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DATE 28 April 1998

TO/DEST. Co-ordinator Transportation Committee

FROM/EXP. Planning and Development Approvals Commissioner

SUBJECT/OBJET **AIRPORT PARKWAY EXTENDED TRAFFIC IMPACT STUDY
 (APETIS) - REVISED TERMS OF REFERENCE**

DEPARTMENTAL RECOMMENDATIONS

That the Transportation Committee recommend Council approve:

- 1. The revised Terms of Reference of the Airport Parkway Extended Traffic Impact Study (APETIS), attached at Annex 'A';**
- 2. The proposed traffic monitoring program pertaining to the implementation of the ramps to/from the Airport Parkway at Hunt Club Road which are currently under construction, attached at Annex 'B'.**

BACKGROUND

At its meeting on 9 July 1997, Regional Council approved the Terms of Reference (ToR) for the Airport Parkway Extended Traffic Impact Study (APETIS), attached at Annex 'C'.

In early Fall 1998, the Steering Committee was established with membership invited from the communities and organizations identified in the ToR (Annex 'C').

However, in view of the importance of the Airport Parkway/Bronson Avenue corridor to Carleton University and the fact that the original study prepared by MAXGROUP Associates pertaining to the impact of the (then proposed) ramps at Hunt Club Road had indicated implications for Main Street in Ottawa East, staff invited representation on the Steering Committee from Carleton University and the Ottawa East Community.

The University suggested representation of both the administration and the student body and staff agreed.

The first meeting of the Steering Committee took place in November 1997 with the Manager, Infrastructure Planning Branch assuming the Chair, as had been the long established practice at RMOC on meetings of this nature.

The study has not proceeded in accordance with the schedule originally identified in the Terms of Reference. The principal reason for this was the fact that, shortly after the approval of the ToR in July 1997, the Ottawa International Airport Authority embarked upon a major planning exercise to develop a Master Plan for Airport development and growth over the next 25 years. This updated Master Plan for the Airport with obvious implications for ground transportation in general, and the Airport Parkway in particular, had led staff to conclude that delaying APETIS to insure that Master Plan information could be considered, seemed to be the sensible thing to do. There was also the obvious advantage in that MAXGROUP Associates were the transportation consultants for both projects.

The second meeting of the Steering Committee took place on 10 February 1998. The notes of this meeting (attached at Annex 'D'), clarified and corrected at the third meeting on 4 March 1998 (attached at Annex 'E'), have raised a number of issues. The issues, as discussed below, are considered by staff to be of sufficient importance to require being brought to the attention of Transportation Committee and Council for further direction. The issues of primary concern are:

1. modifications to the scope of work requested by the Steering Committee;
2. membership of the Steering Committee; and
3. implications of the scope changes on future study schedule and cost.

DISCUSSION

1. Modifications to the Scope of Work

As indicated in Section 4, of Annex 'D', the Committee has identified the study of not twinning the Airport Parkway as an issue which ought to be addressed in APETIS. This had not been included in the original APETIS scope of work. Examination of the implications of not twinning the Airport Parkway is a considerable piece of analysis which would have had to be carried out in any case to deal with the Council motion of 28 January 1998, *"to prepare the requested modification or amendment to the Regional Official Plan to delete the twinning of the Airport Parkway."*

Also identified as additional to the original study scope is the request to establish, as a base condition, the traffic situation on the Airport Parkway, prior to the opening of the Lester Road extension to the Airport Parkway at Alert Road.

Recognizing that the expansion of the scope of the APETIS to address the points raised above is an expansion of the study ToR and is work that would have had to be carried out later on this year in any case, in preparation for the report addressing the issues associated with the proposed OPA dealing with the Airport Parkway twinning, staff are recommending that this work be carried out at this time with a consequent increase in consultant fees.

2. Steering Committee Membership

As can be seen from the notes of Committee Meeting No. 2 (Annex 'D') and as confirmed in the notes of Committee Meeting No. 3 (Annex 'E'), great importance is being attached to membership of the Steering Committee.

It is clear that, in preparation for future decisions by the Steering Committee, the official membership must be thoroughly established before the study proceeds any further and as explicit identification in the ToR has been adopted as the criterion for official recognition on the Steering Committee, the following community associations and organizations are being identified for inclusion from this point onward, in order to ensure a properly constituted membership to deal with the expanded scope of work.

- City Centre Coalition - attendance at Steering Committee Meetings 2 & 3.
 - Ottawa East Community Association, Carleton University Administration, Carleton University Student Organization - identified by staff to be represented following start up in Fall 1997.
 - South Keys and Greenboro Community Association, Blossom Park Community Association, Hunt Club Park Community Association, Leitrim Community Association, Kemp Park Community Association, and Ridgemont Community Association - identified in view of the proposed expansion of the study to address not twinning the Airport Parkway.
 - National Capital Commission, City of Ottawa - requested attendance confirmed at Steering Committee No.3.
3. As a result of the proposed modifications to the study scope and, in recognition of the importance of input from the Airport Master Plan into APETIS, the costs and schedule for completion of the study to meet the changes, proposed by the Steering Committee, are amended in the revised Terms of Reference (Annex 'A').

PROPOSED MONITORING PROGRAM - HUNT CLUB RAMPS

In the study completed by MAXGROUP Associates in 1997 and entitled "Traffic Impacts of the Provision of Ramps to the Airport Parkway at Hunt Club Road", it was recommended *"that a monitoring program be undertaken following the implementation of the Hunt Club Road ramps to assess and confirm the "downstream" effects, particularly on the following roadways identified as potential "transfers" between major north-south arterial routes - Fifth Avenue, Sunnyside Avenue, Riverside Avenue" and "that the results of the noted monitoring program be reviewed prior to reaching a decision regarding the provision of similar ramps at Walkley Road. It should be noted that this review period could amount to several years in view of the impending reconstruction of Bank Street which will result in the redistribution of traffic in the near term."*

In the letter from the Minister of the Environment, dated 4 December 1997, in which the request to have the Hunt Club ramps project "bumped-up" to an individual environmental assessment was refused, the Minister requested the RMOC to *"...undertake a monitoring program to assess and confirm the effects of the project and to review the results of this monitoring, prior to any ramps or road work to the Airport Parkway."*

In view of the above and subsequent to the recent decisions by Regional Council with respect to the Walkley Road ramps, i.e., only the off-ramp to be considered and no construction until 1999 at the earliest, the importance of the monitoring program with regard to future decisions regarding the Walkley Road ramp is obvious.

It is therefore the intention of staff to carry out a monitoring program over the period Spring 1998 to Spring 1999, in order to have appropriate information available for future decisions regarding the Walkley Road ramp.

During the period April/May 1998, before the completion of the Hunt Club Road ramps, traffic counts will be carried out at selected points on the Airport Parkway, Bank Street, Bronson Avenue, Main Street, Lester Road, Uplands Drive, Brookfield Road and Walkley Road.

These counts will establish the "before" conditions (i.e., before the Hunt Club ramps become operational).

With the opening of the Hunt Club ramps (Fall 1998), there will then be an approx. six month settling-in period for the resultant traffic patterns to establish.

During April/May in both years, the influence of Carleton University will be included in the traffic counts and there will not be any road works of significance in the vicinity to distort the conclusions. Seasonal influences will also be minimized.

If the ramp at Walkley Road is to proceed in 1999, it is anticipated that the Public Hearing to meet the requirements of the Municipal Act will not take place until late Spring/early Summer 1999.

This will allow for the report on the monitoring to be completed and available for input into the decision making at the Public Hearing on the Walkley ramp.

Details of the proposed Monitoring Program are attached at Annex 'B'.

CONSULTATION

The study is directed by a Steering Committee with representation detailed in the ToR.

Consultation with downtown communities is also specified in the ToR, along with community workshops and a public meeting.

FINANCIAL IMPLICATIONS

In order to complete the study with the expanded scope of work, the Consultant's budget must be increased by \$15,000 (total \$65,000 + GST). This will be the subject of a separate report to Corporate Services and Economic Development Committee.

Funds are available in Account 912-30736, Airport Parkway Ramps.

*Approved by
Nick Tunnacliffe, MCIP, RPP*

BR/md
Attach. (5)

Extended Traffic Impact Study
Airport Parkway Modifications
(Proposed Changes Resulting from the Request of the Steering Committee
at Meeting No 2, 10 February 1998
Indicated by Underline and Crossed Out Type)
~~As Approved by Regional Council on 9 July 1999~~

Introduction

The following Terms of Reference provide details of an extended traffic impact study intended to respond to the following motion approved by Regional Council at its meeting of 11 June 1997:

"..that staff be directed to prepare terms of reference to continue the impact study of the traffic implications to the communities of Old Ottawa South, the Glebe and Centretown to the north and examine all ramifications downstream."

This motion was initiated during consideration of the matter of the provision of new ramps to the Airport Parkway at Hunt Club Road by Transportation Committee and subsequently by Regional Council.

Background

In response to an earlier motion of the Transportation Committee a report was prepared which summarized the anticipated impact of the provision of these proposed ramps. The study considered key intersections in the area generally bounded by Laurier Avenue, Highway 417/Nicholas Street, Hunt Club Road and the Rideau River/Rideau Canal/CNR line.

The study findings were principally that the introduction of the new ramps would result in growth of traffic volumes on the Airport Parkway with consequent growth in traffic volumes on Bronson Avenue. Traffic growth on the Airport Parkway and Bronson Avenue is constrained by their current configuration, with the result that peak traffic growth on Bronson Avenue was estimated to be 220 vehicles per hour during the AM peak hour and 115 vehicles per hour during the PM peak hour.

It was found that this traffic growth on Bronson Avenue was complemented by reductions in traffic volumes on Bank Street and to a lesser extent Main Street. Further it was found that the traffic growth on Bronson Avenue could be accommodated at acceptable qualities of service with no network modifications.

During discussion of the study findings several concerns were voiced with respect to certain study limitations. The study detailed in these Terms of Reference is intended to extend the initial study and address these concerns. The concerns were focused on certain parameters of the initial traffic impact study including:

- Insufficient consultation with the affected communities.
- Assumptions which did not include traffic growth in the medium term.
- Insufficient consideration of areas located north of the Canal.
- Insufficient consideration of the longer term impacts of changes to the Airport Parkway on the affected communities.
- Insufficient consideration of implications for pedestrians, cyclists and transit operations.

A particular concern was the absence of recommendations concerning traffic calming for local streets likely to be affected by the redistribution of traffic as a result of changes to the Airport Parkway (specifically those streets abutting Bronson Avenue, Colonel By Drive and Queen Elizabeth Drive).

It is also considered important that the extended study be completed cognizant of, and consistent with, the recent results of the area traffic studies of Centretown, Somerset Heights and Old Ottawa South. Further, the formal involvement of other potentially affected communities including Dows Lake and Dalhousie is considered necessary.

As a result the following objectives of the extended study are noted:

- To consult with the communities of Old Ottawa South, Centretown, Glebe, Dalhousie and Dows Lake.
- To elaborate on the near term impacts of the proposed changes to the Airport Parkway in the identified communities.
- To assess the implications for the timing and suitability of recommendations made in the context of the Centretown and Old Ottawa South traffic studies.
- To identify need for and recommend appropriate traffic calming measures on the local streets abutting major roadways potentially affected by the traffic redistribution (especially those for which no recent traffic calming study has been completed).
- To assess the medium term impacts of the proposed changes to the Airport Parkway for the identified communities.
- To provide an overview of the long term implications of changes to the Airport Parkway for the identified communities (network and community implications of this change).
- To assess the joint funding of traffic calming measures for local streets abutting major roadways affected by the traffic redistribution and/or traffic increase.

The study is to be completed consistent with the policies and direction of the Adopted Official Plan.

The remaining sections of these Terms of Reference address these objectives.

Study Area

The study area will be defined to include the communities of Centretown, Old Ottawa South, the Glebe, Dalhousie and Dows Lake, Ottawa East, Riverside Park, Hunt Club, South Keys, Greenboro, Leitrim, Kemp Park and Ridgemont

Study Horizon

For the purposes of this study the following time frame definitions are provided:

Near Term - assumptions consistent with those of the initial traffic impact study (i.e. new ramps on the Airport Parkway at Hunt Club Road, no traffic growth, ~~no other network changes~~, Bronson Avenue modifications, Dunbar Bridge to Canal, current year). It is also assumed that Hunt Club Road is connected from Highway 416 to Highway 417 by way of Hawthorne Road and Walkley Road.

Medium Term - defined as a term of 5 years after the near term, with background traffic growth, an additional ramps on the Airport Parkway at Walkley Road and no other network changes. The medium term assumptions will include the assessment of a pilot rail rapid transit project in this transportation corridor, between South Keys and LeBreton Flats.

Long Term - defined as a further term of 15 years after the medium term. ~~Two~~ Three analysis scenarios are to be considered as follows:

- a) with traffic growth, twinning of the Airport Parkway and no other network changes.
- b) with traffic growth, twinning of the Airport Parkway, completion of the Alta Vista Parkway and the connection of Riverside Drive to Nicholas Street and the connection of Bronson Avenue to the Portage Bridge (that is, the network improvements identified in the Adopted Official Plan).
- c) as (b) above but with no twinning of the Airport Parkway and including whatever new network modifications identified to address this new situation.

Study Approach

The following work streams are envisioned to occur in the context of this study.

- Project Start Up
- Elaboration on Near Term Traffic Impacts
- Identification of Medium Term Traffic Impacts
- Identification of Long Term Traffic Impacts
- Traffic Calming Assessment
- Study Documentation and Approvals

Analytic work streams related to the quantification of near, medium and long term traffic impacts will be completed coincidentally in order that results are available for the traffic calming assessment and the public involvement components of the study.

The following summary of specific tasks within each of the identified work streams is provided. It should be noted that specific tasks may vary subject to the needs identified through the community consultation process and study findings.

Project Start Up

- Establish the study Steering Committee
- Circulate the report detailing results of initial traffic impact study
- Acquire and review previous traffic studies within study area
- Discuss all study findings with Steering Committee
- Consolidate key study findings
- Confirm the study Terms of Reference

Elaboration on Near Term Traffic Impacts

- Extend the analyses of the initial traffic impact study to address identified concerns
- Elaborate on "ramifications downstream"
 - quantifiable measures
 - subjective measures and observations
- Identify remedial measures as required
- Present findings to the Steering Committee
- Complete additional issue analyses as required
- Confirm implications of findings
 - for Old Ottawa South, Centretown and Somerset Heights study recommendations
 - ~~for Glebe and Dows Lake areas~~ all the other communities in the study area
- Confirm the need for further traffic calming measures
- Prepare an interim summary of near term study findings

Identification of Medium Term Traffic Impacts

- Develop medium term analytic scenario
- Summarize anticipated medium term impacts
- Identify remedial measures as required
- Present results to Steering Committee
- Refine analyses as required
- Prepare interim summary of results of medium term analyses

Identification of Long Term Traffic Impacts

- Develop long term analytic scenarios
- Summarize anticipated long term impacts for each scenario
- Identify remedial measures as required
- Present results to Steering Committee
- Refine analyses as required
- Prepare interim summary of results of long term analyses

Traffic Calming Assessment

- Prepare and distribute notice to affected communities
- Consolidate identified community concerns
- Conduct community workshops (~~one in each community~~)
- Consolidate workshop results
- Develop draft traffic calming plans
- Present traffic calming plans to Steering Committee
- Refine traffic calming plans
- Prepare and circulate traffic calming plans to all affected residents
- Conduct community open house meetings (~~one in each community~~) to discuss study findings and traffic calming plans
- Summarize results of consultation and present to the Steering Committee
- Confirm traffic calming plans
- Develop cost estimates and prioritization
- Document results of traffic calming assessment

Study Documentation and Approvals

- Prepare draft study report
- Circulate to Steering Committee for comments
- Prepare and conduct public meeting to present study findings
- Revise and finalize draft
- Present study findings to Transportation Committee
- Convey study materials to the Region

Study Direction

The study will be completed with the involvement of a Steering Committee comprised of one representative of each of the following community associations:

- Old Ottawa South
- Glebe
- Dow's Lake
- Centretown
- Riverside Park
- Hunt Club
- Dalhousie
- [Blossom Park](#)
- [Leitrim](#)
- [South Keys](#)
- [Greenboro](#)
- [Ottawa East](#)
- [Kemp Park](#)

The Steering Committee will also include representatives of pedestrian and cycling agencies, Transport 2000, the Planning and Development Approvals Department, Environment and Transportation Department, OC Transpo, [the City Centre Coalition, the National Capital Commission, the City of Ottawa](#), and the Ottawa Macdonald-Cartier International Airport Authority (OMCIAA).

Study Timing

The study will commence immediately and will be completed by [Summer 1998](#) ~~30 November 1997~~. ~~The proposed community workshops will occur during late September and early October 1997 and the community open house meetings will occur during late October/early November 1997~~

Study Budget

The consultant's budget will be set an upset limit of [\\$65,000](#) ~~\$50,000~~ inclusive of all time-based fees and disbursements but exclusive of GST. The costs of community notification will be borne by the Region.

Responsibilities of the RMOC

The Region will provide long term traffic projections for the ~~two~~ [three](#) identified long term scenarios based upon the modelling conducted for the Transportation Master Plan including select link analyses for identified key routes (Bronson Avenue, Bank Street, Colonel By Drive, Queen Elizabeth Drive and Main Street).

Study Documentation

Study documentation will include the materials required for the noted public consultation events as well as a study report in draft and final formats. ~~Twenty~~ Thirty copies of the draft study report will be provided. One hundred copies of the final study report will be provided. The final report will include a bilingual Executive Summary.

AIRPORT PARKWAY RAMPS AT HUNT CLUB ROAD
PROPOSED TRAFFIC MONITORING PROGRAM
1998/1999

It is proposed that weekday daily/hourly traffic volume counts be carried out in April/May 1998, and in April/May 1999 (representing the "before" and "after" the construction of the Hunt Club ramps respectively) at the following locations.

Airport Parkway

- South of Hunt Club
- Between Hunt Club & Walkley
- Between Walkley & Brookfield
- Hunt Club Ramps
- Walkley Ramps
- Uplands/Lester Ramps

Bronson Avenue

- Bronson/Sunnyside
- Bronson/Fifth
- Bronson/Carling
- Bronson/Gladstone
- Bronson/Somerset
- Bronson/Colonel By
- Bronson/Queen Elizabeth

Main Street

- Main/Lees
- Main/Riverdale

Bank Street

- Bank/Hunt Club
- Bank/Walkley
- Bank/Heron
- Bank/Riverdale
- Bank/Sunnyside
- Bank/Fifth
- Bank/Gladstone
- Bank/Somerset

**Lester Road/Uplands Drive/
Brookfield Road/Walkley Road**

- Lester Road (at Airport Parkway)
- Uplands Drive (at Airport Parkway)
- Brookfield/Flannery
- Walkley/Springland

Following the completion of these counts in 1999, a report will be prepared presenting the changes in traffic volumes which have occurred and comparing the 1999 actuals with the values projected in the initial MAXGROUP study of 1997.

Extended Traffic Impact Study
Airport Parkway Modifications
As Approved by Regional Council on 9 July 1997

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- Riverside Park
- Hunt Club
- Dalhousie

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Study Timing

The study will commence immediately and will be completed by 30 November 1997. The proposed community workshops will occur during late September and early October 1997 and the community open house meetings will occur during late October/early November 1997.

Study Budget

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Responsibilities of the RMOC

The Region will provide long term traffic projections for the two identified long term scenarios based upon the modelling conducted for the Transportation Master Plan including select link analyses for identified key routes (Bronson Avenue, Bank Street, Colonel By Drive, Queen Elizabeth Drive and Main Street).

Study Documentation

Study documentation will include the materials required for the noted public consultation events as well as a study report in draft and final formats. Twenty copies of the draft study report will be provided. One hundred copies of the final study report will be provided. The final report will include a bilingual Executive Summary.

ANNEX 'D'

Airport Parkway Extended Traffic Impact Study
APETIS
Steering Committee Meeting
RMOC -- Colonel By Room
Tuesday, February 10, 1998
19:30

DRAFT MINUTES

Present from the Steering Committee: Neil Stout (RMOC Environment and Transportation), Brendan Reid (RMOC Planning and Development Approvals), Sean Rathwell (OC Transpo), Al Corbishley (Regional Cycling Advisory Group), Cam Robertson (City Centre Coalition and acting for David Gladstone, Centretown Citizens Assoc.), David Seaborn (Dalhousie Community Assoc.), , Dianne Waller (Airport Authority), David Jeanes (Transport 2000), Greg Wright (Ottawa South Community Assoc.), Pat Steenberg (Glebe Community Assoc.), Brian Carroll (Dow's Lake Residents' Assoc.) and Marjorie Fulton (Ottawalk).

Non-Steering Committee Members Present: Ryan Lanyon (CUSA), Stan Britton (Carleton University - Facilities Planning) and Diane Holmes (Councillor - RMOC)

Present from Maxgroup Consultants: Adrian Foo and Sharon Lewinson

Absent from the Steering Committee: Fred McLennan (Hunt Club Community Assoc.), Leon Leroux (Ottawa East Community Assoc.) and Denis Deskin (Riverside Park Community Assoc.)

Introductions were made and the participants' list was circulated for verification.

Objections were raised at the outset by several steering committee members about the steering committee process, to date. (1) Despite the fact that the terms of reference directed that the study be completed by November 1997, only one meeting (November 5, 1997) had been held to date. (2) In the absence of Council direction on the issue, RMOC staff had, without discussion, unilaterally assumed the position of committee chair. (3) A review of the Proposed Study Schedule indicated that a number of decisions regarding the nature of the analysis, as well as the time frame, appeared to have been taken without the input of the steering committee. (4) The agenda distributed for the evening's meeting had been drawn up unilaterally by regional staff and did not reflect input from nor consultation with steering committee members. (5) In the opinion several members, the "notes" of the November 5, 1997 meeting taken by regional staff did not accurately reflect the discussion that took place. (6) No documentation respecting the proposed MaxGroup study had been circulated prior to the meeting, although it was apparent that decisions and/or approval were being sought.

Cam Robertson moved, seconded by Marjorie Fulton: That the steering committee proceed to elect a Chair.

Neil Stout and Brendan Reid (RMOC -- Transportation and Environment) noted that it was normal practice for regional staff to chair steering committees of this sort and that this information was provided in a letter from Mr. Tunnacliffe (Commissioner of Planning and Development Approvals) to citizens who had communicated in writing their disagreement with Mr. Reid's designation as Chair.

Several members responded that (1) there was nothing in Council's terms of reference requiring that a regional staff person in general, or Mr. Reid in particular, assume the chair (2) they did not acknowledge Mr.

Tunnacliffe's authority to make that decision on behalf of the committee and (3) they wished the steering committee to elect its own chair.

Messrs Reid and Stout withdrew from the meeting room to discuss the matter further. Upon their return, Mr. Reid reiterated that it was normal practice for Regional staff to chair meetings and that he did not feel he could depart from that process without the direction of his superior.

Stanley Britton representing Carleton University, but not a steering committee member, expressed his concern that the dispute over the chairmanship not disrupt meeting and interfere with the "information flow". Greg Wright (Ottawa South Community Association) responded that a principal concern of many was precisely that there had been no information flow, to date.

Marjorie Fulton (Ottawalk) pointed out that the matter went beyond the issue of the chairmanship. The community representatives were interested not only in a change of leadership, but in proposing substantial changes to the agenda as well. Those changes included a review of the functions of the steering committee itself.

The question was called on the motion: That the steering committee proceed to elect a chair. Carried

Mr. Reid stated that he believed he had lost the confidence of the committee and proposed that he needed to consult with Commissioner Tunnacliffe before any further action was taken. Mr. Reid moved that the meeting adjourn. No seconder being found, the motion was not proposed.

Greg Wright moved, seconded by Cam Robertson: That David Gladstone (Centretown Citizens' Assoc.) be elected chair of the Steering Committee.

Mr. Robertson advised the committee that Mr. Gladstone had agreed to have his name put forward.

Mr. Reid moved: That Bob Ridley (MaxGroup) take the Chair.

Greg Wright noted that Mr. Ridley is the consultant hired to conduct the study and not a member of the steering committee according to the terms of reference. For this reason his candidacy would be inappropriate and the motion was deemed out of order.

No further nominations were forthcoming.

The question was put on the motion: That David Gladstone take the chair of the steering committee. Carried

Cam Robertson moved, seconded by Marjorie Fulton: That Greg Wright be alternate chair of the steering committee. And the question was put on the motion. Carried

Greg Wright moved, seconded by David Jeanes (Transport 2000): That Pat Steenberg (Glebe Community Assoc.) be secretary to the steering committee. And the question was put on the motion. Carried

Greg Wright moved, seconded by Cam Robertson: That Brian Carroll (Dow's Lake Residents' Assoc.) be alternate secretary to the steering committee. And the question was put on the motion. Carried

Mr. Reid, Messrs Reid, Stout, Rathwell, Foo and Britton and Mss Lewinson and Waller left the meeting. Greg Wright and others actively discouraged them from doing so and stressed the importance of advancing the steering committee's work.

In the absence of David Gladstone, Greg Wright took the Chair.

The committee proceeded to draw up a revised agenda as follows:

1. Introductions (completed)
2. Steering committee role definition
3. Update on the MOE and Regional Council decisions
4. Study approach and time horizon
5. Impact of changes to Bronson Ave. on validity of MaxGroup study
6. RMOC Competency for the rail pilot project
7. Long term analysis
8. Next meeting.
9. Other business.

2. Role Definition

Consistent with its understanding that the citizens representing their community associations on the steering committee were intended to be actively involved in the direction of the Airport Parkway Extended Traffic Impact Study, (APETIS) the committee proceeded to identify for which items it would expect to provide direction.

All members of the steering committee present wished to review and approve:

1. the study workplan;
2. the analytical framework -- including but not exclusively: (a) objectives of the analysis (b) the assumptions (c) the substance (including, but not exclusively, what impacts are studied, where they are studied and when they were studied) (d) the findings;
3. the objectives, focus and timing of the community workshops; and
4. the frequency of the committee meetings and what work is expected to be completed in the intervals between meetings.

It was agreed: That RMOC staff will ensure all committee members receive all documentation relevant to any matter to be discussed at a steering committee meeting no later than one week prior to the date of the meeting in question.

It was agreed: That, before proceeding further with the study, regional staff be directed to revise the study schedule and submit the revised schedule to the steering committee for its review and approval.

The steering committee noted that it would consider all of these items not inconsistent with the study terms of reference, as approved by Council.

3. Update: MOE and Regional Council Decisions

Councillor Holmes provided the following update.

The MOE did not agree to bump up the EA designation of the Hunt Club ramps from a Class B to a Class C. However, the Minister indicated that the region must meet the Class B EA requirements (cost < \$1.5 million) and that any violation would be forwarded to the Ministry's Investigations and Enforcement Branch.

Councillor Holmes also reported on the unsuccessful Holmes-Doucet motion that Council not proceed with the proposed construction of the Hunt Club ramps, and on the Chair's compromise motion.

Council passed a compromise motion proposed by the Chair to (1) delete twinning of the Airport Parkway from the Official Transportation Master Plan (2) move the Walkley ramps from the 1998 to the 1999 Budget and (3) move faster on the pilot rail project.

At the request of the steering committee, Councillor Holmes will seek clarification from staff of Council minutes respecting the implications of a motion by the Chair, as amended by Councillors Van den Ham and Hume, respecting the Walkley ramps and the pilot rail project. In particular, the steering committee needs to know what exactly has been approved with respect to the construction of the Walkley ramps. Councillor Holmes will also seek clarification with respect to the implications of the Ontario Environment Minister's requirement *that the RMO monitor the effects of the addition of the proposed ramps at Hunt Club and undertake an evaluation of the impact before proceeding with any further construction on the Airport Parkway corridor* for the APETIS.

On the advice of staff that amendments to the Transportation Master Plan would require supporting data, Council passed an amendment that Regional staff continue to study the positive and negative impacts of twinning the Airport Parkway.

The Steering Committee stated its wish that the NCC and the City of Ottawa be consulted during the APETIS process.

4. Study -- Approach and Time Horizon

It was agreed that: (1) the study incorporate the impact of late 1997 changes to Bronson Avenue on near term traffic effects (2) the long term analysis also look at the impact of **not** twinning the Parkway and (3) any traffic impact analysis take as its baseline the situation which existed prior to the admission of traffic from Lester Road to the Parkway.

Also covered under item 2.

5. Study Impact of Recent Changes to Bronson Avenue

The committee believes that the changes to Bronson Avenue which have been implemented since the Maxgroup short term analysis have at best compromised and at worst invalidated the results of that study, particularly given the study assumptions precluded any changes to existing infrastructure and traffic patterns except those *directly related to the construction of the Hunt Club ramps* .

Provision for the revised analysis should be included in the revised work plan which is to be submitted to the steering committee for its review and approval.

6. Regional Staff Competency to Conduct Rail Pilot Project

The steering committee would like clarification with respect to how the Region will acquire the expertise to assess the traffic impacts of the pilot rail project.

The steering committee Chair will ask the regional staff in writing to inform the committee (1) how and where it proposes to acquire the necessary expertise to carry out the rail portion of the APETIS and (2) what qualifications they will require of the person carrying out that portion of the study.

7. Long term analysis

Previously covered in items 2, 3 and 5.

8. Next Meeting

Next meeting was set for the week of March 2, day, time and location to be confirmed.

Airport Parkway Extended Traffic Impact Study
APETIS
Steering Committee Meeting
RMOC -- Honeywell Room
Wednesday, March 4, 1998
19:30

DRAFT MINUTES

Present from the Steering Committee: Neil Stout (RMOC Environment and Transportation), Brendan Reid (RMOC Environment and Transportation), Sean Rathwell (OC Transpo), Al Corbishley (Regional Cycling Advisory Group), David Gladstone (Centretown Citizens Community Assoc.), Ida Henderson (Dalhousie Community Assoc.), Andrew Jeanes (Transport 2000), Greg Wright (Ottawa South Community Assoc.), Pat Steenberg (Glebe Community Assoc.), Brian Carroll (Dow's Lake Residents' Assoc.), Marjorie Fulton (Ottawalk), Dennis Deskin (Riverside Park Community Association) and Fred McLennan (Hunt Club Community Association)

Non-Steering Committee Attendees: Stan Britton (Carleton University - Facilities Planning), Dianne Waller (Airport Authority) and Diane Holmes (Regional Councillor), Ryan Lanyon (CUSA), Anna Pritchard (Riverside Park Community Assoc.), Kathy Ablett (Hunt Club Community Assoc.), Robert Showman (Dow's Lake Community Assoc.), Judy Corbishley (Regional Cycling Advisory Group), Cam Robertson (City Centre Coalition), Wendy Stewart (Regional Councillor), Molly McGoldrick-Larsen (Regional Councillor)

Present from Maxgroup Consultants: Bob Ridley, Adrian Foo and Sharon Lewinson

David Gladstone took the Chair.

Introductions were made and a participants' list circulated.

1. Review of the Agenda

The agenda was approved with the inclusion of a review of the notes of the November 5, 1997 APETIS meeting.

There was a brief discussion of the status of Steering Committee members versus others attending APETIS meetings. The Chair noted that for the purposes of the terms of reference approved by Regional Council, the membership was:

“...one representative of each of the following community associations: Old Ottawa South, Glebe, Dow's Lake, Centretown, Riverside Park, Hunt Club and Dalhousie; as well as representatives of pedestrian and cycling agencies, Transport 2000, the (RMOC) Planning and Development Approvals Department, the (RMOC) Environment and Transportation Department, OC Transpo and the Ottawa Macdonald-Cartier International Airport Authority.”

However, for the purposes of discussion, the Chair emphasized that all present were welcome to participate. Councillors were attending as interested observers and to provide information and clarification.

2.0 Review of the Notes of the November 5, 1997 Meeting

It was noted, for the record, that the Glebe Community Assoc. representative had not been informed about the revised date for the first (November 5, 1997) APETIS meeting and had therefore not been in attendance.

There was some concern expressed that the notes from that meeting did not adequately reflect the nature or extent of the discussion on light rail.

2.1 Review of the Minutes of the February 10, 1998 Meeting

On page 1:

Mr. Reid noted that the notes of the January 5 meeting were taken by the consultants not regional staff. He also wished the item regarding the distribution of documentation be clarified to indicate that the minutes referred to 'substantive' documentation regarding the 'study' with respect to which the *Proposed Study Schedule* had 'led participants to believe' was to be discussed at that meeting.

On page 3:

Mr. Reid asked that the minutes show that he had distributed copies of the MaxGroup near-term impact study prior to leaving the meeting.

Under item #2: Role Definition (on page 4):

Concerning the items for which the committee would expect to provide direction, the wording was changed to read: "All members of the steering committee present wished to review and endorse:"

Regarding the role of regional staff the wording was changed to read: "That, before proceeding further with the study, regional staff be requested to revise..."

Councillor Stewart expressed her opinion that the 'role' of the steering committee as set out in the minutes exceeded the scope of the terms of reference. Alternate Chair Greg Wright pointed out that the study criteria being proposed merely added clarity and precision to the terms of reference, as they affected the process of analysis, and in no way extended them. Ms. Stewart disagreed and noted that she would be following up on the issue with Council.

Under item #3: Update (on page 5):

Some clarification was requested with respect to the steering committee's wishes with respect to the participation of the City of Ottawa and the National Capital Commission NCC. Mr. Wright responded that, at the February 10 meeting, the steering committee felt that since traffic on Bronson and the Airport Parkway has an impact on City and NCC roads, that they should be connected in some way to the study (although they would not be "members" in the same light as those named in the terms of reference).

Mr Reid undertook to invite representatives from the City of Ottawa and from the NCC to attend the next APETIS steering committee meeting.

3. Update on the MOE Letter to Council and on Recent Council Decisions Affecting the Airport Parkway

Councillor Holmes reported that following discussions at the February 10 meeting she had written staff requesting clarification of the implications (1) of the Van den Ham-Hume motion for the Walkley Road ramps and (2) of the Minister of the Environment's letter to the Region requiring that no further work on the Parkway proceed until the Hunt Club ramps had been constructed and their effects monitored and assessed. (The Minister's letter -- copy appended -- also noted that should the construction costs for the Hunt Club ramps equal or exceed the \$1.5 million threshold for Schedule B projects, the matter will be referred to the MOE Investigations and Enforcement Branch.)

Mr. Reid responded that the response to Ms. Holmes' request should be available by week's end (Friday, March 6, 1998). The Councillor asked that the response be distributed with the minutes.

4. Briefing on the Results of the Light Rail Forum

Cam Robertson, Chair, City Centre Coalition, reported on the recent light rail forum at the Jim Durrell Centre. The Forum was well attended and received good coverage from the electronic media. There was some opposition expressed in comments from the floor, but generally the reaction was favourable.

Regional staff was commended for its contribution to the success of the Forum.

Fred McLennan questioned why the light rail report had been included on the agenda. The Chair responded that since the impact of light rail was part of the APETIS study, he had thought it might be useful.

5. Review of APETIS Analytical Framework

Representatives from the downtown membership of the Steering Committee circulated a proposed analytical framework setting out the nature of the impacts they wished to see evaluated in the study. The framework was reviewed and some amendments were made. In particular: (1) traffic volumes should be assessed at peak and off hours, during non-holiday periods and when Carleton University is in session (2) reference points (scenarios) should include the opening of the South Transitway (3) Bronson and Walkley intersection should read Parkway and Walkley (4) Bronson and Scott intersection should read Bronson and Albert and Bronson and Slater (5) the intersections at (i) Bronson and Heron (ii) Bronson and Brewer Park (crosswalk) (iii) Bronson and Catherine and (iv) Bronson and Somerset should be added and (6) the study should include impacts resulting from changes to traffic patterns -- in particular, new users -- which could result from Parkway modifications. A copy of the revised framework is appended.

Mr. Reid questioned why citizens wished the impact of opening of Airport Parkway access at Lester Road to be included. Greg Wright pointed out that it was a recent incremental change to the roadway, possibly affecting traffic volumes, and thus was a convenient and useful measure of the impact of these types of changes.

Bob Ridley (MaxGroup) noted that some of the data may not be available in the current computer model used by the RMO, which MaxGroup also uses and that volume counts might not exist for some of the named intersections. Ms. Steenberg asked about creating, *i.e.* collecting, the data if it does not exist presently.

Mr. Ridley undertook to return to the next APETIS meeting with a report on (1) what data were available currently and what data were not (2) what it would involve to acquire the data presently lacking and (3) the utility in terms of 'value added' to the study of acquiring the missing data.

Dennis Deskin from the Riverside Park Community Association asked to submit a list of those impacts they wished included in the study. It was agreed that the south end community associations (Hunt Club and Riverside Park) would provide their suggestions directly to the MaxGroup consultants.

6. Revised Study Work Plan Schedule

Mr. Reid advised the committee that he would be discussing the matters raised during the meeting with his superiors to determine (1) their implications for the study and (2) whether, in their opinion, they constituted a change in the study's terms of reference.

Councillor Stewart felt the matter of the terms of reference was open to interpretation and she felt that what had been proposed was a deviation that would require reconsideration by the Transportation Committee and Council. She advised the committee that she would be taking the matter to the Transportation Committee.

It was pointed out that, in the view of the citizens proposing the framework, nothing had been added to the terms of reference by way of the proposals put forward during the meeting. For example, the terms of reference expressly cite measuring the impact of twinning the Parkway. The impact of 'doing' something must be

measured relative to either 'not doing' something or 'doing something else'. Obviously the twinning of the Parkway needs to be compared to some other thing, the most sensible of which is the *status quo*, *i.e.*, the Parkway not twinned.

Mr. Reid undertook to pass along to the steering committee Chair the outcome of his discussions with his superiors.

7. Next Meeting:

The next meeting will be held on Wednesday, April 8, 1998, 7:30 p.m., at the RMOC Headquarters. Room location to be confirmed.

Anyone wishing to propose items for the agenda should contact the Chair, David Gladstone, or the Alternate Chair, Greg Wright. (A list of participant telephone numbers is appended.)

Regional staff undertook to circulate all documentation to all participants.