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**From:** Andrea Gusen [/O=GOTRANSIT/OU=POSTOFFICE/CN=RECIPIENTS/CN=ANDREAG]  
**Sent:** 3/6/2012 2:50:50 PM  
**To:** Meghan Brien [Meghan.Brien@metrolinx.com]; Dina Graser [Dina.Graser@metrolinx.com]  
**Subject:** RE: 112404-Lincolnville Layover Fuelling Facility - Public Open House Meeting  
**Attachments:** image001.gif; image002.jpg; image003.png

Hi Meghan,

Couple things, only one crucial:

1) The POH address. I noticed something in the email chain below about the address needing to be changed to 111 Sandiford Dr. You have 37 Sandiford Dr. on the document. (Perhaps this was resolved outside of the email chain but just wanted to point it out.)

2) (Not crucial to change for today, but consider for next time): " The fuelling facility will improve efficiency, increase operational efficiency and ..."

Repetition of the word efficiency doesn't read well. You could just remove the first instance and change to "the fuelling facility will increase operational efficiency."

Don't know if Dina is going to be able to weigh in this morning, but with the first item above address, I'd say this is good to go.

Andrea

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**From:** Meghan Brien  
**Sent:** Tuesday, March 06, 2012 9:03 AM  
**To:** Dina Graser; Andrea Gusen  
**Subject:** FW: 112404-Lincolnville Layover Fuelling Facility - Public Open House Meeting  
Hi Dina,

Can I send this along to Debbie?

Thanks,  
Meghan

---

**From:** Meghan Brien  
**Sent:** Monday, March 05, 2012 2:06 PM  
**To:** Dina Graser  
**Subject:** FW: 112404-Lincolnville Layover Fuelling Facility - Public Open House Meeting  
Both George and Byron said it should remain as "facility" - (it is a facility) but noted Judy's comments.

Here is the notice for barrie.....is pretty much the same.

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**From:** Byron Perry  
**Sent:** Monday, March 05, 2012 12:07 PM  
**To:** Meghan Brien  
**Cc:** Amr Eid; George Atikian  
**Subject:** RE: 112404-Lincolnville Layover Fuelling Facility - Public Open House Meeting  
The Project description on all documents including the Project Charter document, drawings, Clarity Project Title, Contract Title all reference Train Fuelling Facility. We essentially would have to change all of these documents to reflect the same information. For that reason I would suggest keeping the reference to "facility."

Regards,

Byron Perry  
Project Coordinator  
Rail Facilities  
GO, a Division of METROLINX  
20 Bay Street, 18th Floor  
Toronto, ON M5J 2W3  
Office: (416) 869-3600 ext. 5125  
Fax: (416) 869-1563  
Cell: (416) 770-8294  
[byron.perry@gotransit.com](mailto:byron.perry@gotransit.com)

---

**From:** Meghan Brien  
**Sent:** Monday, March 05, 2012 11:58 AM  
**To:** Byron Perry  
**Cc:** Amr Eid; George Atikian  
**Subject:** RE: 112404-Lincolnville Layover Fuelling Facility - Public Open House Meeting  
I confirmed. Will do.

George and Amr- are you okay with the ad to go as is? Can you decide on any actions per Judy's inquiry re calling it a facility?

Meghan

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**From:** Byron Perry  
**Sent:** Monday, March 05, 2012 11:52 AM  
**To:** Meghan Brien  
**Cc:** Amr Eid; George Atikian  
**Subject:** RE: 112404-Lincolnville Layover Fuelling Facility - Public Open House Meeting  
This morning, I contacted the Town's general information line to make the enquiry about the Council Chambers location and they confirmed that it was at 111 Sandiford Drive. They indicated that they moved approximately one year ago. The switchboard tel. number is 1-855-642-8697.

Regards,

Byron Perry

Project Coordinator  
Rail Facilities  
GO, a Division of METROLINX  
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---

**From:** Meghan Brien  
**Sent:** Monday, March 05, 2012 11:37 AM  
**To:** Byron Perry  
**Cc:** Amr Eid; George Atikian  
**Subject:** RE: 112404-Lincolnville Layover Fuelling Facility - Public Open House Meeting  
On the website and any council meeting documents, the address I included in the ad is the address referenced- who can I contact to clarify?

---

**From:** Byron Perry  
**Sent:** Monday, March 05, 2012 11:14 AM  
**To:** Meghan Brien  
**Cc:** Amr Eid; George Atikian  
**Subject:** FW: 112404-Lincolnville Layover Fuelling Facility - Public Open House Meeting  
Hi Meghan,

The address needs to be changed to;

**111 Sandiford Drive,  
Stouffville, ON  
L4A 0Z8**

Regards,

Byron Perry  
Project Coordinator  
Rail Facilities  
GO, a Division of METROLINX  
20 Bay Street, 18th Floor  
Toronto, ON M5J 2W3  
Office: (416) 869-3600 ext. 5125  
Fax: (416) 869-1563  
Cell: (416) 770-8294  
[byron.perry@gotransit.com](mailto:byron.perry@gotransit.com)

---

**From:** Meghan Brien  
**Sent:** Monday, March 05, 2012 10:49 AM  
**To:** Trina Melatti; Dina Graser; Andrea Gusen  
**Cc:** Tom Aylward-Nally; Robert Pasiak; Byron Perry  
**Subject:** FW: 112404-Lincolnville Layover Fuelling Facility - Public Open House Meeting  
Hi all,

Please see the draft letter to Councillor Hilton at the Town of Whitchurch-Stouffville attached. This is very similiar to the letter we sent to the City of Barrie councillors on the fuelling project there. I will tailor and send a letter to each of the six councillors in the area.

Also attached is the draft letter to the local residents association and to the 4 neighboring residents and Granite Golf Club (see aerial attached); they are all alike in content and tone.

If you could please respond with any comments by Wednesday morning, I would like to get this out by end of day Wednesday.

Thanks,  
Meghan

**From:** Meghan Brien  
**Sent:** Monday, March 05, 2012 10:11 AM  
**To:** Byron Perry; Amr Eid; George Atikian; Trina Melatti; Dina Graser; Judy Knight  
**Cc:** Robert Pasiak  
**Subject:** RE: 112404-Lincolnville Layover Fuelling Facility - Public Open House Meeting

All,

Please see attached the final draft of the Notice for the Lincolnville Fuelling Facility Public Open House, scheduled for March 22nd at the Town of Whitchurch Stouffville. If you any comments, please send them back to me directly by end of today.

Thanks,  
Meghan

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**From:** John P. Does [<mailto:idoes@rvanderson.com>]  
**Sent:** Friday, March 02, 2012 4:24 PM  
**To:** Byron Perry  
**Cc:** Meghan Brien; Rene Siguenza; Deborah Weeden  
**Subject:** FW: 112404-Lincolnville Layover Fuelling Facility - Public Open House Meeting  
Byron

Attached are two versions of the Key Map for your selection.

The legend color is changed to white, and the title has been changed to Lincolnville Fuelling Facility Site.

The layover is bound by York/Durham Line and the existing mainline. It is not bound by Tenth Line as indicated in Meghan's email.

The key map has been zoomed to include Bloomington only.

In addition, attached is an aerial photo of the area with locations of residences in the vicinity. We used this for the noise study. I think this would satisfy for those within 30 metres of the site as GO is suggesting for the notifications. The challenge is that if it is mailed out by postal code, we believe Canada Post will mail it to a larger area i.e. the entire concession, which could be hundreds. It would be better to hand deliver to those residences shown on this map, and as I indicated before, we don't mind doing.

Regards,

**John P. Does, P.Eng., PMP**  
*Associate Director*



2001 Sheppard Avenue East Suite 400 Toronto ON M2J 4Z8  
Tel 416 497 8600 Ext 298 Fax 416 497 0342  
[www.rvanderson.com](http://www.rvanderson.com)

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*Please consider the environment before printing this email.*

**From:** Byron Perry [<mailto:Byron.Perry@gotransit.com>]  
**Sent:** March 2, 2012 1:15 PM  
**To:** John P. Does  
**Cc:** Deborah Weeden  
**Subject:** Fw: w: Lincolnville Layover Fuelling Facility - Public Open House Meeting

John,

Please review the comments below from Meghan and have the necessary changes made to the map and please also provide the postal codes of any residences who should be notified.

Thank you in advance.

Byron

**From:** Meghan Brien  
**Sent:** Friday, March 02, 2012 01:06 PM  
**To:** Byron Perry  
**Cc:** Amr Eid; George Atikian

**Subject:** w: Lincolnville Layover Fuelling Facility - Public Open House Meeting

Byron,

Please ask that:

- change the color of the legend to white
- indicate in the legend that the layover is represented by dashed line and grey color AND this is not a study area, this is the actual layover facility- change title.
- the layover is actually in the wrong spot I think- isn't it bounded by 10th line (moreso than york durham as it appears in the map)?
- zoom in so that bloomington is still visible, main can be left off.

Fine- this is something PCs should always ask consultants to do, for future reference- how many residences/postal codes are there within 30m of the project limits. We can look after it this time.

Meghan

**From:** John P. Does [<mailto:jdoes@rvanderson.com>]

**Sent:** Friday, March 02, 2012 12:26 PM

**To:** Byron Perry

**Cc:** Meghan Brien; Deborah Weeden <[dweeden@rvanderson.com](mailto:dweeden@rvanderson.com)>

**Subject:** FW: Lincolnville Layover Fuelling Facility - Public Open House Meeting

Byron

Attached is the revised Key Plan. Please note that the previous comment was to include Bloomington to the north and Main to the south. Therefore it has to be zoomed out. I don't think that we can do both.

The golf course has been removed. The green has been changed to grey.

We don't have a record of residents addresses for the mailing. Early in the project, GO indicated they were taking care of the notifications. Would they not be dropped off to those within 30 metres which we don't mind doing?

Regards,

**John P. Does, P.Eng., PMP**

*Associate Director*



2001 Sheppard Avenue East Suite 400 Toronto ON M2J 4Z8

Tel 416 497 8600 Ext 298 Fax 416 497 0342

[www.rvanderson.com](http://www.rvanderson.com)

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*Please consider the environment before printing this email.*

**From:** Byron Perry [<mailto:Byron.Perry@gotransit.com>]

**Sent:** March-02-12 10:53 AM

**To:** John P. Does  
**Cc:** Deborah Weeden  
**Subject:** Fw: Lincolnville Layover Fuelling Facility - Public Open House Meeting

John,

Please make the revision to the map as requested below.

Also, provide a list of local residents that should be notified of the POH. Thanks in advance.

Regards,

Byron

**From:** Meghan Brien  
**Sent:** Friday, March 02, 2012 10:34 AM  
**To:** Byron Perry  
**Subject:** Fw: Lincolnville Layover Fuelling Facility - Public Open House Meeting

Hi Byron,

The map:

- 1) Remove the golf course
- 2) Should look exactly how it did before with the two roads added. This is too zoomed out and the green won't show up.

do we have a list of residents stakeholders (ie the golf course??)- we SHOULD send letters to these groups.  
Meghan

**From:** John P. Does [<mailto:jdoes@rvanderson.com>]  
**Sent:** Friday, March 02, 2012 10:27 AM  
**To:** Byron Perry  
**Cc:** Amr Eid; George Atikian; Meghan Brien; Deborah Weeden <[dweeden@rvanderson.com](mailto:dweeden@rvanderson.com)>; Deborah Weeden <[dweeden@rvanderson.com](mailto:dweeden@rvanderson.com)>  
**Subject:** RE: Lincolnville Layover Fuelling Facility - Public Open House Meeting

Byron

Attached are the following:

1. Revised Boards
2. Key Plan for Advertisement

Please note to add my name at the bottom of the Advertisement.

On the Boards we have indicated April 5, 2012 as the date for the public to submit their comments by, based on 2 weeks from the Open House. We trust that is satisfactory.

Regards,

John P. Does, P.Eng., PMP  
Associate Director



2001 Sheppard Avenue East Suite 400 Toronto ON M2J 4Z8  
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---

*Please consider the environment before printing this email.*

**From:** Byron Perry [<mailto:Byron.Perry@gotransit.com>]  
**Sent:** March-01-12 10:46 AM  
**To:** John P. Does  
**Cc:** Amr Eid; George Atikian; Meghan Brien; Deborah Weeden  
**Subject:** RE: Lincolnville Layover Fuelling Facility - Public Open House Meeting

Good morning John,

Attached you will find the mark ups for the POH presentation boards. Please make revisions and return this by tomorrow for final review by C.I. Vice President and Communications. The current date for the POH is March 22, 2012, from 6:00 pm to 9:00 pm at the Town of Whitchurch-Stouffville council chambers.

I have also attached the notice of public open house article to be published in the paper. Please revise this also and return by tomorrow.

Please address the comment below and make arrangements to distribute notice to local residents within the 30m range of the project.

If you have any questions, please call me to discuss.

Regards,

Byron Perry  
Project Coordinator  
Rail Facilities  
GO, a Division of METROLINX  
20 Bay Street, 18th Floor  
Toronto, ON M5J 2W3  
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Fax: (416) 869-1563  
Cell: (416) 770-8294  
[byron.perry@gotransit.com](mailto:byron.perry@gotransit.com)

---

**From:** Meghan Brien  
**Sent:** Thursday, March 01, 2012 9:14 AM

**To:** Byron Perry  
**Subject:** RE: Lincolnville Layover Fuelling Facility - Public Open House Meeting  
Byron,

How many residences are within 30m of the layover site? IF there are only a few, we should send letters.

Meghan

---

**From:** Byron Perry  
**Sent:** Thursday, March 01, 2012 8:52 AM  
**To:** Alan Drozd  
**Cc:** Linda Filippi; Isa James; George Atikian; Amr Eid; Meghan Brien; John P. Does; Deborah Weeden  
**Subject:** RE: Lincolnville Layover Fuelling Facility - Public Open House Meeting  
Alan,

Thank you for your prompt response. I will get back to you by noon tomorrow with confirmation regarding the March 22nd date.

Regards,

Byron Perry  
Project Coordinator  
Rail Facilities  
GO, a Division of METROLINX  
20 Bay Street, 18th Floor  
Toronto, ON M5J 2W3  
Office: (416) 869-3600 ext. 5125  
Fax: (416) 869-1563  
Cell: (416) 770-8294  
[byron.perry@gotransit.com](mailto:byron.perry@gotransit.com)

---

**From:** Alan Drozd [<mailto:alan.drozd@townofws.ca>]  
**Sent:** Thursday, March 01, 2012 8:48 AM  
**To:** Byron Perry  
**Cc:** Linda Filippi; Isa James  
**Subject:** RE: Lincolnville Layover Fuelling Facility - Public Open House Meeting  
Byron:

It is your meeting. You are the host. It is up to you to determine the amount of notice you are providing and the date you want. Either myself or Isa James will be in attendance to monitor the proceedings. We are not holding a public information centre on this application. We have provided written notice of the application in the normal manner for site plans. Isa James will be in contact with you concerning signage.

The Chamber can be set up in a number of configurations. I anticipate that you will want it cleared of chairs and that is easily accomplished.

I filled out paperwork on your behalf for use of the Chambers on March 22, 2012 , 6-9 PM.

Please confirm what you wish to do. Copy all correspondence on this matter to Linda Filippi, Manager, Customer Service who organizes and books the Town's meeting rooms for external agencies. Linda will confirm your booking.

Thanks,



**Alan Drozd, MCIP, RPP | Manager, Planning Services**  
**Department of Planning and Building Services**  
111 Sandiford Drive Stouffville, Ontario L4A 0Z8

**Customer Service Centre:** 905-640-1900 or 1-855-642-(TOWN) 8696 Ext. 2320  
**Automated Assistant:** 905-640-1910 or 1-855-642 -(TOWS) 8697 Ext. 2320  
Fax: 905-640-7957  
[www.townofws.ca](http://www.townofws.ca)

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**From:** Byron Perry [<mailto:Byron.Perry@gotransit.com>]  
**Sent:** Thursday, March 01, 2012 8:33 AM  
**To:** Alan Drozd  
**Cc:** Meghan Brien; Amr Eid; George Atikian  
**Subject:** RE: Lincolnville Layover Fuelling Facility - Public Open House Meeting

Good morning Alan,

If March 22nd is too soon, I would like to suggest March 29th as the latest alternative date. Please advise today if possible.

On another note, I have been asked to confirm if the council chambers is fixed seating space or can it be cleared of seats to allow public to walk around unobstructed.

Regards,

Byron Perry  
Project Coordinator

Rail Facilities  
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Cell: (416) 770-8294  
[byron.perry@gotransit.com](mailto:byron.perry@gotransit.com)

---

**From:** Byron Perry  
**Sent:** Wednesday, February 29, 2012 4:58 PM  
**To:** 'alan.drozd@townofws.ca'  
**Cc:** Meghan Brien; Amr Eid; George Atikian  
**Subject:** Re: Lincolnville Layover Fuelling Facility - Public Open House Meeting  
Hi Alan,

The room size will work fine. Please confirm March 22nd is the date we can hold the POH meeting at the Town. We need to know this date as soon as possible. These POH sessions typically start at 6:00PM and end at 9:00PM.

Look forward to hearing from you.

Regards,

Byron

**From:** Alan Drozd [<mailto:alan.drozd@townofws.ca>]  
**Sent:** Tuesday, February 28, 2012 05:07 PM  
**To:** Byron Perry  
**Subject:** RE: Lincolnville Layover Fuelling Facility - Public Open House Meeting

Byron:

Our largest public meeting / assembly area is the Council Chambers which is rated for 100 persons.

If that is inadequate for your purposes you will have to find another location. The only rooms I can think of with that type of capacity that could be set-up in public information centre format might be school gymnasiums or Perhaps 19 on the Park in downtown Stouffville if it is available.

Let me know what you want to do.

Thanks



**Alan Drozd, MCIP, RPP | Manager, Planning Services**  
**Department of Planning and Building Services**  
111 Sandiford Drive Stouffville, Ontario L4A 0Z8

**Customer Service Centre:** 905-640-1900 or 1-855-642-(TOWN) 8696 Ext. 2320  
**Automated Assistant:** 905-640-1910 or 1-855-642 -(TOWS) 8697 Ext. 2320  
Fax: 905-640-7957  
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**From:** Byron Perry [<mailto:Byron.Perry@gotransit.com>]  
**Sent:** Tuesday, February 28, 2012 4:33 PM  
**To:** Alan Drozd  
**Cc:** Amr Eid; George Atikian; [jdoes@rvanderson.com](mailto:jdoes@rvanderson.com); [dweeden@rvanderson.com](mailto:dweeden@rvanderson.com); Meghan Brien  
**Subject:** Re: Lincolnville Layover Fuelling Facility - Public Open House Meeting

Hi Alan,

Thank you for getting back to me so promptly. Greatly appreciated.

Our preferred format is open house with presentation boards. People attending can mingle at their leisure.

We will need:

- Three tables minimum (refreshments, sign in, and if attendees wish to sit down to fill out comment sheets)
- Space for easels and number of display boards
- A few chairs
- Room should accommodate 150 ppl (standard regardless of anticipated attendance).

Anything in addition to the above that you would like me to arrange, please let me know.

Please confirm this proposed date so I can proceed with publication in the paper.

Regards,

Byron

**From:** Alan Drozd [<mailto:alan.drozd@townofws.ca>]  
**Sent:** Tuesday, February 28, 2012 04:04 PM  
**To:** Byron Perry  
**Subject:** RE: Lincolnville Layover Fuelling Facility - Public Open House Meeting

Byron:

I am looking at Thursday March 22<sup>nd</sup>. What time in the PM are you looking for and what type of meeting format are you looking for the room to be set up for? i.e. speaker / audience or PIC i.e. Boards with people standing around etc. Please let me know so I can confirm your arrangements.

Thanks,



**Alan Drozd, MCIP, RPP | Manager, Planning Services**  
**Department of Planning and Building Services**  
111 Sandiford Drive Stouffville, Ontario L4A 0Z8

**Customer Service Centre:** 905-640-1900 or 1-855-642-(TOWN) 8696 Ext. 2320  
**Automated Assistant:** 905-640-1910 or 1-855-642 -(TOWS) 8697 Ext. 2320  
**Fax:** 905-640-7957  
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**From:** Byron Perry [<mailto:Byron.Perry@gotransit.com>]  
**Sent:** Monday, February 27, 2012 3:18 PM  
**To:** Alan Drozd  
**Cc:** Debbie Holt; John P. Does; Amr Eid; George Atikian; Meghan Brien  
**Subject:** RE: Lincolnville Layover Fuelling Facility - Public Open House Meeting

Hi Allan,

Further to our discussion this afternoon, we will not be sending information packages to local residents within 80m of the project site. We will be sending copies of the publication in the newspaper to councillors and other stakeholders who have shown interest, by sending their written request to be kept informed.

This should resolve your concern about having two separate information packages sent out to local residents (Town of Witchurch-Stouffville and Metrolinx).

Regarding the subject of the date and venue for the open house, it would be greatly appreciated if you could get back to me by the end of the business day on Wednesday, February 29, 2012.

Regards,

Byron Perry  
Project Coordinator  
Rail Facilities  
GO, a Division of METROLINX  
20 Bay Street, 18th Floor  
Toronto, ON M5J 2W3  
Office: (416) 869-3600 ext. 5125  
Fax: (416) 869-1563  
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[byron.perry@gotransit.com](mailto:byron.perry@gotransit.com)

---

**From:** Byron Perry  
**Sent:** Monday, February 27, 2012 11:36 AM  
**To:** 'Alan Drozd'  
**Cc:** 'Debbie Holt'; John P. Does; Amr Eid; George Atikian; Meghan Brien  
**Subject:** RE: Lincolnville Layover Fuelling Facility - Public Open House Meeting  
Good morning Alan,

Further to my telephone message this morning, please let me know if the preferred dates for the Public Open House meeting (March, 20, 21 or 22nd) will work for the Town of Whitchurch-Stouffville. Also, provide your feedback regarding holding this meeting at the Town Hall location. If this poses any problems that conflict with the proposed dates, Metrolinx can make the necessary arrangements to hold this meeting at an alternative location. We will need to determine both date and location before we publish the advertisement in the local newspaper.

At this time, your attention to this matter would be greatly appreciated. Please contact me at your earliest opportunity to confirm these requirements.

Regards,

Byron Perry  
Project Coordinator  
Rail Facilities  
GO, a Division of METROLINX  
20 Bay Street, 18th Floor  
Toronto, ON M5J 2W3  
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Fax: (416) 869-1563  
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[byron.perry@gotransit.com](mailto:byron.perry@gotransit.com)

# **Non-Responsive Information**

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