Appendix A

Consultation
THE STUDY

The Town of Whitby has initiated a Class Environmental Assessment (Class EA) Study to identify a preferred solution and preliminary design for the new Coronation Road/CP Rail Crossing (see Figure 1).

STUDY BACKGROUND

A key consideration of the Highway 407 East Environmental Assessment (EA) was the realignment of Coronation Road to accommodate the West Durham Link (WDL). The Highway 407 East EA has concluded that Coronation Road would be realigned to the west from north of Dundas Street to Taunton Road and that a future study be undertaken to review the need for a grade separated crossing at the CP rail.

THE PROCESS

This study is being carried out in accordance with the planning and design process for a Schedule ‘B’ project as outlined in the Municipal Engineers Association “Municipal Class Environmental Assessment,” (October 2000, as amended in 2011), which is approved under the Ontario Environmental Assessment Act. A higher level of consultation will be undertaken to ensure that all concerns and potential impacts are addressed.

PUBLIC CONSULTATION

Consultation is a key element of the Class EA process and input will be sought from interested stakeholders, including regulatory agencies, interested members of the public and property owners throughout the study. Two Public Information Centres (PICs) will be held to provide project updates and to seek input on the presented material. Information related to the dates and times of these PICs will be issued to those on the project contact list, as well as posted on the Town’s website www.whitby.ca.

At the conclusion of the study, the process followed will be documented in a Project File Report (PFR) and will be made available for stakeholder input and comment. If you require further information, would like to be added to the project contact list, or have comments related to the study, please contact one of the project managers noted below:

Gene Chartier, P. Eng.,
Senior Project Manager
Hatch Mott MacDonald
15 Allstate Parkway, Suite 300
Markham, ON L3R 5B4
Tel.: 905-940-5827
Email: Gene.Chartier@hatchmott.com

Horace Look, P.Eng.,
Project Engineer
Town of Whitby
575 Rossland Road East
Whitby, ON L1N 2M8
Tel.: 905-430-4307, Ext. 2336
Fax: 905-686-7005
Email: lookh@whitby.ca

Personal information is collected under the authority of Section 11 of the Municipal Act, SO 2001 and will be used for information purposes only for this project. Questions regarding the collection and use of personal information should be directed to the Town of Whitby Freedom of Information and Protection of Privacy Office, Telephone (905)430-4300.

This Notice first issued on November 27, 2013.
November 28, 2013

Re: New Coronation Road/CP Rail Crossing
Notice of Study Commencement Class Environmental Assessment

Dear Sir/Madam:

The Town of Whitby, through their consultant Hatch Mott MacDonald (HMM), has initiated the New Coronation Road/CP Rail Crossing Study. The project is following the Municipal Class Environmental Assessment (Class EA) process (as amended, 2011) to evaluate alternative solutions for the new Coronation Road CP Rail Crossing. The project is being undertaken as a Schedule ‘B’ Municipal Class EA, with a higher level of consultation to ensure that all concerns and potential impacts are addressed.

The Notice of Study Commencement was posted in the local newspapers during the week of November 27, 2013 and is attached for your reference.

Two-way communication with the public and other stakeholders will be a top priority throughout the study. The purpose of this letter is to advise you of the commencement of this study and to solicit your input early in the study process.

Please respond to this letter/email with the following information:

- Any changes to your contact information; and
- Additional comments or feedback pertaining to the study that should be considered as we move forward with this project.

Should you have any questions or concerns, please contact the undersigned. We look forward to working with you on this study,

Yours truly,

Melissa Alexander, MCIP, RPP
Environmental Planner
Hatch Mott MacDonald
Melissa.Alexander@hatchmott.com
Tel. 519-489-4109

Attachment. Notice of Study Commencement

Copy to: H. Look – Town of Whitby
G. Chartier – Hatch Mott MacDonald
November 28, 2013

Re: New Coronation Road/CP Rail Crossing
Notice of Study Commencement Class Environmental Assessment

Dear Sir/Madam:

The Town of Whitby, through their consultant Hatch Mott MacDonald (HMM), has initiated the New Coronation Road/CP Rail Crossing Study. The project is following the Municipal Class Environmental Assessment (Class EA) process (as amended, 2011) to evaluate alternative solutions for the new Coronation Road CP Rail Crossing. The project is being undertaken as a Schedule 'B' Municipal Class EA, with a higher level of consultation to ensure that all concerns and potential impacts are addressed.

The Notice of Study Commencement was posted in the local newspapers during the week of November 27, 2013 and is attached for your reference.

Two-way communication with the public and other stakeholders will be a top priority throughout the study. The purpose of this letter is to advise you of the commencement of this study, to ensure that the appropriate First Nation communities were contacted as part of Study Commencement, and to solicit input or comments early in the study process. Based on previous work in the study area, we anticipate that the following First Nations may have an interest in this study:

- Alderville First Nation
- Assembly of First Nations
- Chiefs of Ontario
- Chippewas of Georgina Island
- Curve Lake First Nation
- Hiawatha First Nation
- Kawartha Nishnawbe First Nation
- Mississauga of Scugog Island First Nation
- Metis Nation of Ontario

Should you have any questions or concerns, please contact the undersigned. We look forward to working with you on this study,

Yours truly,

Melissa Alexander, MCIP, RPP
Environmental Planner
Hatch Mott MacDonald
Melissa.Alexander@hatchmott.com
Tel. 519-489-4109

Attachment. Notice of Study Commencement

Copy to: H. Look – Town of Whitby
G. Chartier – Hatch Mott MacDonald
Town of Whitby

Notice of Public Information Centre No. 1

Municipal Class Environmental Assessment and Preliminary Design Study

CP Rail Crossing at New Coronation Road

The Study

The Town of Whitby has initiated a Class Environmental Assessment (Class EA) Study to identify a preferred solution and preliminary design for the CP Rail Crossing at the New Coronation Road (see figure below).

![Site Location and Study Area](image)

**Figure 1 - Site Location and Study Area**

Background

A key consideration of the Highway 407 East Environmental Assessment (EA) was the realignment of Coronation Road to accommodate the West Durham Link. The Highway 407 East EA has concluded that Coronation Road would be realigned to the west from north of Dundas Street to Taunton Road and that a future study be undertaken to review the need for a grade separated crossing at the CP rail.
The Process

This study is being carried out in accordance with the planning and design process for a Schedule ‘B’ project as outlined in the Municipal Engineers Association “Municipal Class Environmental Assessment,” (October 2000, as amended in 2011), which is approved under the Ontario Environmental Assessment Act. A higher level of consultation will be undertaken to ensure that all concerns and potential impacts are addressed.

Public Consultation • Public Information Centre (PIC)

Public consultation is a key component of this study. The project team will meet with the public to obtain public input, present the project details, review study findings, and address public comments and concerns.

The first Public Information Centre (PIC) is scheduled as follows:

Date: Wednesday, January 29, 2014
Time: 6:00-8:00pm
Location: Town of Whitby Municipal Building, 575 Rossland Road East, Whitby

This PIC is intended to introduce the study and to obtain public input. All interested citizens are invited to attend this PIC to share their ideas and concerns on this project. If you cannot attend this PIC but wish to provide comments, please send your comments to either one of the following project team members:

Gene Chartier, P.Eng.
Consultant Project Manager • Hatch Mott MacDonald Ltd.
15 Allstate Parkway, Suite 300, Markham, Ontario   L3R 5B4
Tel: 905.940.5827
Fax: 905.940.5848
Email: gene.chartier@hatchmott.com

Horace Look, P.Eng.
Project Engineer • Town of Whitby
575 Rossland Road East, Whitby, Ontario   L1N 2M8
Tel: 905.430.4307
Fax: 905.686.7005
E-mail: lookh@whitby.ca

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Town of Whitby

Notice of Public Information Centre No. 2

Municipal Class Environmental Assessment and Preliminary Design Study

CP Rail Crossing at New Coronation Road

The Study

The Town of Whitby has initiated a Class Environmental Assessment (Class EA) Study to identify a preferred solution and preliminary design for the CP Rail Crossing at the New Coronation Road (see figure below).

Figure 1 - Site Location and Study Area

Background

A key consideration of the Highway 407 East Environmental Assessment (EA) was the realignment of Coronation Road to accommodate the West Durham Link. The Highway 407 East EA concluded that Coronation Road would be realigned to the west from north of Dundas Street to Taunton Road and that a future study be undertaken to review the need for a grade separated crossing at the CP rail.
The Process

This study is being carried out in accordance with the planning and design process for a Schedule ‘B’ project as outlined in the Municipal Engineers Association “Municipal Class Environmental Assessment,” (October 2000, as amended in 2011), which is approved under the Ontario Environmental Assessment Act. A higher level of consultation will be undertaken to ensure that all concerns and potential impacts are addressed.

Public Consultation • Public Information Centre (PIC)

Public consultation is a key component of this study. A Public Information Centre (PIC) No. 2 is scheduled as follows:

Date: Thursday, May 29, 2014
Time: 6:00-8:00pm
Location: Town of Whitby Municipal Building, 575 Rossland Road East, Whitby

This PIC is intended to present the three alternative solutions (i.e., at-grade, overpass and underpass) considered by the study team. The evaluation criteria and the preliminary recommended solution will also be presented to obtain public input. All interested citizens are invited to attend this PIC to share their ideas regarding this study. If you cannot attend the PIC but wish to provide comments, please send your comments to either one of the following project team members:

Gene Chartier, P.Eng.
Consultant Project Manager • Hatch Mott MacDonald Ltd.
15 Allstate Parkway, Suite 300, Markham, Ontario L3R 5B4
Tel: 905.940.5827
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E-mail: lookh@whitby.ca

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<table>
<thead>
<tr>
<th>Agency</th>
<th>Title</th>
<th>Position</th>
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<th>Address</th>
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<th>Province</th>
<th>PostalCode</th>
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<tbody>
<tr>
<td>FN</td>
<td>Sheri Taylor</td>
<td>Community Consultation Worker</td>
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<td>Sutton West</td>
<td>ON</td>
<td>L0E 1R0</td>
<td>705-437-1337</td>
<td><a href="mailto:sheri.taylor@georginaisland.com">sheri.taylor@georginaisland.com</a></td>
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<tr>
<td>FN</td>
<td>Chief Phyllis Williams</td>
<td>Curve Lake First Nation</td>
<td>20 Wescottite Road</td>
<td>Curve Lake</td>
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<td></td>
<td><a href="mailto:chief@curvelakefn.com">chief@curvelakefn.com</a>; <a href="mailto:executivesecretary@curvelakefn.com">executivesecretary@curvelakefn.com</a></td>
</tr>
<tr>
<td>FN</td>
<td>Council Chair Greg Cowie</td>
<td>Hiawatha First Nation</td>
<td>123 Paudash St, R.R. #2</td>
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<tr>
<td>FN</td>
<td>Chief Kris Nahrgang</td>
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<td>P.O. Box 1432</td>
<td>Lakefield</td>
<td>ON</td>
<td>K0L 2H0</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>FN</td>
<td>Mr. Bob Waldon</td>
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<td>Metis Nation of Ontario</td>
<td>500 Old St. Patrick Street, Unit D</td>
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<td>ON</td>
<td>K1N 9G4</td>
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<tr>
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<td>Assistant Manager</td>
<td>Mississaugas of Scugog Island First Nation</td>
<td>R.R. #5, 22521 Island Road</td>
<td>Port Perry</td>
<td>ON</td>
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<td>905-985-3337</td>
<td><a href="mailto:jkozlinsky@scugogfirstnation.com">jkozlinsky@scugogfirstnation.com</a>; <a href="mailto:tgauthier@scugogfirstnation.com">tgauthier@scugogfirstnation.com</a></td>
</tr>
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<td>FN</td>
<td>Mr. Randy</td>
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<td>Mississaugas of Scugog Island First Nation</td>
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</tr>
</tbody>
</table>
Welcome to Public Information Centre No. 1 for the CP Rail Crossing at New Coronation Road

Municipal Class Environmental Assessment Study (Schedule B)

Date: Wednesday January 29, 2014
Time: 6:00 pm to 8:00 pm

Please sign in to receive updates on the study. Please provide us with your comments by completing a Comment Sheet and placing it in the box or forwarding it to the Project Team by February 14th, 2014.

Study Background

A key component of the Highway 407 East Environmental Assessment (EA) was the realignment of Coronation Road as part of the West Durham Link (WDL). The 407 East EA established the need, justification and a new alignment for Coronation Road from north of Dundas Street to Taunton Road. It also recommended that a future study be undertaken to review the need for a grade separated crossing at the Canadian Pacific (CP) Rail line.

The Town of Whitby has initiated this Municipal Class Environmental Assessment (EA) Study to identify a preferred solution and preliminary design for the CP Rail crossing at new Coronation Road.
As currently planned, new Coronation Road will be a north-south arterial road with a skewed crossing of the CP Rail line. Given anticipated traffic volumes and the angle of the crossing, an at-grade rail-road crossing is expected to pose safety concerns to both road and railway users. An at-grade crossing may also cause excessive delay to traffic on the road system.

An opportunity exists to identify a solution that can accommodate future traffic demand and improve the safety and operation of the proposed crossing for both road and railway users, while minimizing impacts on the natural, social and cultural environments.
Municipal Class EA Process

This study is being undertaken as a Schedule ‘B’ project in accordance with the Municipal Class EA process (October 2000, as amended in 2011).

We are here

Phase 1
- Identify Problems and Opportunities
- PIC No. 1

Phase 2
- Identify and Evaluate Alternative Solutions
- Identify Preferred Solution
- Document Study in Project File Report
- PIC No. 2

Phase 3
- Identify and Evaluate Alternative Designs for Preferred Solution
- Not Required for Schedule ‘B’ Projects

Phase 4
- Project Documentation (Environmental Study Report)

Phase 5
- Project Implementation (Construction)

Background Studies

West Whitby Secondary Plan (WWSP) (2010)
- Undertaken to develop appropriate land use policies and designations in Town Official Plan for the West Whitby area
- Full build-out will consist of:
  - 2,868 units of low density residential
  - 4,567 units of medium density residential
  - 725 units of high density residential (apartments)
  - 7 elementary schools
  - 1 secondary school
  - 39,188 ft² of Gross Floor Area of mixed-use commercial
  - 4,630 employees in prestige employment area
- Identified future realignment of Coronation Road

Town of Whitby Transportation Master Plan (2010)
- Identified future realignment of Coronation Road

Town of Whitby Cycling and Leisure Trails Plan (2010)
- Identified a multi-use path for Coronation Road in the Core/Priority Network
Schedule ‘V’ West Whitby Secondary Plan (WWSP) (Amendment No. 91 of the Town of Whitby Official Plan)

New Development

Study area includes proposed developments to both the northeast and southeast of the crossing.
Traffic Safety & Operation

This study will assess the following items pertaining to rail/road safety:
- Exposure Index (annual average daily number of trains multiplied by annual average daily road traffic volume)
  - Index in excess of 200,000 is typical threshold to consider grade-separation
- CP Rail initiatives to eliminate level crossings
- Transport Canada’s Grade Crossing Closure Program (on-going)
- High train and/or road traffic speeds
- Severely restricted sightlines and motorist distraction due to angled approach
- Multiple track crossings
- History of collisions

Impacts of the crossing on road network operation will also be assessed.

Existing Conditions

Natural Environment

Much of the study area consists of agricultural fields. A large forest block is centrally located in the study area, comprising a mix of old deciduous swamp, deciduous forest, mixed forest, plantation, and cultural woodland.
Existing Conditions

Natural Environment

Terrestrial

Flora

– Majority of species are common and secure in Ontario, with exception of:
  • Black Walnut (*Juglans nigra*) and Black Maple (*Acer nigrum*), ranked as apparently secure in Ontario

Wildlife

– 2013 observations included Mink and Eastern Cottontail
– 30 breeding bird species were recorded in study area:
  • Majority generally common in Ontario and typical of woodland and forest habitats
  • Brown Creeper noted in forest/swamp north and south of railway line (sensitive bird)
  • Eastern Wood Pewee, a species listed as Special Concern federally by the Committee on the Status of Endangered Wildlife in Canada (COSEWIC), recorded in both forest/swamp blocks north and south of the railway line

Aquatic Environment

– The study area is situated in the Lynde Creek Watershed and straddles the Lynde Main and Kinsale subwatersheds (CLOCA, 2008). Two tributaries traverse the study area flowing southerly:
  • Tributary A – Lynde Main Subwatershed is a small permanent tributary, classified as cool-warm water, with some groundwater discharge areas south of the study area at Rossland Road
  • Tributary B – Kinsale Subwatershed is a permanent watercourse that originates north of the study area, classified as cold-water upstream of the study area becoming coolwater downstream of the study area

Fish Community

– Lynde Creek and its tributaries support a mix of warm and cold water fish species including migratory salmonids from Lake Ontario
– Common fish species observed in the Lynde Creek system include Rainbow Trout, Brook Trout, White Sucker, Smallmouth Bass, Largemouth Bass and Yellow Perch
– Province-wide endangered Redside Dace has been recorded in Lynde Creek (MTO, 2009)
Existing Conditions

Socio-Economic and Cultural Environments

Socio-Economic Environment

- Mainly agricultural fields with future residential and commercial developments to the north-east of the crossing location
- MTO-owned property to the south-west adjacent to the WDL

Cultural (Archaeology and Built Heritage) Environment

- Six (6) cultural heritage resources located within or adjacent to the study area including:
  - Built Heritage Resources: 1 Historic Barn and 1 Historic Culvert
  - Cultural Heritage Landscapes: 1 Railscape and 3 Historic Treelines
- Twenty (20) archaeological sites registered within 1 km of the study area
- A Stage 2 Archaeological Assessment is required both north and south of the rail line

Technical Considerations

Drainage and Stormwater Management

- Study area is located within the floodplains of the Kinsale Branch (to the west) and the L6 Tributary (to the east) of Lynde Creek
- Flows from the two branches are constrained at the CP Railway embankments due to undersized culverts, and spill over due to backwater conditions, flowing eastward
- Elevated profile of new Coronation Road will effectively split the combined floodplain of the Kinsale Branch and the L6 tributary
- Drainage works to reduce flooding and increase recoverable developable lands north of the CP Railway are recommended in other studies

Noise

- The base condition (with at-grade crossing) will reduce the speed of traffic on the road and noise impact
- Secondary noises (i.e., rail crossing bells, whistling, vehicle acceleration from a stop and noise from travel across the tracks) will be considered during the evaluation of alternatives
**Alternative Solutions**

The following are alternative solutions to the Problem and Opportunity Statement. In Phase 2 of the study, these alternatives will be evaluated against the “Do Nothing”, which is a baseline condition as outlined in the Class EA process:

1) Do Nothing (at-grade crossing)
2) Overpass (road over rail)
3) Underpass (rail over road)

**Evaluation Criteria**

The Alternative Solutions will be evaluated based on their ability to address the Problem and Opportunity Statement, as well as their potential impact on the criteria listed below:

<table>
<thead>
<tr>
<th>Category</th>
<th>Criteria</th>
</tr>
</thead>
</table>
| Natural Environment           | • Impact on natural heritage policies  
• Aquatic resources, vegetation and flora (impact to endangered species and environmentally sensitive areas)  
• Geotechnical impacts        |
| Socio-Economic Environment    | • Compliance with Town’s Official Plan and West Whitby Secondary Plan  
• Air quality and noise impacts  
• Impacts on residential and business land uses (existing and future)  
• Impact on recreational facilities and aesthetics |
| Cultural Environment          | • Archaeological impacts  
• Cultural and built heritage impacts                                                                 |
| Transportation and Technical  | • Roadway safety  
• Accommodation of pedestrians and cyclists  
• Traffic operations  
• Corridor efficiency and level of service  
• Roadway connectivity/system connectivity |
| Engineering                   | • Property impacts/requirements  
• Utility relocation  
• Construction costs  
• CP Rail implications  
• Accommodation of future municipal services  
• Drainage and stormwater management |
Next Steps

The next steps in the study process are as follows:

- Receive comments from the public and other stakeholders regarding the existing conditions and alternative solutions
- Complete studies of existing and future conditions, evaluate alternatives and identify a preliminary preferred solution, to be presented at PIC #2
- Confirm the preferred solution
- Document the process followed in a Project File Report, and make available for 30-calendar days for public review

Please complete a Comment Sheet and place it in the comment sheet box or forward to one of the project team members by February 14, 2014:

Mr. Gene Chartier, P.Eng.,
Senior Project Manager
Hatch Mott MacDonald
15 Allstate Parkway, Suite 300
Markham, ON L3R 5B4
Tel.: 905-840-5827
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Mr. Horace Lock, P.Eng.,
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Town of Whitby
575 Rossland Road East
Whitby, ON L1N 2M8
Tel.: 905-430-4307, Ext. 2336
Fax: 905-686-7005
lookh@whitby.ca

THANK YOU!

Information will be collected in accordance with the Freedom of Information and Protection of Privacy Act. With the exception of personal information, all comments will become part of the public record.
Welcome to Public Information Centre No. 2 for the CP Rail Crossing at New Coronation Road

Municipal Class Environmental Assessment Study (Schedule B)

Date: Thursday May 29th
Time: 6:00 pm to 8:00 pm

Please sign in to receive updates on the study. Please provide us with your comments by completing a Comment Sheet and placing it in the box or forwarding it to the Project Team by June 13th, 2014.

Study Background

The Town of Whitby has initiated this Municipal Class Environmental Assessment (EA) Study to identify a preferred solution and preliminary design for the Canadian Pacific (CP) Rail crossing at new Coronation Road.

A key consideration of the Highway 407 East Environmental Assessment (EA) was the realignment of Coronation Road to accommodate the West Durham Link (WDL). The Highway 407 East EA concluded that Coronation Road should be realigned to the west from north of Dundas Street to Taunton Road and that a future study be undertaken to review the need for a grade separated crossing at the CP Rail line.
Study Background

As currently planned, new Coronation Road will be a two-lane north-south arterial road, with a skewed at-grade crossing of the CP Rail line. This study considers that Coronation Road may be widened to four lanes. The need and justification for widening the road to four lanes would be subject to a separate EA.

The 407 East Individual EA established the need, justification and alignment for new Coronation Road. This study does not address those matters.
Problem and Opportunity

An at-grade rail-road crossing at new Coronation Road will pose a safety concern to both road and railway users. There exists an opportunity to identify a solution that can accommodate future traffic demand and improve the safety and traffic operation of the proposed crossing, which considers the natural, social, cultural and technical environments.

Municipal Class EA Process

This study is being undertaken as a Schedule ‘B’ project in accordance with the Municipal Class EA process (October 2000, as amended in 2011).

- **Phase 1**: Identify Problems and Opportunities
- **Phase 2**: Identify and Evaluate Alternative Solutions
  - Identify Preferred Solution
  - Document Study in Project File Report
- **Phase 3**: Identify and Evaluate Alternative Designs for Preferred Solution
- **Phase 4**: Project Documentation (Environmental Study Report)
- **Phase 5**: Project Implementation (Construction)

We are here

PIC No. 1

PIC No. 2

Not Required for Schedule ‘B’ Projects
Public Information Centre #1 - Summary

Agencies, stakeholders and the public were invited to attend Public Information Centre (PIC) #1 on January 29th, 2014. The PIC introduced the study, explained the Problem and Opportunity, and presented three alternative solutions:

- ‘Do Nothing’ (at-grade crossing)
- ‘Overpass’ (road over rail)
- ‘Underpass’ (road under rail)

No comments were received.

Existing Conditions

Natural Environment

Much of the study area consists of agricultural fields. A large forest block is centrally located in the study area, comprising a mix of old deciduous swamp, deciduous forest, mixed forest, plantation, and cultural woodland.
Existing Conditions

Built Heritage

A total of three (3) cultural heritage resources may be impacted by the proposed undertaking including the CP Rail culvert, CP Rail alignment and mature trees along the west side of new Coronation Road.

Existing Conditions

Archaeology

Most of the study area has been previously assessed and did not identify any significant archaeological resources. However, areas to the north and south of the railway corridor require a Stage 2 Archaeological Assessment, which will be completed during detail design, at the conclusion of this Environmental Assessment.
Alternative Solutions

Two (2) grade separation alternatives were identified for the new Coronation Road crossing of the CP Rail corridor. The alternatives are evaluated against “do nothing”, which is a baseline condition as outlined in the Class EA process. The alternatives include:

1) Do Nothing (at-grade crossing)
2) Overpass (road over rail)
3) Underpass (rail over road)
**Design Cross-Sections**

Alternative 3 – Rail Over Road

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**Evaluation Criteria**

The alternative solutions were evaluated based on their ability to address the Problem and Opportunity statement, as well as their potential impact on the criteria listed below:

<table>
<thead>
<tr>
<th>Category</th>
<th>Criteria</th>
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<tbody>
<tr>
<td>Natural Environment</td>
<td>Impact on natural heritage policies, Aquatic resources, vegetation and flora, wildlife, Species at Risk, Environmentally Sensitive Areas</td>
</tr>
<tr>
<td>Socio-Economic Environment</td>
<td>Compliance with Town’s Official Plan and West Whitby Secondary Plan, Noise impacts, Impacts on residential and business land uses (existing and future)</td>
</tr>
<tr>
<td>Cultural Environment</td>
<td>Archaeological impacts, Cultural and built heritage impacts</td>
</tr>
<tr>
<td>Transportation &amp; Safety</td>
<td>Roadway safety, CP Rail implications, Accommodation of pedestrians and cyclists, Corridor efficiency and level of Service, Roadway connectivity/system connectivity</td>
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<tr>
<td>Engineering &amp; Property</td>
<td>Property impacts/requirements, Accommodation of future municipal services, Drainage and stormwater management, Geotechnical impacts, Road geometry</td>
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<tr>
<td>Cost</td>
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## Evaluation of Alternatives

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<tr>
<th>Planning Alternative</th>
<th>At-Grade (Do Nothing)</th>
<th>Overpass (Road over Rail)</th>
<th>Underpass (Road under Rail)</th>
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<tr>
<td><strong>Cultural Environment</strong></td>
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<td><strong>Transportation &amp; Safety</strong></td>
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<td><strong>Engineering &amp; Property</strong></td>
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<td><strong>Preliminary Cost Estimate</strong></td>
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<tr>
<td><strong>OVERALL</strong></td>
<td>Least Preferred</td>
<td>Preferred</td>
<td>Most Preferred</td>
</tr>
</tbody>
</table>

**Legend**
- Least Preferred
- Preferred
- Most Preferred

### At-Grade (Do Nothing)

- No impact on crossing safety
- No impact on vehicle traffic
- No impact on pedestrian safety
- No impact on vehicle traffic
- No impact on pedestrian safety

### Overpass (Road over Rail)

- Minimal impact on safety
- Minimal impact on vehicle traffic
- Minimal impact on pedestrian safety
- Minimal impact on vehicle traffic
- Minimal impact on pedestrian safety

### Underpass (Road under Rail)

- Minimal impact on safety
- Minimal impact on vehicle traffic
- Minimal impact on pedestrian safety
- Minimal impact on vehicle traffic
- Minimal impact on pedestrian safety

### Notes

- The table evaluates various aspects of each alternative, comparing them to the At-Grade (Do Nothing) option. Each aspect is rated based on its impact, with a scale from least preferred to most preferred.
- The At-Grade alternative is considered the baseline, and the other alternatives are compared against it in terms of their potential benefits or drawbacks.
- The overall evaluation is based on a weighted average of all the evaluated aspects, with the most preferred alternatives being the most suitable for implementing in this context.
Preliminary Recommended Solution

The Preliminary Recommended Solution is to construct an overpass at the CP Rail line (road over rail) as this is the preferred alternative:

- Addresses the problem and opportunity to accommodate future traffic demand and improve safety and traffic operation of proposed road for road and railway users;
- Alleviates rail safety concerns associated with a skewed crossing;
- Improves stormwater management by reducing floodplains of two tributaries;
- Improves pedestrian and cyclist connectivity and safety; and
- Accommodates wildlife crossing (under bridge).

<table>
<thead>
<tr>
<th>Factor</th>
<th>Anticipated Impact</th>
<th>Mitigation Measures</th>
</tr>
</thead>
<tbody>
<tr>
<td>Natural Environment</td>
<td></td>
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</tbody>
</table>
| Wet & Dry habitat | # Wet & Dry movement, | Enforce green space parallel to railway to accommodate wet & dry movement
|                  |                    | Vegetation removal to occur on old bridge & waterway (if applicable)
|                  |                    | Construct a bridge & waterway (if applicable)
| Vegetation       | Summertime vegetation removal & waterway restoration & maintenance from adjacent wet & dry vegetation
| Aquatic Habitat  | Vegetation clearing, grading & excavation to improve bank stability and reducing waterway deposition from erosion of adjacent wet & dry vegetation
| Socio-Economic Environment | Damage to property in practice of noise | Refurbish the bridge & waterway (if applicable)
| Cultural Environment |                   |                     |
| Archaeology      | Portion of study area not surveyed & thus not previously identified, | Stage 2 Archaeological Assessment required to confirm no impact
| Geology          | Undertaking has no project to impact, | Geologic Impact Assessment to be completed for impacted geology
| Engineering       | Overpass will create high point to grade stormwater system, | Storm drainage system to be designed with storm sewer system to convey 2 year storm flow and meet or exceed system designed in convey 100 year design storm
|                 | Vegetation removal in project area & high point north and south of crossing, | Consider use of all high point areas for high point removal from stormwater system
|                 | Stormwater system designed to convey 2 year storm flow and meet or exceed design for High Point Removal
|                 | Mitigation measures to be developed following preliminary design of stormwater management system

Hatch Mott MacDonald
Next Steps

The next steps in the study process are as follows:

• Receive comments from the public and other stakeholders regarding the evaluation and identification of the preliminary recommended solution.
• Confirm the preferred alternative.
• Document the process followed in a Project File Report, and make available for 30-calendar days for public review.

Please complete a Comment Sheet and place it in the comment sheet box or forward to one of the project team members by June 13, 2014:

Mr. Gene Chartier, P.Eng.
Senior Project Manager
Hatch Mott MacDonald
15 Allstate Parkway, Suite 300
Markham, ON L3R 3B4
Tel: 905-940-5827
Fax: 905-940-5848
gene.chartier@hatchmott.com

Mr. Horace Look, P.Eng.
Project Engineer
Town of Whitby
575 Rossland Road East
Whitby, ON L1N 2M8
Tel: 905-430-4307, Ext. 2336
Fax: 905-666-7005
lookh@whitby.ca

THANK YOU!

Information will be collected in accordance with the Freedom of Information and Protection of Privacy Act. With the exception of personal information, all comments will become part of the public record.
Thank you for the information regarding the above referenced project. Please in future forward correspondence on this project to the undersigned. We have reviewed the information, and note the following:

Transport Canada is responsible for the administration of the *Navigable Waters Protection Act* (NWPA), which prohibits the construction or placement of any “works” in navigable waters without first obtaining approval. If any of the related project undertakings cross or affect a potentially navigable waterway, the proponent should prepare and submit an application in accordance with the requirements as outlined in the Application Guide and Form, available at: [http://www.tc.gc.ca/eng/marinesafety/oep-nwpp-menu-1978.htm](http://www.tc.gc.ca/eng/marinesafety/oep-nwpp-menu-1978.htm). Any questions about the NWPA application process should be directed to the Navigable Waters Protection Program at (519) 383-1863 or NWPontario-PENontario@tc.gc.ca.

Transport Canada is also responsible for inspecting and auditing federally regulated railway companies that are subject to the *Railway Safety Act*. Transport Canada also regulates some provincial shortlines from the Province of Ontario that are part of an Agreement between the Federal Government and the Province of Ontario. The Railway Safety Act, with related regulations and rules, provides the legislative and regulatory framework for safe railway operations in Canada. The rail safety program develops, implements and promotes safety policy, regulations, standards and research, and in the case of railway grade crossings, subsidizes safety improvements. A list of all the Rail Safety legislations (the Act, Regulations, Rules, Guidelines, Policies and Standards) that applies to the federally regulated railways, can be found at: [http://www.tc.gc.ca/eng/railsafety/legislation.htm](http://www.tc.gc.ca/eng/railsafety/legislation.htm).

The Act also addresses the construction and alteration of railway works, the operation and maintenance of railway equipment and certain non-railway operations that may affect the safety of federally regulated railways. If a proposed railway work is of a prescribed kind, pursuant to the Notice of Railway Works Regulations, the proponent shall not undertake the work unless it has first given notice of the work in accordance with the regulation. More information related to railway works is available at the following internet sites:


General inquiries about the Rail Safety Program can be directed to RailSafety@tc.gc.ca or by calling 613-998-2985.

Please address future correspondence to the Environment and Engineering group to the undersigned address.

Thank you,
Hi,

Please find attached the Notice of PIC for the above noted project.

Thank you,

Melissa Alexander, B.Sc., MCIP, RPP  |  Environmental Planner
Hatch Mott MacDonald  |  Consulting Engineers
30 Duke Street West, Kitchener, Suite 701
Kitchener, ON  N2H 3W5
T 519-489-4109
C 647-330-3259
www.hatchmott.com
* Please note my telephone number has changed.

Please consider the environment before printing this e-mail and/or its attachments.
December 13, 2013

The Corporation of the Town of Whitby
575 Rossland Road East
Whitby, ON L1N 2M8

Att: Horace Look, Project Engineer

Re: New Coronation Road/CP Rail Crossing
Class Environmental Assessment
Notice of Study Commencement
Town of Whitby

Dear Horace Look,

Thank you for your consultation request to Alderville First Nation regarding the New Coronation Road/CP Rail Crossing which is being proposed within our Traditional and Treaty Territory. We appreciate the fact that the Town of Whitby recognizes the importance of First Nations Consultation and that your office is conforming to the requirements within the Duty to Consult Process.

As per the Alderville First Nation Consultation Protocol, your proposed project is deemed a level 3, having minimal potential to impact our First Nations’ rights, therefore, please keep Alderville apprised of any changes to your project. I can be contacted at the mailing address above or electronically via email, at the email address below.

In good faith and respect,

Dave Simpson
dsimpson@aldervillefirstnation.ca
Lands and Resources
Communications Officer
Tele: (905) 352-2662
Alderville First Nation
Fax: (905) 352-3242
January 14, 2014

Re: New Coronation Road/CP Rail Crossing, Notice of Study Commencement Town of Whitby

To whom it may Concern;

This letter is to thank you and to acknowledge the information sent. We wish to be kept informed regarding the project and would like to remain on the study contact list. If any other First Nation has any concerns we stand behind them fully.

Sincerely,

[Signature]

Sheri Taylor
Community Consultation Worker
Chippewas of Georgina Island First Nation
sheri.taylor@georginaisland.com
Hi Gene:

Further to Melissa's November 28th 2013 letter and notice (attached), please add me to your contact list for this Class EA.

Many thanks.

Regards,

Anthony Wahl, C.E.T.
Development Approvals Division
Region of Durham Works Department
905-668-7711 ext 3559

THIS MESSAGE IS FOR THE USE OF THE INTENDED RECIPIENT(S) ONLY AND MAY CONTAIN INFORMATION THAT IS PRIVILEGED, PROPRIETARY, CONFIDENTIAL, AND/OR EXEMPT FROM DISCLOSURE UNDER ANY RELEVANT PRIVACY LEGISLATION. No rights to any privilege have been waived. If you are not the intended recipient, you are hereby notified that any review, retransmission, dissemination, distribution, copying, conversion to hard copy, taking of action in reliance on or other use of this communication is strictly prohibited. If you are not the intended recipient and have received this message in error, please notify me by return e-mail and delete or destroy all copies of this message.
Hi Aaron,

We will not plan for a meeting at this time. We will notify you when we’re getting ready to place the Project File Report for public review.

Thanks again for your on-going feedback. Much appreciated.

Gene Chartier, P.Eng. | Associate and Senior Project Manager

Hatch Mott MacDonald | Regional Infrastructure
15 Allstate Parkway, Suite 300 Markham ON L3R 5B4
T 905.940.5827 C 416.300.7858 F 905.940.5848

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Thanks for the clarification, Aaron. I will consult with Horace at the Town and let you know whether we wish a meeting.

Regards,

Gene Chartier, P.Eng. | Associate and Senior Project Manager

Hatch Mott MacDonald | Regional Infrastructure
15 Allstate Parkway, Suite 300 Markham ON L3R 5B4
T 905.940.5827 C 416.300.7858 F 905.940.5848

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From: Chartier, Gene
Sent: Wednesday, June 18, 2014 8:52 AM
To: 'Aaron Christie'; Horace Look (lookh@whitby.ca)
Cc: Glen Severn; Rich Tindall; Terry Nghiem; Alexander, Melissa
Subject: RE: Region Comment - CP Rail Crossing at New Coronation Road EA

Thanks for the clarification, Aaron. I will consult with Horace at the Town and let you know whether we wish a meeting.

Regards,

Gene Chartier, P.Eng. | Associate and Senior Project Manager

Hatch Mott MacDonald | Regional Infrastructure
15 Allstate Parkway, Suite 300 Markham ON L3R 5B4
T 905.940.5827 C 416.300.7858 F 905.940.5848

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From: Aaron Christie [mailto:Aaron.Christie@durham.ca]
Sent: Wednesday, June 18, 2014 8:50 AM
To: Chartier, Gene; Horace Look (lookh@whitby.ca)
Hello Gene,

You are correct in that the services cannot be placed under the embankments for the structure and will need to be located outside the toe of slope. You are also correct in that the property can still be held by a private landowner, provided the easement is registered in the Region’s favour.

We do not see a reason to meet at this time but we are available at your convenience to meet and discuss any concerns the Town may have with our comments.

Thanks,

Aaron Christie, P.Eng.
Project Engineer
Region of Durham – Works Department
Engineering Planning & Studies
905-668-4113 ext. 3608

From: Chartier, Gene [mailto:Eugene.Chartier@hatchmott.com]
Sent: June-17-14 10:04 PM
To: Aaron Christie; Horace Look (lookh@whitby.ca)
Cc: Glen Severn; Rich Tindall; Terry Nghiem; Alexander, Melissa
Subject: RE: Region Comment - CP Rail Crossing at New Coronation Road EA

Thanks very much for your response, Aaron. My apologies for the tardy response.

At the PIC on May 29th, we identified the Overpass as the recommended option and are proceeding to finalize our documentation on the basis that this will be the technically preferred alternative.

On this basis, I wanted to confirm your comments. Am I correct in assuming that the services cannot be placed under the embankments for the structure and will need to be located outside the toe of slope, hence the request for an easement outside those limits? Am I also correct in assuming that the property can still be held by a private landowner, provided the easement is registered in the Region’s favour, or would the Region expect the lands to be in municipal ownership?

We were also wondering whether the Region was expecting to meet to review the project. Not sure it is necessary under the circumstances, given the nature of the project, but thought we should confirm.

I look forward to your reply.

Regards,

Gene Chartier, P.Eng.  |  Associate and Senior Project Manager

Hatch Mott MacDonald  |  Regional Infrastructure
15 Allstate Parkway, Suite 300  Markham  ON L3R 5B4
T 905.940.5827  C 416.300.7858  F 905.940.5848
Hello Gene and Horace,

We have reviewed the current plan and profile drawings (sent in May 9, 2014 email below) for the three alternatives being considered for the CP Rail Crossing of New Coronation Road and provide the following input regarding the Regional service easement requirements for each alternative.

As previously discussed, the following Regional servicing is being planned within the New Coronation Road corridor:

- **A sanitary sewer approximately 450mm in diameter, concrete, likely at an elevation between 95.00 and 96.00 will need to cross the railway at this location.**
- **A distribution watermain likely 400mm in diameter, CPP, with a minimum 1.8m depth of cover will need to cross the railway at this location.**
- **Provision for a future transmission watermain approximately 750mm in diameter, CPP, with a minimum 1.8m depth of cover. The alignment for this future watermain is not yet determined and will be subject to a Class EA, however New Coronation Road is an alignment that will be considered.**

With respect to each of the Alternatives being considered, we provide the following additional detail.

**Underpass** – Based on the plan profile drawing provided, we estimate that a 12m wide easement will be required on the east or west side of New Coronation Road between stations 2+420 and 2+270 to accommodate the three services noted above. The easement limits are shown on the attachment for your reference.

**Overpass** - Based on the plan profile drawing provided, we estimate that a 12m wide easement will be required on the east or west side of New Coronation Road between stations 2+240 and 2+900 to accommodate the three services noted above. The easement limits are shown on the attachment for your reference.

**Level Crossing** – Based on the plan profile drawing provided, we expect that the three services can be installed within the New Coronation Road right of way and the additional easements would not be required. The sanitary sewer and distribution watermain would be installed in their typical locations as part of the road construction and a corridor will be reserved for the potential future transmission watermain. However, please be aware that if the Level Crossing is only proposed as a staging option and that ultimately the Underpass or Overpass is required, the services would need to be preinstalled within, or relocated to, the easements noted above.

Please keep us on the circulation list for the Study and feel free to give me a call if you need to discuss any of the above in greater detail.

Thanks,
Hi Aaron,

Enclosed are the current plan and profile drawings for the three alternatives being considered for the CP Rail Crossing of New Coronation Road. As you can appreciate, the drawings are subject to change as we refine the design.

We would appreciate any preliminary comments on the drawings at your earliest opportunity.

Let me know if you have any questions.

Regards,

Gene Chartier, P.Eng. | Associate and Senior Project Manager

Hatch Mott MacDonald | Regional Infrastructure
15 Allstate Parkway, Suite 300 Markham ON L3R 5B4
T 905.940.5827 C 416.300.7858 F 905.940.5848

Follow HMM on Twitter | Facebook | LinkedIn | hatchmott.com
Hello Horace and Gene,

Thank you for sending us the link to the presentation boards from your first PIC for the CP Rail Crossing at New Coronation Road EA. The preliminary design for the following regional services within New Coronation Road will need to be integrated with the design solution for crossing the CPR rail line.

A sanitary sewer approximately 450mm in diameter, concrete, likely at an elevation between 95.00 and 96.00 will need to cross the railway at this location.

A distribution watermain likely 400mm in diameter, CPP, with a minimum 1.8m depth of cover will need to cross the railway at this location.

Provision for a future transmission watermain approximately 750mm in diameter, CPP, with a minimum 1.8m depth of cover. The alignment for this future watermain is not yet determined and will be subject to a Class EA, however New Coronation Road is an alignment that will be considered.

The details noted above are preliminary and subject to change. The sizing and material noted is for the carrier pipes only we have not included any allowance for liners or other appurtenances that may be required by CPR within their property limits.

Please keep us on the circulation list for the Study and feel free to give me a call if you need to discuss any of the above in greater detail.

Thanks,

Aaron Christie, P.Eng.
Project Engineer
Region of Durham – Works Department
Engineering Planning & Studies
905-668-4113 ext. 3608
Good morning Aaron,

The PIC boards and comment form are available on our website. The link is as follows:


Please share your thoughts and comments.

Thanks
Horace
December 5, 2013

Ms. Melissa Alexander, MCIP, RPP
Environmental Planner
Hatch Mott MacDonald
15 Allstate Parkway, Suite 300
Markham, ON L3R 5B4

Dear Madam:

Re: New Coronation Road/CP Rail Crossing
Notice of Study Commencement Class Environmental Assessment

This project is not within the service area of Veridian Corporation. Please contact the Whitby Hydro contact in this area for your requested details.

Please call me at Ext. 2292, should you have any questions.

Yours truly,

[Signature]
Arthur Berdichevsky, P.Eng., MBA
Manager Engineering

AB/df
Encl.
MEMO FROM
Environmental Engineering

To         Warren Coulter
cc         Perry Sisson
From       Amber Langmuir
Date       May 29, 2014
File No.   
Subject    CP Rail Crossing at New Coronation Road Class EA

COMMENTS:

1. The report states that the proper functioning of the site requires that both railway culverts are enlarged. The 2.41 x 1.7 is currently being enlarged by 407, where the 1.6 x 1.8 has yet to be enlarged. We concur that the enlargement of this culvert prior to the construction of the New Coronation Road is very important, that being said if the culvert is not enlarged will the road be flood proofed and to what standard?

2. It is in the interest of all parties (Whitby, developers and CLOCA) that the New Coronation Road be constructed in such a way that it creates a grade separation between the two tributaries floodplain.

3. Will flood water spill between the tributaries along the north railway ditch? If so at what elevation/flood event and is there potential for this spill to cause erosion?
Dear Melissa,

Thank you for your message. It was also a pleasure for CP to meet with HMM and the Town.

Please find below the Public Works requirements for this project:

1. **Grade Separation Tender & Design Specifications** (general specs attached):
   a. CP Overhead Clearance Diagram;
   b. Design of Steel & Concrete Bridges – CP Structures Group;
   c. Protection of Structures Adjacent to Railway Tracks (crashwall);
   d. Operational Constraints;
   e. Minimum Safety Requirements for Contractors;
   f. Minimum Insurance Requirements;
   g. Liquidated Damages;
   h. Flagging Protocol;
   i. Overtime Policy;

2. **Formal Application Submission**: Attached is the Guide to creating the formal application for a grade separation. This is required a minimum of 12-18 months in advance in order for the railway to secure resources and materials for the work. The document also refers to some of the overall railway requirements.

3. **Construction and Maintenance Agreement Draft**: Once the application is received, and the design progresses, a construction and maintenance agreement will be drafted by CP for execution by the Town of Whitby. This agreement will need to be executed prior to the commencement of works.

4. **CP Public Works Agent/Consultant Engagement**: Based on the scope of work and timing, CP will request an estimate from their Public Works agent/consultant to oversee the project on behalf of the Railway. When the time draws nearer we can collaborate on obtaining this estimate for the Town. The Public Works agent/consultant will act as the project manager on behalf of the railway and generate track & flagging estimates, attend site meetings and visits, and collaborate with the Town and their agents to approve construction methods for safety and efficiency.

5. **Current site stats**: To date, I confirm the following regarding the corridor in the proposed new Coronation Road crossing alignment.
   a. Train Speed: 60 mph
   b. Train Count (average daily): 16 (as of 2013); although train time can be anytime and this number should be used as a guide only
   c. Provisions for a 2nd track: 1 additional line proposed to the south of the existing mainline (as of 2013).
6. **CP Public Works position on new at-grade crossing proposals** : Generally speaking, the railway is attempting to eliminate level crossings due to their effect on public safety and safe railway operations. Therefore, new level crossing proposals are taken quite seriously and stringently reviewed by CP’s Engineering, Operations and Legal groups. If the Town wishes to apply for a level crossing, CP Public Works would need to review the proposal in its entirety (ie: proposed design, alignment, road speed, restrictions, protection system, etc.).

Thank you for your time and collaboration.
Merry Christmas and Happy New Year to your all,
Li-Lian

Li-Lian Lui, B.Eng, M.Eng. | Public Works EAST | 1290 Central Parkway West, Suite 700, Mississauga, ON L5C 4R3 | PO 905-803-5989 | C 416-806-3102

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From: Alexander, Melissa [mailto:Melissa.Alexander@hatchmott.com]
Sent: Friday, December 13, 2013 4:39 PM
To: Li-Lian Lui
Cc: Chartier, Gene; Look, Horace <lookh@whitby.ca> (lookh@whitby.ca)
Subject: New Coronation Road EA

Li-Lian,

Great to meet you on Wednesday for the meeting for the above noted project. Please find attached the Notice of Study Commencement which was issued at the end of November. I have also added you to our Project Contact list to receive additional consultation updates as we move ahead with this study.

We look forward to receiving your input from our meeting.

Thank you,

Melissa Alexander, B.Sc., MCIP, RPP | Environmental Planner
Hatch Mott MacDonald | Consulting Engineers
30 Duke Street West, Kitchener, Suite 701
Kitchener, ON N2H 3W5
T 519-489-4109
C 647-330-3259

www.hatchmott.com
* Please note my telephone number has changed.

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__________________________________________________________ Attention: This e-mail and any files transmitted with it from Hatch Mott MacDonald are confidential and intended solely for use of the individual or entity to whom they are addressed. If you have received this e-mail in error please immediately notify the sender. __________________________________________ This email has been scanned by the Microsoft Forefront Online Protection for Exchange service. For more information please visit http://messaging.microsoft.com

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PROTECTION OF STRUCTURES ADJACENT TO RAILROAD TRACKS

1. **Necessity: all structures within 15 m**

   To limit damage by the redirection and deflection of railroad equipment, all structures (except overhead bridges) adjacent to the railway with a clear distance of less than 15 metres from the centerline of the nearest existing or proposed track shall be protected by a reinforced concrete crash wall. To limit damage by the redirection and deflection of railroad equipment, all overhead bridges adjacent to the railway shall be protected as outlined below under the heading Overhead Bridges.

2. **Overhead bridges only**

   Lateral clearances for all new bridge structures shall be in accordance with standard “Respecting Railway Clearances for Canada” as filed by the Railway Association of Canada and approved by The Minister of Transport on May 14, 1992. *Minimum 5.486 m from centerline of nearest track to face of an abutment or pier where no maintenance road is required or 7.925 m where a maintenance road is required.* Crash wall design shall be incorporated into all abutments, piers and walls of all new overhead bridge structures excepting that:

   a) Crash walls may be omitted for piers and abutments of heavy construction (i.e. with a cross-sectional area equal to or greater than that required for the crash wall and the larger of its dimensions is parallel to the track).

   b) Crash walls may be omitted where lateral clearance is equal to or greater than 8 metres from the centerline of track. In making this determination, mitigating factors such as horizontal and vertical alignment of the track, embankment height, and a risk assessment of the consequences of serious damage in the case of a collision shall be taken into consideration.

3. **Minimum crash wall height**

   Crash walls with a clear distance of less than 4 metres from the centerline of the nearest existing or proposed railroad track shall have a minimum height of 4 metres above the top of rail. Crash walls with a clear distance equal to or greater than 4 metres from the centerline of the nearest existing or proposed railroad track shall have a minimum height of 2.5 metres above the top of rail.
4. **Design loading and wall thickness**

The crash walls shall be designed for a minimum force of 2000 kN applied at a location 1.8 metres above the adjacent ground elevation (this load is considered as an extreme limit state for Load Factor Resistance or Limit States Design procedures). Crash walls 8 m or less from the centerline of the nearest existing or proposed track shall be at least 750 mm thick, at least 4 metres long and extend a minimum of 300 mm beyond the outermost surface of the structure parallel to the track. Crash walls greater than 8 m from the centerline of the nearest existing or proposed track shall be designed for the specified force and shall be at least 450 mm thick and extend a minimum of 300 mm beyond the outermost surface of the structure parallel to the track. The crash wall shall be anchored to the footings and vertical surfaces of the structure, if applicable, with adequate reinforcing steel and shall extend to at least 1.5 metres below the lowest surrounding grade.

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Issued: July 23, 2000; Revised September, 2001

Structures Planning & Design
Canadian Pacific Railway
Calgary, Alberta
OVERTIME POLICY FOR ALL CANADIAN ENGINEERING SERVICES EMPLOYEES

Overtime hours are prohibited for all Engineering Services employees working for Canadian Pacific Railway in Canada. Engineering Services employees include members from the following unionized groups: Track Maintenance, Track Renewal, Bridges & Structures, Signals & Communications, and Engineering Services.

Regular hours are defined by the active collective agreement. Regular hours are generally represented by a forty (40) hour work week typically divided over eight (8) hour shifts, Monday through Friday. Overtime hours are defined as all hours, or part thereof, worked outside of regular hours for activities requiring special accommodations or emergency work.

Overtime hours do not equate to dedicated track time or track blocks. A separate request and appropriate approvals are required if track blocks are needed.

It is accepted by both parties of the Agreement that the need for Overtime hours will be avoided whenever possible.

In the special case where Overtime hours are unavoidable, all parties agree of the following:

a. A formal request will be submitted by the lead representative of the Third Party to the Railway. The Railway will then provide the Overtime Request Form to the Third Party lead for completion and submission.

b. The request will be submitted a minimum of fifteen (15) business days in advance, and will be subject to review and approval by the Railway’s senior management.

c. The Third Party agrees to pay the relevant premium Overtime hourly rate. This rate is calculated by the railway using a pension premium, applicable overheads, and the basic hourly rate stated in the employee’s collective agreement. The rate will be applied to all Overtime hours, or part thereof. An updated average rate will be provided by the Railway to the Road Authority at the time of the request.

d. The submission of such a request does not guarantee approval for the Overtime hours. The Railway reserves the right to prioritize the work demands for all of its employees.

Mississauga, 2013
OPERATIONAL CONSTRAINT FOR WORK ON, ABOVE OR BELOW RAILWAY RIGHT OF WAY

GENERAL

1) The term Railway refers to Canadian Pacific Railway.

2) This Operational Constraint shall be read in conjunction with Canadian Pacific Railway Minimum Safety Requirements for Contractors Working on Railway Property and where applicable the more restrictive requirement shall apply.

3) The Contractor shall comply fully with all requirements of the Railway in planning, scheduling and control of the works within the Railway right of way.

4) No work shall be progressed by the Contractor on, over or below the Railway right of way until proof of liability insurance in accordance with requirements stipulated elsewhere have been complied with.

5) The Contractor shall plan and carry out the works in a manner that does not interfere with rail traffic or cause clearance restrictions and minimizes the requirement for railway flagging.

RAILWAY FLAGGING

6) The Railway will assign one Railway flagperson per project.

7) The provision of a Railway flagperson by the Railway shall not relieve the Contractor from liability for damages to Railway facilities caused by the Contractor's operations.

8) All communications with the Railway shall be done through the Road Authority or its agent. The Railway will not deal directly with the Contractor.

9) Charges for Railway flagperson services shall be invoiced to and paid by the Road Authority.

10) The Contractor shall make the following facilities available for the flagperson’s use during the course of the project: washroom/lavatory, lunch room, fax machine, four lockers.
11) The Contractor shall have a responsible person present at all times to whom the Road Authority or it's agent will issue orders regarding work on the Railway right of way.

12) All instructions from the Railway flagperson shall be obeyed immediately by all personnel on site.

13) A Railway flagperson will be required when any personnel or equipment is working on the Railway right of way; within 15 metres of the centreline of the nearest track or on the structure or any falsework or protective devices where the work, in the opinion of the Road Authority, or it's agent, or the Railway, may be exposed to or interfere with the operation of the Railway tracks.

14) When a Railway flagperson is required, the Contractor, through the Road Authority, or it's agent, shall provide a minimum written notice of 90 days, in advance, to allow the Railway time to bulletin the position to the unionized labour force. If prior to work commencing, the Contractor, through the Road Authority, or it's agent, should receive confirmation that such Railway flagperson is not available, the Contractor, through the Road Authority, or it's agent, shall reschedule the proposed work to a date and time when such flagging protection will be available.

15) The Railway flagperson will be available a maximum of 40 hours per week inclusive of travel time, to and from assigned headquarters, and time to set up and remove track protection each day.

16) Bulletined flagging positions will be invoiced a minimum of 8 hours per day, 5 days per week, until properly cancelled.

17) Bulletined flagging positions may only be cancelled by providing the Railway with written notice a minimum of 10 business days prior to the cancellation date.

18) In the event that flagging protection is arranged for a given day and the Contractor does not show up at the site, or no work is done that day, a minimum charge of 8 hours for flagging services will be invoiced to the Road Authority.
CONSTRUCTION

19) In no case shall the Contractor or any of the Contractor's equipment or personnel work closer than 3.66 metres from the nearest rail of the nearest track without prior written consent of the Road Authority or it's agent.

20) The Contractor shall provide full details of their plans for track protection, work scaffolding, formwork construction, formwork removal, shoring, falsework and equipment placement and shall allow a minimum of six (6) weeks for review by the Road Authority and/or it's agent and the Railway. All submissions shall be stamped and signed by a Professional Engineer in good standing in the Province in which the work is to take place. A minimum of four (4) copies of plans and calculations should be forwarded for review by the Railway.

21) All scaffolding, formwork and any other protective coverings to be used on the project must be satisfactorily secured such that they will not come loose by the movement of passing high speed trains.

22) All equipment must stop working on the approach of any train when said equipment is on the Railway right of way, or within 15 metres of the centreline of the nearest track; or when said equipment is in the vicinity of the track(s) and where the work, in the opinion of the Road Authority or it's agent or the Railway, may be exposed to, or interfere with the operations of the Railway.

23) The Contractor shall not be permitted to cross any Railway tracks with equipment or vehicles. Contractor's personnel will only be permitted to cross the Railway tracks under the protection of the Railway flagperson.

24) The construction of a temporary construction crossing will only be permitted where, in the opinion of the Railway, it is safe to do so and subject to a temporary crossing agreement being executed.

25) The Contractor shall ensure that both rails of the same track are never connected with any conductor of electricity such as a steel measuring tape or metal traction equipment.

26) The Contractor shall maintain positive drainage during construction.

27) No material or debris will be permitted to be stored or stockpiled on the Railway right of way. The Railway right of way shall be restored to it's original condition at the end of the project including track ballast that has become fouled as a result of the construction. The Road Authority shall bear all costs to restore the site.
SAFETY

28) Canadian Standards Association (CSA) approved hard hats, safety footwear and safety glasses for head, foot and eye protection and safety vests for high visibility must be worn at all times while on the Railway right of way.

29) The colour red shall not be used for hard hats, safety vests or survey markers on or adjacent to the Railway right of way in order to avoid conflict with Railway operational practices. Other highly visible colours such as yellow, orange or white are acceptable.

Mississauga, May 1, 2009
MINIMUM SAFETY REQUIREMENTS FOR CONTRACTORS WORKING ON CP PROPERTY IN CANADA

Effective September 15, 2010

No job on our Railway will ever be so important that we can’t take the time to do it safely.

Work Smart, Stay Safe

Initialed by

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At Canadian Pacific, safety is an integral part of the way we do business. We expect everyone working on Canadian Pacific’s property to be unconditionally committed to safety. Safety must be given top priority and will take precedence over deadlines, production schedules, and all other considerations.

1 Application

1.1 Application

1.1.1 These Minimum Safety Requirements apply to all Contractors and other persons performing Work or otherwise providing services to Canadian Pacific on CP Property in Canada.

1.1.2 These Minimum Safety Requirements cannot be waived or altered, in whole or in part, without a prior risk assessment specific to the Work being conducted and written consent has been provided by Manager In Charge.

1.1.3 Notwithstanding the foregoing, these Minimum Safety Requirements do not apply to other federally certified railway companies, and provincial railway companies who come under federal jurisdiction through various agreements with Transport Canada, and who only operate trains on CP Property under various trackage or interchange agreements. However, these companies may be subject to CP’s Minimum Requirements For Third Party Railway Operators on CP Property.

1.1.4 Further notwithstanding the foregoing, these Minimum Safety Requirements may not apply to Work or services provided in CP Property in Canada that are Office Premises, in which case, CP’s Minimum Safety Requirements For Contractors Working In CP’s Office Premises may apply.

2 Definitions and Interpretation

2.1 Definitions

2.1.1 In these Minimum Safety Requirements, the following capitalized terms shall have the ascribed meaning below:

(a) “Applicable Legislation” means all applicable legislation, regulations, by-laws, codes, rules, standards, policies, procedures, promulgated by any federal, provincial, and municipal governmental body, including those of its agencies, having authority over CP and, or Contractor in relation to the Work in the matter of health and safety of the person, property and, or the environment;

(b) “Canadian Pacific” or “CP” means Canadian Pacific Railway Company, and its subsidiaries and affiliates, and includes each of their respective directors, officers, employees, agent, and representatives;

(c) “CP Personnel” means CP’s employees, agents, and representatives;

(d) “CP Property” means any building, facility, yard, track, right of way or other property owned or controlled by CP;

(e) “Contractor” means the company or person, and their respective employees and authorized agents, representative and subcontractors who are providing goods or services to CP;
(f) “Contractor Personnel” means the Contractor’s employees, and authorized agents, representative and subcontractors;

(g) “Co-mingled Work” means Work where Contractor Personnel works directly with or in proximity (time or space) to CP Personnel;

(h) “Foul of Track” means being in proximity to a track such that the individual or equipment could be struck by a moving train or track unit, or in any case within 4 feet (1.2 meters) of the outside of the nearest rail;

(i) “Hazardous Materials” means any substance, which is hazardous to persons or property and includes, without limiting the generality of the foregoing:
   (i) radioactive, explosive, poisonous, or toxic substances;
   (ii) any substance that if added to any water, would degrade or alter the quality of the water to the extent that it is detrimental to its use by man or by any animal, or plant;
   (iii) any solid, liquid, gas or odour or combination of any of them that, if emitted into the air, would create or contribute to the creation of a condition of the air that endangers the health, safety, or welfare of persons, or the health of animal life, or causes damage to plant life or to property; and
   (iv) substances declared to be hazardous, toxic or dangerous under any law or regulation now or hereafter enacted by any governmental authority having jurisdiction.

(j) “Manager in Charge” means a CP manager as designated or otherwise identified by CP as being responsible for overseeing the Work to be performed, such Manager in Charge may include, but is not limited to Local CP Management, Regional Superintendents, Division Engineers, and Project Managers.

(k) “Mobile Equipment” means any motorized and self-propelled equipment, excluding Railway Equipment and highway vehicles, but including, for example, forklifts, tractors, cranes, ATVs, mules, motorized scissor lifts, and similar equipment that are not designed to operate or move on railway tracks;

(l) “Office Premises” means any building, facility, or portion thereof, or other premises, whether owned or controlled by CP, which is used solely for clerical or administrative purposes and which does not contain heavy equipment or machinery, as designated by CP from time to time;

(m) “Railway Equipment” means trains, locomotives, railcars, track units, hi-rail vehicles and any other equipment designed to operate or move on railway tracks;

(n) “Safety Management Plan” means a documented plan which set out how Work is to be conducted in a safe manner, as required by Applicable Legislation and may also be referred to as Occupational Health and Safety Program, or Safety Management System;

(o) “Work” means the provision of products and services and related activities;

(p) “Work Site” means any CP Property where CP Personnel or Contractor Personnel are present, or permitted to be present, while engaged in any Work, including any Railway Equipment, Mobile Equipment and highway vehicles operated by or used to convey a person engaged in such Work.
2.2 Interpretation & Application

2.2.1 Where legislation is referred to in these Minimum Safety Requirements, it shall include all amendments and replacements thereto as promulgated from time to time.

2.2.2 Where standards, such as those of the Canadian Standards Association, are referred to in these Minimum Safety Requirements, they shall include all amendments and replacements thereof from time to time.

2.2.3 Where there is any ambiguity, inconsistencies, or omissions between or among any agreements with CP, expressed or implied; any Applicable Legislations; any applicable CP policies and practices; and any applicable industrial standards and practices, Contractor and Contractor Personnel shall adhere to that which is most stringent and current.

3 Contractor Compliance & Responsibilities

3.1 General Compliance

3.1.1 Contractor shall be fully and solely responsible for ensuring the safety and health of Contractor Personnel and for ensuring that its Work and other activities do not compromise the health and safety of CP Personnel or any other party, the protection of the environment, the protection of CP’s property and those of any other party, and do not interfere with the safety of CP’s railway operations.

3.1.2 Contractor shall comply with and shall ensure all of Contractor Personnel are trained and qualified to safely perform the Work and that they comply with all Applicable Legislation pertaining to the protection against fire, safety, health, and environmental hazards, and with any licence, permits, authorizations issued by the respective authority.

3.1.3 Contractor shall comply with and shall ensure all of Contractor Personnel comply with all terms and conditions of all agreements, expressed or implied, between Contractor and CP, and all applicable CP policies and practices.

3.1.4 Contractor shall provide Contractor Personnel, at its own expense, any and all safety equipment required to protect against injuries during the performance of the Work and shall ensure that Contractor Personnel are knowledgeable of and utilize safe practices in performing the Work.

3.1.5 The Contractor shall have a copy of the following documents at the Work Site at all times, and shall produce them as and when requested by CP:

(a) These Minimum Safety Requirements for Contractors Working on CP Property;

(b) Licenses, Certifications, permits, training records or other documents required by Applicable Legislation or these Minimum Safety Requirements;

(c) Contractor’s Safety Management Plan;

(d) Contractor’s Emergency Information Sheet (see Attachment A); and

(e) Any additional documents required by Contract or by agreement with Manager In Charge.

3.2 Compliance Assurance

3.2.1 CP reserves the right to observe, inspect, test and audit Contractor and Contractor Personnel for compliance with all requirements herein, and to demand and receive all relevant records, documentation, and materials evidencing compliance, at any time, and from time to time.
3.2.2 Failure of the Contractor or Contractor Personnel to comply with any applicable provisions herein may be considered a material breach, and in addition to all other remedies available, CP may without prejudice:
   (a) take over control of that Work or activity;
   (b) order the Work to stop; and/or
   (c) order Contractor Personnel to leave CP Property.

3.2.3 Upon the earlier of the completion of the Work, the expiration of the applicable agreement, or the request of a Manager In Charge, Contractor and Contractor Personnel shall return all identification, badges, access cards, and decals, issued or provided by CP to the Manager In Charge.

4 Safety Management Plans

4.1 General Requirements

4.1.1 Prior to starting any Work on CP Property, the Contractor must have a written Safety Management Plan that identifies:
   (a) all Applicable Legislation, rules, policies and work practices in relation to the Work being performed;
   (b) specific hazards that are associated with the Work being performed for CP, for example:
      (i) Construction, maintenance or inspections of buildings;
      (ii) Working on or adjacent to railway tracks;
      (iii) Maintenance or inspection or railway tracks, crossings or signal systems;
      (iv) Operating Railway Equipment on CP tracks; or
      (v) Co-mingled Work with CP Personnel; and
   (c) methods of verifying compliance.

4.1.2 The Contractor will provide Manager In Charge with a copy of this Safety Management Plan on reasonable request.

5 Safety Training

5.1 Minimum Training & Qualifications

5.1.1 At its sole cost and expense, Contractor shall ensure that all Contractor Personnel be fully trained and qualified for the Work they will be performing. Contractors and Contractor Personnel shall meet, or exceed, all Applicable Legislation requirements relating to training and qualification.

5.1.2 Additionally, Contractor Personnel training and qualification shall meet or exceed all applicable industry standards.

5.2 Proof of Training & Qualification

5.2.1 Contractor Personnel shall at all times have proof of such training and qualifications and shall produce them as and when requested by the Manager In Charge.

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5.2.2 CP reserves the right to inspect qualification certificates, licenses, training records and/or Work-history records for any Contractor Personnel, and, or to be provided with copies thereof, on reasonable request.

6  Safety Orientation

6.1 General Requirements

6.1.1 Prior to beginning Work, all Contractor Personnel shall participate in CP authorized safety orientation, including on-site orientation presented by the Manager In Charge or designate.

6.1.2 Any time the scope of Work, location, condition or supervision changes, Contractor Personnel may be required to attend additional safety orientation sessions.

6.1.3 In recognition of the successful completion of such safety orientation CP will provide Contractor Personnel with an identification card, or other form of proof of completion as determined by CP from time to time. This identification authorizes the Contractor Personnel access to CP Property for the purposes of conducting Work. The identification card or other form of proof issued by CP shall be worn or be made visible at all times, or produced upon request and cannot be transferred under any circumstances.

7  Safety Job Briefing

7.1.1 Contractor Personnel shall attend all Job Briefings as and when conducted. Contractor Personnel shall be solely and fully responsible for understanding the content of the Job Briefing, and at a minimum shall:

(a) have an understanding of the scope of Work to be performed and an appreciation of the nature of the location, environment, and conditions where such Work is to be performed;

(b) be aware of specific or unusual hazardous condition, existing or potential and the control measures required to protect against, control, mitigate, or where possible, avoid said hazard; and

(c) have an emergency response plan/evacuation procedures.

7.1.2 Where Co-Mingled Work is being performed, job briefings must include both CP Personnel and Contractor Personnel, and any other third parties. The job briefing shall identify nature and extent of the interaction between the Work being performed by Contractor Personnel, and those performed by CP Personnel or other third parties. Contractor Personnel shall inform CP Personnel, and any other third parties of known or potential unsafe conditions and hazards that may be created by, resulting from, or inherent in their Work and the corresponding preventative, mitigation, and/or control measures at all job briefings prior to commencing Work, or as soon as Contractor Personnel becomes aware of such conditions.

7.1.3 In all situations, all Contractor Personnel are expected to:

(a) continually identify hazards and assess risk of hazards and to continually and clearly communicate all hazards to the Manager In Charge and to all other parties that may be affected at job briefings, and at any other time as and when appropriate or necessary;

(b) take actions that are within their assigned responsibility to eliminate or control hazards
and risks; and
(c) immediately notify their supervisor or the Manager In Charge of hazards that pose unacceptable risk that they are unable to eliminate or control.

7.1.4 Where Contractor Personnel are unable to eliminate or control a hazard, Contractor Personnel shall take interim measures to protect people, property, equipment and the environment until the hazard can be properly assessed and appropriate corrective actions taken.

8 Applicable Legislation

8.1 General Requirements

8.1.1 Contractor and Contractor Personnel shall be solely responsible for identifying and complying with all Applicable Legislation. CP is governed by federal legislations and therefore, Contractors and Contractor Personnel providing Work to CP are likewise required to comply with all Applicable Legislations. At a minimum, Contractor and Contractor Personnel shall comply with the federal legislations set out below which list is intended solely for general guidance, and not as a comprehensive list of all Applicable Legislation.

8.1.2 Additionally, the Railway Association of Canada (RAC) is an industry association which can provide support and guidance on matters related to railway safety and the transportation of dangerous goods.

8.2 Transportation of Dangerous Goods

8.2.1 When Work involves the handling or transportation of dangerous goods, that Work must comply with the federal *Transportation of Dangerous Goods Act*, (TDG). Contractor shall be solely responsible for ensuring that all Contractor Personnel who handles, offers for transport and/or transports dangerous goods by any transportation mode be trained and holds a valid training certificate or is working under the direct supervision of someone who is trained and holds a valid training certificate. The training must be based on the Work that the person is expected to perform and the DG that the person is expected to handle, offer for transport or transport.

8.3 Canada Labour Code

8.3.1 Where Work is being performed that may create a risk to the health and safety of CP Personnel, Contractor Personnel must comply with Part II of the *Canada Labour Code*.

8.3.2 Additionally, Contractor and Contractor Personnel shall comply with all applicable provisions of the Occupational Health and Safety Regulations (COHS) which are intended to prevent accidents and injuries to employees working for federally regulated companies. Compliance with these regulations may extend to Contractors, depending on the type of Work being done and their proximity to CP Personnel (i.e. Co-mingled Work). Alternatively, provincial occupational health & safety regulations will govern Contractors.

8.4 Railway Safety Act

8.4.1 The *Railway Safety Act* (RSA) governs all federally certified railways in Canada and some provincial railways through various agreements with Transport Canada. The RSA addresses all
matters relating to the construction, alteration, operation, inspection and maintenance of railway works and railway equipment, and contains training and qualification requirements for certain types of Work. When applicable, Contractor and Contractor Personnel shall perform Work in accordance with the RSA, as if directly bound by it.

8.5 **Environmental Protection Act**

8.5.1 Where Work is being performed that may impact the environment, that Work must comply with all applicable federal and provincial environmental acts and regulations. Some examples of applicable legislations includes the Canadian Environmental Protection Act; Fisheries Act, Navigable Waters Protection Act; Species at Risk Act; Migratory Birds Convention Act; and all corresponding Regulations. Provincial requirements are normally set out in a general Environmental Protection Act which is complemented by numerous regulations addressing more specific areas of concern.

9 **Security**

9.1 **Access to CP Property**

9.1.1 All Contractor Personnel must have the following identification in their possession at all times while on CP Property, and present them for review to any Manager In Charge, other CP managers and employees, Police Officer, security guard, or regulatory officer upon request:

(a) photo identification (e.g. driver’s license);
(b) proof of employment document or card;
(c) identification card, or other proof of safety orientation issued by CP;
(d) access pass, issued and signed by a CP manager, where Work requires Contractor Personnel to ride in any locomotive or other non-passenger rolling stock;
(e) security identification card, where required by CP; and
(f) building access pass, where required by CP or by a third party having control of the premises.

9.1.2 Contractor shall conduct such background check as is necessary to ensure that Contractor Personnel do not pose a security risk to CP, such security risk includes the risk of the commission of terrorist activities, sabotage, vandalism, theft, and violence. CP reserves the right, at all times, to require that Contractor undertake certain security training and/or perform background checks of Contractor Personnel, prior to allowing such Contractor Personnel to enter onto CP Property.

9.2 **Security Awareness**

9.2.1 Each Contractor shall have a security awareness program that educates Contractor Personnel to:

(a) understand the railway security challenges, rules and procedures;
(b) monitor and report any suspicious persons, activities or objects; and
(c) stay alert to the environment.

9.2.2 On request CP can make available a copy of CP’s Railway Security Awareness program for use by Contractor Personnel.
9.3  Firearms & Explosives

9.3.1  Firearms (loaded or empty) are not permitted on CP Property, except for Police officers and other designated government officials when authorized to do so.

9.3.2  No explosives will be permitted on CP Property without written approval by the Manager In Charge.

9.4  Reporting

9.4.1  Contractor Personnel must report any security concern, security incident, criminal activity (known or suspected), suspicious happenings and/or suspicious persons on CP Property to the Manager In Charge or to CP Police Services in accordance with Section 18.
10 Personal Conduct

10.1 Drug and Alcohol Prohibition

10.1.1 Entry onto CP Property when in possession of, or under the influence of alcohol, intoxicants, narcotics, or controlled substances is strictly prohibited.

10.1.2 Additionally, Contractor Personnel shall be free of any condition which may in any way adversely affect alertness, concentration, responsiveness, or the ability react calmly and responsibly to safety hazards.

10.1.3 CP reserves the right to request drug tests for Contractor Personnel as and where permitted by law.

10.2 Inappropriate Behavior

10.2.1 CP is committed to maintaining a Work environment that supports the dignity of all individuals. No person working at CP may be subjected to any form of discrimination or harassment, including sexual harassment.

10.2.2 Acts or threats of violence are unacceptable at all times on CP Property. Uttering of threats or committing acts of violence will result in the removal of the responsible Contractor Personnel from CP Property, termination of the Contract, and/or criminal charges.

10.2.3 Horseplay, practical jokes, fighting or any other activity that may create a safety hazard will not be tolerated.

10.3 Electronic Entertainment and Communication Devices

10.3.1 The use of personal entertainment devices, including portable audio and video devices such as compact DVD, CD, and game players, I-pods & MP3 players, is prohibited:

(a) while Working on CP Property;
(b) while transporting CP Personnel, whether on and off CP Property; and
(c) while operating any CP highway vehicles, Railway Equipment or Mobile Equipment, whether on and off CP Property.

10.3.2 The use electronic communication devices, including radio, cell phones, Blackberries, walkie-talkies, PDAs, GPS navigation units, Palm Pilots, portable computers and similar devices, is prohibited:

(a) while operating a highway vehicle, unless it is stopped and parked in a safe location;
(b) while operating or assisting in the operation of any Railway Equipment or Mobile Equipment;
(c) while operating power tools, equipment or machinery;
(d) when Foul of Track for any reason; or
(e) whenever use of such a device creates an unsafe condition.

10.3.3 Notwithstanding the foregoing, radios, walkie-talkies, GPS units, and other communication devices authorized by CP Manager in Charge may be used solely for the conduct of business
where not prohibited by municipal or provincial legislation, and any electronic communication
device may be used when it is necessary to communicate an emergency condition.

10.4 Smoking

10.4.1 Smoking is prohibited on all CP Property, and in or on all highway vehicles, Railway Equipment,
and Mobile Equipment, except for CP designated outdoor smoking areas.

11 Personal Protection

11.1 Work Clothing

11.1.1 The Contractor must ensure that Contractor Personnel wear clothing that meets Applicable
Legislation and is suitable to perform the Work safely.

11.2 Personal Protective Equipment (PPE)

11.2.1 The Contractor shall ensure that Contractor Personnel wear personal protective equipment
required by Applicable Legislation, regulations, codes and industry standards as necessary to
protect against personal injuries while on Railway property. All personal protective equipment
shall be approved by the Canadian Standards Associations (CSA) or by the American National
Standards Institute (ANSI), and shall be in good condition and be properly fitted.

11.2.2 The following mandatory personal protective equipment ("PPE") shall be supplied by the
Contractor at its own expense, and shall be worn at all times by Contractor Personnel while on
CP Property:

(a) safety hard hat, meeting CSA standard Z94.1;
(b) safety boots with protective toe caps and soles, meeting CSA standard, Z195 (Green
   Triangle - Grade 1);
(c) safety glasses with permanently attached side shields, meeting CSA standard Z94.3;
(d) high visibility fluorescent outerwear with retro reflective striping (meeting CSA standard
   Z96 preferred), with such high visibility fluorescent outerwear not covered by other clothing
   or equipment, except where necessary for safety reasons such as where fall protection or
   pole climbing equipment is being used; and
(e) any other PPE as required by Applicable Legislation, CSA standard, or otherwise
   required to protect Contractor Personnel from injuries.

11.2.3 In addition to the foregoing minimum requirements, the following table contains further
recommendations in relation to specific types of PPE:

<table>
<thead>
<tr>
<th>Type of Protection</th>
<th>Additional Recommendations</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hard Hats</td>
<td>Have hi-visibility characteristics which are not obscure by markings or decals</td>
</tr>
</tbody>
</table>

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_________
<table>
<thead>
<tr>
<th>Type of Protection</th>
<th>Additional Recommendations</th>
</tr>
</thead>
<tbody>
<tr>
<td>Safety Eyewear</td>
<td>Tinted safety eyewear must meet Canadian Military Spec. J if operating Railway Equipment</td>
</tr>
<tr>
<td></td>
<td>Transition lenses are discouraged and should be worn with caution when working in changing light conditions</td>
</tr>
<tr>
<td></td>
<td>Personal sunglasses are discouraged and must not be worn when operating Railway Equipment</td>
</tr>
<tr>
<td>Safety Footwear</td>
<td>Have defined heels</td>
</tr>
<tr>
<td></td>
<td>Be laced and tied securely for ankle support</td>
</tr>
<tr>
<td>High-Visibility Apparel</td>
<td>Lime-green is recommended when working on, or near tracks, or when performing Co-mingled Work</td>
</tr>
</tbody>
</table>

11.2.4 Contractor and Contractor Personnel shall be solely and fully responsible for assessing the risks related to the Work and determining whether additional PPE may be required such as:

(a) Nomex or Proban fire-retardant protective gear when performing certain TDG Work and or handling certain Hazardous Materials or performing specialized Work.

(b) hearing protection when working in any area where noise exposure levels:

(i) are consistently greater than 84 dBA (Lex, 8);

(ii) exceed 115 dBA at any time; and

(iii) any other Work areas where posted, or so notified by CP management.

(c) respiratory protection where Contractor Personnel may be exposed to occupational dusts/particulates, fumes, mists, gases and vapors, in which case, in which case Contractors must have a written Respiratory Protection Program that meets or exceeds Applicable Legislation;

(d) additional eye and face protection meeting CSA standard Z94.3 (i.e. face shields, impact/splash goggles, welding/cutting goggles and welding helmets); and

(e) fall protection systems and equipment meeting appropriate CSA standards as required by Applicable Legislation and appropriate for the related fall hazards.

12 Railway Track Protection

12.1 Contractor’s Responsibilities for the Protection of Railway Traffic and Property

12.1.1 Where the Work Site is in close proximity to, or is located on, above, or below railway tracks, special attention, care and precautions shall be taken to ensure the safety of all Contractor Personnel, CP Personnel, all other third parties and to protect CP’s property and railway operations.

12.1.2 Contractor shall ensure that Contractor Personnel is made aware of all unique and inherent hazards in working near, on, above or below railway tracks and shall ensure that all Contractor Personnel are fully trained and equipped to work safely.
12.1.3 Contractor Personnel shall at all times remain alert to the movement of trains, rolling stock and other Railway Equipment.

12.1.4 Contractor Personnel shall be especially alert in yards and terminal areas as
(a) Railway Equipment that appears to be stationary may be moving;
(b) the rate of movement of Railway Equipment may be faster than it appears;
(c) Railway Equipment change tracks often; and
(d) movements may be occurring simultaneously on adjacent tracks

12.2 50 Feet Clearance Requirement

12.2.1 All Work shall be performed as far away from railway tracks as possible.

12.2.2 Unless authorized by CP, Contractor Personnel, equipment, and vehicles are not permitted to be within 50 feet of the closest track centerline.

12.2.3 In the event Work must be carried out within 50 of the closest track centerline, written authorization must is obtained from the Manager in Charge, and Contractor Personnel must still remain at the maximum practicable distance from all railway tracks at all times.

12.2.4 When crossing tracks, Contractor Personnel shall ensure a minimum of 50 feet (approximately 15 metres) separation between standing Railway Equipment, stay at least 15 feet away from the end of the nearest equipment, and look both ways before crossing tracks, and if clear, walk at a right angle to the tracks.

12.3 Flagging Protection

12.3.1 When the Work requires Contractor Personnel to be within 50 feet (approximately 15 metres) of any railway tracks, Contractor or Contractor Personnel shall notify and obtain the written approval of the Manager In Charge in advance of the intended start date, and when approved, shall only perform Work strictly in accordance with all terms and conditions of that approval.

12.3.2 Unless otherwise indicated by the Manager In Charge, proper protection against the movement of trains, rolling stock and other Railway Equipment shall be deemed required at all times whenever Work or Contractor Personnel must be within 50 feet (approximately 15 metres) of the closest track centerline. Protection may be provided only by a qualified CP employee through use of a flag person, Canadian Railway Operating Rules (CROR) Track Occupancy Protection (TOP), mechanical blue flag protection or other protection methods designated by the Manager In Charge.

12.3.3 Where CP determines that flagging is required, then Work must be strictly conducted under the direction of a CP flag person or such other person designated by the Manager In Charge.

12.3.4 Contractor Personnel shall ensure that there is clear communication at all times between Contractor Personnel and any CP flag person. Contractor Personnel shall ensure that they are aware of:
(a) flagging distance limits;
(b) time limits; and
(c) any adjacent tracks where movement of Railway Equipment may still occur.

12.3.5 Contractor Personnel shall not assume that a train movement is being stopped or cleared unless clear communication is received directly from the CP flag person.

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12.3.6 A job briefing between the CP flag person and all Contractor Personnel must occur before beginning any Work on or Foul of Track.

12.3.7 Blue flag protection is used to indicate that CP or Contractor Personnel are working on, under or between Railway Equipment and movement of trains or other Railway Equipment is prohibited. Blue flags must not be tampered with or obstructed. Blue flags can only be removed by the person or group of persons who originally applied it. Application, use, and removal of blue flags, when appropriate, may only be done under the authorization and guidance of the Manager in Charge.

12.3.8 Red flag protection is used to indicate that CP or Contractor Personnel are working on or Foul of Track, or the track is out of service and movement of trains or other Railway Equipment is prohibited. Red flags must not be tampered with or obstructed. Application, use, and removal of red flags, when appropriate, may only be done under the authorization and guidance of the Manager in Charge.

12.4 Working on or near Tracks

12.4.1 When authorized to perform Work Foul of Track or otherwise be near railway tracks, Contractor Personnel shall ensure at Contractor Personnel, equipment, and vehicles are kept as far away from railway tracks as practicable, and shall at all times:

(a) be alert to train movements and shall expect the movement of trains, engines, cars, or other mobile Railway Equipment at any time, on any track, and in any direction, even if they appear to be stationary or in storage;

(b) not rely on others to protect them from train movement;

(c) stay at least 15 feet (approximately 5 metres) away from the ends of Railway Equipment when crossing the track;

(d) ensure a minimum of 50 feet (approximately 15 metres) separation prior to crossing between Railway Equipment;

(e) look both ways before crossing tracks, and if clear, walk at a right angle to them.

(f) never climb on, under or between Railway Equipment;

(g) be aware of the location of structures or obstructions where track clearances are close;

(h) not stand on the track in front of an approaching engine, car or other equipment;

(i) when possible, stand at least 20 feet back from the track(s) when there is a passing movement of trains, engines, cars, or other mobile Railway Equipment, to prevent injury from flying debris or loose rigging and shall observe the train as it passes and be prepared to take evasive action in the event of an emergency;

(j) not stand on or between adjacent tracks in multiple track territory when a train is passing;

(k) not walk, stand or sit on the rails, between rails or on the end of ties, unless absolutely necessary. As the rail surface can be extremely slippery, personnel must step over the rails when crossing tracks. Personnel shall also be aware railway ties can also be slippery and that railway ballast can shift while walking on top of it. Situational awareness and use of proper footwear is important;

(l) not remain in a vehicle that is within 50 feet of a passing train unless specifically authorized, or where this is not possible, park the vehicle as far away from the tracks as possible and walk to as safe a distance whenever trains pass.

(m) keep away from track switches as remotely operated switch points can move Initiated by 14

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unexpectedly with enough force to crush ballast rock. Personnel shall stay away from any other railway devices they are unsure of. Personnel shall not disturb or foul the ballast at any time.

12.5 Equipment on or near tracks

12.5.1 Contractor Personnel shall not be Foul of Track with any piece of equipment without a CP flag person or other authorized track protection;

12.5.2 Contractor Personnel shall not move equipment across the tracks except at established road crossings, or unless under the protection and authorization of a CP flag person and only if the Work Site has been properly prepared for such a move. Tracked equipment will require a CP flagperson any time railroad tracks are crossed.

12.5.3 Contractor Personnel shall not move equipment across railroad bridges or through tunnels, except as expressly authorized and only under such conditions as stipulated by the Manager in Charge.

12.5.4 Contractor Personnel shall move equipment away from the tracks at least 50 feet, or where not possible, park the equipment as far away from the tracks as possible, and walk to a safe a distance whenever trains pass.

12.5.5 Buckets, shovels, and loads on cranes must be lowered to the ground to rest, and cranes without a load must have their load line tightened or retracted to prevent movement, whenever there are passing trains.

12.6 Railway Signs, Signals, Flags and other Communication Infrastructure

12.6.1 Signs, signals and flags shall not be obstructed, removed, relocated, disabled or altered in any way without proper authorization and qualification.

12.6.2 Only qualified Contractor Personnel who are authorized by CP are permitted to operate switches, derails, electric track mechanisms, signal and communication systems or other track control appliances.

12.6.3 Railway pole lines carry electric power and should be treated as any other power lines.

12.7 Excavation

12.7.1 Before starting excavation operations, the Contractor shall ascertain that there are no underground wires, fiber optic cables, pipelines or other utilities which could be damaged or, if present, that such installations are properly protected. Fiber optic cables are present on most segments of the right-of-way. Prior to commencing any excavation, the Contractor shall contact the proper authority to obtain the necessary permit and to locate and protect such cables or other underground utilities.

12.7.2 Excavations shall not be left unattended unless they are properly protected; and the Manager In Charge shall be notified.

13 Workplace Hazardous Materials Information System (WHMIS)

13.1 General Requirements
13.1.1 If at any time Contractor’s Work involves the use, handling, storage, or disposal of Hazardous Materials (“Handling of Hazardous Materials”), Contractor Personnel must inform the Manager in Charge.

13.1.2 Contractors shall ensure that all Contractor Personnel are fully trained in the Handling of Hazardous Materials and that Contractor and Contractor Personnel are in full compliance with all Applicable Legislation, and as directed by the Manager In Charge.

13.1.3 Contractor Personnel shall have appropriate processes, systems and controls in place to prevent or otherwise mitigate potential environmental, health and safety risks associated with the Handling of Hazardous Materials.

13.2 Access to MSDS Documents

13.2.1 Prior to beginning any Work that may expose CP Personnel to Hazardous Materials, Contractor or Contractor Personnel shall:
   (a) provide a copy of the respective Material Safety Data Sheet (MSDS) to the Manager In Charge; and
   (b) keep a copy of the MSDS at the Work Site and shall such that it is readily available at all times.

13.3 Hazardous Material Incident or Spill

13.3.1 In the event of a hazardous material incident or spill, the Contractor must:
   (a) ensure that no Contractor or CP Personnel have or will be exposed;
   (b) take all reasonable actions to contain the spill;
   (c) respond in accordance with its emergency response plan; and
   (d) notify CP immediately in accordance with Section 18.

14 Operation of Highway Vehicles

14.1 Highway Vehicles

14.1.1 The following requirements apply to all highway vehicles, whether operated on CP Property; or used to transport CP Personnel.

14.2 Regulations and Inspection

14.2.1 Before using a highway vehicle, Contractor Personnel shall:
   (a) complete a pre-trip inspection;
   (b) maintain an inspection log;
   (c) ensure periodic inspections are completed at official testing locations;
   (d) ensure the vehicle is maintained and in safe operating conditions at all times; and
   (e) ensure the vehicle is in compliance with applicable motor vehicle regulations and license requirements.

14.2.2 Vehicle maintenance, inspection records and logs must be made available to the Manager In Charge.

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14.3 **Vehicle Operator Requirements**

14.3.1 Operation of highway vehicles is restricted to those Contractor Personnel who are licensed, qualified and authorized to do so. Such Contractor Personnel shall be responsible for the safety of all passengers at all time. For greater certainty, such Contractor Personnel shall:

(a) hold a valid license for the class of vehicle being operated, in accordance with local provincial requirements, and

(b) strictly comply with all posted traffic signs, signals, and all shall obey all Applicable Legislations; and

(c) maintain the required driver log, and make the log available to the Manager In Charge on request, and

(d) comply with the requirements on the use of electronic devices as set out in Section 11.

14.4 **Driving on CP Property**

14.4.1 In addition to the requirements set out above, while on CP Property, Contractor Personnel shall:

(a) travel only on designated roadways unless otherwise instructed;

(b) keep daytime running lights on (if so equipped);

(c) not exceed 25 km/h (15 mph) unless otherwise posted;

(d) come to a full stop at all blind corners, rail and roadway crossings;

(e) yield the right of way to all Mobile Equipment and other non-highway equipment or service vehicles;

(f) not operate vehicles (or any internal combustion equipment) inside buildings or enclosed structures unless adequate ventilation is provided;

(g) not park Foul of Track unless on-track protection is provided;

(h) not leave vehicles running unnecessarily;

(i) park only in pre-determined or designated areas;

(j) always use the parking brake (or wheel chocks) when leaving an unoccupied vehicle running; and

(k) where safe and practicable, back vehicles into marked parking spaces to avoid reverse collisions when exiting.

14.4.2 All Contractor Personnel who will be operating a highway vehicle or Mobile Equipment in any CP intermodal facilities must complete a Driver Safety Orientation program prior to first entry, and from time to time thereafter as directed by the Manager In Charge.

14.5 **Seat Belts**

14.5.1 Seat belts must always be worn while operating or riding in any equipped vehicle unless Contractor Personnel is actively engaged in inspections requiring said Contractor Personnel to be free of such restraint, and then only when the vehicle is operating at less than 25 km/h (15 mph).

14.6 **Loads**
14.6.1 Contractor Personnel shall ensure vehicles are loaded according to weight and dimensional requirements as authorized by provincial regulations and permits, and properly load and secure tools, material, equipment and freight to avoid shifting, falling, leaking or otherwise escaping from vehicles during operation.

14.7 Riding in CP Vehicles

14.7.1 Contractor Personnel are prohibited from operating or riding in any CP vehicles unless authorized to do so, or in case of emergency.

15 Tools, Equipment and Machinery

15.1 General Safety Requirements Respecting All Tools, Equipment and Machinery

15.1.1 Contractor Personnel shall ensure that all tools, equipment, and machinery used be:
   (a) in compliance with all Applicable Legislations
   (b) in good working order, properly serviced and maintained;
   (c) safe for their proposed use and used only for purposes specified by the manufacturer;
   (d) if mobile, equipped with appropriate safety devices (e.g. lights, horns, back-up alarms, safety beacons), and prevented from moving through use of the hand brake, wheel blocking, wheel chocking and/or a derail where applicable.

15.1.2 Use of CP tools by Contractor Personnel is prohibited unless specifically authorized by local CP management.

15.2 Lockout – Hazardous Energy Control

15.2.1 Contractor Personnel shall employ such hazardous energy lockout procedure as required to eliminate the accidental or unexpected start-up, energizing, or release of stored (residual) energy during maintenance, repair and/or servicing activities.

15.2.2 All tools, equipment and machinery must be made safe and isolated from all energy sources rendering the machine, equipment, or process inoperative prior to performing maintenance, repair or servicing related tasks.

15.2.3 No Contractor Personnel can remove any CP applied lock or tag, including bad-order tag.

15.2.4 Notwithstanding the foregoing, if Contractor’s Work may create an energy hazard to any CP Personnel, then all affected parties must follow the requirements set forth in CP’s Lockout – Hazardous Energy Control Policy and Code of Practice.

15.2.5 If CP Personnel and Contractors are jointly performing maintenance, repair or servicing activities on the same machine, equipment or using the same energy source, then they must apply a multi-lock hasp and individual locks and tags (as per CP’s Lockout – Hazardous Energy Control Policy and Code of Practice).

15.3 Electrical Safety Requirements

15.3.1 In addition to the hazardous energy control lockout requirements above, all electrical Work must comply with Applicable Legislation, CSA and National Fire Protection Association (NFPA)
15.3.2 Contractor Personnel Working on electrical systems must:

(a) if in proximity to CP Personnel, inform them of:
   (i) existing or potential electrical hazards;
   (ii) any specific additional personal protective equipment that may be required;
   (iii) applicable safe Work practices;
   (iv) applicable emergency and evacuation procedures; and
   (v) apply lock out procedures as per section above on Lockout – Hazardous Energy.

(b) have practices, procedures and training that comply with:
   (i) Applicable sections of CSA-Z462 Workplace Electrical Safety Standards;
   (ii) Canadian Electrical Code Parts 1 and 2; and
   (iii) Any other Applicable Legislation; and

(c) not operate or allow cranes or other mobile equipment to approach closer to any live electrical power line than is permitted by CSA Z150 Standards for mobile cranes.

15.4 Lifting Devices

15.4.1 All lifting devices, including but not limited to jacks, cranes, cables, slings and hooks shall:

(a) meet Applicable Legislation governing design, inspection, maintenance and operation;

(b) be safety certified and labeled or tagged with load capacity limits where required;

(c) have sufficient capacity for the planned lift;

(d) have sufficient footing or support area to properly distribute the load during a lift.

15.5 Welding and Torch Cutting

15.5.1 When welding or torch cutting, Contractor Personnel shall:

(a) be properly trained and qualified;

(b) ensure that all closed containers have been properly purged;

(c) direct flame or sparks away from other Workers, equipment and flammable material;

(d) have a fire extinguisher readily available;

(e) keep compressed gas and oxygen cylinders stored in a secure, vertical position, with regulators removed and caps applied, labeled properly and located in vented cabinets or other designated locations.

15.6 Explosive Actuated Tools

15.6.1 Only Contractor Personnel who are qualified and licensed in accordance with Applicable Legislation, and authorized by CP, may use explosives or explosive actuated tools.

15.7 Unattended Equipment or Machinery

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15.7.1 Tools, Equipment and Machinery shall not be left unattended at any time and shall not be stored on CP Property, unless expressly permitted pursuant to a written agreement with CP or by the Manager In Charge in writing, and where so permitted, Contractor shall ensure that:

(a) storage shall be restricted to the designated area, or as otherwise specified by CP.
(b) all such tools, equipment and machinery shall be secured in a safe position well clear of all tracks to prevent accidental contact with trains and moving equipment and to not restrict train crew sightlines;
(c) as much as possible, tools, equipment and machinery shall be stored in locations out of public view.

16 Emergency Response

16.1 Emergency Response Plan

16.1.1 The Contractor must maintain a current emergency response plan and make it available to CP on request. Emergency response plans must include at a minimum:

(a) contractor reporting procedures in the event of an incident or spill;
(b) emergency response contacts and phone numbers, including phone numbers for CP incident reporting and local CP managers (See Attachment A); and
(c) containment measures to be taken in the event of an incident or spill.

16.2 Initial Response

16.2.1 Initial response to any emergency condition must follow the following sequence:

(a) protect the safety and security of all individuals and communities
(b) provide environmental protection and mitigation
(c) conduct incident investigation & evidence preservation
(d) restore railway operations

16.3 First Aid

16.3.1 Contractor Personnel must have sufficient First Aid qualified personnel and the required First Aid kit and any other required First Aid equipment at the Work Site, suitable for the crew size, nature of Work being performed and location, all of which shall, at a minimum, comply with Part II of the Canada Labour Code.

16.4 Fire Protection

16.4.1 The Contractor must have appropriate fire extinguishers, suitable in type, size and quantity having regards to the nature of Work and Applicable Legislation, readily available at all times on:

(a) the Work Site; and
(b) all Contractor equipment, machinery and highway vehicles.

16.4.2 Contractor Personnel shall ensure that all necessary precautions are taken to prevent fires, including the following:

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(a) storing flammable material (e.g. paper, rubbish, sawdust, oily or greasy rags, etc.) in proper containers;
(b) storing and transporting fuel, gasoline or other flammable liquids in approved containers. Use of unapproved containers is prohibited;
(c) proper disposal of flammable material daily;
(d) prevent static electricity when dispensing or transferring flammable liquids by using proper grounding and bonding techniques;
(e) avoid using cutting or welding torches during the last one-half hour of shifts, if possible;
(f) taking special precautions with fusees, including:
   (i) store and transport in approved containers;
   (ii) do not allow fusees to come in contact with any combustible material, including railway ties or wooden timbers; and
   (iii) fully extinguish fusees before leaving the location where used;
(g) promptly advise CP management of any fire on CP Property; and
(h) fully extinguish or provide protection for any fire prior to leaving the Work Site.

16.4.3 Contractors Working on the CP right-of-way where a high risk of fire exists (e.g. during rail grinding, rail welding) must have:
(a) appropriate fire prevention and suppression plans (including emergency numbers for CP, local firefighters and fire control districts); and
(b) additional fire fighting equipment and trained Contractor Personnel on site, as required by Applicable Legislation.

17 Reportable Accidents, Incidents and Injuries

17.1 Reportable Injuries

17.1.1 Reportable injuries include any personal injury to:
(a) Contractor Personnel;
(b) any CP Personnel; or
(c) to any third party on CP Property.

17.2 Reportable Accidents

17.2.1 Reportable accidents include any occurrence that results in:
(a) damage to railway tracks, right of way, buildings or other CP Property;
(b) damage to Railway Equipment;
(c) damage to CP highway vehicles;
(d) release of dangerous goods;
(e) spill or loss of transported commodities; and
(f) a threat to the environment.

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17.3 Reportable Incidents

17.3.1 Reportable incidents include:
(a) unintended movement of Railway Equipment;
(b) failure to provide track protection for Workers when required;
(c) movement of Railway Equipment beyond authorized limits;
(d) operation of Railway Equipment by an unqualified person;
(e) unauthorized handling of a track switch;
(f) damage, vandalism or tampering with any railway signals, structures or railway safety device;
(g) seepage, leakage, spills of, or other contamination from, Hazardous Materials;
(h) actual, threaten or suspected security related incidents;
(i) slides, washouts or other on-track obstructions; or
(j) any occurrence that may disrupt the movement of trains or affect safe rail operations.

18 Reporting

18.1 Emergency Reporting

18.1.1 In the case of an emergency, Contractor Personnel must call:
(a) 911, where this emergency response system exists, or
(b) the local police, fire or emergency department; and
(c) in all cases, also the CP Police Services Communication Center at toll free 1-800-716-9132 from any Canadian or U.S. location.

18.2 Accident, Incident, Injury Reporting

18.2.1 When an accident, incident or injury occurs on CP Property, the Contractor must:
(a) immediately report it to the Manager In Charge or to the NMC; and
(b) follow instructions given to protect the scene.

18.2.2 CP does not report Contractor Personnel injuries to WCB. Such WCB reporting remains the Contractor’s responsibility.

18.3 Information to Report

18.3.1 Information required with the initial report includes:
(a) type of incident;
(b) date and time of occurrence;
(c) location (mileage, subdivision, building, yard or other physical description);
(d) identity of person(s) involved or injured (company & name);
(e) description of any dangerous goods or Hazardous Materials involved;
(f) type & unit number of any Railway Equipment or vehicle involved;
(g) description of occurrence, damage and/or injury, and cause if known;
(h) description of any emergency response;
(i) name and contact information of person making the report; and
(j) such other information that CP may require.

18.4 Environmental Incidents and Spills

18.4.1 In the event of an environmental incident or spill that could have a negative impact on the environment, the Contractor must immediately:
(a) report the incident to the NMC, the Manager In Charge, and the designated CP Contact as per the governing agreement relating to the Work;
(b) take all reasonable actions to contain the spill;
(c) respond in accordance with its emergency response plan; and
(d) provide CP with the following information;
   (i) description of location and surrounding area, including any sensitive environmental areas nearby (e.g., rivers, parks, sewers);
   (ii) type and quantity of substance released;
   (iii) cause of spill or deposit, if known; and
   (iv) details of any immediate action taken or action proposed to be taken to contain spill and recover substance.

18.5 Additional Contractor Requirements

18.5.1 Contractor and Contractor Personnel must:
(a) ensure an appropriate emergency response is initiated;
(b) protect any evidence until released by CP Manager In Charge;
(c) cooperate fully with any CP investigation;
(d) cooperate with any investigating government agency; and
(e) notify CP if information is requested by any investigating government agency.

19 Contractor & Contractor Personnel Acknowledgement

19.1 Acknowledgement

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19.1.1 Contractor and Contractor Personnel who Work on CP Property shall be deemed to have read and understood the content of these Minimum Safety Requirements For Contractors While Working On CP Property, as amended from time to time, and to agree to be bound by them.

19.1.2 These Minimum Safety Requirements For Contractors While Working On CP Property are subject to change without prior notice. The most current version of these Minimum Safety Requirements can be viewed at www.cpr.ca or by contacting the Manager In Charge.

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Work Smart, Stay Safe

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## 20 ATTACHMENT A - EMERGENCY INFORMATION SHEET

<table>
<thead>
<tr>
<th>EMERGENCY CONTACT INFORMATION</th>
<th>PHONE</th>
<th>LOCATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>CP Calgary Network Management Center</td>
<td>1-800-795-7851</td>
<td>West of and including Mactier, Ontario.</td>
</tr>
<tr>
<td>CP Montreal Operations Centre</td>
<td>1-800-363-3277</td>
<td>East of Mactier, Ontario plus southern Ontario</td>
</tr>
<tr>
<td>CP Police Services</td>
<td>1-800-716-9132</td>
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<tr>
<td>CP Railway Traffic Controller Radio Channel</td>
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<td>Local Police Services</td>
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<td>Local Fire Services:</td>
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<td>Local EMS</td>
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<td>Hospital</td>
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<td>Physician</td>
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<tr>
<td>Aircraft Service, (if applicable):</td>
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<td>Watercraft Service, (if applicable):</td>
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<tr>
<td>Other Emergency Services</td>
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Emergency Evacuation Route

(Describe nearest evacuation assembly location OR Provide sketch on back)
### WORK SITE INFORMATION

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<thead>
<tr>
<th></th>
<th>PHONE</th>
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<tbody>
<tr>
<td>Work Site Location Name</td>
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<tr>
<td>Railway Subdivision &amp; Mileage</td>
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<tr>
<td>Address, Number and Street</td>
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<tr>
<td>Nearest Town</td>
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<tr>
<td>CP Manager in Charge</td>
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<tr>
<td>Emergency Site Access Route</td>
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<tr>
<td>(Describe route from nearest emergency services location in detail including access roads &amp; physical landmarks OR provide sketch on back.)</td>
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<tr>
<td>Contractor Supervisor</td>
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<td>Site Telephone</td>
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<tr>
<td>Certified First Aid Attendant</td>
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<tr>
<td>Location of First Aid Supplies at Site</td>
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<td>Location of Fire Extinguishing Equipment:</td>
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<td>Location of WHIMS data sheets</td>
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### UTILITY INFORMATION

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<td>Water &amp; Sewer</td>
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<td>Telephone</td>
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<tr>
<td>Cable System</td>
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<td>Qualified employee(s) in:</td>
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<td>Confined Space Entry, (if applicable):</td>
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<tr>
<td>Equipment requirements for Confined Space Entry, (if applicable):</td>
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<tr>
<td>Other:</td>
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LIQUIDATED DAMAGES

It is accepted by both parties of the Agreement that, in the case where the works require a track block and are not completed during the specified time of the block, the Railway will incur losses and damages due to the delays. Unforeseen interruptions to Railway operations may also be experienced as a result of construction activities within or in proximity to the Railway right-of-way. Given that it is difficult to establish the exact and actual loss or damage experienced by the Railway, the parties agree that the Road Authority will be responsible for the following charges dependent on the length of the delay:

1. For major track blocks of 3 hours or longer:
   a) The sum of $5,000 for every 15 minutes, or part thereof, during the first 120 minutes exceeding the allocated block time; and
   b) The sum of $24,000.00 for every 60 minutes, or part thereof, exceeding the time described in 1(a).

2. For minor track blocks less than 3 hours, and for all construction activities within or in proximity to the Railway right-of-way:
   a) The sum of $3,000 when the work is not completed or exceeds the allocated block time or estimated work time; and
   b) The sum $3,500 for every 15 minutes, or part thereof, during the first 60 minutes exceeding the allocated block time or estimated work time; and
   c) The sum of $24,000 for every 60 minutes, or part thereof, exceeding the time described in 2(b).

Mississauga, 2013
INSURANCE REQUIREMENTS FOR ROAD AUTHORITIES FOR WORKS PERFORMED ON AND/OR IN PROXIMITY TO THE RAILWAY OR WITHIN RAILWAY RIGHT OF WAY

During the term of the construction or re-construction of any works on and/or in proximity to the railway or within the railway right-of-way and before any work is started, the Road Authority and/or its Agents, at its sole cost and expense, shall effect and maintain with insurance companies, satisfactory to the Canadian Pacific Railway Company (CPR), the following liability insurances:

**Comprehensive Liability Policy**

A Comprehensive Liability Policy naming as Insureds the Road Authority, its Consultants and Contractors and CPR, including any of their Employees, Servants, Agents or Consultants, agreeing to pay on behalf of the Insureds all sums which the Insureds shall become obligated to pay by reason of the liability imposed by law upon the Insureds for damages, including damages for care and loss of services, arising out of or in connection with the project, because of bodily injury, sickness or disease, including death at any time resulting therefrom, sustained by any person or persons, or damage to, or destruction of property including loss of use thereof, caused by accident and occurring during the policy period, with limits of not less than:

a) for bodily injury $2,000,000 per person and $5,000,000 per accident or occurrence and for property damage $5,000,000 per accident or occurrence

-or-

b) for bodily injury and property damage $5,000,000 inclusive in any one accident or occurrence.
The policy shall contain the following clause or one to like affect:

"Cross Liability - This policy shall insure each person, firm or Corporation insured hereunder in the same manner and to the same extent as if a separate policy had been issued to each, but the inclusion herein of more than one insured shall not operate to increase the limits of the Insurance Company's Liability."

The policy shall be written so as to provide coverage for blasting and other special hazards, where such hazards will be incidental to the works or project and shall include coverage for the clean-up of pollutants or the actual, alleged or threatened discharge, dispersal, release or escape of pollutants as a result of a collision, overturning of any vehicle.

The Road Authority’s Contractor shall ensure that its subcontractors, if any, maintain substantially the same insurance as is required of the Contractor under this Agreement.

**Non-Owned Automobile Liability**

A Non-Owned Automobile Liability Policy providing substantial limits of insurance against the risks of Bodily Injury and Property Damage.

**Automobile Third Party Liability Policy**

An Automobile Third Party Liability Policy providing substantial Limits of insurance against the risks of Bodily Injury and Property Damage.

**Railway Operations**

Should the CPR be required to carry out any work or render any services incidental to the works or project, then the Road Authority’s and/or it’s Contractor’s Comprehensive Liability Policy shall be extended by endorsement in the following form or one of like effect:
“It is hereby understood and agreed that the coverage afforded the Canadian Pacific Railway Company under this policy shall apply to any legal liability arising from work performed or services rendered by the Canadian Pacific Railway Company, incidental to the works or project, including temporary support for or diversion or relocation of the railway.”

or a separate policy shall be provided to cover CPR’s operations incidental to the works or project.

Such policies shall not be terminated, canceled or materially altered unless written notice of such termination, cancellation or material change is given by the insurers to CPR at least thirty (30) days prior to the effective date thereof.

All policies of insurance stipulated in this Article will be with insurers acceptable to CPR and in a form satisfactory to CPR, and the Road Authority and/or its Agents will see that a copy of all policies or certificates of insurance are delivered to CPR, at the following address, prior to the date that the Road Authority and/or its Agents commences operations and prior to any insurance renewal thereof:

Manager, Risk Management
Canadian Pacific Railway Company
Room 1100, 401 - 9th Ave. SW
Calgary, AB., T2P 4Z4

Mississauga, November 16, 2006
FLAGGING PROTECTION PROTOCOL

Further to Canadian Pacific’s Operational Constraint for Work On, Above or Below Railway Right of Way, and Minimum Safety Requirements for Contractors Working on CP Property in Canada, the following details pertaining to CP’s Flagging Protection Protocol should be noted.

Railway Flagging protection involves the use of a CP Qualified Employee (Flagperson) to assist in the protection of works on or about the railway’s track and property. A railway Flagperson could utilize one or more forms of positive track protection including, a Track Occupancy Permit (TOP), or a rule 842 track protection. Due to the complexity in determining what Flagging protection is best suited for the work, Canadian Pacific, with input from the Third Party, will determine the method of Flagging protection.

A. Protection of works by a CP Flagperson

1. Track Occupancy Permit (TOP):
   a. A TOP is taken from the Rail Traffic Controller by the qualified CP Flagperson. A TOP prevents any trains or engines from directly entering the limits of the TOP without obtaining additional permission from the proper authority. Typically a TOP is granted for shorter durations and dependent entirely upon the current train traffic and other site factors. A TOP is primarily used when other forms of protection are not feasible or when the work can be completed in shorter durations and track blocks are not feasible or available.

2. Rule 842:
   a. Rule 842 protection involves the use of General Bulletin Orders and colored flags in the field, to alert approaching trains and engines of work on or about the track.

   b. A Rule 842, allows for the passage of trains and engines into the work site and past the coloured flags when authorized by the Flaggperson that it is safe to do so. Rule 842 protection requires that the Flaggperson have either direct line of site of the work or a very high level of confirmation that the Minimum Safety Requirements for Contractors Working on CP Property in Canada is being adhered to and all work is confirmed clear of the track. Rule 842 protection is typically used when the infrequent passage of trains can be accommodated on account of the work taking place away from the track or the work and equipment can easily be cleared from the track.
B. Track Blocks

Aside from Railway Flagging protection, a Track Block (also known as Work Block) may also be required when it is impossible or unsafe to pass trains across the tracks. Track Blocks apply to works which affect the integrity of the track, its base and/or its structure.

Canadian Pacific will evaluate and approve Track Blocks based upon actual train traffic and the annual Track Block schedule for the subdivision where the work is being executed. It is essential that Track Block requirements be communicated to Canadian Pacific as far in advance as possible to allow for railway work and train schedules to be evaluated. In no case will a Track Block be approved if the written notice is received less than 45 days before the proposed start date. The Track Block request must include a detailed breakdown of the work activities laid out in 15 minute intervals and overall timelines. It should be noted that a submittal of a Track Block request does not guarantee approval of the Track Block. Track blocks are of significant operational and financial impact to Canadian Pacific and each one will be evaluated based upon several factors. It will be up to the Railway to decide whether a Track Block is warranted for the proposed works.

C. Flagging Protection Requests

Further to the requirements outline in the *Operational Constraint for Work On, Above or Below Railway Right of Way*, Flag Protection must be requested in writing to the Railway by Third Parties, a minimum 3 months (90 days) in advance of the proposed start date. Included within the request for flagging protection should be the required duration that the protection is required. The advanced notice will allow the Railway to coordinate manpower as required and evaluate any Track Block requirements (if deemed necessary).

D. Flagging Protection Hours

CP employees providing flag protection require time provisions during their shift for the following activities:

1. Travel from headquarters to job site – at the start of each shift;
2. Set up on site – job briefings, installing flags, obtaining permits etc. (as applicable);
3. Travel from job site to headquarters – at the end of each shift.

Depending on the distance travelled and actual set up time, these activities may require up to 2 hours or more to complete. This can reduce the total work hours for activities on or in proximity to the Railway right of way. In order for the Contractor to obtain an effective work day of more than six (6) to seven (7) hours, two (2) flag persons may be required / requested for the project. The flag persons’ hours will overlap allowing for a longer effective work day. The ability to obtain two (2) flag persons is not guaranteed, and is dependent on actual workload and availability. Table 1 of this protocol outlines the possible regular hour shifts for flag protection. Due to CP’s *Overtime Policy*, regular working hours should be allocated at all times.
Table 1 – Possible Regular Hour Shifts for Flag Protection

<table>
<thead>
<tr>
<th>Option</th>
<th>Estimated Number of Flagpersons</th>
<th>Days On/ Days Off</th>
<th>Estimated Flagperson Hours/day</th>
<th>Contractor Hours/day (approx.)</th>
<th>Possible Start Days (No Overtime Required)</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>1</td>
<td>5/2</td>
<td>8</td>
<td>6-7</td>
<td>Monday / Tuesday</td>
<td>typical, site closed 2 consecutive days</td>
</tr>
<tr>
<td>B</td>
<td>1</td>
<td>4/3</td>
<td>10</td>
<td>8-9</td>
<td>Monday / Tuesday</td>
<td>site closed 3 consecutive days</td>
</tr>
<tr>
<td>C</td>
<td>1-2</td>
<td>7/7</td>
<td>11.25</td>
<td>9.25 -10.25</td>
<td>Any day (includes Sunday) *15.5% premium charged on hourly rate</td>
<td>requires 2 Flagpersons on alternating 7/7 work cycle, site closed 7 consecutive days if 1 Flagperson used</td>
</tr>
<tr>
<td>D</td>
<td>1-2</td>
<td>8/6</td>
<td>10</td>
<td>8-9</td>
<td>Any day (includes Sunday) *15.5% premium charged on hourly rate</td>
<td>requires 2 Flagpersons on alternating 8/6 work cycle, site closed for 6 consecutive days if 1 Flagperson is used. Flagpersons' shifts will overlap for 2 days if 2 Flagpersons are used</td>
</tr>
</tbody>
</table>

*Premiums are subject to change according to the active union Wage Agreement.

Notes:

1. Contractor Hours: Time allotted to flag person for report to and from site/headquarters (varies but could exceed 1 hour estimated);

2. For Options A and B: Two Flagpersons may be obtained for overlapping shifts to gain longer work hours per day. However, the ability to obtain two flag persons on one job is not guaranteed and is dependent on workforce availability and scheduling;

3. Evening Hours: Evening hours are charged at a shift differential premium. Shifts starting between the hours of 1400hrs and 2159hrs are subject to an additional $0.75/hr premium. Shifts starting between the hours of 2200hrs and 0559hrs are subject to an additional $1.00/hr premium.

Mississauga, 2013
Guide for Road Authorities for Construction or Reconstruction of Grade Separations

Road Authorities wishing to construct or reconstruct a grade separation over or under Canadian Pacific Railway (CPR) track must make a request to the appropriate railway Public Works officer, with copies to CPR Safety & Environmental Services and the local Railway Safety office of Transport Canada. Requests should be forwarded as follows:

Request with 3 copies of the General Arrangement Plan to:

Ms. Li-Lian Lui
Specialist Public Works
Canadian Pacific Railway
Suite 800
1290 Central Parkway West
Mississauga, Ontario
L5C 4R3

Phone: (905) 803-5989

Request, with 1 copy of plan, for information only, to:

Mr. Don M. Thomas
Manager Public Works Program
Safety & Environmental Services
Canadian Pacific Railway
401 - 9th Avenue S.W.
Calgary, Alberta
T2P 4Z4
Request, with 1 copy of plan, for information only, to the appropriate Railway Safety office of Transport Canada (one office only):

Quebec
Ms. Hélène Gagnon
Regional Director
Railway Safety Directorate
Transport Canada Surface Group
638-800 Rene-Levesque Boulevard
Montreal (Quebec)
H3B 1X9
Phone: (514) 283-1774

Ontario
Mr. Andre R. Lalonde
Regional Director
Railway Safety Directorate
Transport Canada Surface Group
300-4900 Yonge Street
North York, Ontario
M2N 6A5
Phone: (416) 954-9951

The request should contain the following information:

1. The Grade separation summary report (see attached form);
2. Three [3] copies of single plan drawn in accordance with requirements described in this guide; and
3. A cheque payable to Canadian Pacific Railway in the amount of $2,000.00 to cover plan review and agreement preparation

Further specifications are listed below:

1. Upon receipt of the request and plan, CPR will review the proposal and provide its comments. If in accordance with all aspects of the proposal, a grade separation agreement will be prepared and forwarded for execution.

2. CPR requires that the construction of all rail carrying grade separations or changes to such grade separations must meet the latest version of CPR Requirements for the Design of Steel and Concrete Bridges Carrying Railway Traffic in Canada.

3. If applicable, the road profile and bridge structure should be designed to permit future track expansion.

4. CPR reserves the option to undertake the design and supervise the construction of any rail carrying structures, including the design and construction of the track diversion and roadbed.

5. Should a track diversion be required during construction, current operating speeds shall be maintained.
6. All costs associated with the protection of CPR tracks and facilities along the right-of-way are to be included as part of the project costs, including the cost of a Railway flagperson/inspector on site as necessary to ensure the safety of Railway plant and equipment during construction. CPR costs related to this project are to be reimbursed on an actual cost basis plus applicable overheads as stipulated in the latest Guide to Railway Charges for Crossing Maintenance and Construction, as issued by the Canadian Transportation Agency.

7. Reconstruction or relocation of utilities must comply with regulatory requirements and be approved by a license agreement with CPR prior to construction.

8. The Road Authority will be responsible to meet all regulatory requirements including provision of the "Notice of Railway Works" under section 8 of the Railway Safety Act.

9. The Road Authority will arrange for the financing of this project, paying CPR’s expenses as invoiced. Any CPR contribution to the project will be payable upon completion of the project, and after all CPR invoices have been paid. Grade separation projects generally encompass certain Railway company expenses such as engineering charges for the preparation or review of plans, costs of on-site personnel for surveys and preparation of estimates including those for protecting telecommunication facilities, track diversions, determination of future needs, etc. These expenses related to CPR work for the project will be charged to the Road Authority regardless of whether the project proceeds. CPR will not undertake the design, or contract with a consultant to prepare the design of rail carrying structures, prepare detailed estimates for track diversions or carry out any other part of the project until the Road Authority has agreed to reimburse CPR for these services.
1. The Road Authority having jurisdiction over the road is ______________________ in the Province of _________________.

2. The Road Authority wishes to construct/reconstruct/twin a grade separation which will cross over/under the Railway (strike out inapplicable references).

3. Canadian Pacific Railway location is described as Mileage ____________, on the ________________________ Subdivision. (This will be confirmed by the Railway).

4. The name of the road is _____________________________, in the City/Town/Municipality of ______________________________, in the Province of _________________________.

5. The Road Authority proposes to do the work in the months of ___________________________ 201_____.

6. There is/is not a grade crossing which will/will not be eliminated as part of the project (strike out the inapplicable reference). If a crossing is to be eliminated state the name of the road and the CPR mileage and subdivision.

7. The Road Authority is Junior/Senior by title or by virtue of a regulatory order at this location (strike out the inapplicable reference).

8. Briefly describe the proposed work.

DATED THE ___ DAY OF ______________ 201____

SIGNED BY : _______________________________

_____________________________
(Title)

If the signatory is not an employee of the Road Authority, please advise relationship and attach authorization to act on the Road Authority's behalf.
Grade Separation Requirements

Interpretation

1. In this document;

"grade separation" means a subway or an overhead bridge;

"highway" includes any public road, street, lane, pedestrian walkway or other public way or communication;

"overhead bridge" is a structure, including the approaches thereto, that carries a highway across and over the railway;

"proponent" means the party who proposes, or has proposed, the construction or alteration of a railway work;

"road authority" means a public authority having legal powers to open and maintain highways in the area under its jurisdiction;

"subway" is a structure, including the approaches thereto, that carries a highway across and under the railway;

Procedure

2. Any road authority proposing to construct, reconstruct or improve a grade separation shall file a request with Canadian Pacific Railway and include with the request three copies of a single general arrangement plan of the work duly signed, numbered and dated, and the names and addresses of the head office of any utility companies or authorities whose facilities will be affected.

3. No person shall begin the construction, reconstruction or improvement of a grade separation until:

(a) an agreement has been executed with the Canadian Pacific Railway (CPR);

(b) a general arrangement plan as described in Section 4 has been approved by CPR;

(c) plans showing the detail of design of the proposed project have been approved by CPR;
Plans

4. The applicant shall show on the general arrangement plan prepared to a scale of 1" = 100' or Metric equivalent dimensioned in both Metric and Imperial measurements:

(a) the location of the structure and approaches on each side;

(b) the limits of the project within which the applicant considers that costs are shareable, if applicable;

(c) the location and number of railway tracks and the boundaries of the railway right-of-way for a distance of at least 100 metres on each side of the crossing;

(d) any necessary track changes on account of the proposed grade separation;

(e) the boundaries of the existing road allowance, the proposed road allowance and the railway right-of-way and the boundaries of additional land to be occupied by the proposed structure and approaches, including any additional land required for drainage or to be occupied by utilities, as well as the location and width of proposed road surfaces and sidewalks within the said boundaries;

(f) a plan view of the structure indicating the horizontal and vertical clearances;

(g) a cross-section of the structure showing the location of curbs, sidewalks, trackage, lighting and width of the highway;

(h) a profile of the centre of the proposed highway within the limits of the project, prepared at a scale of 1" = 100' horizontally and 1" = 10' vertically or their Metric equivalents;

(i) an elevation of the proposed structure prepared at a scale of 1" = 10' vertically or its Metric equivalent, and;

(j) a key map at a scale of 1" = 400' or its Metric equivalent, wherever possible, showing the location of the proposed work and all crossings affected thereby,
Design and Construction

5. With respect to structures supporting railway tracks and facilities, CPR shall reserve the option to:

(a) design the entire structure and prepare all plans necessary for the construction thereof, and supervise the construction;

(b) design, install and maintain all falsework required for the temporary support of its tracks or other facilities during the construction of the work, and perform all work in connection with such changes to any of its facilities as may be necessary to permit the execution of the project and to protect its traffic;

(c) invite tenders and award the contracts for the construction of the structure, subject to the approval of the road authority;

(d) approve all shop drawings for fabricated structural steel or iron, and perform the necessary mill, shop and field inspection in connection therewith; and

(e) carry out all such work in accordance with railway specifications.

6. With respect to structures that carry highways over the tracks and facilities of the railway,

(a) the road authority shall design such structures, but all plans and specifications shall be submitted to CPR for its approval, except that, by agreement between the parties concerned CPR may design such structure, but all plans and specifications shall be submitted to the road authority for its approval;

(b) the construction of such structure within the limits of CPR property shall be carried out to the satisfaction of CPR;

(c) all work in connection with changes to an railway facilities, as may be necessary to permit the execution of the project and to protect its traffic, shall be performed by CPR;

(d) where CPR has consented that the work be performed on its property by any other person, such work may be performed only after such person has received the approval, and provided the work is performed under the supervision, of CPR;

(e) any part of a structure to be maintained by CPR shall be constructed in accordance with CPR specifications.
# Record of Meeting/Discussion

## Project Title
CP Rail Crossing of New Coronation Road Municipal Class EA and Preliminary Design Study

## Subject
Review of Project Requirements with Central Lake Ontario Conservation (CLOCA)

## Location
CLOCA Offices  
100 Whiting Avenue, Oshawa

## Present
- Horace Look (HL) – Town of Whitby  
- Warren Coulter (WC) – CLOCA  
- Perry Sisson (PS) – CLOCA  
- Gene Chartier (GC) – Hatch Mott MacDonald  
- Melissa Alexander (MA) – Hatch Mott MacDonald  
- Shad Hussain (SH) – Hatch Mott MacDonald  
- Jo-Anne Beacon (JB) – Beacon Environmental

## Recorded by
MA

## Distribution
Attendees

<table>
<thead>
<tr>
<th>Item</th>
<th>Text</th>
<th>Action by</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Project Background</td>
<td></td>
<td></td>
</tr>
<tr>
<td>.1</td>
<td>Attendees introduced themselves and their roles on the project. GC provided an overview of the study, highlighting that the project pertains only to the crossing at the CP Rail line, as the alignment for New Coronation Road was previously defined as part of the Highway 407 East Individual EA.</td>
<td>Info</td>
</tr>
<tr>
<td>.2</td>
<td>CLOCA identified Ted Atkins as a good contact based on his previous involvement with the West Whitby Secondary Plan. HMM to contact T. Atkins for further information, if required.</td>
<td>HMM</td>
</tr>
<tr>
<td>.3</td>
<td>The majority of the study area is part of a floodplain spill area. The study will have to have regard for the approaches on either side of the preferred solution [structure]. HMM to consider the implications for all options through the study.</td>
<td>HMM</td>
</tr>
<tr>
<td>.4</td>
<td>The Town wishes to file the project by June 2014, with the first PIC in January 2014 and the second PIC tentatively scheduled for June 2014.</td>
<td>Info</td>
</tr>
<tr>
<td>2. Environmental Assessment</td>
<td></td>
<td></td>
</tr>
<tr>
<td>.1</td>
<td>The Town is conducting the Municipal Class EA as a Schedule ‘B’ undertaking, since the estimated cost of a structure crossing is less than $9.4 million.</td>
<td>Info</td>
</tr>
<tr>
<td>.2</td>
<td>The Notice of Study Commencement was issued in local newspapers on November 27th, 2013 and sent out to agencies, stakeholders and the public on November 28th, 2013.</td>
<td>Info</td>
</tr>
<tr>
<td>Item</td>
<td>Text</td>
<td>Action by</td>
</tr>
<tr>
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</tr>
<tr>
<td>.3</td>
<td>JL provided an overview of the existing natural environmental conditions in the study area, based on site visit completed by Beacon on November 25th, 2013 and a review of secondary source information. No fisheries work anticipated. Beacon completed the new Fisheries protocol self-assessment, and no DFO involvement required for a permit. Beacon has requested screening from MNR. Redside Dace is only found along the main branch, therefore no habitat within the study area. No Species at Risk (SAR) anticipated, however a Butternut survey will be completed. The ELC background data is not as good as anticipated, therefore confirmation of findings may need to be undertaken in the spring.</td>
<td>Info</td>
</tr>
<tr>
<td>.4</td>
<td>A question was raised as to who owns the property in the study area. The West Whitby Land Owner’s Group (WWLOG) owns the lands to the east of New Coronation Road/the woodlot, a private owner to the immediate west of the woodlot, with the remainder owned by MTO.</td>
<td>Info</td>
</tr>
<tr>
<td>.5</td>
<td>SH provided a summary of the proposed stormwater management measures being considered for the new road. For rural road sections, enhanced grassed swales along the roadside would be considered for conveyance control and flow attenuation for runoff generated by new impervious road surfaces (up to 30 m road allowance width). Urbanized sections of the new road will likely require storm sewer infrastructure.</td>
<td>Info</td>
</tr>
<tr>
<td>.6</td>
<td>Stormwater management criteria and objectives for the project were discussed:</td>
<td></td>
</tr>
<tr>
<td></td>
<td>a) CLOCA to check existing watershed master plan/studies to confirm that water quantity control criteria will not be required based on existing floodplain assessment. Due to property constraints, end-of-pipe SWM facilities for quantity control (e.g., ponds) were deemed infeasible. All future developments adjacent to the new road will require individual stormwater management control.</td>
<td>CLOCA</td>
</tr>
<tr>
<td></td>
<td>b) CLOCA recommended water quality control measures to incorporate low impact development principles, where feasible (i.e., use of grassed swales encouraged).</td>
<td></td>
</tr>
<tr>
<td>.7</td>
<td>CLOCA recommended that floodplain reduction measures recommended in the report prepared by the WWLOG in 2012 be considered in the SWM plan. CLOCA to provide HMM with floodplain maps in PDF format.</td>
<td>CLOCA</td>
</tr>
<tr>
<td>.8</td>
<td>CLOCA emphasized the need to upsize existing culverts crossing the CP Rail line east and west of the new road to lower existing floodlines in the area. HMM to contact CP Rail to assess the feasibility.</td>
<td>HMM</td>
</tr>
<tr>
<td>.9</td>
<td>HMM to consider the benefits of an overpass structure versus underpass structure as it relates to flooding.</td>
<td>HMM</td>
</tr>
<tr>
<td>.10</td>
<td>HMM to submit a data request form for existing hydraulic modelling files for the two tributaries (e.g., HEC-RAS) and hydrology model for the study area from 2008.</td>
<td>HMM</td>
</tr>
</tbody>
</table>
### Item 3. Permits and Approvals

| .1 | There is currently no Letter of Authorization (LOA) in effect between CLOCA and the Department of Fisheries and Oceans (DFO) pursuant to the revised *Fisheries Act*. As a result of the recent change (November 25th, 2013), a Memo of Understanding is to be issued shortly with details on the new Act. Beacon to still screen for fisheries, but CLOCA to coordinate its permit process for fisheries. | Beacon CLOCA |

| .2 | Beacon to undertake work related to *Endangered Species Act*. Regarding Migratory Birds – Beacon will recommend avoidance in report. |  |

### Item 4. Other Business

| .1 | No further meetings scheduled. HMM to meet with CLOCA again as needed. | HMM |

Minutes prepared by M. Alexander and reviewed by G. Chartier. Please report any discrepancies or omissions in this Record of Meeting within one week of receipt.
Record of Meeting/Discussion

Project Title: New Coronation Road/CP Rail Crossing Municipal Class EA and Preliminary Design Study  
Division: WTC

Subject: Meeting #1 with West Whitby Landowner’s Group  
Project No.: 327878

Location: Whitby Town Hall – Committee Room No. 1  
Date of Meeting: November 28, 2013

575 Rossland Road East, Whitby  
date: 12 – 1pm

Present:  
Horace Look (HL) – Town of Whitby  
Greg Hardy (GH) – Town of Whitby  
Bryce Jordan (BJ) – West Whitby Landowner’s Group / GHD  
Jared Dykstra (JD) - West Whitby Landowner’s Group / Delta Urban  
Gene Chartier (GC) – Hatch Mott MacDonald  
Melissa Alexander (MA) – Hatch Mott MacDonald

Recorded by: MA  
Distribution: Attendees

<table>
<thead>
<tr>
<th>Item</th>
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</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Project Background</td>
<td></td>
</tr>
<tr>
<td>.1</td>
<td>G. Chartier provided an overview of the study, highlighting that the project pertains only to the crossing as the alignment for new Coronation Road was established through the Highway 407 East EA. The study is being undertaken to identify the preferred solution at the CP Rail crossing.</td>
<td>Info</td>
</tr>
<tr>
<td>.2</td>
<td>G. Hardy noted that the Highway 407 East EA identified new Coronation Road as a two-lane facility, whereas a four-lane road is likely given future development in the West Whitby Secondary Plan Area. The study will plan for a four-lane crossing.</td>
<td>Info</td>
</tr>
<tr>
<td>2.</td>
<td>Environmental Assessment Study</td>
<td></td>
</tr>
<tr>
<td>.1</td>
<td>The study will be conducted as a Schedule B undertaking based on anticipated cost of the new structure. Notice of Study Commencement was issued today. The Town wishes to file by June 2014. The first PIC is tentatively scheduled for January 2014. The Project Team has already met with CLOCA. Their most significant concern is the floodplain and the culvert under the railway. HMM will be meeting with Canadian Pacific Railway in the coming weeks.</td>
<td>Info</td>
</tr>
<tr>
<td>.2</td>
<td>HMM to add J. Dykstra and B. Jordan to the Project Contact list for future notification. A question was raised as to who will be responsible for the cost to address the floodplain concerns. B. Jordan noted that neighbourhood groups may show interest in the study. H. Look confirmed that the Town would be contacting the individual landowners. Delta Urban to provide copy of the West Whitby Landowner’s Group ownership map.</td>
<td>HMM, Delta Urban</td>
</tr>
<tr>
<td>3.</td>
<td>West Whitby Landowner’s Group Comments</td>
<td></td>
</tr>
<tr>
<td>.1</td>
<td>B. Jordan provided an overview of the land ownership and development plans in the study area (see enclosed map):</td>
<td>Info</td>
</tr>
<tr>
<td>Item</td>
<td>Text</td>
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<td>1</td>
<td>• The lands north of the rail line, east of new Coronation Road are known as the Curry property. The developer, Chelseahill Developments Inc. (Tribute Homes), has recently submitted a residential plan of subdivision for the lands.</td>
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<td></td>
<td>• The lands south of the rail line, east of new Coronation Road are owned by Jade-Li, who intends to develop the property for retail commercial (west side) and high-density residential (east side) uses.</td>
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<td></td>
<td>• The lands north of the rail line, west of new Coronation Road are known as the O’Connor property. Development of the lands is hindered by the floodplain situation.</td>
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<td></td>
<td>• MTO owns the remainder of lands to the west of new Coronation Road for the West Durham Link (WDL) connecting Highway 401 to new Highway 407.</td>
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<td>2</td>
<td><strong>B. Jordan</strong> noted that the Chelseahill development will not have frontage along new Coronation Road due to the woodlot. The residential subdivision will gain access from old Coronation Road, realigned to provide an improved connection to Rossland Road east of the existing CP Rail grade separation.</td>
<td>Info</td>
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<td>3</td>
<td><strong>B. Jordan</strong> reviewed the drainage issues in the study area. A new culvert is being provided with construction of the WDL to improve flow for the Kinsale branch of Lynde Creek, but this will not address floodplain concerns on the O’Connor property. For the Chelseahill development, a stormwater management pond is being constructed. New Coronation Road will effectively separate the floodplain east of the WDL into two drainage areas, and the impacts to stormwater with a grade separation will need to be carefully considered.</td>
<td>Info</td>
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<td>4</td>
<td>The West Whitby Stormwater Management Report was updated in 2012 to provide for further flood reduction than the 2008 report. The 2012 report is based on an improved model. HMM and GHD to meet to discuss stormwater issues and obtain the HEC-RAS model, if appropriate.</td>
<td>HMM/GHD</td>
</tr>
<tr>
<td>5</td>
<td><strong>B. Jordan</strong> noted that drainage is not an issue for the Jade-Li property as the concept plan improves the current watercourse with natural channel design features. GHD to provide the plan digitally to HMM.</td>
<td>GHD</td>
</tr>
<tr>
<td>6</td>
<td>Access to the Jade-Li property is a concern. The landowner wishes full movements access onto new Coronation Road, as there will be limited access to Rossland Road, but sightlines to the north may be an issue with an overpass (road over rail) structure. HMM to examine through preliminary design.</td>
<td>HMM</td>
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<td>7</td>
<td>Setbacks from the railway and proposed crossing were discussed. The Chelseahill development requires a 30m setback from the railway, which is provided by the stormwater management pond and the woodlot. There is no setback required between rail and pond. During concept design, HMM to consider need for additional land from the O’Connor property for the north embankment if an overpass is selected as the preferred alternative. GHD to provide available mapping of the study area.</td>
<td>HMM/GHD</td>
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<td>4.</td>
<td><strong>Next Meeting</strong></td>
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<td>.1</td>
<td>Further meetings will be scheduled as the study progresses. HMM/Town to coordinate meetings through both B. Jordan and J. Dykstra.</td>
<td>HMM/Town</td>
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</tbody>
</table>

Minutes prepared by M. Alexander and reviewed by G. Chartier. Please report any discrepancies or omissions in this Record of Meeting within one week of receipt.
# Record of Meeting/Discussion

**Project Title**: CP Rail Crossing of New Coronation Road Municipal Class EA and Preliminary Design Study  
**Division**: WTC

**Subject**: Meeting with Canadian Pacific Rail  
**Project No.**: 327878

**Location**: Canadian Pacific Railway Offices  
1290 Central Parkway West, Mississauga, ON  
**Date of Meeting**: December 11, 2013  
2:00 – 3:00pm

**Present**  
- Horace Look (HL) – Town of Whitby  
- Li-Lian Lui (LL) – Canadian Pacific Rail (CP)  
- Gene Chartier (GC) – Hatch Mott MacDonald  
- Melissa Alexander (MA) – Hatch Mott MacDonald  
- Michael Sheahan (MS) – Hatch Mott MacDonald  
- Terry Kelly (TK) – Hatch Mott MacDonald

**Recorded by**: MA  
**Distribution**: Attendees

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<th>Item</th>
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<th>Action by</th>
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</table>
| 1. | **Introductions**  
Attendance introduced themselves and their role on the project. The purpose of the meeting was to present the project to Canadian Pacific Railway (CP Rail) and obtain their initial input. | |
| 2. | **Study Background**  
.1 HL and GC provided an overview of the study. The Town has retained HMM to complete a Municipal Class EA to identify the preferred solution for crossing the CP Rail Belleville Subdivision at New Coronation Road. The project pertains only to the proposed railway crossing since the alignment for New Coronation Road has been established through the Highway 407 East Individual Environmental Assessment (IEA).  
.2 The lands adjacent to New Coronation Road are currently rural and undeveloped, but are planned for urban residential and mixed-uses to the east, and the West Durham Link (WDL) connecting Highway 401 to new Highway 407 to the west. The Ministry of Transportation (MTO) owns the lands for the freeway connection, with the development lands owned by various private property owners. The Town is working with the landowners within the West Whitby Secondary Plan, known as the West Whitby Land Owner’s Group (WWLG), in completing this study.  
.3 The Highway 407 East IEA identified New Coronation Road as a two-lane facility, whereas a four-lane road is more likely given future development in the West Whitby Secondary Plan Area. For this reason, the study will confirm the need for a four-lane crossing of the CP Rail Belleville Subdivision.  
.4 The Highway 407 East IEA and the West Whitby Secondary Plan have effectively fixed the railway crossing location, given the alignment set for New Coronation Road north and south of the study area. LL and MS asked if there is any flexibility to realign or even refine the crossing location, but there is not given the established road alignment and existing constraints (WDL, West Whitby Secondary Plan, etc.). | Info |
### Item 5
The study is being carried out as a Schedule B undertaking pursuant to the Municipal Class EA given the estimated cost of construction. Notice of Study Commencement was issued in late November 2013. HMM to add CP Rail to the contact list and forward a copy of the notice. The first PIC is scheduled for January 2014, with a second PIC in May 2014 and filing of the report prior to the summer.

Action by: HMM

### Item 6
The residential development proposed on the east side of New Coronation Road has incorporated the adjacent natural environmental features into the subdivision design (i.e., used the woodlot as a setback from the railway line, as well as from New Coronation Road). A stormwater management (SWM) pond is planned north-east of the proposed railway crossing location as part of the new development.

Action by: Info

### Item 7
Several technical studies, including transportation, stormwater management, noise, cultural & built heritage, and natural environment, will be completed for the study.

Action by: Info

### Item 8
The railway provides a natural barrier for the floodplain. New drainage crossings under the railway are planned as part of the WDL construction and for the residential development east of New Coronation Road. The proposed stormwater pond in the residential development will outlet into the culvert to the east of the proposed crossing under the railway. To the south of the railway, the new development will accommodate drainage with a proposed 50 m wide channel.

Action by: Info

### Item 9
Construction of the Highway 407 East extension and WDL are currently underway. Structures are being built to grade-separated Rossland Road and the CP Rail Belleville Subdivision over the WDL. HMM and Town to meet with Highway 407 East Construction General Partnership to identify any implications for the railway crossing of New Coronation Road.

Action by: HMM/Town

### 3. Canadian Pacific Railway Information and Requirements

#### Item 1
The CP Rail Belleville Subdivision is approximately 4 m above-grade through this area, which causes the drainage divide north of the tracks.

Action by: Info

#### Item 2
More property may be required than the four-lane right-of-way to accommodate a potential overpass.

Action by: Info

#### Item 3
LL noted that a skewed bridge will cost more to construct than a structure aligned perpendicularly to the rail line. GC reiterated the alignment of New Coronation Road is essentially fixed, making it extremely difficult to improve the crossing angle.

Action by: Info

#### Item 4
GC confirmed that cost and constructability will be considered when evaluating alternative solutions as part of the Class EA. LL agreed that an overpass (road over rail) bridge is simpler and less expensive to construct because no diversion of the railway will be required during construction.

Action by: Info

#### Item 5
The Roadway Exposure Index (REI) will be calculated to confirm the warrant for a grade-separated crossing. LL confirmed that CP Rail still uses an REI of 200,000 as a general threshold. LL also advised that there are currently 16 rail movements per day on the CP Rail Belleville Subdivision in this area.

Action by: Info
### Item | Text | Action by
---|---|---
.6 | LL advised that the Town will need to apply for approval for the new crossing of the rail (approval process described under item .12 below). HMM to review consultation with CP Rail as part of the Highway 407 East IEA to determine what contact was made during the process. | HMM
.7 | LL emphasized that CP Rail and Transport Canada have safety concerns with skewed at-grade crossings. CP Rail is also hesitant to allow any new at-grade crossings. | Info
.8 | LL noted that the crossing needs to account for potential future tracks. If constructed, the second track will be placed along the south side of the existing rail. HMM to account for the longer crossing in developing alternatives. | HMM
.9 | LL advised that CP Rail does not have any mapping available for the study area, as there is no existing crossing. | Info
.10 | HL and GC indicated that a grade-separation would likely be financed through Development Charges, but funding sources to be confirmed. | Info
.11 | LL noted that the maximum speed limit for rail traffic is 60 mph in this corridor, which dictates design criteria. CP Rail to provide minimum setback limits and clearance requirements for overpass and underpass structures. If the preferred alternative is rail over road, a steel structure will be required. If the preferred alternative is road over rail, the type of structure is at the discretion of the municipality. CP Rail to provide operational constraints, including flagging requirements. | CP Rail
.12 | LL reviewed the CP Rail approval process for a new grade-separated crossing. The initial application will normally be submitted after 30% design and include a general arrangement drawing of the proposed structure. Review of the application package normally takes 12-18 months. There is no requirement for a Federal EA (CEAA), as this type of project is not on the inclusion list requiring a CEAA. | Info

### Next Steps

- **1** CP Rail to provide responses to outstanding questions from the meeting. | CP Rail
- **2** No further meetings planned. HMM to contact CP Rail if clarification or additional information required. | HMM

Minutes prepared by M. Alexander and reviewed by G. Chartier. Please report any discrepancies or omissions in this Record of Meeting within one week of receipt.
Record of Meeting/Discussion

Project Title: CP Rail Crossing of New Coronation Road Municipal Class EA and Preliminary Design Study

Division: WTC

Subject: Meeting with 407 East Construction General Partnership (407 ECGP)

Project No.: 327878

Location: 407 ECGP Office – Durham Room
1600 Champlain Avenue, Whitby

Date of Meeting: January 9, 2014

Date: 10 – 10:30 am

Present:

Horace Look (HL) – Town of Whitby
Rob Hems (RH) – 407 ECGP
Miguel Hernando (MH) – 407 ECGP
Ken Den (KD) – 407 ECGP
Pablo Lopez (PL) – 407 ECGP
Gene Chartier (GC) – Hatch Mott MacDonald (HMM)
William Sanabria (WS) – Hatch Mott MacDonald (HMM)

Recorded by: Distribution

WS: Attendees, M. Alexander

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<th>Item</th>
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<tbody>
<tr>
<td>1.</td>
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<tr>
<td>1</td>
<td>Project Background</td>
<td>Info</td>
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<tr>
<td>.1</td>
<td>Participants introduced themselves.</td>
<td>Info</td>
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<tr>
<td>.2</td>
<td>G. Chartier provided an overview of the study, highlighting that the project pertains only to the crossing as the alignment for new Coronation Road was established through the Highway 407 East EA. The study is being undertaken to identify the preferred solution at the CP Rail crossing. Expected completion date is summer 2014.</td>
<td>Info</td>
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<tr>
<td>.3</td>
<td>H. Look noted that the Highway 407 East EA contemplated a two lane Coronation Road, but this study will plan for a four-lane crossing of the railway.</td>
<td>Info</td>
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<td>.4</td>
<td>H. Look noted that the proposed CP Rail grade separation of New Coronation Road is budgeted for construction in 2016 or 2017, assuming it is the preferred solution.</td>
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<td>2.</td>
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<tr>
<td>407 ECGP Comments</td>
<td>Info</td>
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<td>.1</td>
<td>R. Hems noted that the West Durham Link crossing at CP Rail is being designed as an underpass (road under rail). The 407ECGP has encountered some challenges in obtaining CP Rail approval.</td>
<td>Info</td>
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<tr>
<td>.2</td>
<td>R. Hems noted that construction of the proposed embankment for the railway detour will start in May 2014. Grading around the proposed culvert (WL-19) will remain as shown. The West Durham Link embankments will not affect the drainage pattern in the vicinity of the proposed railway crossing.</td>
<td>Info</td>
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<td>.3</td>
<td>The new structure is being designed to accommodate one (1) track.</td>
<td>Info</td>
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<tr>
<td>.4</td>
<td>M. Hernando noted issues with existing drainage at the WL-19 culvert. In excess of 200,000 m³ has been excavated to outlet this structure.</td>
<td>Info</td>
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</table>
K. Den noted that the railway detour cost will be significant, largely because of the cost of flagging.

4. HMM Comments

.1 G. Chartier noted that during the coordination meeting held in December 2013, CPR stated that the crossing study should account for a second track to be built south of the existing track in the future.

.2 W. Sanabria noted that the taper for the proposed E-N ramp at the future Rossland Road Interchange is close to the future intersection at Rossland Road and New Coronation Road based on current design. HMM suggested shifting the ramp to the west. This matter will be considered in the future when the interchange is being implemented as there is no opportunity to address the matter through the current design-build contract.

.3 407 ECGP has been asked to consider further improvements to Rossland Road at Lake Ridge Road. These are unlikely to impact the subject study.

.4 HMM requested the proposed profile for Rossland Road, which will be used for the design of New Coronation Road profile within the study area. 407 ECGP to provide.

5. Next Meeting

.1 It is anticipated that no further meetings with 407 ECGP will be required.

Minutes prepared by W. Sanabria and reviewed by G. Chartier. Please report any discrepancies or omissions in this Record of Meeting within one week of receipt.
# Record of Meeting/Discussion

<table>
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<td>CP Rail Crossing of New Coronation Road Municipal Class EA and Preliminary Design Study</td>
<td>WTC</td>
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<table>
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<tr>
<th>Subject</th>
<th>Project No.</th>
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<tr>
<td>Meeting #2 with West Whitby Landowner’s Group (WWLG)</td>
<td>327878</td>
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<tr>
<th>Location</th>
<th>Date of Meeting</th>
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<tr>
<td>Whitby Town Hall – Committee Room No. 1 575 Rossland Road East, Whitby</td>
<td>May 20, 2014 10-11am</td>
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<tr>
<td>Horace Look (HL) – Town of Whitby</td>
<td>Bryce Jordan (BJ) – West Whitby Landowner’s Group / GHD</td>
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<tr>
<td>Gene Chartier (GC) – Hatch Mott MacDonald</td>
<td>Melissa Alexander (MA) – Hatch Mott MacDonald</td>
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<td>MA</td>
<td>Attendees, Jared Dykstra (Delta Urban)</td>
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<tr>
<td>1.</td>
<td>Project Update</td>
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<td>.1</td>
<td>GC outlined work completed to date for the study. All background technical studies have been prepared and are currently being finalized. The Stormwater Management Report was issued to CLOCA for their input. The Noise Report determined that the railway is predominant noise source in the study area.</td>
<td>Info</td>
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<td>.2</td>
<td>Action Items from the previous meeting on November 28, 2013 were discussed. There were no outstanding matters, other than access to New Coronation Road for the Jade-Li property, which is addressed below.</td>
<td>Info</td>
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<tr>
<td>.3</td>
<td>GC advised that the Project Team is gearing up for PIC #2, which will be held on May 29, 2014, followed by the issuance of the Project File Report for the mandatory 30 calendar day review period.</td>
<td>Info</td>
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<tr>
<td>.4</td>
<td>GC advised that the preliminary recommended solution is an overpass (rail over road) grade-separation. WWLG supports this recommendation.</td>
<td>Info</td>
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<td>2.</td>
<td>Potential Property Impacts</td>
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<td>.1</td>
<td>GC discussed outstanding item related to access for Jade-Li property from Coronation Road. HMM to confirm available sight distance and inform GHD.</td>
<td>HMM</td>
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<td>.2</td>
<td>BJ questioned the property area required from each of the four quadrants to accommodate the preliminary recommended solution. HMM to confirm proposed property requirement and inform GHD. HMM to identify property required on plans to be presented at PIC #2. BJ advised that Chelsea Hill development is only development application submitted at this time. The subdivision plan includes an outline of location of grade separation, which could be revised once EA completed.</td>
<td>HMM</td>
</tr>
</tbody>
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### Other Items

1. The traffic analysis completed by HMM confirmed justification for the grade-separated crossing and indicated need for a four-lane cross-section. The draft West Whitby Transportation Study prepared by GHD (November 2012) provided the traffic volume data for the analysis. HMM confirmed assumptions with R. Roovers of GHD, and incorporated input from the Town regarding trip generation concerns.

2. The timing and approach for constructing New Coronation Road and municipal services within the West Whitby area were discussed. The WWLG will likely construct and front the costs, subject to appropriate financial arrangements with the Town of Whitby and Region of Durham (servicing only).

3. The Jade-Li property is up for sale. Potential purchasers are aware of this Class EA Study and the considerations for gaining full movement access to New Coronation Road.

### Next Steps

1. HMM to provide WWLG a copy of the Project File Report.

Minutes prepared by M. Alexander and reviewed by G. Chartier. Please report any discrepancies or omissions in this Record of Meeting within one week of receipt.