and contact me if you have any questions or require clarification.

Sincerely,

Katherine Kirzati
A/Heritage Advisor
katherine.kirzati@ontario.ca

c: Josette Eugeni, City of Windsor

It is the sole responsibility of proponents to ensure that any information and documentation submitted as part of their EA report or file is accurate. MTCS makes no representation or warranty as to the completeness, accuracy or quality of the any checklists, reports or supporting documentation submitted as part of the EA process, and in no way shall MTCS be liable for any harm, damages, costs, expenses, losses, claims or actions that may result if any checklists, reports or supporting documents are discovered to be inaccurate, incomplete, misleading or fraudulent.

Please notify MTCS if archaeological resources are impacted by EA project work. All activities impacting archaeological resources must cease immediately, and a licensed archaeologist is required to carry out an archaeological assessment in accordance with the Ontario Heritage Act and the Standards and Guidelines for Consultant Archaeologists.

If human remains are encountered, all activities must cease immediately and the local police as well as the Cemeteries Regulation Unit of the Ministry of Government and Consumer Services must be contacted. In situations where human remains are associated with archaeological resources, MTCS should also be notified to ensure that the site is not subject to unlicensed alterations which would be a contravention of the Ontario Heritage Act.

Ministry of Heritage, Sport, Tourism, Culture
Industries

Archaeology Program Unit
Programs and Services Branch
Heritage, Tourism and Culture Division
401 Bay Street, Suite 1700
Toronto ON M7A 0A7
Tel.: (519) 671-7742
Email: Shari.Prowse@ontario.ca

Ministère des Industries du patrimoine, du sport, du
tourisme et de la culture

Unité des programme d'archéologie
Direction des programmes et des services
Division du patrimoine, du tourisme et de la culture
401, rue Bay, bureau 1700
Toronto ON M7A 0A7
Tél. : (519) 671-7742
Email: Shari.Prowse@ontario.ca



Mar 24, 2020

Paul Racher (P007)
Archaeological Research Associates Ltd.
900 Guelph Kitchener ON N2H 5Z6

RE: Review and Entry into the Ontario Public Register of Archaeological Reports: Archaeological Assessment Report Entitled, "Stage 1 Archaeological Assessment, University Avenue West/East, Huron Church Road to McDougall Street, and Victoria Avenue, Chatham Street West to Park Street West, Municipal Class Environmental Assessment, City of Windsor, Part of Lots 63–84, Concession 1 Petite Côte, Geographic Township of Sandwich, Essex County, Ontario", Dated Jun 14, 2019, Filed with MTCS Toronto Office on Jun 25, 2019, MTCS Project Information Form Number P007-0950-2018, MTCS File Number 0009521

Dear Mr. Racher:

This office has reviewed the above-mentioned report, which has been submitted to this ministry as a condition of licensing in accordance with Part VI of the *Ontario Heritage Act*, R.S.O. 1990, c 0.18.¹ This review has been carried out in order to determine whether the licensed professional consultant archaeologist has met the terms and conditions of their licence, that the licensee assessed the property and documented archaeological resources using a process that accords with the 2011 *Standards and Guidelines for Consultant Archaeologists* set by the ministry, and that the archaeological fieldwork and report recommendations are consistent with the conservation, protection and preservation of the cultural heritage of Ontario.

The report documents the Stage 1 assessment of the study area as depicted in Map 29-46 of the above titled report and recommends the following:

The Stage 1 assessment determined that the study area comprised a mixture of areas of archaeological potential and areas of no archaeological potential. Although no widening of the existing University Avenue and Victoria Avenue corridors are considered as part of the potential alternatives and most of the improvements will be allocated between the existing ROWs, recommendations have been made for the entire assessed area to inform the detail design process. ARA recommends that all identified areas of archaeological potential that could be impacted by the project be subject to a Stage 2 property assessment in accordance with Section 2.1 of the S&Gs (MTC 2011:28–39). Given that the areas of archaeological potential consist of both upper layers and lower layers, it is recommended that both test pit survey and deeply buried survey methods be utilized to complete the assessment

All identified areas of surficial archaeological potential must be assessed using the test pit survey method.

A test pit survey interval of 5 m will be required due to the proximity of the lands to the identified features of archaeological potential. Any areas that were likely disturbed during past development activities but require empirical evaluation must be subject to a combination of visual inspection and test pit survey to confirm disturbance in accordance with Section 2.1.8 of the S&Gs (MTC 2011:38). If disturbance cannot be confirmed, then a test pit survey interval of 5 m must be maintained in these areas as outlined above. Regardless of the survey method employed, each test pit must be excavated into at least the first 5 cm of subsoil, and the resultant pits must be examined for stratigraphy, potential features and/or evidence of fill. The soil from each test pit must be screened through mesh with an aperture of no greater than 6 mm and examined for archaeological materials. If archaeological materials are encountered, all PTPs must be documented and intensification may be required.

All areas of deeply buried archaeological potential must be subject to either mechanical test trenching or archaeological monitoring, depending on the size of the area ultimately required by the detail design. Those areas of deeply buried potential that also have potential for archaeological resources to be present near the surface must be investigated using the test pit survey method prior to any mechanical excavation. This will allow for the identification of any archaeological sites near the surface and the determination of the extent and degree of disturbance.

If an area large enough to conduct a deeply buried survey is required, then it is recommended that the full extent be mechanically investigated to expose any deeply buried resources in accordance with Section 2.1.7 Standard 3 of the S&Gs (MTC 2011:37). If the area is very large and no specific targets have been identified, trenching at a maximum interval of 10 m can occur. An excavator or backhoe with an articulated wrist and a straight-bladed bucket must be utilized so that potential resources are not damaged. The archaeologist must be able to guide the excavation so that sections and clear profiles are visible. If it is determined that impacts to an identified area of deeply buried potential are required and the area is too small to conduct mechanical test trenching, then archaeological monitoring must be conducted in accordance with Section 2.1.7 Standard 4 of the S&Gs (MTC 2011:37–38). On-site monitoring must be carried out whenever work is occurring within an identified area of deeply buried potential, and a contingency plan must be prepared with the proponent and contractors in the event that archaeological resources are exposed.

If any archaeological deposits possessing sufficient CHVI to support a recommendation to proceed to Stage 3 are encountered, the Stage 2 investigation must cease in that location. In some cases, the methods used in Stage 2 will be sufficient to accomplish the objectives of Stage 3, but it is often most practical to proceed immediately to Stage 3 and continue the assessment in accordance with the requirements set out in Section 3.3.3 (Assessment of Sites in Deeply Buried Conditions) of the S&Gs (MTC 2011:55–56).

The identified areas of no archaeological potential do not require additional assessment. If the detail design process results in the determination that project impacts are required within any of the identified areas of archaeological potential, then no ground alterations or development of any kind may occur until the Stage 2 assessment is complete, a recommendation that the lands require no further archaeological assessment is made, and the associated report is entered into the Ontario Public Register of Archaeological Reports.

Based on the information contained in the report, the ministry is satisfied that the fieldwork and reporting for the archaeological assessment are consistent with the ministry's 2011 *Standards and Guidelines for Consultant Archaeologists* and the terms and conditions for archaeological licences. This report has been entered into the Ontario Public Register of Archaeological Reports. Please note that the ministry makes no representation or warranty as to the completeness, accuracy or quality of reports in the register.

Should you require any further information regarding this matter, please feel free to contact me.

Sincerely,

Shari Prowse
Archaeology Review Officer

cc. Archaeology Licensing Officer
Jamie Garcia, CIMA+
Kristina Tang, City of Windsor

¹*In no way will the ministry be liable for any harm, damages, costs, expenses, losses, claims or actions that may result: (a) if the Report(s) or its recommendations are discovered to be inaccurate, incomplete, misleading or fraudulent; or (b) from the issuance of this letter. Further measures may need to be taken in the event that additional artifacts or archaeological sites are identified or the Report(s) is otherwise found to be inaccurate, incomplete, misleading or fraudulent.*

From: Jessica Dorgo
Sent: November 13, 2018 9:24 AM
To: 'Kirzati, Katherine (MTCS)'
Cc: Jaime Garcia
Subject: RE: City of Windsor University Avenue & Victoria Avenue Municipal Class EA - Stakeholder Meeting #1
Attachments: [B917_Windsor University Ave EA_PIC 1 Boards_e09.pdf](#)

Hi Katherine,

As requested, please find attached an electronic copy of the display material for Stakeholder Meeting #1.

Thank you,

JESSICA DORGO, EIT
EIT / Transportation

T 289-288-0287 ext. 6819 F 289-288-0285
3027 Harvester Road, Suite 400 Burlington Ontario L7N 3G7 CANADA



From: Kirzati, Katherine (MTCS) <Katherine.Kirzati@ontario.ca>
Sent: Wednesday, October 24, 2018 3:34 PM
To: Jessica Dorgo <Jessica.Dorgo@cima.ca>
Subject: RE: City of Windsor University Avenue & Victoria Avenue Municipal Class EA - Stakeholder Meeting #1

Unfortunately, I won't be able to attend. Yes, please, do send an electronic copy.

Thanks, Katherine

From: Jessica Dorgo [<mailto:Jessica.Dorgo@cima.ca>]
Sent: October-24-18 2:13 PM
To: Kirzati, Katherine (MTCS)
Cc: Jaime Garcia
Subject: RE: City of Windsor University Avenue & Victoria Avenue Municipal Class EA - Stakeholder Meeting #1

Hi Katherine,

If you are able to attend, hard copies of the presentation will be available at the meeting. If you are unable to attend we can provide you with an electronic copy of the display material following the meeting.

Thank you,

JESSICA DORGO, EIT
EIT / Transportation

T 289-288-0287 ext. 6819 F 289-288-0285
3027 Harvester Road, Suite 400 Burlington Ontario L7N 3G7 CANADA



From: Kirzati, Katherine (MTCS) <Katherine.Kirzati@ontario.ca>
Sent: Wednesday, October 24, 2018 1:41 PM
To: Jessica Dorgo <Jessica.Dorgo@cima.ca>
Subject: RE: City of Windsor University Avenue & Victoria Avenue Municipal Class EA - Stakeholder Meeting #1

Good Afternoon Jessica:

Thank you for the notice. Would it be possible to obtain copies of the presentations or display panels that will be offered for view?

Regards, Katherine

Katherine Kirzati
Heritage Planner
Programs and Services Branch
Ministry of Tourism, Culture and Sport
401 Bay St, Suite 1700
Toronto, ON M7A 2R9
416.314.7643 katherine.kirzati@ontario.ca

From: Jessica Dorgo [<mailto:Jessica.Dorgo@cima.ca>]
Sent: October-24-18 1:22 PM
Cc: Jaime Garcia
Subject: City of Windsor University Avenue & Victoria Avenue Municipal Class EA - Stakeholder Meeting #1

Good Afternoon,

Please find the attached letter regarding Stakeholder Meeting #1 for the City of Windsor University Avenue & Victoria Avenue Municipal Class EA. You are invited to attend a Stakeholder Meeting which is being held on November 1, 2018 from 4:00 PM – 5:00 PM (drop in format). Additional details regarding the meeting are provided in the attached letter.

Thank you,

JESSICA DORGO, EIT
EIT / Transportation

T 289-288-0287 ext. 6819 F 289-288-0285
3027 Harvester Road, Suite 400 Burlington Ontario L7N 3G7 CANADA



From: Barboza, Karla (MTCS) <Karla.Barboza@ontario.ca>
Sent: July 30, 2018 11:26 AM
To: Jessica Dorgo
Cc: Jaime Garcia; Andoh-Dontoh, Kenneth; Kirzati, Katherine (MTCS)
Subject: RE: City of Windsor, Municipal Class EA, University Avenue and Victoria Avenue, Notice of Study Commencement

Follow Up Flag: Follow up
Flag Status: Flagged

Hi Jessica,

Thanks for sending the notice of commencement for the University Avenue and Victoria Avenue study to the Ministry of Tourism, Culture and Sport (MTCS).

Katherine Kirzati (copied) is assigned to this file – MTCS File#0009407. Any future notices should be sent to both Katherine and I. You can remove Dan Minkin and Rosi Zirger from your contact list.

Let me know if you have any questions in the meantime.

Thanks again,
Karla

Karla Barboza MCIP, RPP, CAHP | (A) Team Lead, Heritage
Ministry of Tourism, Culture and Sport
Culture Division | Programs and Services Branch | Heritage Program Unit
T. 416.314.7120 | fax: 416.212.1802 | Email: karla.barboza@ontario.ca

From: Jessica Dorgo [mailto: Jessica.Dorgo@cima.ca]
Sent: July 30, 2018 10:58 AM
To: ESA-Aylmer (MNRF) <ESA.Aylmer@ontario.ca>; Cerniavskaja, Karina (MNRF) <Karina.Cerniavskaja@ontario.ca>; planning@erca.org; admin@erca.org; Minkin, Dan (MTCS) <Dan.Minkin@ontario.ca>; Zirger, Rosi (MTCS) <Rosi.Zirger@ontario.ca>; richard.humpage@rci.rogers.com; chris.kafel@alectrautilities.com; customer.service@elkenenergy.com; CustomerCommunications@HydroOne.com; storage.transportation@uniongas.com; accessible@bell.ca; support@primus-wireless.ca; acoates@citywindsor.ca; jeff@mailingcanada.com; clerks@citywindsor.ca; clerks@citywindsor.ca; uwsa@uwindsor.ca
Cc: Jaime Garcia <Jaime.Garcia@cima.ca>; Andoh-Dontoh, Kenneth <kandoh-dontoh@citywindsor.ca>
Subject: City of Windsor, Municipal Class EA, University Avenue and Victoria Avenue, Notice of Study Commencement

Good Morning,

Please find the attached Notice of Study Commencement for the City of Windsor University Avenue and Victoria Avenue Municipal Class Environmental Assessment Study.

Thank you,

JESSICA DORGO, EIT
EIT / Transportation

T 289-288-0287 ext. 6819 **F** 289-288-0285
3027 Harvester Road, Suite 400 Burlington Ontario L7N 3G7 CANADA



From: Windsor University Ave
Sent: October 31, 2018 10:09 AM
To: 'Winger, Darren (MCCSS)'
Cc: Jaime Garcia; kandoh-dontoh@citywindsor.ca
Subject: RE: EA
Attachments: [B917_Windsor University Ave EA_Notice of PIC1_e03.pdf](#); [B917_Windsor University Ave EA_Stakeholder Meeting 1 Letter_e01.pdf](#)

Hi Darren,

Thank you for your email. A Stakeholder Meeting and Public Information Centre #1 are being held on November 1, 2018. Please find the attached Notice of Public Information Centre #1 and Stakeholder Meeting invitation letter. You have also been added to the study mailing list as requested and will continue to receive all future study notifications.

Thank you,

City of Windsor University Avenue & Victoria Avenue Municipal Class Environmental Assessment Project Team

T 289-288-0287 F 289-288-0285
3027 Harvester Road, Suite 400 Burlington Ontario L7N 3G7 CANADA



From: Winger, Darren (MCCSS) <Darren.Winger@ontario.ca>
Sent: Wednesday, October 31, 2018 10:04 AM
To: Windsor University Ave <WindsorUniversityAve.EA@cima.ca>; kandoh-dontoh@citywindsor.ca
Subject: EA

Please add me to the University Avenue EA mailing list.

Also, note that I have distributed the notification to stakeholders who have an interest in the EA.

Darren Winger
Regional Advisor
Regional Services & Corporate Support Branch

Ministry of Tourism, Culture & Sport
Ministry of Children, Community and Social Services
Ministry of Economic Development, Job Creation and Trade
Ministry for Seniors and Accessibility

221 Mill Street
Windsor, ON N9C 2R1
(519) 973-1445
Darren.winger@ontario.ca

Sami Khaled

From: Chris Kafel <Chris.Kafel@alectrautilities.com>
Sent: October 24, 2018 3:12 PM
To: Jessica Dorgo
Cc: Jaime Garcia
Subject: RE: City of Windsor University Avenue & Victoria Avenue Municipal Class EA - Stakeholder Meeting #1

Follow Up Flag: Follow up
Flag Status: Flagged

Jessica,

In this case why are you sending Alectra these notifications? We have no distribution system in the City of Windsor.

Please let me know.

Thank you,



Chris Kafel, P.Eng.
Manager, Distribution Design, Customer Capital

55 John Street North, Hamilton, Ontario L8R 3M8

† 905.317.4751 | m 416.823.5085

alectrautilities.com



From: Jessica Dorgo [mailto:Jessica.Dorgo@cima.ca]
Sent: Wednesday, October 24, 2018 2:12 PM
To: Chris Kafel
Cc: Jaime Garcia
Subject: RE: City of Windsor University Avenue & Victoria Avenue Municipal Class EA - Stakeholder Meeting #1

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hi Chris,

The project is taking place in the City of Windsor. Two corridors are under review as part of the study, University Avenue from Huron Church Road to McDougall Street and Victoria Avenue from Chatham Street West to Park Street.

Thank you,

JESSICA DORGO, EIT
EIT / Transportation



From: Chris Kafel <Chris.Kafel@alectrautilities.com>
Sent: Wednesday, October 24, 2018 2:08 PM
To: Jessica Dorgo <Jessica.Dorgo@cima.ca>
Subject: RE: City of Windsor University Avenue & Victoria Avenue Municipal Class EA - Stakeholder Meeting #1

Jessica,

Can you advise what is the location (municipality) this project will be taking place.

Thank you,



Chris Kafel, P.Eng.
Manager, Distribution Design, Customer Capital

55 John Street North, Hamilton, Ontario L8R 3M8

t 905.317.4751 | m 416.823.5085

alectrautilities.com



From: Jessica Dorgo [<mailto:Jessica.Dorgo@cima.ca>]
Sent: Wednesday, October 24, 2018 1:23 PM
Cc: Jaime Garcia
Subject: City of Windsor University Avenue & Victoria Avenue Municipal Class EA - Stakeholder Meeting #1

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Good Afternoon,

Please find the attached letter regarding Stakeholder Meeting #1 for the City of Windsor University Avenue & Victoria Avenue Municipal Class EA. You are invited to attend a Stakeholder Meeting which is being held on November 1, 2018 from 4:00 PM – 5:00 PM (drop in format). Additional details regarding the meeting are provided in the attached letter.

Thank you,

JESSICA DORGO, EIT
EIT / Transportation



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