

APPENDIX 'D'

Meeting Minutes

Meeting Minutes

Date: August 19, 2009

Our File: 109031-75

Subject: Third Line Class Environmental Assessment
Town of Oakville

Date: Wednesday, August 12, 2009

Time: 10:00 a.m.

Location: Engineering Board Room, Oakville Town Hall 1225 Trafalgar Road, Oakville

In Attendance:

Matt Krusto	➤	Halton Region
Tom Prestia	➤	IBI Group
Tom Plamondon	➤	T.J.G.D. Consulting
Lisa Myslicki	➤	ORC
Geoff Woods	➤	ORC
David De Groot	➤	Town of Oakville
Tricia Collingwood	➤	Town of Oakville
Paul Allen	➤	Town of Oakville
Bill O'Brien	➤	Paradigm
David Sinke	➤	AMEC Philips

MATTERS DISCUSSED

ACTION BY:

Scope of Class EA Study for Third Line

1. David Sinke reviewed the scope of the Class EA as follows:
 - Study area extends from Dundas Street to Burnhamthorpe/North Oakville Transportation Corridor and includes the intersections of Dundas and Burnhamthorpe/North Oakville Transportation Corridor.
 - It is anticipated that the extension of Third Line will be constructed in 2013 in conjunction with Hospital construction.
 - Public and Agency consultation will be conducted in accordance with Schedule C of the Class EA process.
 - Paradigm will be completing a Traffic Study referencing IBI study for the Hospital site as well as the Regional study for

MATTERS DISCUSSED

ACTION BY:

Burnhamthorpe.

- The objective of the study will be to establish the basic lane configuration and right-of-way requirements. It is anticipated that some widening of the official plan designated 26 m right-of-way may be required.
- The study will investigate various intersection configurations including a round-about at the Hospital's East entrance. Various alignment alternatives will be considered, taking into account constraints.
- Coordination of servicing and drainage with the Hospital site, Regional Roads and ORC will be required. Also, coordination will occur with utilities, Regional Sanitary Trunk Sewer Class EA and District Energy. The study will consider cyclist and pedestrian requirements, including a possible pedestrian crossing of Dundas Street.
- Town staff noted that Third Line has been designated as an arterial north to Burnhamthorpe and a local road north of Burnhamthorpe. The expected right of way is 26 m south of Burnhamthorpe and 20 m north of Burnhamthorpe. Town planning policy is to reduce the right-of-way width as much as possible.
- Region Staff noted that the Dundas Street EA has been initiated from Proudfoot to Brant Street and will include consideration of HOV lanes and Bus Rapid Transit. Jeff Reid is project manager for this study.
- Multi use paths are anticipated on the north and south sides of Dundas Street. The Town of Oakville active transportation master plan is available on the Oakville website. Chris Clampham is the Project Manager.

Halton Regional Hospital Issues

2. Application for OPA and site specific zoning has been submitted to the Town of Oakville. All reports included in submission are available, these include: Functional Servicing Study (FSS), Environmental Impact Report (EIR), Transportation Impact Study, ORC documents, Planning Justification Report, Stantec Master Plan for Ministry of Health, Urban Design Report. The Concept Plan presented is not finalized and is based on ongoing consultation. Town of Oakville to provide copies of relevant documents to AMEC Philips.

3. Stormwater Management Plan and future road alignment are subject to change.
4. Utility building on site may be greatly reduced as a consequence of coordination with District Energy.
5. Site Plan application is anticipated to be submitted before the end of August.
6. Anticipate releasing RFQ in early 2010 for Design, Build, Maintain, Finance.
7. Construction start anticipated in 2013 with Hospital opening late 2014 of early 2015. Hospital requires Burnhamthorpe open by 2016.
8. District Energy site plan application is anticipated from Oakville Hydro. District Energy will initially service Hospital but expandable for adjacent properties.
9. Construction of Third Line may only be necessary to Hospital Entrance on east side initially. Ideally, access would be available via Third Line prior to construction.
10. Several modifications have been made to the Stormwater Management Plan since concepts initially developed. Low points in site are south east and south west corners. North West Oakville Secondary Plan shows facilities west and east of site. SWM facilities within Hospital site to be retained as private facilities. Town's preference is to reduce the number of facilities.
11. Current site plan including ponds with vertical walls with permanent water elevation 3 m below grade.
12. FSS and EIR now being updated to reflect Towns' comments and Stormwater Management is being considered in conjunction with surrounding lands.
13. Stantec SWM Study is considering a large external site not currently reflected in FSS.
14. Tom Presita summarized the results of the IBI Traffic Study to date. November 2008 draft report is being updated based on comments received and updated report anticipated to be submitted the week of August 17th to Hospital and Region. Some changes to horizon years are being made and various roadway network and development scenarios are being considered.

15. Tom Preista does not anticipate that Third Line volumes will be significantly different from the November 2008 draft.
16. IBI recommendation is for a 4 lane cross section with turning lanes for Third Line. This requires a basic right-of-way of 33 m to accommodate 4 lanes, median, boulevard, and pedestrian cyclist facilities. IBI provided a letter April 26, to Rob Thunn in which a preferred, typical cross-section was provided.
17. A reference plan has been prepared by JD Barnes for site showing widening.
18. Tom Plamondon to provide JD Barnes reference plan to AMEC Philips.
19. North of the east Hospital entrance, it may be possible to reduce the number of lanes required subject to geometric design considerations.
20. A possible interim configuration north of the east entrance is possible but may not be practical given the short distance.
21. IBI anticipates east entrance to be signalized. AMEC Philips noted that Town has requested consideration of a round-about. IBI has considered servicing Hospital lands via transit. Transit will be routed through the Hospital site from west to east. IBI considers the west Hospital entrance to be the main entrance. Emergency entrance will also be provided off future road as well as a right in right out entrance off Dundas. The Hospital site is a potential transfer site for Oakville Transit.
22. The North West corner of Third and Dundas is a possible bus stop location. Transit priority to be considered for the site and adjacent roadways.
23. Town staff noted that iTrans is completing a Transit study which is not yet available for release. Town noted transit queue jumping lanes should be considered.
24. Surrounding ORC lands generally consist of employment lands i.e. business park/office. Full build out of ORC lands is anticipated for 2023.
25. Town confirmed that for the Third Line EA that Paradigm is to consider full build out only. Paradigm will require IBI traffic volumes for Hospital plus ORC full build out. Tom Prestia noted that IBI can provide all info and data required but not SYNCHRO.

**T.J.G.D.
Consulting**

Regional Issues

26. Matt Krusto to request Jeff Reid to provide any possible data on Dundas Street. **Region**
27. AMEC Philips and Paradigm to request Burnhamthorpe data from Melissa. Completion of the Burnhamthorpe Class EA is anticipated in late 2009 or early 2010. **AMEC Philips**

ORC Issues

28. Lisa Myslicki to provide AMEC Philips with email outlining ORC Class EA requirements. **ORC**

Post Meeting Discussion

29. AMEC Philips and Paradigm will complete a high level assessment of a-round about option at the east Hospital entrance. **AMEC Philips / Paradigm**
30. Paradigm will not finalize analysis until receipt of next submission of IBI Report. **IBI**
31. AMEC Philips to proceed with geometric design of various alternatives in parallel with Paradigm's traffic assessment. **AMEC Philips**
32. Paul Allen to confirm timing requirements for Class EA. The study team should meet with District Energy. **Town of Oakville**

Meeting Minutes prepared by,

AMEC Earth and Environmental
a division of AMEC Americas Limited



Per: David Sinke, P. Eng.

DS/cc

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c.c. All Present
Heather Dearlove AMEC Philips
Jason Stahl AMEC Philips

Meeting Minutes

Date: April 22, 2010
Our File: 109031-10

Subject: Third Line Class Environmental Assessment from Dundas Street (Regional Road 5) to the New North Oakville Transportation Corridor

Date: October 15, 2009

Time: 10:00 a.m.

Location: Oakville Room, Town of Oakville

In Attendance:

Geoff Woods	➤	Ontario Realty Corporation
Andre d'Olembert	➤	Oakville Hydro
Tom Prestia	➤	IBI Group
Matt Krusto	➤	Halton Region
Darnell Lambert	➤	Town of Oakville – Engineering
Tricia Collingwood	➤	Town of Oakville – Planning
Robert Thun	➤	Town of Oakville – Planning
Paul Allen	➤	Town of Oakville – Engineering
David Sinke	➤	AMEC
Heather Dearlove	➤	AMEC

MATTERS DISCUSSED

ACTION BY:

1. David Sinke introduced the project and the purpose of the meeting with the committee. The purpose was to review context of the project, traffic assessment, needs and opportunities, and to provide input into the assessment and determination of a preferred alternative.
2. David Sinke proceeded with the formal presentation. The following comments were noted during the presentation:
 - a. Robert Thun commented that the land use drawing from the North Oakville West of Sixteen Mile Secondary Plan is out of date and he provided the most recent version.
 - b. Tom Prestia stated that the New Oakville Hospital site plan is the most recent and that they are aiming for completion of construction in 2013/2014.
3. David Sinke presented Alternative A which includes an urban cross section with two through lanes, bike lanes, and the intersection of Third Line and the Hospital entrance controlled by a traffic signal. The following comments or issues were discussed concerning this

MATTERS DISCUSSED

ACTION BY:

alternative:

- a. Geoff Woods asked if the property taking will be balanced between the hospital site and the ORC lands. David stated that it would be balanced between the two properties (not shown correctly in drawing).
 - b. Darnell Lambert questioned the width of Third Line at the intersection with Dundas Street. The width was taken from the reference plan but will be confirmed. The design for Third Line was projected through the intersection to match the existing Third Line alignment south of Dundas Street.
 - c. Tom Prestia questioned the length of the left turn storage at the hospital entrance and if it would be sufficient. Darnell Lambert commented that this entrance is not the main entrance to the hospital.
4. David Sinke presented Alternative B which includes an urban cross section with two through lanes, bike lanes, and the intersection of Third Line and the Hospital entrance controlled by a 45m roundabout. The following comments or issues were discussed concerning this alternative:
- a. Tom Prestia commented that the roundabout may not be sufficient size to accommodate large trucks but the entrance to the hospital would not be used for deliveries. Geoff Woods commented that there may be trucks associated with the proposed development of the ORC lands.
 - b. Tom Prestia also commented that EMS may also need to be contacted to provide comment on the alternatives.
 - c. Tricia Collingwood would like to see the centre of the roundabout used for planting.
 - d. Paul Allen inquired if there are any known issues with the ability of fire trucks to negotiate roundabouts. Bill O'Brien commented that roundabouts utilize a mountable curb to accommodate large trucks. He is unaware of any major issues or concerns with fire trucks negotiating roundabouts.
 - e. Tricia Collingwood inquired how bike lanes will be accommodated in the roundabout design and suggested using the Region of Waterloo standards as an example.
 - f. Geoff Woods requested a copy of the roundabout design be sent to the ORC and Tom Prestia also requested copy.

AMEC

5. David Sinke inquired on what are the space constraints within the road corridor i.e. underground pipelines, plans for expansion of existing pipelines.
- a. Andre d'Olembert will provide an update concerning Oakville Hydro's future plans for the corridor.

AMEC

MATTERS DISCUSSED

ACTION BY:

- b. There is an existing 8 inch Union Gas Pipeline in the corridor. David Sinke will forward a copy of the presentation and alternatives to Union Gas for comments. **Oakville Hydro**

- 6. David Sinke also discussed the pedestrian crossing over Dundas Street at Third Line. The crossing will be configured to accommodate the future BRT lanes. **AMEC**

- 7. The following comments were also made at the meeting: **ORC**
 - a. Geoff Woods will see if the ORC has completed any Stage 2 Archaeological Assessments or any Site Assessment work on the ORC lands.

 - b. Geoff Woods will confirm the Environmental Assessment requirements for the ORC lands with Lisa Myslicki. **ORC**

Meeting Minutes prepared by,

AMEC EARTH & ENVIRONMENTAL
A division of AMEC Americas Limited



Per: Heather Dearlove, B.Sc.
Environmental Planner

HD/hd

Meeting Minutes

Date: April 22, 2010
Our File: 109031-10

Subject: Third Line Class Environmental Assessment from Dundas Street (Regional Road 5) to the New North Oakville Transportation Corridor

Date: February 25, 2010

Time: 9:30 a.m.

Location: Town of Oakville

In Attendance:

Brenda Kingsmill	➤	Halton Region
Mickey Liu	➤	Halton Region
Jon Foreshew	➤	Oakville Hydro
Carol Goosens	➤	Bell Canada
Enzo Greco	➤	Union Gas
Paul Allen	➤	Town of Oakville – Engineering
David Sinke	➤	AMEC

MATTERS DISCUSSED

ACTION BY:

1. The Town of Oakville is completing a Class EA for the extension of Third Line from Dundas Street to NNOTC. The purpose of this meeting was to coordinate the proposed extension of Third Line with existing and proposed future utilities, to confirm conflicts, requirements for relocation, and location of future plant within the ROW.
2. A typical cross section showing existing and future utility locations within the corridor was presented. This cross section was updated following the meeting and is attached.

Halton Region

3. Halton Region has existing watermain on Third Line south of Dundas Street. Halton will construct a new watermain on Third Line as part of the proposed reconstruction. Watermain will be located at the west curb line.
4. Halton has a 2400 mm trunk sanitary sewer stub extended to just north of Dundas Street, at a depth of 10 m. Halton is currently completing a Class EA to extend the trunk sanitary sewer to service north Halton.

MATTERS DISCUSSED

ACTION BY:

Completion of the EA is anticipated in late April 2010. Sanitary sewer will consist of both an extension of the 2400 mm trunk sanitary sewer at a depth of 10 m, and a local collection sewer constructed overtop of the trunk sewer. Mickey Liu to provide proposed sewer profile to AMEC.

Union Gas

5. Union Gas has a 200 mm high pressure pipeline running within the east side of the existing 20 m road allowance, from Dundas Street to north of the north limit of study. The gas main was installed in the late 1950s and is understood to be in good condition. Depending on exact layout location and depth, the proposed roadway may conflict with the line. As a result, relocation or protection may be needed.
6. District Energy plant will be fed from this line.
7. AMEC to arrange for daylighting of 200 mm pipeline. Daylighting to be spaced every 40m to 60m. AMEC to provide three quotations to Town for approval. **AMEC**
8. Union Gas also will likely run a new gas line on the west side of Third Line, to service the hospital.

Bell Canada

9. Bell has existing underground lines along the north side of Dundas Street and along the east side of Third Line south of Dundas Street.
10. Bell Canada has proposed underground Bell on *both* sides of Third Line, with Hydro joint use trench on the west side if Hydro goes underground.

Oakville Hydro

11. Oakville Hydro has heavy overhead hydro lines along the south side of Dundas Street.
12. Oakville Hydro has proposed underground Hydro on the west side of Third Line.

District Energy

13. District Energy will construct supply and return pipelines from the District Energy plant at the northeast quadrant of the NNOTC and Third Line, to the New Oakville Hospital site. These pipelines are expected to be below the proposed sanitary trunk sewer.

Timing

14. Third Line construction is programmed in capital budget for 2012. District energy wants to build sooner, so construction of Third Line may be advanced.
15. Region would prefer to construct trunk sewer in advance of all utilities. At **Region**

MATTERS DISCUSSED

ACTION BY:

this time funds are approved only for design of sanitary trunk. Brenda Kingsmill to discuss funding with Region finance.

Meeting Minutes prepared by,

AMEC EARTH & ENVIRONMENTAL
A division of AMEC Americas Limited



Per: David Sinke, P.Eng.
Associate

DS/ds

c.c. Felix Wong - AMEC Earth and Environmental
Heather Dearlove - AMEC Earth and Environmental