

Appendix “B” - Technical Steering Committee Minutes of Meetings

1. Agenda/Minutes of 1st Technical Steering Committee Meeting - June 18, 2009
2. Agenda/Minutes of 2nd Technical Steering Committee Meeting - July 22, 2009
3. Agenda/Minutes of 3rd Technical Steering Committee Meeting – August 12, 2009
4. Agenda/Minutes of 4th Technical Steering Committee Meeting – September 2, 2009
5. Technical Steering Committee: Members, and Meeting Dates



STEERING COMMITTEE CONTACT LIST

PROJECT NAME:
**Conestoga College South Campus and Blair Business Park –
 Sanitary Sewer Servicing Class EA Study
 Schedule “B”**

PROJECT NUMBER: **C-1738-200**

UPDATED: **June 15, 2009**

Technical Steering Committee Members

Organization	Contact	Phone Number	Email
City of Cambridge	Mr. Carlo Radicioni, Senior Development Engineer, Projects	519-740-4650 ext. 4538	radicionig@cambridge.ca
	Mr. Miron Decov, Project Engineer	519-740-4682 ext. 4540	docevm@cambridge.ca
	Mr. Jeff Robinson, Planner	519-740-4650 ext. 4528	robinsonj@cambridge.ca
	Mr. Karl Kiefer, Councillor - Ward 2	519-740-4517 ext. 4732	kieferk@cambridge.ca
City of Kitchener	Mr. Jeff Prince, Design and Construction Engineer	519-741-3400 ext. 3117	Jeff.prince@kitchener.ca
Region of Waterloo	Mr. Steve Sieunarine, Corridor Management	519-575-4030	sisteve@region.waterloo.on.ca
	Mr. Nathan Morris, Coordinator of Systems	519-575-4791	mnathan@region.waterloo.on.ca
MTO	Mr. Kevin Boudreau	519-873-4730	Kevin.Boudreau@mto.gov.on.ca
GRCA	Ms. Samantha Lawson, Supervisor of Resource Planning – Central	519-621-2761 ext. 2307	slawson@grandriver.ca
	Ms. Melissa Larion, Resource Planning – Central	519-621-2761 ext. 2319	mlarion@grandriver.ca
Conestoga College	Mr. Kevin Mullan, VP Corporate Services and Secretary General	519-748-5220 ext. 3517	kmullan@conestogac.on.ca
	Mr. Raymond Chung, Director Project Services	519-748-5220 ext. 2241	rchung@conestogac.on.ca
Millgate Holdings	Mr. Mike Milloy, President	519-748-6500 ext. 12	mmilloy@gatemanmilloy.com
MTE	Mr. Angelo Innocente	519-743-6500	ainnocente@mte85.com
	Ms. Rebecca Kerr	519-743-6500	rkerr@mte85.com
CC to Others:			
City of Cambridge	Ms. Janet Babcock, Commissioner of Planning	519-740-4650 ext. 4576	babcockj@cambridge.ca
	Mr. Jim Kirchin, Director of Planning and Operations	519-740-4650 ext. 4571	Kirchinij@cambridge.ca
City of Kitchener	Mr. Grant Murphy, Director of Engineering	519-741-2410	grant.murphy@kitchener.ca
	Mr. Binu Korah, Manager/Development Engineering	519-741-2974	binu.korah@kitchener.ca
Region of Waterloo	Mr. Graham Vincent, Director of Transportation Planning	519-575-4489	vgraham@region.waterloo.on.ca



**TECHNICAL STEERING
COMMITTEE MEETING #1
AGENDA**

PROJECT NAME:
**Conestoga College South Campus and Blair Business Park
Sanitary Sewer Servicing Class EA Study, Schedule "B"**

PROJECT NUMBER:
C-1738-200

DATE: **June 18, 2009**

TIME: **1:30 pm**

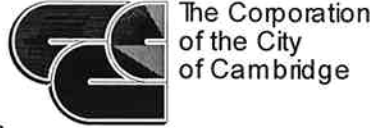
LOCATION: **MTE Consultants Inc., Kitchener**

INVITEES:
Technical Steering Committee Members – See Attached List

C.C.:

Agenda:

<u>No.</u>	<u>Description</u>	<u>Action</u>
1.0	Introductions:	
	• Technical Steering Committee	All
	• Confirmation re: communications "log" is being maintained by MTE for all project correspondence	MTE
	• Review Schedule – PIC#1 and #2 and Technical Steering Committee Meeting Dates (See below)	All
2.0	Review Notice of Intent/Open House:	
	• Advertisements placed in Record / Cambridge Times, Friday June 12 th , 2009.	MTE
	• Notices were hand delivered to residents on Morningside Drive today.	MTE
3.0	Review Justification Statement:	
	• Discuss the need for Regional confirmation that sewage must go to the Kitchener Treatment Facility, and that capacity exists at the plant.	MTE/All
4.0	Financial/Agreements (FYI - Update)	
	• The Owners: Conestoga College and Millgate Holdings are confirming deposits with the City of Cambridge to fund the EA Study.	Conestoga/ Millgate
		MTE
	• MTE is preparing an Engineering Agreement with the City of Cambridge.	City's
	• City of Cambridge and City of Kitchener will prepare an agreement with regards to cross-border sewage flow to the Kitchener Plant.	



TECHNICAL STEERING COMMITTEE MEETING #1 AGENDA

5.0 Project Status Update – Two Critical Considerations

- Highway # 401 Crossing Location and Method (underground vs overhead via an existing bridge structure) MTE

- Review of outlet Options (existing sewer systems and pumping stations) to determine capacities and upgrade requirements. MTE

6.0 Residential / Other Issues and Concerns:

- Open discussions re: possible issues from residents and others All

7.0 Next Meetings – See Schedule As Follows:

- **Technical Steering Team Meetings:** Tentative schedule for meetings:

Thursday June 18th

Wednesday July 22nd

Wednesday August 12th

Wednesday September 2nd

All Technical Project Team meetings will be held at MTE at 1:30 pm

- **PIC Meetings**

PIC #1 – Tuesday June 23rd

PIC #2 – Thursday August 27th

PIC meetings will be held at Conestoga College

MINUTES OF MEETING

PROJECT NAME:

PROJECT NUMBER: **C-1738-200**

**Conestoga College South Campus
and Blair Business Park – Sanitary Sewer Servicing Class EA Study Schedule “B”**

DATE: **June 18, 2009**

TIME: **1:30 to 4:30 pm**

LOCATION: **MTE Office, Kitchener, BR#1.**

ATTENDEES:

City of Cambridge: Mr. Carlo Radicioni, Mr. Jeff Robinson and Mr. Miron Docev;
City of Kitchener: Mr. Jeff Prince;
Region of Waterloo: Mr. Steve Sieunarine and Mr. Nathan Morris;
GRCA: Ms. Samantha Lawson and Ms. Melissa Larion;
Conestoga College: Mr. Kevin Mullan and Mr. Raymond Chung;
MTE Consultants Inc.: Mr. Angelo Innocente, Mr. Dan Gardner and Mr. Dave Wilhelm

REGRETS/C.c. MINUTES TO:

City of Cambridge – Mr. Karl Kiefer, Councilor, **MTO** – Mr. Kevin Boudreau; **Millgate Holdings** – Mr. Mike Milloy; and **MTE** – Ms. Rebecca Kerr

C.c.:

City of Cambridge – Ms. Janet Babcock and Mr. Jim Kirchin; **City of Kitchener** – Mr. Grant Murphy and Mr. Binu Korah; **Region of Waterloo** – Mr. Graham Vincent.

<u>ITEM</u>	<u>DESCRIPTION</u>	<u>ACTION</u>
1.0	<p>Introductions and Overview of Study:</p> <ul style="list-style-type: none"> • MTE will keep a log of all correspondence related to the EA • EA Report will go for City of Kitchener Council endorsement in September • EA Report will then go for City of Cambridge Council approval in October • Notice of Completion and 30 day public comment period will follow approval by Cambridge Council • Construction schedule likely in late Spring 2010 - needs to be operational by Summer 2011 • Mr. Innocente reviewed the 3 goals of this Class EA as follows: <ul style="list-style-type: none"> ○ Sewage pumping station location to service Conestoga College and the Blair Business Park and the gravity sanitary sewers needed to service (externally) both sites to the Pumping Station. ○ To confirm a crossing location of the Highway #401 and ○ To confirm the route location for the discharge of the sanitary forcemain into the Kitchener Wastewater Treatment Plant. • Mr. Innocente indicated this EA does not cover any servicing issues on either of the College Lands or the Blair Business Park lands. Servicing of the sites with SWM, water supply, traffic, etc. are the Owners' responsibility through the Site Plan process. • Mr. Mullan indicated that the College has met several times with the Morningside residents. They do not wish to abandon their existing septic systems or wells, and have no interest in pursuing City sewer outlets. <p>Next two meetings will be to review all options, evaluate and develop the preferred solution(s). The Sept 2nd meeting will be to choose and finalize a preferred option and “draft” report document.</p>	<p>MTE</p> <p>MTE</p> <p>MTE</p> <p>MTE</p>

2.0 Review Notice of Intent/Open House: PIC #1 – June 23, 2009

Notification of PIC was hand delivered to residents on Morningside Drive, and was sent to Regulatory Agencies, the City of Kitchener, environmental groups in the area, and as well published in the Kitchener Waterloo Record & Cambridge Times.

MTE

3.0 Review Justification Statement:

- The Kitchener WWTP is the only outlet that is being considered in this EA - the Cambridge plants are not an option. A letter is required from RMOW to support this justification statement – so as not to waste time if alternative options are put forward by others. It was noted that servicing the subject lands into the Kitchener WWTP, was confirmed in the Region's Wastewater Master Plan Document.

RMOW
(Nathan)

4.0 Financial/Agreements (FYI - Update)

- Conestoga College and Blair Business Park land owners are funding the EA study and the construction costs through a cost sharing agreement.
- An Engineering Agreement is being prepared with the City of Cambridge for the study document.
- As well, a cross-border sewage servicing agreement will need to be prepared, based on previous municipal cross-border agreements. Mr. Prince will look for and provide a sample "draft" document for both Kitchener and Cambridge to work with.

Owners

MTE - Angelo

Cities of
Kitchener and
Cambridge
(Jeff/Carlo)

5.0 Project Status Update – Confirmed there are Three Critical Considerations:

- The EA has to address three critical technical constraints:
 - The first is to evaluate alternatives and chose a preferred location for a Pumping Station (including gravity sewer locations from the 2 sites),
 - The second is to evaluate alternatives and chose a preferred option for a Hwy. #401 forcemain crossing; and
 - The third is to evaluate alternatives and chose a preferred option for a sewer forcemain route and outlet location leading to the Kitchener WWTP.
- There were four subsequent possible Pumping Locations noted – 3 on the College/City Lands and one option on the Blair Business Lands.
- There were several possible Hwy. #401 forcemain crossing locations that are being considered. The forcemain could cross the highway attached underneath the Homer Watson overpass, trenchless through a new tunnel/jack-bore, underground through an existing culvert, attached to the Morningside pedestrian bridge, and possibly underground along the golf cart path under the Grand River bridge.
- The possible outlet locations include either the Old Mill S.P.S., or the Homer Watson S.P.S, or neither (in which case a typical forcemain would be directed straight to the Kitchener W.W.T.P. or the Schneider Creek Trunk Sanitary Sewer)
- A gravity sewer system and it location would have to be identified to bring sewage from both the College Lands and the Blair Business Park to the new

MTE

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selected Sewage Pumping Station location.

- MTE requested a digital copy of the most recent Conestoga College South Campus Master Plan, to be used to determine possible SPS locations. College/Kevin
- MTE will use the City of Cambridge - DGSSMS design standard for light industrial development, to determine the sanitary sewage flow. The sewage criteria of 0.5L/s/h for both the Conestoga College and the Blair Business Park Lands, generates a gross flow of 165L/s. MTE
- This EA Study includes the gross areas of the Conestoga College – South Campus Lands and the Blair Business Park, per direction by the City of Cambridge, and in accordance with the Region’s Wastewater Master Plan. All other developer requests outside of these areas are being denied. MTE
- Mr. Jeff Prince and Mr. Steve Sieunarine were asked to review their (Kitchener and Regional) Capital Road and Servicing Reconstruction budgets and advise if any of the alternative route options were being reconstructed in the next 2 years. It may be possible to “piggy back” on any road improvements, depending on which option is chosen for the sewer or forcemain. Kitchener and
Region
Jeff and Steve

Comments to consider:

- It may be more economical to bypass all existing S.P.S.’s in order to avoid costs for SPS facility upgrades at Homer Watson/Old Mill. MTE
- Mr. Radicioni mentioned that it may be very unlikely that approval would be given to upgrade the Old Mill SPS since it is located inside of the GRCA regulated area. MTE to pursue with GRCA. MTE/GRCA
- Should consider additional “pipes” when crossing Hwy. #401 for additional services or cables for College/City/Regional use. MTE
- It was confirmed that several pumping station location options must be identified and evaluated. This was noted and added above. MTE

6.0 Residential / Other Issues and Concerns:

- Require photos of example SPS’s to show at Open House. *Note: completed by MTE for use at PIC #1.* MTE
- Suggestion to hand out Figure 4, the Problem Statement and a brief Questionnaire at the Open House. MTE
- Need to confirm with the GRCA that the GRCA Regulatory Boundary as is used on the drawings is current. MTE &
GRCA
- Copy of Kitchener Council resolution supporting project is required for Angelo and Carlo. *Note: Jeff sent this the following day.* Kitchener -
Jeff
- At next meeting discuss:
 - SPS locations MTE
 - Crossing of Hwy. #401 Options – Need MTO input. MTE to pursue. MTE/MTO
 - Review Forcemain Options (north/south route to WWTP) MTE
 - Architectural design guidelines for SPS/Blair Heritage Community MTE
 - Landscaping Screening MTE

7.0 Next Meetings – See Schedule As Follows:



MTE

More Than Engineering



The Corporation
of the City
of Cambridge

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- **Technical Steering Team Meetings**

Note: All Technical Project Team meetings will be held at MTE at 1:30 pm

Next Meeting: Wednesday July 22nd

Wednesday August 12th

Wednesday September 2nd

- **PIC – Public Information Centre Meetings**

Note: All PIC meetings will be held at Conestoga College

PIC #1 – Tuesday June 23rd

PIC #2 – Thursday August 27th (To be confirmed)

8.0 **Minutes Prepared by MTE Consultants Inc.: Angelo Innocente**

Note: Please review the minutes as distributed and advise of any corrections or omissions.

Thank You All



**TECHNICAL STEERING
COMMITTEE MEETING #2
AGENDA**

PROJECT NAME:
**Conestoga College South Campus and Blair Business Park
Sanitary Sewer Servicing Class EA Study, Schedule "B"**

PROJECT NUMBER:
C-1738-200

DATE: **July 22, 2009**

TIME: **1:30 pm**

LOCATION: **MTE Consultants Inc., Kitchener**

INVITEES:
Technical Steering Committee Members – See Attached List

C.C.:

Agenda:

<u>No.</u>	<u>Description</u>	<u>Action</u>
1.0	Review Minutes of June 18, 2009 Meeting:	
	• Review action items	All
2.0	Review Public Comments from PIC #1 (June 23, 2009):	MTE
3.0	Review Correspondence / Comments received as follows:	
	• Region's Letter of June 24, 2009 confirming sanitary flow from the Conestoga College Facility and the Blair Business Park are to outlet into the Kitchener Wastewater Treatment Plant.	All
	• Review further comment re: suggestion that this sanitary sewage flow be considered as an option in the ongoing Doon South E. A. Servicing Study.	All
	• Possibility of Langdon Hall sewage into the proposed new Blair Pumping Station. (See copy of e-mail dated July 15, 2009 as attached)	Carlo
4.0	Update re: Two Site Meetings Held July 16, 2009 as follows:	
	• Meeting with GRCA to review Options within regulated areas.	MTE/GRCA
	• Meeting with MTO to discuss Hwy. #401 crossing Options.	MTE/MTO
5.0	Evaluations of Options – Working Towards Preferred Option(s) as follows:	
5.1	Pumping Station (Location) Options:	MTE
5.2	Hwy #401 Crossing Options:	MTE
5.3	Forcemain Route Locations:	MTE
6.0	Identify Actions for Next TSC Meeting of August 12, 2009 at MTE:	
	• Final review and evaluation of Options and cost estimates.	All



TECHNICAL STEERING COMMITTEE MEETING #2 AGENDA

- Confirmation of Preferred Option.
- Confirm “Go Forward Strategy” to complete “Draft Report” and attendance at next PIC#2.
- Confirm PIC #2 date. (Previously August 27th) with possible change to Tuesday, September 1st, 2009. *PIC meeting held at Conestoga College*
- Final TSC Meeting on Wednesday, September 2nd, 2009.

7.0 Other Business as identified:

MINUTES OF MEETING

PROJECT NAME:

PROJECT NUMBER: **C-1738-200**

**Conestoga College South Campus and Blair Business Park
Sanitary Sewer Servicing Class EA Study Schedule "B"**

DATE: **July 22, 2009**

TIME: **1:30 to 4:30 pm**

LOCATION: **MTE Office, Kitchener, BR#9**

ATTENDEES:

City of Cambridge: Mr. Carlo Radicioni, Mr. Jeff Robinson, Mr. Miron Docev, Mr. Jim Kirchin
City of Kitchener: Mr. Jeff Prince
GRCA: Ms. Melissa Larion
MTO: Mr. Scott Reid
Millgate Holdings: Mr. Mike Milloy
Conestoga College: Mr. Tim Schill
MTE Consultants Inc.: Mr. Angelo Innocente, Mr. Dave Wilhelm, Mr. Chris Spere, Ms. Rebecca Kerr

REGRETS/c.c. MINUTES TO:

City of Cambridge – Mr. Karl Kiefer, Councilor, *MTO* – Mr. Kevin Boudreau; *Region of Waterloo:* Mr. Steve Sieunarine and Mr. Nathan Morris; *Conestoga College* – Mr. Kevin Mullan and Mr. Raymond Chung

c.c.:

City of Cambridge – Ms. Janet Babcock and Mr. Jim Kirchin; *City of Kitchener* – Mr. Grant Murphy and Mr. Binu Korah; *Region of Waterloo* – Mr. Graham Vincent.

<u>ITEM</u>	<u>DESCRIPTION</u>	<u>ACTION</u>
1.0	<p>Review Minutes of June 18, 2009 Meeting:</p> <ul style="list-style-type: none"> Kitchener would like to see the preferred alternative before proceeding with any draft servicing agreements between the municipalities Minutes approved 	Info
2.0	<p>Review Public Comments from PIC #1 (June 23, 2009)</p> <ul style="list-style-type: none"> Angelo read for the group the four written comments received at the PIC There were 16 attendees at the meeting, 11 residents of Morningside, two college students and three City staff. General comments were to keep the infrastructure off/away from Morningside, and that the Morningside residents do not want to connect to a municipal sanitary sewer; verbal comments received at the PIC were of similar nature. 	Info
3.0	<p>Review Correspondence/Comments received: Region's Letter dated June 24, 2009</p> <ul style="list-style-type: none"> Kitchener will provide a copy of the draft EA for Doon South to MTE Once a preferred alternative is chosen, should it be along the same corridor as the preferred alternative as the Doon South EA, then the team will work towards integration of the two alternatives With the fast tracking of this EA, it is not feasible to include these lands <p>Langdon Hall e-mail dated July 20, 2009</p>	Jeff P.

- The statements made by the Region are not entirely correct, the Langdon Hall lands were not included in the drainage area for the Kitchener WWTP in the Region's WWMP
- Adding their lands could be considered as an amendment to this EA
- Cambridge needs to respond, a blanket (catch-all) response outlining what would need to be done to include the lands and affect the EA

Jim K.

4.0 Update re: Two Site Meetings held July 16, 2009

Site Meeting with GRCA and MTE

- The group walked the alignment alternative from the Old Mill PS to the Kitchener WWTP as well as the alignment alternative alongside the 401 and under the Grand River bridge, through the golf course.
- GRCA stated they are not opposed to upgrades being undertaken at the Old Mill PS
- GRCA stated they are not opposed to crossing Schneider Creek
- GRCA stated they have concerns regarding potential impacts to the ESPA/wetland areas for the alignment alongside Hwy 401 and crossing under the Grand River bridge.

Site Meeting with MTO and MTE

- MTO stated that they would consider hanging the forcemain off their structures as a last possible resort
- MTO stated their preference is for a subsurface crossing of Hwy 401
- MTO stated they will still consider the culvert crossing, MTE to provide cross-sections of the proposed crossing such that they can further evaluate and determine their position on this alternative
- MTO will look for geotechnical information in the Hwy 401 corridor between the pedestrian bridge and the Homer Watson bridge to facilitate MTE's evaluation of the feasibility of a subsurface crossing

Scott R.

5.0 Evaluation of Options – Working Towards Preferred Option(s)

5.1 Pumping Station Location Options

- Based on good engineering practice, the lowest possible location is preferred to minimize the depth of the wet well
- Should the PS be located on the Blair Business Park lands the station would be in excess of 11 metres deep.
- Cambridge stated that their Public Works wants as much "black" space (asphalt) as possible, minimize the green space around the station
- Location Option (b) is looking like the preferred location as it is at the lowest point of the two properties and is the furthest away from the residents on Morningside; Cambridge indicated that adequate parking spaces would need to be maintained for the trail; MTE to review land requirements for the PS as additional lands may be required from the College

MTE

5.2 Hwy #401 Crossing Options

- MTO indicated that we would need to demonstrate that subsurface installation is prohibitive before they could consider using the culvert
- MTO asked for cross-sections of the culvert alternative for further

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consideration

- Due to preliminary cost estimates, the culvert crossing is currently the preferred crossing alternative, MTE will pursue the subsurface alternative and assess the feasibility in more detail

5.3 Forcemain Route Locations

- The preferred forcemain route is along Old Mill outletting directly to the Kitchener WWTP due to cost issues
- MTE will review the Morningside, Doon Valley and Old Mill cross-sections for a possible location of the forcemain

MTE

6.0 Identify Actions for next TSC Meeting of August 12, 2009 at MTE

- For PIC #2 MTE will hand deliver notices to all residents along the preferred route

MTE

Next Meetings – See Schedule As Follows:

- Technical Steering Team Meetings

Note: All Technical Project Team meetings will be held at MTE at 1:30 pm

Wednesday August 12th

Wednesday September 2nd

- PIC – Public Information Centre Meetings

Note: All PIC meetings will be held at Conestoga College

PIC #2 – Thursday August 27th

7.0 Other Business

- Nil.

8.0 Minutes Prepared by MTE Consultants Inc.: Rebecca Kerr

Note: Please review the minutes as distributed and advise of any corrections or omissions.

Thank You All



**TECHNICAL STEERING
COMMITTEE MEETING #3
AGENDA**

PROJECT NAME:
**Conestoga College South Campus and Blair Business Park
Sanitary Sewer Servicing Class EA Study, Schedule "B"**

PROJECT NUMBER:
C-1738-200

DATE: **August 12, 2009**

TIME: **1:30 pm**

LOCATION: **MTE Consultants Inc., Kitchener**

INVITEES:
Technical Steering Committee Members – See Attached List

C.C.:

Agenda:

<u>No.</u>	<u>Description</u>	<u>Action</u>
1.0	Review Minutes of July 22nd, 2009 Meeting: Approval of minutes of July 22.	All
2.0	Review Action Items from Minutes: <ul style="list-style-type: none"> • Kitchener to obtain draft copy of EA Study – Doon South. Langdon Hall sewage solution. Confirm this is no longer an issue for this EA Study. Letter from City to Langdon Hall? • MTO to provide existing geotechnical information along Hwy. #401. DONE • MTE to show land requirements for SPS on College Lands. DONE • Review cross-section locations for forcemain along route. Cross-section through MTO culvert sent to MTO for comment July 31, 2009. Awaiting comment. DONE • Hand delivery of notices for PIC #2 along route. Will be DONE Next Week. 	Jeff P. Jim K./Carlo Scott R. Rebecca K. Rebecca K. and Scott R. MTE
3.0	Update re: Further Site Investigations/Meetings: <ul style="list-style-type: none"> • MTE – Completed an environmental review of the preferred routing. 	MTE/GRCA
4.0	Review Preferred Option(s) / Evaluations and Costing:	MTE
4.1	Pumping Station Location (c) on College Lands – See Site Plan and Property requirements. CONFIRM	TSC
4.2	Hwy #401 Crossing Options:	
	4.2.1 Existing MTO Culvert bottom:	TSC
	4.2.2 New Trenchless Crossing Option:	TSC
4.3	Forcemain Route Location:	
	4.3.1 Across College Lands (Cambridge and Doon Campuses)	TSC
	4.3.2 Morningside, Doon Campus, Doon Valley and Old Mill Roads	TSC
5.0	Identify Actions for Next PIC #2 of August 27, 2009 at Conestoga College from 5:00 pm to 8:00 pm.	
	<ul style="list-style-type: none"> • Confirm College use of Room1E04 "E" Wing from 5-8 pm. 	TSC



TECHNICAL STEERING COMMITTEE MEETING #3 AGENDA

- Review "Draft" advertisement/map for Record this week-end and Cambridge Times next week. Hand delivery set for Monday/Tuesday next week. TSC

6.0 6.1 Other Business as identified: TSC

6.2 Next TSC Meeting on Wednesday, September 2nd, 2009. TSC

- Discuss actions for next TSC TSC
- Draft EA Document review and comments needed prior to meeting. TSC/MTE

MINUTES OF MEETING

PROJECT NAME:

PROJECT NUMBER: **C-1738-200**

**Conestoga College South Campus and Blair Business Park
Sanitary Sewer Servicing Class EA Study Schedule "B"**

DATE: **August 12, 2009**

TIME: **1:30 to 4:30 pm**

LOCATION: **MTE Office, Kitchener, BR#9**

ATTENDEES:

City of Cambridge: Mr. Carlo Radicioni, Mr. Jeff Robinson, Mr. Miron Docev
City of Kitchener: Mr. Jeff Prince.
Region of Waterloo: Mr. Steve Sieunarine
GRCA: Ms. Melissa Larion
Millgate Holdings: Mr. Mike Milloy
Conestoga College: Mr. Kevin Mullan, Mr. Tim Schill
MTE Consultants Inc.: Mr. Angelo Innocente, Mr. Chris Spere, Ms. Rebecca Kerr

REGRETS/c.c. MINUTES TO:

City of Cambridge – Mr. Karl Kiefer, Councilor; *MTO* – Mr. Kevin Boudreau, Mr. Scott Reid; *Region of Waterloo* - Mr. Nathan Morris; *Conestoga College* – Mr. Raymond Chung; *MTE Consultants Inc.* - Mr. Dave Wilhelm

c.c.:

City of Cambridge – Ms. Janet Babcock and Mr. Jim Kirchin; *City of Kitchener* – Mr. Grant Murphy and Mr. Binu Korah; *Region of Waterloo* – Mr. Graham Vincent.

ITEM	DESCRIPTION	ACTION
1.0	Review Minutes of June 18, 2009 Meeting: <ul style="list-style-type: none"> Minutes reviewed; approval of minutes moved by Carlo, seconded by Melissa 	
2.0	Review Action Items from Minutes: <ul style="list-style-type: none"> Doon South EA – Jeff P. indicated that the draft document is out, but he did not believe it to be relevant to this project due to timing, and that our team was leaning away from Homer Watson as a preferred alternative. Langdon Hall inclusion – Jim K. still to draft letter response to Langdon clearly outlining the actions (planning and engineering) required to be undertaken prior to the lands being considered. Highway 401 soils information – MTE has received geotechnical information from MTO for the 401 corridor in the area of the anticipated crossing. Conceptual Site Plan for PS – a draft site plan has been created and will be discussed under another item Cross-sections – MTE is in the process of preparing cross-sections of the existing roadways to indicate a possible location for the forcemain PIC#2 notices – Notices were hand delivered August 20th to residents along the preferred route of the forcemain. 	Info Jim K.

3.0 Update re: Further Site Investigations/Meetings:

- A draft of MTE's environmental review was forwarded to GRCA.
- GRCA to review with their fisheries group any potential constraints on the crossing of Schneider Creek; DFO should not need to be involved as it is a warm water watercourse.
- GRCA asked if a Species at Risk analysis had been undertaken; we have confirmed that Barbara from our office has completed this.

Melissa

4.0 Review Preferred Option(s) Evaluations and Costing:

4.1 Pumping Station Location "c" on College Lands:

- Team was presented with draft Site Plan showing potential property requirements; through further environmental/engineering review, the Site Plan shown will be modified to push the station back into the College lands further to reduce the impacts to the existing roundabout, and as well minimize impacts to the existing vegetation.
- The Team confirmed this location to be the preferred location for the pumping station.

4.2 Highway 401 Crossing Options:

- MTO has responded that they cannot support the culvert crossing option
- The trenchless crossing option is difficult given the existing groundwater and soils conditions.
- At the conclusion of the discussion the Team concluded that the trenchless crossing is the preferred crossing option for the forcemain.

4.3 Forcemain Route Location:

- Team was presented with a possible option to route the forcemain from the PS internally through the College lands to the culvert crossing with the potential for realigning the gravity sewer from the Blair Business Park into the College lands as well.
- After much discussion, the Team decided the route down Morningside, through the College Doon Campus lands was the preferred route.
- Carlo indicated that where the forcemain will traverse private lands the required easement should be between 3 and 6 metres wide.

In summary, the preferred alternative is as follows:

- Pumping Station Location "c"
- Crossing "2" with a slight shift to the west to accommodate the MTO's desire to keep the crossing away from their infrastructure.
- Route "H"

5.0 Identify Actions for Next PIC #2 August 27, 2009

- Notices will be hand delivered to all residents directly adjacent to the preferred route
- Boards at the PIC will include cross-sections of the affected roadways and profiles along those roadways
- Advertisement has been published in The Record and will be published

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MINUTES OF MEETING

this weekend in the Cambridge Times.

- The PIC will be held at Conestoga College Doon Campus, "E" Wing Foyer, door 6 from 5 pm to 8 pm

6.0 Other Business As Identified:

- The draft EA document will be ready for PIC #2
- A copy of the draft will be circulated to Millgate and the College when it is circulated to the City.

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Next Meetings – See Schedule As Follows:

- Technical Steering Team Meetings

Note: All Technical Project Team meetings will be held at MTE at 1:30 pm

Wednesday September 2nd

- PIC – Public Information Centre Meetings

Note: All PIC meetings will be held at Conestoga College

PIC #2 – Thursday August 27th 5 pm to 8 pm

Minutes prepared by: Rebecca Kerr, MTE Consultants Inc. August 21, 2009



**TECHNICAL STEERING
COMMITTEE MEETING #4,
AGENDA**

PROJECT NAME:
**Conestoga College South Campus and Blair Business Park
Sanitary Sewer Servicing Class EA Study, Schedule "B"**

PROJECT NUMBER:
C-1738-200

DATE: **September 2nd, 2009**

TIME: **1:30 pm**

LOCATION: **MTE Consultants Inc., Kitchener**

INVITEES:
Technical Steering Committee Members – See Attached List

C.C.:

Agenda:

<u>No.</u>	<u>Description</u>	<u>Action</u>
1.0	Review Minutes of August 12th, 2009 Meeting:	
	• Approval of minutes of August 12th.	All
2.0	Review Action Items from Minutes:	
	• Langdon Hall sewage solution. Awaiting letter from City to Langdon Hall?	Jim K./Carlo MTE
	• Hand delivery of notices for PIC #2 completed August 20th.	FYI
3.0	Review Comments from August 27th, 2009 PIC #2:	
	• Comment sheets received.	Angelo
	• Verbal discussions from meeting.	Rebecca
4.0	Review Preferred Option(s) / Draft EA Summary Recommendations:	
	• Note: Summary recommendations to be distributed Monday, August 31 st under separate e-mail blast.	MTE
5.0	Confirm Schedule for:	
	• Submission and presentation to City of Kitchener	MTE/Jeff P.
	• Submission and presentation to City of Cambridge for Final Approval	MTE/ Carlo R.
	• Commencement of 30 Day Review Period	MTE/ Carlo R.
6.0	Other Business as identified:	

MINUTES OF MEETING

PROJECT NAME:

PROJECT NUMBER: **C-1738-200**

**Conestoga College South Campus and Blair Business Park
Sanitary Sewer Servicing Class EA Study Schedule "B"**

DATE: **Sept 2, 2009**

TIME: **1:30 to 4:30 pm**

LOCATION: **MTE Office, Kitchener, BR#9**

ATTENDEES:

City of Cambridge: Mr. Carlo Radicioni, Mr. Jeff Robinson
City of Kitchener: Mr. Jeff Prince.
Region of Waterloo: Mr. Steve Sieunarine
GRCA: Ms. Melissa Larion
MTO: Mr. Scott Reid
Millgate Holdings: Mr. Mike Milloy
Conestoga College: Mr. Kevin Mullan, Mr. Tim Schill, Mr. Raymond Chung
MTE Consultants Inc.: Mr. Angelo Innocente, Mr. Chris Spere, Ms. Rebecca Kerr

REGRETS/c.c. MINUTES TO:

City of Cambridge – Mr. Karl Kiefer, Councilor, Mr. Miron Docev; *MTO* – Mr. Kevin Boudreau; *Region of Waterloo* - Mr. Nathan Morris; *MTE Consultants Inc.* - Mr. Dave Wilhelm

C.C.:

City of Cambridge – Ms. Janet Babcock and Mr. Jim Kirchin; *City of Kitchener* – Mr. Grant Murphy and Mr. Binu Korah; *Region of Waterloo* – Mr. Graham Vincent.

<u>ITEM</u>	<u>DESCRIPTION</u>	<u>ACTION</u>
1.0	Review Minutes of August 12, 2009 Meeting: <ul style="list-style-type: none"> Minutes reviewed and approved. Moved by Kevin M., seconded by Carlo R. 	
2.0	Review Action Items from Minutes: <ul style="list-style-type: none"> Langdon Hall – Jim K. still to draft letter response to Langdon clearly outlining the actions (planning and engineering) required to be undertaken prior to the lands being considered. PIC#2 notices – Notices were hand delivered August 20th to 150 residents along the preferred route of the forcemain. 	Info Jim K.
3.0	Review Comments from August 27th 2009 PIC #2: <ul style="list-style-type: none"> A map was circulated, which highlighted the residents who attended. Only one comment sheet was received, and it identified a pre-existing drainage issue at Old Mill Road/Pinnacle. Verbal comments were generally positive. No objections to the preferred alternative were brought forward. The comments/questions related mostly to timing of construction and interruption of access to the residents. Angelo did commit to the residents that an open house would be held at conclusion of the Final Design and before Construction commences. 	Melissa
4.0	Review Preferred Option(s) / Draft EA Summary Recommendations:	

- Angelo reviewed the preferred alternative.
- Melissa is waiting to hear back from DFO regarding habitat at Schneider Creek outlet, and Angelo is waiting to hear back if Schneiders Creek is a navigable watercourse.
- MTE is confirming ownership of the parcels outside of the road right-of-way between the Old Mill PS and the Kitchener WWTP. Map was given to Jeff Prince to confirm City of Kitchener ownership of two parcels from GIS map.
- Angelo reviewed the Executive Summary, an updated copy is attached which includes all comments from this TSC meeting.
- Angelo reviewed the Recommendations, an updated copy is attached which includes all comments from this TSC meeting.
- Carlo has e-mail from Cambridge Hydro indicating that adequate power exists, Carlo to forward e-mail to include in EA documentation.

5.0 Confirm Schedule for:

5.1 Submission and Presentation to City of Kitchener

- Development and Technical Services Committee (DTS) meeting is September 14th, Angelo will give a short presentation
- Two motions will be presented to Council on September 21st: the EA study to be endorsed, and a cross-border servicing agreement to be initiated.

5.2 Submission and Presentation to City of Cambridge for Final Approval

- October 19th this EA will go to General Committee; a draft report is required by September 28th for this meeting. Angelo will give the same presentation as Kitchener at this meeting.
- October 26th the recommendations from the General Committee will go before City of Cambridge Council for final approval.

5.3 Commencement of 30 Day Review Period

- The Notice of Completion will be advertised Friday October 30th in both the Cambridge Times and The Record, the Notice of Completion will be advertised twice throughout the 30 day Review Period.

6.0 Other Business As Identified:

- An e-mail was received by Carlo from the Region regarding integrating this EA with the Doon South EA. A copy of the e-mail was distributed at this meeting. The Region has asked for a meeting to review the EA preferred alternative and the other alternatives considered. Carlo to arrange a meeting with the Region.
- Information: Doon South EA schedule for Council Approval September 21st.
- Preliminary Design/Construction Schedule: MTE indicated a topo should be completed soon (this fall) before winter snow. Need 3-4 weeks topo work. Design this winter – 6-8 weeks, tender process 8 more weeks, approvals 8 weeks (air, water, noise) and approximately 6-7 months for construction. Station should be operational by Fall of 2010, for College occupancy in early 2011.

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Minutes prepared by: Rebecca Kerr, MTE Consultants Inc. September 16, 2009