



CYCLING AND PEDESTRIAN ADVISORY COMMITTEE

**THURSDAY, NOVEMBER 19, 2015
CIVIC CENTRE – CANADA ROOM**

MINUTES

Attendance

Committee:

David Rawcliffe, Chair
Peter Miasek, Vice Chair
Gordon Cole
Ken Deering
Joe Doria
Dan Gilligan
Justin Hung
Zain Khan
Anthony Ko
Paul Salvo
Elisabeth Tan
Daniel Yeung

Regrets:

Joseph Cimer
Councillor Don Hamilton
Councillor Alan Ho
Gordon Lawson
Paul Traicoff

Sonya De Vellis, Smart Commute Markham,
Richmond Hill
Yvonne Kaczor, York Region

Staff:

Brian Lee, Deputy Director of Engineering
Fion Ho, Transportation Demand Management
Coordinator
Marion Plaunt, Manager, Intensification &
Secondary Plans
Kiran Saini, Legislative Coordinator

Agency Members:

Janis Harvey, York Region Health Services
Theresa Ko-Cheung, York Region Health Services

The Cycling and Pedestrian Advisory Committee convened at 7:05 p.m. with David Rawcliffe presiding as Chair.

DISCLOSURE OF INTEREST

None disclosed.

1. MINUTES OF THE MARKHAM CYCLING & PEDESTRIAN ADVISORY COMMITTEE MEETING HELD ON OCTOBER 15, 2015

Moved by Anthony Ko
Seconded by Gordon Cole

That the minutes of the October 15, 2015 Cycling & Pedestrian Advisory Committee (CPAC) meeting be approved.

Carried

2. STANDING ITEMS FROM 2015 BUSINESS PLAN

a) Community Secondary Plans

Marion Plaunt, Manager, Intensification & Secondary Plans delivered a presentation to the Committee. She noted the City will focus on the Milliken area for a connected development. Next Steps:

- Preparing the secondary plan and determining land use.
- Develop an active transportation network where residents can either walk or bike from point A to point B.
- The City of Toronto is undertaking a Municipal Class Environmental Assessment for the widening of Steeles Avenue and Grade Separation of the GO rail line, and that may assist in the City's creation of the Secondary Plans.
- Once staff have developed a draft concept for the secondary plan, staff will report back to the Committee.

The City is also working on the Cornell Centre Secondary Plan. The Cornell Plan has relatively good connectivity (i.e. multipurpose paths and mixed use designation). There will be a transit hub just south of the hospital.

She noted that a community charrette will be held on November 23-25, 2015 on the Cornell Rouge National Urban Park Gateway. Marion invited the Committee and encouraged community members to attend.

b) Issue Prioritization Sub-Committee

Dan Gilligan provided an update to the Committee on the outcome of the Sub-Committee's meetings.

Prioritization Issues

2015 CPAC work items appear a solid basis of items to prioritize (additional items welcome) and will use an internet survey to compile Committee priorities for presentation at December meeting.

There was significant discussion on agenda issues. The following items were noted:

- Agenda items should be solicited one week prior to the meeting;
- The agenda should be circulated 3 days prior to the meeting;
- Information items should be listed at the end of the agenda;
- Agenda items should be listed in priority order, which would allow for more time for discussion of important items;
- A Committee Member should be assigned to track City and Regional infrastructure changes;
- A more efficient way of tracking work issues to ensure key items are not missed (this would assist in preparing the agenda as well)
 - Zain noted that he prepared a preliminary list of action items from the last year and compiled them into an excel spreadsheet.

There was significant discussion on this matter. Fion advised that staff prepare draft agenda (as they are often asked to consult the Committee on a number of matters) and circulate to Chair for review and approval prior to distributing to the Committee. It was noted that Staff are willing to change the current template if a new template would allow for more efficient meetings.

The Chair and Vice Chair advised that the agenda was an old template used to align with the Committee's 2014 Business Plan. David Rawcliffe advised that it is a best practice to ensure that presenters are listed at the beginning of each agenda. The Chair further advised that the "new business" section is always listed on each agenda and Committee Members have never been discouraged from advising staff of items they would like to discuss at a future meeting.

There was discussion on whether or not the agenda package should be comprised of the agenda, previous minutes and the excel spreadsheet with a list of items tracked.

The Sub-Committee agreed to develop sample templates for presentation to the Committee at the December meeting. The Committee was encouraged to send ideas on agenda creation to the Sub-Committee.

There was discussion on organizing the agenda based on Sub-Committees or by adding another column to the agenda to prioritize within each item on the existing agenda template.

Staff noted for the December agenda, items will be listed in priority order.

General Observations:

- Would like to ensure that the Committee continue to demonstrate transparency, noting that there is always room for improvement;
- It was noted that there have been no updates to the Cycling or Pathways and Trails Master Plan for many years. As a result, CPAC is moving along without an overall roadmap. Staff noted there is no budget or plans for the Master Plans updates in 2016
- Identify opportunities to encourage informal discussion/sharing of ideas.

Dan Gilligan noted that the survey (using survey monkey) will be made available to the Committee in the near future. He further noted that the Sub-Committee hopes to have the results of the survey by the December meeting.

c) Multi-Use Pathway (MUP) Signage on Woodbine Bypass

Fion Ho noted that signage is up on the shared pathway. She showed the Committee samples of the signs. The Committee noted that the signs for automobiles approaching from a side street to alert motorists they are approaching a MUP are not clear and can be confusing. Fion shared a video with the Committee showing the various “share pathway” signs on Woodbine by-pass.

Follow up: staff will review the signage at locations where motorists approach/cross MUP from a side street.

d) TooGood Pond to Bob Hunter MUP

- Phase 2 (east of Markham Road) - excavation is completed; surface pavement (spring 2016); pedestrian bridge footing (#) are completed; outstanding property issue
- Phase 3: area 4 (Milne Park); currently in design stage; tender by March 2016; seeking funding opportunities (York Region and Ministry) - budget was approved

Staff will investigate the proposed name of the trail and report to the Committee at a future date.

e) Cycling Gaps Sub-Committee

Fion Ho displayed the same list from the last meeting, showing the construction costs associated with various types of cycling facilities.

The Sub-Committee identified new sub categories for additional bike facilities categories; however, the construction costs still need to be defined. Joe advised they will report back to the next meeting with an update.

f) Update Markham Cycling Map

Fion Ho thanked the Committee Members for their input and assistance in updating the map. The maps are currently being printed.

g) York Region AT Activities

The Region has, for the first time, completed an active transportation survey and it was noted that over 50% of York Region residents cycle - all for various reasons. Fion Ho advised that she will distribute the PDF of the survey results to the Committee.

3. NEW BUSINESS

a) 2016 Business Plan - Budget Update

Discussion regarding the Committee's budget ensued. The following funding for CPAC - related items was approved by Budget Committee under Capital Project Item 16039 "Cycling Awareness Program" ; CPAC \$25,000; MUP Signage Plan \$15,000; MUP Signage Implementation \$50,000; Edge Lines \$10,000; Contingency and HST \$28,700 - totaling \$128,700. It was noted that funds can be shifted within these items as priorities dictate.

Staff will provide 2015 actual costs for the equivalent budget item 15041, as these will be needed for the 2016 business plan.

Elisabeth Tan inquired whether the MUP signage on Warden would be installed in the near future. It was noted that Warden Avenue, Donald Cousens Parkway and Markham Road will be the next areas for focus for MUP signage.

b) Steeles Avenue Grade Separation

The City of Toronto has begun a Municipal Class Environmental Assessment for the widening of Steeles Avenue and the grade separation at Steeles Avenue at the railway crossing. This item was briefly discussed as an information item.

c) Committee Holiday & Christmas Party

Elisabeth Tan inquired whether the Committee would be holding its annual Holiday and Christmas party.

Kiran advised she would inquire with Alida Tari (Committee Clerk) and the Committee Clerk would report back as soon as possible.

4. ITEMS FOR NEXT MONTH'S AGENDA TO INCLUDE:

- Prioritization Results
- Agenda-setting process
- Cycling Gaps Report
- Woodbine MUP signage
- Markham Cycling Day summary report

5. ADJOURNMENT

The Cycling and Pedestrian Advisory Committee adjourned at 8:48 PM.