

Appendix E
MTAC Meeting Notes



MEETING MINUTES

Project: Assignment No. 05 – Highway 34 Structural Replacement
Subject: Municipal Technical Advisory Committee (MTAC) Meeting No. 1
Date and Time: May 24, 2017 – 2:00 pm
Location: 948 Pleasant Corner Road, Vankleek Hill
Our File: 689443

Attendees

James McMahon (JM)	Township of Champlain
Marc Clermont (MC)	United Counties of Prescott and Russell
Tony Collard (TC)	Ontario Provincial Police
Gizelle Cotton (GC)	Ministry of Transportation Ontario
Kevin Ogilvie (KO)	Ministry of Transportation Ontario
Douglas Raby (DR)	CH2M
Tim Dickinson (TD)	CH2M
Tanya Cross (TC)	Dillon
Brendan Petersen (BP)	Dillon

Notes

Item	Discussion	Action By
1.	<p>Project Overview:</p> <p>DR provided a brief project overview summarized as follows:</p> <ul style="list-style-type: none"> • Project is at the initiation stage (1 week) • Purpose of meeting is to advise of project prior to information requests to municipalities and formal EA process • Project entails 2 bridge replacements Hawkesbury Creek and CNR O/H and Highway 34 CR 17 Underpass • Work performed by others includes traffic analysis and the review of multiple bridge replacement alternatives using traditional construction techniques • Current preferred alternative is a 2-lane cross section with minor alignment shift • This assignment includes optimization of the preferred alternative; review of constructability, public consultation, and selection of the final general arrangement to be carried forward into 	

detailed design.

2. Construction and Traffic Staging

- 2.1. DR provided an overview of Construction and Traffic Staging Alternatives Under Consideration:
- Option 1 Base Case: Traditional construction staging, requires change in alignment and 2 years of ongoing construction
 - Option 2 Accelerated Construction Lateral Slide: Construct bridge adjacent to existing bridges and jack/slide the new structure into place

- 2.2. Option 1:
- Would require short duration rolling closures to erect girders (Highway 34)
 - Temporary closure for demolition of existing structure (Highway 34 and CR 17)
 - Otherwise generally maintains existing traffic with reduced lanes

- Option 2:
- Requires approximately a 2 week closure of CR 17
 - Requires 2 short duration (12-24 hour) closures of Highway 34
 - Reduced duration of construction
 - No property impacts, reduces utility impacts

- 2.3. A schematic plan outlining Conceptual Detour Options to be reviewed during this assignment was presented:
1. Sandy Hill Road to Ste. Anne Road
 2. CR34 to Main Street (CR4)
 3. Sandy Hill Road to CR11

It was noted that field investigations to determine suitability of routes to accept detour traffic will be undertaken but has not been completed to date.

CH2M/Dillon

It was noted that the Town of Hawkesbury will be contacted separately and will be invited to MTAC specific to this assignment in June/July.

CH2M

3. Upcoming Municipal Projects: None noted
4. Public Communications, Future Meetings and Presentations.

KO indicated class of EA to be determined but likely a B.
MC noted County Council Committee meets the 2nd
Wednesday of each month.

DR noted that they would target the August or
September meeting to present the preferred alternative.

CH2M – DR

DR Noted additional MTAC to be held late June/ early
July depending on availability and final schedule.

CH2M - DR

5. General Discussion

5.1. Detour alternatives

5.1.1. Detour Alternatives 1 to 3:

MC and JM noted alignment and geometry of Sandy
Hill Road and Ste. Anne Road likely not suitable for
truck traffic and detour.

MC noted CR4 was former highway and
pavement/road base likely more suitable for truck
traffic.

JM noted intersection of McGill and Main Street may
require minor improvements/painting to
accommodate truck traffic.

CH2M/Dillon

DR indicated as part of the study Routes 1 and 3 will be
visually inspected, and would likely be abandoned
from further consideration.

CH2M/Dillon

DR indicated as part of the study the intersection of
McGill and Main street will be reviewed for truck
left hand turn movements.

5.1.2. Additional Detour Alternatives:

TC suggested consideration of additional detour routes
should be considered including Spencer Avenue.

A general discussion was held: Spencer, Tupper and
Cameron may be more suitable for truck
movements.

CH2M to undertake visual assessment and discuss with
the town of Hawkesbury.

CH2M/Dillon

TC noted adjustments to ramp alignments could
reduce detour requirements during highway 34 and
CR 17 detour.

DR noted this has been done on previous contracts
and consideration of ramp modifications to
minimized detour requirements will be considered.

- 5.2. Other General Comments
- 5.2.1. Site lines:
TC noted site lines are suspect and are impacted by existing bridge structure.
DR indicated new bridge to be open abutments. Site lines to be reviewed during detailed design. CH2M
- 5.2.2. Traffic issues at north ramp terminal intersection:

JM noted commercial/retail development along Highway 34 results in significant impacts to traffic. Notably queuing for drive throughs.
MC noted that there is no advanced green Highway 34 south to CR 17 West. However, loops appear present. It was noted that queuing for left hand turn back up over the tracks north of the intersection.

DR indicated queuing and signal timing will be reviewed. CH2M/Dillon
- 5.2.3. MC/JM/TC inquired with respect to adding signalized intersection on south ramp terminal.

DR indicated a review of signal warrants will be discussed with MTO Traffic Section. However, it was his understanding that the current condition did not trigger signal warrants. MTO/CH2M
- 5.2.4. Erosion damage to resident:

MC noted following last renewal (and installation of scour protection at bridge site) resident has complained with respect to erosion and/or flooding of their property. MC noted that resident has been in contact with MTO (up to 10 years ago).

DR to discuss with MTO and MTO to confirm records. MTO/CH2M
- 5.2.5. MC noted that the County has traffic data for CR 17, and 4. CH2M to contact the County to acquire data. CH2M/Dillon
- 5.2.6. Snowmobile trail:
It was noted that a snowmobile trail was present south of CR 17. CH2M to include Snowmobile Association during the consultation process. CH2M

Comments or Corrections

These minutes were prepared by _____ who should be notified of any Comments and/or Corrections.



MEETING MINUTES

Project: Assignment No. 05 – Highway 34 Structural Replacement
Subject: Municipal Technical Advisory Committee (MTAC) Meeting No. 1 (Town of Hawkesbury)
Date and Time: July 24, 2017 – 1:00 pm
Location: Hawkesbury Town Hall
Our File: 689443

Attendees

Marc Vassall	Town of Hawkesbury
Guillaume Boudrias	Town of Hawkesbury
Gizelle Cotton (GC)	Ministry of Transportation Ontario
Douglas Raby (DR)	CH2M
Tim Dickinson (TD)	CH2M

Notes

Item	Discussion	Action By
1.	<p>Project Overview:</p> <p>DR provided a brief project overview summarized as follows:</p> <ul style="list-style-type: none"> • Purpose of meeting is to advise of project prior to information requests to the Town and initiation of formal EA process • A meeting was held in May with Township, County, OPP and EMS staff for a separate project (417/34 improvements) during which basic details of the CR 17 bridge replacement project were introduced • A document was presented providing an overview of the project including: Description of Work, Study Process, Bridge Alternatives and Potential Detour Routes • A Functional Design was previously completed by others which reviewed the need for acceleration/ deceleration lanes on CR 17 across the bridges. The recommendation is to eliminate these lanes reducing the cross-section from 4 to 2 lanes 	

GB noted that it would be preferable to maintain the cross-section on CR17 but acknowledges the rationale for reducing from 4 to 2 lanes

2. **Construction and Traffic Staging**

2.1. DR provided an overview of Construction and Traffic Staging Alternatives Under Consideration:

- Option 1 Base Case: Traditional construction staging, requires change in alignment and 2 years of ongoing construction
- Option 2 Accelerated Construction Lateral Slide: Construct bridge adjacent to existing bridges and jack/slide the new structure into place

2.2. Option 1:

- Would require short duration rolling closures to erect girders (Highway 34)
- Temporary closure for demolition of existing structure (Highway 34 and CR 17)
- Otherwise generally maintains existing traffic with reduced lanes

Option 2:

- Requires approximately a 2 week closure of CR 17
- Requires 2 short duration (~24 hour) closures of Highway 34
- Reduced duration of construction
- No property impacts, reduces utility impacts

2.3. A schematic plan outlining conceptual detour options to be reviewed during this assignment was presented:

1. CR 4 - Tupper
2. CR4 - Cameron
3. CR 4 - Hwy 34 - Spence - Cameron

GB noted that the Town hosts Bike Fest and a car show during the last week of August and First Week of September and it would therefore be preferable to avoid closures/ detours during this period

GB provided the following comments on the proposed routes:

- Route 1 is preferred as Tupper is a truck route
- Route 2 is less preferred as Cameron includes

- several commercial entrances
- Route 3 is least preferred – no trucks permitted on Spence adjacent to the hospital

Discussed the possibility of maintaining access at the CR17/Hwy 34 interchange for local traffic during closures. CH2M to review options **CH2M**

GB noted that the intersection of Main and Cameron is an existing challenge as traffic attempts to turn left from Cameron to Main. This will need to be managed during construction if Main is chosen as the preferred detour route **CH2M**

GB noted existing asphalt conditions on Tuper St. between Aberdeen and Lansdowne are poor.

3. **Upcoming Municipal Projects:**

Hospital Expansion (\$130M); Main/ Cameron improvements; Cecile Bridge

4. **Public Communications, Future Meetings and Presentations**

TD indicated that a follow up MTAC meeting with the Town, County, Township, OPP and EMS will be scheduled in September/October to present the preferred replacement alternative **CH2M**

Public notification and an online PIC will be scheduled in September/October – followed by presentation to Council if required/requested **CH2M**

5. **General Discussion**

Town will be completing traffic counts at all intersections this summer and can provide data once available **Town of Hawkesbury**

GB noted that Main Street W and the north section of Tupper are in poor condition

6. **Next Steps**

MTAC meeting # 2 will be scheduled in September/October to present the preferred alternative **CH2M**

Comments or Corrections

These minutes were prepared by _____ who should be notified of any Comments and/or Corrections.



MEETING MINUTES

Project: Assignment No. 05 – Hawkesbury Bridge Replacements
Subject: Municipal Technical Advisory Committee (MTAC) Meeting No. 2
Date and Time: November 30, 2017 – 10:00 AM
Location: Town of Hawkesbury (Council Chambers – 600 Higginson Street)
Our File: 689443

Attendees

Marc Vassall	Town of Hawkesbury
Guillaume Boudrias	Town of Hawkesbury
Gizelle Cotton (GC)	MTO
Kevin Ogilvie	MTO
Douglas Raby (DR)	CH2M
Tim Dickinson (TD)	CH2M

Notes

Item	Discussion	Action By
1.	Introduction	
2.	Project Overview	
2.1.	General Description of Work <ul style="list-style-type: none"> Replace existing Hawkesbury Creek & CNR Overhead (Site No. 27-50), which spans over Hawkesbury creek and CN rail Replace Highway 34 Overpass at County Rd 17 (Site NO. 27-51), which spans over Highway 34 	
2.2.	Scope of this Assignment <ul style="list-style-type: none"> Preliminary design which includes a site investigation, design replacement bridges, roadway design for CR 17, traffic management, utility circulations, external stakeholder communications, environmental impact assessments, foundations investigation and pavement investigation. 	
2.3.	Future Work <ul style="list-style-type: none"> Project progress is approximately 10% Meeting scheduled with MTO on December 15 to discuss detailed design phase Sewer works in Hawkesbury are planned for the Spring 2018 OGN likely in December 2017 City of Hawkesbury to post OGN and contact list on their city website 	
3.	Public Communications, Future Meetings and Presentations <ul style="list-style-type: none"> Business stakeholders to be consulted 	
3.1.	Online PIC <ul style="list-style-type: none"> Online PIC expected to be posted in approximately 6± weeks (January 2018) 	

- Website will be available in both official languages (English and French)
- 3.2. Council Presentations
- Council presentations to occur after Online PIC
 - Town of Hawkesbury requires a council presentation (for **approval** purposes)
 - Champlain Township requires a council presentation (for **information** purposes)
 - To be determined if the Town requires a council presentation
4. Preliminary Design
- 4.1. Preliminary Bridge General Arrangement Drawings
- Comments provided on preliminary draft general arrangement drawings for the bridges
- 4.2. New Construction
- Ramp options A and B (posted and design speed limit 80 kph)
 - MTAC did not express major concerns
 - The current posted speed limit is 90 kph
 - Propose to permanently reduce the posted speed limit to 80 kph. No objections noted.
 - No concerns expressed with regards to capacity for either of the ramp options presented.
 - Truck turning movements north/south may be challenging with Option A.
 - Town would endorse a permanent posted speed limit reduction to 80 kph on County Road 17 through this section
 - OPP would like a posted speed limit reduction along CR 17 through this section
 - Town can accomplish this through a by-law.
 - It should be done well in advance of construction commencement
 - Current posted speed limit along Hwy 34 can remain at 60 kph
- 4.3. Staging and Detours
- Existing traffic issues were identified throughout Hawkesbury
 - Town of Hawkesbury suggests coordinating detour route(s), traffic management and long-term permits with MTO
 - A detour notification at the interprovincial bridge is recommended
 - Need PUMS data in advance of road closure and detour routes.
 - May need data for other side as well
 - Will require a wide net.
5. Project Schedule
- 5.1. EA and Design
- OGN/Online PIC for January 2018
- 5.2. Construction
- Tender is estimated to occur in late summer/early fall 2018

6.
 - Construction is estimated to start in Fall 2019General Discussions
 - Nothing to note.

Comments or Corrections

These minutes were prepared by Stefani Normand who should be notified of any Comments and/or Corrections.

MEETING MINUTES

Project:	Assignment No. 14 – Hawkesbury Bridge Replacements GWP 4203-15-00
Subject:	Municipal Technical Advisory Committee Meeting No. 3
Date and Time:	September 20, 2018 – 10:00am
Location:	Hawkesbury Town Hall, 600 Higginson Street, Hawkesbury
Our File:	689443
Call-in Number:	+1 (647) 749-1074
Conference ID	11422503

Attendees

Guillaume Boudrias (GB)	Town of Hawkesbury
Marc Clermont (MC)	County of Prescott & Russell
James McMahon (JM)	Township of Champlain
Jocelyn Sauve (JS)	OPP
Gizelle Cotton (GC)	MTO Project Manager
David Brake (DB)	MTO Traffic
John Hanna (JH)	MTO Environmental
Doug Green (DG)	Dillon
Tanya Cross (TC)	Dillon
Brenden Peterson (BP)	Dillon
Tim Dickinson (TD)	Jacobs/CH2M
Doug Raby (DR)	Jacobs/CH2M
Brad Hewson (BH)	Jacobs/CH2M
Stef Normand (SN)	Jacobs/CH2M
Matt McFadden (MRM)	Jacobs/CH2M

Regrets

Louis Rathier	Township of Prescott & Russell EMS
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Notes

Item	Discussion	Action By
1.	Introductions	
2.	General Project Overview	
3.	Public Communications and Presentations	
3.1	Public Comments Received and Responses	
	<ul style="list-style-type: none"> Comments received from the public during the consultation period were responded to. The online PIC web page is going to be modified with updated information related to traffic impacts along the proposed detour route. A second round of letters will be distributed to residents in 	Jacobs/CH2M

- | | | |
|-------|--|-----------------------|
| | Hawkesbury and L'Orignal to notify them that updated information is available on the PIC web page. | Jacobs/CH2M |
| | <ul style="list-style-type: none"> Select residents and businesses near the project site, as well as the hospital, will be sent registered mail. | |
| 3.2 | Status of TESR | |
| | <ul style="list-style-type: none"> TESR will be finalized once the second round of public consultation is completed. | Jacobs/CH2M |
| 3.3 | Noise By-law Exemption Application | |
| | <ul style="list-style-type: none"> Champlain will present the NBL exemption application to their Public Works Committee The County of Prescott & Russell does not need a presentation | Township of Champlain |
| 3.4 | Traffic Detour Plan for Council Approval | |
| | <ul style="list-style-type: none"> Jacobs presented the proposed detour route map. Discussed in further detail later in the meeting. | |
| 3.5 | Town of Hawkesbury Council Info Presentation December 10th | |
| | <ul style="list-style-type: none"> Tentative date. GB will notify MTO, Jacobs/CH2M and Dillon if the date changes. | Town of Hawkesbury |
| 4.0 | Detailed Design Progress Update | |
| 4.1 | Bridge configuration | |
| | <ul style="list-style-type: none"> Existing Hawkesbury Creek & CNR Overhead (Site No. 27-50) is being replaced by a 2-span, slab-on-girder type bridge. Existing Highway 34 Overpass at County Road 17 (Site No. 27-51) being replaced by a single-span, slab-on-girder type bridge. The new span length is greater than the existing, which will improve sight lines. | |
| 4.2 | Traffic Management Plan | |
| 4.2.1 | Detour Route | |
| | <ul style="list-style-type: none"> Multiple intersection modifications were presented along the detour route. All modifications presented will be required to provide adequate detour operation. A detailed breakdown of the modifications will be sent out to all attendees. A condensed summary of the modifications includes: <ul style="list-style-type: none"> McGill and Main intersection <ul style="list-style-type: none"> upgrade electrical equipment extend NB and EB left turn storage Modify WB approach to provide a right turn lane William and Main intersection <ul style="list-style-type: none"> Bag traffic signals and install a stop sign for William NB vehicles John and Main intersection <ul style="list-style-type: none"> Provide temporary detectors Modify traffic signal phasing Modify pavement markings to adjust lane arrangement of WB approach Cameron and Main | |

- Provide temporary traffic signals
 - Tupper and Main
 - Provide temporary traffic signals
 - A number of the intersection modifications listed above will require additional review and design work. MTO and the Town of Hawkesbury to discuss who will be responsible for undertaking the work. Once responsibilities have been confirmed, MTO to notify Jacobs/CH2M and Dillon so that design work can be coordinated as required. Town of Hawkesbury / MTO
 - The Town of Hawkesbury noted that there are plans in place for modifications to Main Street and intersections along Main Street. Construction is tentatively planned for the 2019 season. GB to provide drawings to MTO, Jacobs/CH2M and Dillon once available for consideration in the detour. Town of Hawkesbury
 - Tractor trailer turning movements at the intersections along the detour route to be reviewed. Specifically, the EB right turn at McGill and Main Street and the WB left and right turns at the temporary County Road 17 and Highway 34 detoured intersection. Jacobs/ CH2M
 - Additional signage will be required to direct wide or long loads through, or away from, the detour. OPP assistance may be required. To be reviewed during detail design. Jacobs/CH2M
 - The Hawkesbury car festival, during the last weekend of August, and motorcycle festival, during the first weekend of September, will shut down main street. It is agreed that the detour route will not be in effect during these events Town of Hawkesbury
 - There is one additional street festival on Main Street during the early summer. GB to provide exact dates to coordinate the construction schedule.
 - There is a proposed gas station being built in the next year at the intersection of CR 4 and CR 24. Need to determine if there are any road closures associated with this that may impact the project. Township of Champlain to provide any available details. Township of Champlain
 - JM to provide a contact for the developer for coordination purposes to include in the circulation of PIC material Township of Champlain
- 4.2.3 Traffic Staging Jacobs/CH2M
- Ensure the temporary ramps on HWY 34 are wide enough to accommodate a pull over shoulder for emergency vehicles to get through.
- 4.2.4 Quebec Truck Traffic Jacobs/CH2M
- It was noted that wide loads have been travelling from Quebec without permits. OPP shall be notified so they can discipline truck drivers operating without proper permits/documentation.
 - Advanced notification signage on Ontario side of the bridge may Jacobs/CH2M and

	require a stop warning for wide loads and detailing the width and length restrictions. To be reviewed during detail design.	MTO
	<ul style="list-style-type: none"> • Coordinate with MTQ to determine if it is possible to put signs on HWY 58 and HWY 50 to deter wide/long loads from crossing over the bridge while the detour is in operation. • Contractor to include this in the risk management plan 	Jacobs/CH2M and MTO
4.2.5	Advanced Notification Signage	
	<ul style="list-style-type: none"> • Shift Advanced Notification Signage on John Street up to the island • CR17 needs additional signage further east and west to give early notification 	Jacobs/CH2M
4.2.6	Highway 34 Short Duration Closures	
	<ul style="list-style-type: none"> • Short duration closures of Highway 34 will be required to facilitate falsework installation, girder erection, etc. There are currently two options under review for short duration closures of Highway 34. The options are as follows: <ul style="list-style-type: none"> ○ The first option would be to close Highway 34 for a maximum of 15 minutes per hour during off peak hours (likely at night) ○ The second option would be to direct Highway 34 vehicles to the temporary ramps and bypass the Highway 34 closure. The ramps would intersect County Road 17 at an all-way stop. This would likely require police point duty and advanced notification to properly inform and control traffic on County Road 17. This closure would likely be 4-8 hours in duration, and would occur during off-peak hours (likely on a weekend) 	
4.2.7	County Road 17 permanent Posted Speed Reduction (90km/h to 80km/h)	
	<ul style="list-style-type: none"> • It was noted that previous discussions with the County and OPP concluded a permanent speed reduction on County Road 17 should be implemented (west of CR4 the speed is posted at 80km/h, and just west of Cameron Street the posted speed is 70km/h). A posted speed of 80km/h would allow for a temporary posted speed reduction to 60km/h during construction. Jacobs/CH2M to send an email to the County regarding the speed reductions on County Road 17 (both permanent to 80km/h and temporary to 60km/h) • County of Prescott & Russell will pass a temporary By-law for the temporary speed reduction on CR 17 to 60 km/h during construction 	Jacobs/CH2M County of Prescott & Russell
5.0	Highway Engineering	
5.1	Curb Removal and Shoulder Construction with County ROW	
	<ul style="list-style-type: none"> • Jacobs/CH2M received verbal consent to work outside of the MTO ROW from MC at the County for curb and gutter removal on CR 17 • MC to provide written consent to confirm permission granted. 	County of Prescott

- & Russell
Jacobs/CH2M
- Jacobs/CH2M to provide JM with a laydown area plan
- 5.2 Superelevation on County Road 17 west of Hawkesbury Creek
- Jacobs/CH2M notified the County that the existing superelevation on the County Road 17 horizontal curve (R= 850m +/-) just west of the project is approximately 3% whereas the MTO and TAC guideline specifies 4%.
- 5.3 Roadside ditches on County Road 17 west of Hawkesbury Creek
- Jacobs/CH2M notified the County that survey shows existing ditches steeper than 3:1 located within the clear zone, which is considered to be a hazard. The western extent of the hazard is unknown as the survey ended at approximately station 23+050.
6. Composite Utility Plan
- Bell is looking to put a new fiber station at the corner of sandy hill road and HWY 34. Coordinate with Bell to ensure no conflict with the proposed works. Additional utility investigation may be required.
- Jacobs/CH2M
7. Schedule
- Aiming for construction to start in mid-to-late 2019 and completion in 2020.
 - Schedule risks include CN coordination, possible utility relocations (hydro pole, gas main).
8. General Discussion
- Concern over impacts to the municipal drain in Hawkesbury Creek. No changes to the alignment or cross-section of Hawkesbury Creek are planned. Scour protection will be installed adjacent to the new Hawkesbury Creek & CNR Overhead pier but this is not expected to change the hydrology of Hawkesbury Creek.
 - Town of Hawkesbury and the MTO to coordinate timing and cost of road network improvements (major reconstruction of Cameron street to Main in 2019 and signalization at Cameron Street) in Hawkesbury.
 - Maintenance of the sidewalk under HWY 34 needs to be addressed if it is to be reinstated. Jacobs will review and provide a formal response concerning this issue regarding the reinstatement of the sidewalk.
 - JS has requested we invite the County of Prescott & Russell OPP supervisors (Eric Lorocque) if there are any future meetings regarding the project.
- Town of
Hawkesbury/MTO

Jacobs/CH2M

Comments or Corrections

These minutes were prepared by Stefani Normand, of Jacobs/CH2M, who should be notified of any Comments and/or Corrections.