

## APPENDIX A:

### Proposed Terms of Reference

## My-Linh Yee

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**From:** My-Linh Yee  
**Sent:** September 22, 2025 9:44 AM  
**To:** idrewnitski@haltonhills.ca; sian.younan@milton.ca; Matt Krusto  
**Cc:** Michael Linton; Aarthi Thaya; Paul Brown  
**Subject:** RE: 9094 Regional Road 25 - Transportation Terms of Reference

Hi Ivan, Sian, and Matt,

I hope you are all doing well. I just wanted to follow up regarding our proposed terms of reference for the development proposed at 9094 Regional Road 25.

Please let me know if you have any questions.

Cheers,  
My-Linh [me/lin]

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**From:** My-Linh Yee <[myee@cfcrozier.ca](mailto:myee@cfcrozier.ca)>  
**Sent:** September 11, 2025 2:21 PM  
**To:** idrewnitski@haltonhills.ca; sian.younan@milton.ca; Matt Krusto <[matt.krusto@halton.ca](mailto:matt.krusto@halton.ca)>  
**Cc:** Michael Linton <[mlinton@cfcrozier.ca](mailto:mlinton@cfcrozier.ca)>; Aarthi Thaya <[aarthi.thaya@ricegroup.ca](mailto:aarthi.thaya@ricegroup.ca)>; Paul Brown <[paulb@pbpm.ca](mailto:paulb@pbpm.ca)>  
**Subject:** 9094 Regional Road 25 - Transportation Terms of Reference

Good Morning Ivan, Sian, and Matt,

I hope you are doing well. C.F. Crozier & Associates Inc. (Crozier) was retained by Halton Hills One Limited Partnership (the Client) to prepare the enclosed Transportation Impact Study Terms of Reference to support the privately initiated Settlement Area Boundary Expansion for their property at 9094 Regional Road 25 in the Town of Halton Hills. The proposed Official Plan Amendment and Zoning By-Law Amendment applications will be in support of proposed Industrial Uses as well as with Commercial Retail and associated Gas Bar.

We propose the following terms of reference:

### Study Intersections

- a) Regional Road 25 & 5 Side Road

- b) Regional Road 25 & Regional Road 4 (James Snow Parkway)
- c) Regional Road 4 & 5 Side Road
- d) Regional Road 4/Campbellville Road & Regional Road 22 (Tremaine Road)/Dublin Line
- e) Proposed Site Accesses

The proposed study intersections are illustrated in the attached figure.

### **Existing Traffic Data**

- For the weekday a.m. and p.m. peak periods, we will use conduct fall turning movement counts.
- For the Saturday peak period, turning movement counts previously conducted this summer will be used as Saturdays are typically not significantly impacted by summer holidays.

### **Existing Conditions**

- The existing automobile traffic conditions will be analyzed based on new peak hour traffic counts using Synchro software and assessed level of service, control delay and volume-to-capacity ratios (HCM 2000). Queue will also be assessed using SimTraffic.
- Roundabout analysis will be completed using ARCADY.
  - **Can you please provide the as-built drawings or the geometric properties for the Regional Road 4/Campbellville Road & Dublin Line roundabout? If this is not readily available, we will estimate the geometry via aerial imagery.**
- Weekday a.m. and p.m. peak periods (7:00 a.m. to 10:00 a.m. and 4:00 p.m. to 7:00 p.m.) as well as Saturday mid-day (10:00 a.m. to 4:00 p.m.) will be assessed, reflective of peak periods for commercial developments.
- We will reach out to the Region for signal timing plans, as applicable.

### **Study Horizon**

- The Proposed Development is expected to be built out within the next 5 years. Consistent with the Region's guidelines we propose existing (2025), build out (2030) and 5-year post buildout (2035) study horizons.

### **Planned Improvements**

- It is understood that the following planned road network improvements will impact the travel patterns within the study area:
  - Regional Road 25 Widening & Roundabout at 5 Side Road
    - Per the attached conceptual drawing, the configuration of Regional Road 25, south of 5 Side Road, will consist of 3 southbound through lanes and 2 northbound through lanes.
    - We understand that the preferred design of Regional Road 25, north of 5 Side Road will consist of addition of a two-way left-turn lane and multi-use path on the west side.
    - **Please confirm the conceptual dimensions to be used for the roundabout analysis at Regional Road 25 & 5 Side Road. The attached conceptual design envisions a 2-lane roundabout with two-way left-turn lane north of 5 Side Road, but no dimensions were noted in the previous EA report south of 5 Side Road or the ongoing study north of 5 Side Road.**
  - Highway 401 Interchange at Dublin Lane/Tremaine Road (2026 Anticipated Build Out)
    - It is noted that the Highway 401 overpass at Dublin Lane is built out and is currently operational.
  - James Snow Parkway Widening

- The Region's Transportation Master Plan (September 2021) identified the widening of James Snow Parkway between Highway 401 and Tremaine Road by 2031, with the 2025 Budget and Business Plan Capital Report outlining the construction to occur in 2030.
- Please confirm if the above timelines for the road widening are unchanged, and thus, the widening of James Snow Parkway should be included in the analysis of both the 2030 and 2035 horizon years.

## Growth Rates

- To establish corridor growth rates, to be applied to through movements only, data provided by the Region and Town will be used, including:
  - Region of Halton Provided Growth Rates
  - Historical Average Annual Daily Traffic Data
  - Recent Background Transportation Studies
- These corridor growth rates will account for major infrastructure changes in the area such as road widenings and new connections.
- If you have specific growth rates to be applied to the boundary road network otherwise, please advise. We will coordinate this with you separately as needed.

## Background Developments

- Based on a review of the active development applications in the Town of Halton Hills and Town of Milton, the following developments are proposed as background developments:
  - Halton Business Community, Town of Milton
  - 6500 & 6750 Campbellville Road (401 Business Park), Town of Milton
  - 8480 Mount Pleasant Way (401 Business Park), Town of Milton
- Should the use of historical counts be required, approved but not constructed developments when the TMCs were captured initially captured will be included, as applicable.
- Please confirm if there are any background developments to consider.

In addition, can the Town of Milton provide the transportation studies related to the background developments noted above, as they are not publicly available online?

## Future Conditions

- Trip generation will be based on the ITE Trip Generation Manual, 11<sup>th</sup> Edition or site-specific trip generation data provided by the future tenant, as applicable.
  - If the site-specific trip generation is more conservative than the rates outlined in the ITE Trip Generation Manual, the site-specific trip generation estimates will be used for analysis.
  - It is noted that the appropriate modification accounting for mode split targets and reduced vehicle parking will be applied, as required.
- Trip distribution will be based on Transportation Tomorrow Survey data and/or existing travel patterns, as applicable.
- Future background and future total conditions will be compared to identify if capacity and queuing issues are forecasted to occur and if mitigation measures are required at the existing or future intersections.

## Safety Review

- The available site distance at the proposed site access will be compared to standards set out by the Transportation Association of Canada Geometric Design Guide for Canadian Roads.
- Multi-modal safety will be reviewed, with particular regard for potential interactions between pedestrians and vehicles (private automobile, trucks, transit vehicles).

## **Vehicle Circulation Review**

- Vehicle Turning Diagrams will be provided to illustrate the movement of vehicles entering and exiting the proposed site accesses.

## **Parking and Loading Review**

- The vehicle and bicycle parking requirements will be assessed based on the requirements outlined in Town of Halton Hills Zoning By-Law 2010-0050.
- Loading requirements will be assessed based on the Town of Halton Hills Zoning By-Law 2010-0050.

## **Transportation Demand Management**

- Transportation Demand Management opportunities will be assessed and site-specific measures for the development will be recommended to reduce single-occupancy vehicle trips, support active transportation initiatives, and encourage transit usage.

## **Future Development Access(es)**

- The Transportation Impact Study is focused on the Proposed Development at 9094 Regional Road 25. However, we understand that the Town has requested an illustration of how the surrounding lands would access the boundary road network, should they be developed in the future. As such, the study will illustrate potential access opportunities on the boundary road network, primarily Regional Road 25 and Dublin Line. This will focus on the spacing requirements for full moves and partial moves accesses for Regional and Town roads as applicable with available/potential intersection spacings illustrated. However, the focus of illustrating potential access opportunities will be to demonstrate that the proposed development does not preclude future access opportunities for surrounding properties.
- We note that this is not intended to prescribe a specific road network or collector system on neighbouring lands outside of this application, given that these lands will undergo (or are currently in the process of undergoing) separate applications. We also appreciate the sensitivity of an unrelated application proposing infrastructure within abutting lands suggesting redevelopment (e.g. Greystone Gold Club and Granite Space Ridge Golf Club and other privately-owned lands).
- We have assumed the access opportunity review will be limited to Regional Road 25 and Dublin Line, south of the NHS area. The attached figure illustrates the proposed limits.

Cheers,

My-Linh [me/lin]

**My-Linh Yee, EIT**

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