



## **SITE ALTERATION COMMITTEE MEETING**

Minutes of the Site Alteration Committee held on Thursday April 21, 2022, at 3:00 p.m., via Zoom meeting.

**MEMBERS PRESENT:** Councillor Ted Brown (Chair)  
Andrew Stabins (Vice-Chair)  
Councillor Clark Somerville  
Councillor Bryan Lewis  
David McKeown  
Bill Allison

**REGRETS:** Ralph Padillo

**STAFF PRESENT:** Jeff Jelsma, Director of Development Engineering  
Maureen Van Ravens, Director of Transportation  
Steve Burt, Development Engineering Coordinator  
Andrew Mason, Development Inspector  
Nova Bonaldo (Recording Secretary)

**OTHERS PRESENT:** Rob Russell, C.F. Crozier & Associates Inc.  
Travis Gibson, C.F. Crozier & Associates Inc.  
Mike Grayhurst, C.F. Crozier & Associates Inc.  
Paul Brown, Stantec Consulting Ltd.  
Chris Overholt, Stantec Consulting Ltd.

### **1. CALL TO ORDER**

### **2. DISCLOSURE OF PECUNIARY/CONFLICT OF INTEREST**

Nil.

### **3. DELEGATIONS**

- a) SA-22006, Delegations: Rob Russell, Travis Gibson, Mike Grayhurst, Agents representing 2810007 Ontario Ltd. o/a Essence Homes Ltd., Property Owners – 11571 to 11605 Trafalgar Road, Halton Hills (Trafalgar Meadows Site Condominium Development)

The Applicant has applied for a Site Alteration Permit for the purpose of commencing earthworks as they proceed through the Site Plan process. To provide a buffer between the seasonably high groundwater in this area and the proposed house foundations, the Applicant is proposing to raise the site between 0.3m and 2.5m above the existing grade which requires the importation of approximately 24,000m<sup>3</sup> (± 2,400 truckloads) of fill.

## **Facts**

On July 27, 2020, Town of Halton Hills Council approved a Zoning By-Law Amendment for 11571 – 11605 Trafalgar Road to amend the property from Development (D) to Medium Density Two. On December 20, 2021, the Applicant submitted a Site Plan Application to the Town for a 131 unit (21 Block) Condominium Townhouse complex. The first submission has been reviewed and comments returned to the owner. Staff are waiting for the second submission.

The area to be developed covers 3.1 hectares of land and the importation of 24,000m<sup>3</sup> of fill to raise the site will assist in protecting the house foundations from groundwater.

The Applicant indicated the Developer wishes to get a head start on the ground works to install services this year for the development prior to site plan approval.

## **Analysis and Discussion**

All necessary erosion and sediment control will be installed prior to the importation of fill such as silt fences and cut-off swales. As part of the long-term servicing plan an underground storage tank will be installed. The Developer will continue to work towards Site Plan approval so that as soon as the site is filled and compacted, underground servicing and installation of the storm water pipes will commence along with the implementation of the long-term stormwater management solutions.

Once the record of site condition is obtained the importation of fill can commence. Weather permitting, to shorten the length of the project, the Developer will maximize the number of truckloads, 100 truckloads per day, per the Site Alteration By-law. The start date and duration of the project is currently unknown. A notice to the local Councillors and neighbouring residents and businesses will be delivered, by the owner, to communicate the start date once confirmed.

The haul route will be determined by staff as a condition for the permit once the source site is determined. The Developer will follow testing protocols and operate outside of school hours.

## Conclusion

The Site Alteration Committee Members support the application for a Large Scale/Commercial Site Alteration permit as per Site Alteration By-law 2017-0040.

### Recommendation No. SA-2022-0001

THAT Staff support the Large Scale/Commercial Site Alteration application for the Site Alteration By-law 2017-0040 at 11571 – 11605 Trafalgar Road, Halton Hills, subject to the following conditions:

1. The applicant satisfies the Terms and Conditions in Schedules B and C of By-law No. 2017-0040 as applicable.
2. The applicant provides the administration fee in the amount of \$6,783.62 (Paid).
3. The applicant provides clearance from Halton Region that the Record of Site Condition has been satisfactorily completed.
4. The applicant provides clearance from the Conservation Authority that a permit has been issued or is not required.
5. The applicant and their contractor shall adhere to the proposed haul route(s) as approved by the Commissioner of Transportation and Public Works.
6. The applicant shall provide written notification from the adjacent landowner (11551 Trafalgar Road) confirming there is an agreement in place to allow the contractor to encroach onto 11551 Trafalgar Road lands to complete the proposed works.
7. The applicant provides the Town with satisfactory copies of the following items related to soil testing and movement:
  - a. Assessment of Past Uses
  - b. Sampling and Analysis Plan
  - c. Soil Characterization Chart
  - d. Excess Soil Destination Assessment Report

AND FURTHER THAT the Site Alteration Committee supports the works, subject to the applicant meeting all conditions to the satisfaction of staff.

CARRIED

- b) SA-22015, Delegations: Paul Brown and Chris Overholt, Agents representing 662073 Ontario Ltd. o/a Gellert Family, Property Owners – Hornby Lands Shared Services Project, Part of Lot 15 Concession 7, Halton Hills (Halton Region Partnered to Facilitate the New Halton Regional District 1 Station)

The Applicant has applied for a Site Alteration Permit for the purpose of commencing earthworks as they proceed through their planning application process. To grade the site to allow for proper drainage and excavate for a stormwater management pond the movement of approximately 40,300m<sup>3</sup> of material is required.

The site has been designed with a cut/fill balance, meaning there will be no importing or exporting of material, just movement of material around the site.

## **Facts**

The Developer is in partnership with Halton Region to facilitate a new Halton Region District 1 police and EMS multi-functional station. The Developer is advancing these lands with one street, named Street A, from Steeles Avenue.

The application is to accommodate Halton Region's schedule to commence works on May 24, 2022, with the intension of having all servicing, including asphalt and municipal services, completed by September 2022. Within a couple of months, Halton Region will submit a site plan application. SIS has been completed and approved by the Town of Halton Hills, the Conservation Authority, and Halton Region.

The application is for the most westerly area of the site which is located between Hornby Park at Sixth Line and the Hornby Tributary. No fill will be imported or exported, the fill on site will be balanced and moved from one side of the site to the other. A SWM pond will also be excavated.

## **Discussion and Analysis**

The earth works program will commence on May 24, 2022, and will be completed by mid-July for the serving to commence.

The Developer is coordinating with, and has approval from, Canada Post to relocate the mail posts to an agreed location on Street A for the subdivision.

Hornby Park will be accessed by a driveway connected to the cul-de-sac of Street A. The road will go by the pond and down the valley to the park allowing access to the ball diamond and new parking lot. The existing access to Hornby Park will not be closed off until the driveway is completed in the fall, allowing continued use of the park during the summer. The Developer will ensure dust control and road cleaning services and will not be operating on weekends.

## **Conclusion**

The Site Alteration Committee Members support the application for the Site Alteration By-law 2017-0040 at Part of Lot 15 Concession 7, Halton Hills.

## **Recommendation No. SA-2022-0002**

THAT Staff support the application for the Site Alteration By-law 2017-0040 at Part of Lot 15 Concession 7, Halton Hills, subject to the following conditions:

1. The applicant satisfies the Terms and Conditions in Schedules B and C of By-law No. 2017-0040 as applicable.
2. The applicant provides the administration fee in the amount of \$5,253.58.
3. The applicant provides clearance from Halton Region for any works required within or adjacent to the Natural Heritage Systems.
4. The applicant provides clearance from the Conservation Authority that a permit has been issued or is not required.
5. The Applicant provides clearance from both Halton Region and the Town of Halton Hills on the proposed method and timing of removing any undesirable material identified in the Phase 2 Environmental Site Assessment.

AND FURTHER THAT the Site Alteration Committee supports the works, subject to the applicant meeting all conditions to the satisfaction of staff.

CARRIED

**4. AMENDMENT TO RECOMMENDATION NO. SA-2021-0001 FOR SA-21023, 10894 32 SIDE ROAD, RYAN MARSHALL**

Ryan Marshall, Owner of 10894 32 Side Road applied for an Exemption or Variance to the Site Alteration By-law 2017-0400 to allow the importation of approximately 4,600m<sup>3</sup> of topsoil at the Site Alteration Committee meeting held on April 15, 2021. The Site Alteration Committee supported the application and included the condition that the haul route be from the source to Trafalgar Road, to 32 Side Road, to Fifth Line. The Owner was not successful in acquiring soil from this source and the permit has not yet been issued.

The Owner notified staff of a potential source and proposed the following haul route: South on Boston Church Road, to James Snow Parkway, to Regional Road 25, to 32 Side Road, to Fifth Line. Staff support the proposed haul route, pending confirmation that the soil meets MOE requirements for Table 1 soil. Staff ask the Site Alteration Committee Members to provide input and consider amending Recommendation No. SA-2021-0001 to support the haul route.

Staff request the ability to approve haul routes in the event that the source and haul routes change. Staff discussed concerns with including haul routes as part of minutes of Site Alteration Committee meetings as applicants may not have a confirmed source at the time of the meeting or the site might change after the meeting has been held. A source may also be lost due to the timing of Site Alteration Committee meetings if the change occurs after the original meeting.

There was extensive discussion regarding the Site Alteration Committee's involvement with determining haul routes. The Site Alteration Committee requested

that Staff bring an agenda item to the next committee meeting, with an application, to discuss further.

The Site Alteration Committee discussed the haul route and agreed to amend the haul route to Boston Church Road, to James Snow Parkway, to Steeles Avenue, to Trafalgar Road, to 32 Side Road, to Fifth Line. This haul route will help keep truck traffic away from the community of Acton and support public interests. Some Members expressed concerns regarding additional truck traffic in the main corridor of Acton.

Staff mentioned that 5 Side Road has a half load restriction which would cause the number of trucks travelling to increase. Staff indicated staff and the Committee can only recommend haul routes within the municipality. The source site is in the Town of Milton and has gone through a development application and does not require a site alteration permit. The Owner of 10894 32 Side Road must ensure the trucks follow the recommended route as truck drivers may look for the shortest route to and from the site.

Recommendation No. SA-2022-0003

THAT the Site Alteration Committee supports the amendment to the haul route of Recommendation No. 2021-0001 to Boston Church Road, to James Snow Parkway, to Steeles Avenue, to Trafalgar Road, to 32 Side Road, to Fifth Line.

CARRIED

**5. FILL OPERATIONS – UPDATE**

Staff provided verbal updates regarding on-going fill operations and responded to Site Alteration Committee questions and concerns.

**6. ITEMS TO BE SCHEDULED FOR NEXT MEETING**

a) Haul Routes

**7. Next meeting**

Thursday May 19, 2022

**8. ADJOURNMENT**

The meeting adjourned at 4:24 p.m.