



## MEETING MINUTES

Reference No. 37936

PROJECT: MOFFAT CREEK TRUNK SANITARY SEWER - CLASS EA ADDENDUM  
 CLIENT: City of Cambridge CLIENT REFERENCE NO.: P-2004-42  
 RE: Technical Committee Meeting #1  
 LOCATION: Cambridge Farmers Market Building DATE: February 14, 2008 TIME: 1:30 pm  
 - Galt Room

**Participants:**

Nancy Davy	GRCA	Giancarlo Radicioni	City of Cambridge
Samantha Lawson	GRCA	Phil Antoniow	City of Cambridge
Albert Hovingh	Region of Waterloo	Alex Koch	City of Cambridge
Andrea Doherty	DFO	April Souwand	City of Cambridge
John Lee	Region of Waterloo	Dale Paynter	CRA
Kevin Brousseau	Stantec Consulting	Chris Hunter	CRA
Kevin Fergin	Stantec Consulting	Dwayne Hofstetter	CRA
Chris Bohme	Green Scheels Pidgeon		

**Distribution:**

<input checked="" type="checkbox"/> File	<input checked="" type="checkbox"/> Participants			
Mike Stone	MNR	Jim Kirchin	City of Cambridge	
Ken Cornelisse	MNR	Steven Perschbacher	Stantec Consulting	
Janet Babcock	City of Cambridge	Ron Schwark	CRA	

<b>Item</b>	<b>Description</b>	<b>Action By</b>
1.0	<u>Introductions</u> <ul style="list-style-type: none"> <li>• Invited Parties identified themselves and the firm or agency they represented.</li> </ul>	
2.0	<u>Purpose of Meeting</u> <ul style="list-style-type: none"> <li>• This meeting was set up as an introductory gathering to discuss the status and upcoming tasks related to the design and construction of the Moffat Creek Trunk Sanitary Sewer project.</li> <li>• The assembly of this Committee was one of the recommendations made in the Environmental Assessment (EA) Addendum Report submitted to the Ministry of the Environment in March of 2007.</li> <li>• Ministry Approval was received dated February 1, 2008 after review of three Part II Order bump-up requests from individuals and citizens' groups.</li> </ul>	



<b>Item</b>	<b>Description</b>	<b>Action By</b>
3.0	<u>Review of Related Projects</u>	
3.1	<p><u>Moffat Creek Sanitary Trunk Sewer</u></p> <ul style="list-style-type: none"> <li>• The trunk sewer is the approved infrastructure and location to provide sanitary transmission from the development of South-East Cambridge to the existing Galt Wastewater Treatment Plant.</li> <li>• Field efforts by CRA and sub-consultants during the Addendum process have included layout and confirmation of the 1999 route, inventory of some 170 significant trees, additional habitat investigations and benthic studies.</li> <li>• The trunk sewer alignment between Franklin and Dundas has not changed from the 1999 EA report; the 2005 field investigations completed with members of this committee suggested some re-alignment to avoid significant trees present in two existing hedgerows, east of Dundas and north of the Moffat Creek Watercourse.</li> <li>• The Servicing Design for the Maple Crown and Greengate Subdivisions (Item 3.2) has proposed some relocation of the trunk sewer alignment east of Dundas and north of Moffat Creek since 2005. This information was identified in the EA Addendum (Figures 3 and 4 of that document).</li> <li>• Trenchless technology for installation of the trunk sewer (particularly between Franklin and Dundas) is to be utilized where possible, as a function of the results of additional geotechnical investigation proposed within the next four to six weeks.</li> <li>• Layout and location of the trail component of the Works will generally follow the alignment of the trunk sewer, allowing pickup truck access to maintenance locations (manholes). The final alignment of the trail will not create a second disturbance path; the trail must follow any locations where it is found that open cut installation is required.</li> <li>• As identified in the Addendum, it is likely that two bridge structures will be needed for crossing of Moffat Creek itself; one immediately east of Franklin, one immediately east of Dundas.</li> <li>• It will not be possible to travel the full length of the trail in one direction by vehicle.</li> <li>• The need for traffic signalization at a trail crossing of Dundas at Champlain is being scheduled for the spring.</li> <li>• The trunk sewer crossing of Dundas will likely require installation by open cut method, due to locating of the manhole within the Dundas right-of-way, which will also need stubs provided for each direction (north and south) along Dundas.</li> </ul>	GSP



<b>Item</b>	<b>Description</b>	<b>Action By</b>
3.2	<p><u>Greengate/Maplecrown Subdivision</u></p> <ul style="list-style-type: none"> <li>• Status of Field Works - Sediment and Erosion Control in place with 90 percent of grading completed. North end of subdivision grading is not completed, servicing to be completed.</li> <li>• As noted above, the alignment of the Trunk Sanitary Sewer (east of Dundas and north of Moffat Creek) has been altered as part of the grading plan development for the stormwater controls.</li> <li>• In December of 2007, the Servicing Drawings were sent to the City and Region for review and approval. CRA to review the updated sanitary flow calculations provided by Stantec.</li> <li>• The submitted design included the provision for temporary pumping facilities, in order that development may proceed prior to the installation and commissioning of the Trunk Sanitary Sewer.</li> </ul>	CRA/ Stantec
3.3	<p><u>Regional Servicing along Dundas Street</u></p> <ul style="list-style-type: none"> <li>• Regional Works for 2008 include the installation of a 400 mm dia. Watermain, from Champlain Boulevard north to Maple Bush Drive.</li> <li>• Trunk sanitary and storm services within, and in the direction of Dundas Street are budgeted for the 2010 Construction Season.</li> <li>• The trunk sewer crossing of Dundas Street will require Traffic Control and approval from the Region.</li> </ul>	CRA
4.0	<p><u>EA Addendum</u></p> <ul style="list-style-type: none"> <li>• Copies of the MOE response letters to the City and the three parties who submitted Requests for Bump-Ups were provided to all attendees, plus a single page summary of the highlights of the letter to the City.</li> <li>• DFO wishes to review whether or not additional permitting is required, and will issue a letter to same.</li> <li>• Installation by means of trenchless technology and use of approved environmental controls (sedimentation and groundwater) should address the concerns of proximity to a watercourse and those of time of year restrictions.</li> <li>• The Sanitary Trunk Sewer and Trail Construction are considered to be mandatory work under this EA Addendum, while additional creek enhancement would be defined as separate future works.</li> <li>• It was suggested that the four enhancements identified and approved in the 1999 study (including removal of stoneworks and man-made dams) should be moved into a separate project. However, such improvements would immediately initiate review of Harmful Alteration Disruption Destruction (HADD) of fish habitat. Should works require a HADD assessment, the process could be subject to additional public review.</li> <li>• It was noted that in October 2005, Cambridge City Council approved the budgeting of \$250,000 for enhancement related to the Moffat Creek Trunk Sanitary Sewer.</li> </ul>	DFO



<b>Item</b>	<b>Description</b>	<b>Action By</b>
	<ul style="list-style-type: none"> <li>• DFO noted that recent redefinition of fish habitat limits have defined the 1 in 2 year floodline or active channel as fish habitat.</li> <li>• Pike spawning has been noted in the area in the period from approximately March 15 to April 15.</li> </ul>	
5.0	<p data-bbox="298 474 670 506"><u>Next Steps in Trunk Sewer Works</u></p> <ul style="list-style-type: none"> <li>• As described in the EA Addendum, it is necessary to complete additional geotechnical investigations at the design stage to confirm the feasibility of trenchless installation in these locations, to quantify the associated dewatering requirements, and to estimate effects on groundwater during and post-construction.</li> <li>• CRA has proposed the installation of four (4) additional boreholes along the alignment of Sanitary Trunk Sewer.</li> <li>• The GRCA has asked for a package confirming that access and works can be completed without placement of fill within the floodplain. A fill permit (requiring GRCA Board Approval) would not be required providing that there is no disruption to creek flow or fill placement.</li> <li>• Swamp mats or timbers can be used as temporary measures for mobilization to complete geotech work, without requiring GRCA fill permit approval.</li> <li>• Permit to be submitted to GRCA with letter of intention, confirming that no obstruction to creek flow or fill placement is required.</li> </ul>	<p data-bbox="1242 789 1300 821">CRA</p> <p data-bbox="1242 1031 1300 1062">CRA</p>
6.0	<p data-bbox="298 1131 708 1163"><u>Project Schedule to Council Approval</u></p> <ul style="list-style-type: none"> <li>• In order to complete the Project Works within 2008, it is expected that construction would have to start within July or August.</li> <li>• Based on the schedule of summer council meetings (July 14, 2008) and preparation and timing for same, the following milestones are required: <ul style="list-style-type: none"> <li>- <i>Completion of Geotechnical Investigations – April 4</i></li> <li>- <i>Distribution of 50 percent Design – April 11</i></li> <li>- <i>Review of 50 percent Design – April 14 to 25</i></li> <li>- <b>Technical Committee Meeting – approx. April 17</b></li> <li>- <i>50 to 100 percent Design – April 28 to May 9</i></li> <li>- <i>Review of 100 percent Design – May 12 to 23</i></li> <li>- <b>Technical Committee Meeting – approx. May 15</b></li> <li>- <i>Final Comments – May 26 to May 30</i></li> <li>- <i>Completion of Documents for Tender – June 2</i></li> <li>- <i>Tendering Period – June 9 to June 23</i></li> <li>- <i>Tender Review / City Reports – June 26 to July 9</i></li> </ul> </li> <li>• A formal schedule will be forwarded to all parties.</li> <li>• The question was raised whether or not it would be of benefit to look at pre-qualifying of Contractors. CRA indicated that they were considering this option.</li> </ul>	<p data-bbox="1242 1745 1300 1776">CRA</p> <p data-bbox="1242 1787 1300 1818">CRA</p>



<b>Item</b>	<b>Description</b>	<b>Action By</b>
7.0	<u>Review Permit Requirements (Construction Phase)</u> <ul style="list-style-type: none"> <li>• The following permits and /or review approvals will be needed prior to commencement of construction               <ul style="list-style-type: none"> <li>- GRCA</li> <li>- DFO</li> <li>- MOE (Certificate of Approval)</li> <li>- Regional EEAC</li> <li>- Cambridge CEAC</li> <li>- Regional Work Permits, including Road Crossing, Detours and Utility Locates)</li> <li>- MNR (Water Taking Permit – as defined from geotech investigations)</li> <li>- Trail Committee (2<sup>nd</sup> Thursday of the Month)</li> </ul> </li> </ul>	
8.0	<u>Next Meeting</u> <ul style="list-style-type: none"> <li>• Next Technical Advisory Committee meeting has been tentatively set for Thursday April 17<sup>th</sup> at 9am. City of Cambridge Staff will confirm the meeting location.</li> </ul>	City /ALL

Attachments: Sign- In Sheet, Summary of MOE comments

Prepared By: Dwayne Hofstetter / Dale Paynter Date Issued: February 21, 2008

This confirms and records CRA's interpretation of the discussions which occurred and our understanding reached during this meeting. Unless notified in writing within 7 days of the date issued, we will assume that this recorded interpretation or description is complete and accurate.