

**MULTI-USE-PATH CLASS ENVIRONMENTAL
ASSESSMENT STUDY ROUGE RIVER PATHWAY
TOOGOOD POND THROUGH MILNE DAM
CONSERVATION AREA TO BOB HUNTER PARK
DRAFT – FOR DISCUSSION PURPOSES ONLY**

ATTACHMENT A

To: Lorenzo Mele

Date: October 1, 2010

From: Jay Cranstone

Job No.: 1410425-001

Subject: Draft Consultation Strategy:
Markham Multi-Use Path Class EA

CC: Jeff Warren
Glenn Pothier
Pam Foster

Study Context and Strategy

This project addresses the exciting new trail initiative to be established from Toogood Pond, through the Milne Dam Conservation Area, to the newly established Bob Hunter Park in the Rouge River Valley area. The work plan builds on the work already completed by the Town and the Milne Working Group to develop the trail linkage between the existing trail areas. The project is being carried out under the Municipal Class Environmental Assessment (EA) process. Within the Class EA process, the Town (and MMM), local stakeholders, agencies and technical experts will work to identify a preferred pathway to link the areas of existing trail and its future implementation.

Although the EA is identified as a Schedule B, we recognize that, due to the complexity of the project and the Town's commitment to public participation, the public consultation activities are to be expanded beyond the requirements of a Schedule B EA. Meaningful consultation is essential to create the appropriate solution for the Rouge River Pathway. MMM will play a lead role in the Community Liaison Committee (CLC), and will coordinate ongoing consultation with the CLC, Town staff and stakeholders. MMM's approach to consultation emphasizes the importance of engaging participants early on and throughout the study, to obtain meaningful input and to be able to immediately resolve any 'surprises' that may arise. Our approach will also ensure that environmental, economic and socio-cultural needs of the community are balanced in the design of this MUP. The numerous points of consultation as presented in the work plan identify the strong emphasis to obtain meaningful input and full inclusion to engage the stakeholders and public.

It has been MMM's experience on similar studies that "actively engaging and partnering" with Town staff and key stakeholders is an effective and efficient approach to developing a successful plan (and can also build local support, expertise and knowledge). This is important because it demonstrates to members of Council and the public that Town staff and Steering Committee members of the Project Team were actively involved and "led" the plan's development. This demonstrates the Town has assumed ownership of the Multi-Use Path EA and can provide the required knowledge base to support implementation long after this assignment has been completed.

The following internal and external consultation efforts are anticipated and have been designed based on the consultation strategy noted above. Each consultation technique is structured to engage a different target audience and each has a unique purpose, whether to create awareness, gather information, identify issues, generate ideas, or establish community support and buy-in:

- A. Public awareness campaign (including notices, website, and electronic newsletters);
- B. Community Liaison Committee (CLC) Meetings;
- C. Agency Working Group Meetings;
- D. Public Information Centres; and
- E. Committee and Council presentations.

This draft Consultation Strategy contains a more detailed proposal of when major communications should take place, as well as the preferred form that communications will take. Please note that the timing of the communication tasks is subject to change as the project progresses.

Task:	LAUNCH AND ON-GOING PUBLIC AWARENESS
Purpose:	To notify the public of the Multi-Use Path EA, explain the process, outline the study's goals, announce upcoming public information centres and opportunities to participate, provide contact information, and encourage dialogue and participation.
Timing:	Initiated in October 2010 and ongoing.
Target Audience:	Town-wide.
Distribution Method:	<p>Notice of Study Commencement (as per Class EA requirements) and post in newspaper, Markham's website, and email to names on contact list.</p> <p>Use Markham's website as a tool to distribute project information and invite input on the project (including input on alternatives) from members of the public. Contact information will be provided.</p> <p>MMM will draft Project Newsletters. A series of three newsletters will be prepared and posted on the Town's website in advance of each of the three Public Information Centres.</p> <p>MMM will prepare display information (information board with study contact information) to be placed on a rotating basis at public venues with high pedestrian traffic (such as libraries and arenas).</p>
Roles & Responsibilities	MMM to develop project stakeholder database, including agencies and interested members of the public. MMM to prepare narrative for advertisements and announcements. Town Staff and Study Team to promote study, and invite public input. Town Staff will select locations for rotating information display and be responsible for moving the display from one location to the next.
Status:	Notice of Study Commencement to be published in October 2010.

Task:	COMMUNITY LIAISON COMMITTEE MEETINGS
Purpose:	<p>To discuss the status of the project, address specific components, review and provide comments on deliverables and provide input on key issues. Participants will serve as conduits to and from the constituencies they represent. These meetings will encourage substantive conversation and interaction among members.</p> <p>The Community Liaison Committee (CLC) will be advisory in nature and will prepare recommendations to Council. A Charter will be prepared to guide the conduct of the CLC.</p>
Timing:	<p>Nine meetings to be scheduled at key decision points during the study.</p> <p>The Community Liaison Committee will include Town staff and MMM (as ex-officio members). An invitation to participate will also be extended to (at a minimum):</p>
Target Audience:	<ul style="list-style-type: none"> • Markham Village Conservancy • Old Markham Village Ratepayers Inc. • Raymerville Ratepayers' Association • Wismer Ratepayers Association • Markham Accessibility Committee • Markham Museum • Markham Village BIA • Unionville Village BIA • Heritage Markham • Main Street Markham Committee • Rouge Park Advisory Committee • Vinegar Hill Ratepayers Association • Greensborough Ratepayers Association • Markham Cycling and Pedestrian Advisory Committee, and • Milne Working group • Three (3) members of the public at large from diverse geographic areas throughout Markham <p><i>*Elected officials will be invited to participate in the meetings.</i></p>
Distribution Method:	<p>Agenda and minutes to be distributed via e-mail.</p>
Roles & Responsibilities	<p>Town staff to organize meeting times and locations. MMM will finalize meeting agendas and provide substantive information and expert support. The MMM team will also prepare the aforementioned Charter to guide the conduct of the CLC.</p> <p>An independent facilitator will chair the CLC meetings. Town staff and MMM representatives will serve as ex-officio members to inform the CLC and answer questions.</p>
Status:	<p>Meeting schedule to be determined based on key project milestones.</p>

Task:	AGENCY WORKING GROUP MEETINGS
Purpose:	To invite input and provide opportunity for purposeful and candid discussion with identified agencies on major topics, issues, concerns, challenges, and opportunities to be addressed in the Multi-Use Path EA.
Timing:	<p>Though up to 8 meetings were planned, fewer than 8 may be required. Some group meetings may be replaced with one-on-one meetings with individual agencies on specific topics. Meetings will occur throughout the study from October 2010 to September 2011.</p> <p>Identified agency representatives will be contacted in October and invited to participate in the Agency Working Group.</p> <p>With input from the Town, MMM will develop a list of key public agencies to be invited to participate. At a minimum, the list may include:</p> <ul style="list-style-type: none"> • Ministry of the Environment • Ministry of Culture and Tourism • Ministry of Natural Resources • Ministry of Health Promotion • York Region • Toronto and Region Conservation Authority, and • Rouge Park Alliance
Target Audience:	<p>First Nations will be notified of the project by letter from the Town of Markham. The letter will include potential methods of participation.</p> <p>In addition to serving on the Agency Working Group, the TRCA will also be invited to participate in Steering Committee meetings.</p>
Distribution Method:	Email invitation combined with brief information package prepared by MMM in advance of the first meeting.
Roles & Responsibilities	<p>With assistance from the Town MMM will identify key groups. MMM will develop and manage agency contact lists.</p> <p>MMM to prepare invitations, interview/meetings agendas and summarize. Follow-up by Town Staff and MMM as needed.</p>
Status:	Meetings will occur throughout the study process.

Task:	PUBLIC INFORMATION CENTRES (3)
Purpose:	<p>To engage the community in sharing their attitudes towards off-road and on-road networks, connections, opportunities and issues.</p> <ol style="list-style-type: none"> 1. The first public information centre will be presented through display boards. It will present the purpose of the study and information collected to date. 2. The second public information centre will be used to present the multi-use path route alternatives and evaluation of the alternatives. 3. The third public information centre will be used to present the proposed Draft Multi-Use Path.
Target Audience:	<p>Target: PIC 1 December 2010, PIC 2 May 2011, PIC 3 August/September 2011</p> <p>The open houses will be scheduled for a 3-hour period during the late afternoon and early evening. There will be no scheduled presentation; rather residents can drop in any time during the three hours, review the display boards and talk directly with members of the study team.</p> <p>Open to all residents and stakeholders.</p>
Distribution Method:	Town Staff and Study Team members to determine the best way to contact / notify potential participants (possibilities include direct mailing or phone call invitations to stakeholders; public notification through website, media release and / or newspaper notice).
Roles & Responsibilities	<p>Town Staff and Study Team to organize the event (including identifying and contacting participants, advertising, room booking, etc.) and host the open houses.</p> <p>MMM to produce display material / maps, comment form, lead the open houses, and provide summary documentation.</p>
Status:	PIC 1 December 2010, PIC 2 May 2011, PIC 3 August/September 2011.

Task:	COMMITTEE AND COUNCIL MEETINGS
Purpose:	To present study findings at three key points during the study process, including a final presentation to Council.
Timing:	To be coordinated with project schedule.
Target Audience:	Steering Committee and Town Council.
Distribution Method:	Final Study Document to be an item on regular meeting agenda or as a special meeting of Council for final endorsement / adoption.
Roles & Responsibilities	<p>Town to place item on Council agenda, and City Staff or Steering Committee to present final Master Plan.</p> <p>Town to prepare and deliver staff report, and be available for Q/A...</p> <p>MMM to prepare and deliver presentation, and be available for Q/A.</p>
Status:	To be scheduled

**EXTRACT FROM THE MINUTES OF THE COUNCIL MEETING HELD ON Jun 23, 2009
REPORT NO. 48 - DEVELOPMENT SERVICES COMMITTEE (June 16, 2009)**

(11) MILNE DAM CONSERVATION AREA - MULTI-USE PATHWAY (6.3)

Report Att A Att B Att C Att D Att E Att F

- 1) That the staff report entitled "Milne Dam Conservation Area – Multi-use Pathway, dated June 16, 2009, be received; and,**
- 2) That the multi-use pathway alignment from McCowan Road to Milne Lane in the staff report dated June 16, 2009 be amended as follows and endorsed with further review of an in park solution between sections D and G by staff in consultation with the Toronto and Region Conservation Authority (TRCA) and that the proposed bridge noted in attachment B be eliminated as an option,**

Section A - The existing pathway from McCowan Road to the works yard parking area is to be 3.0 M width except where special circumstances exist and be top dressed as required with limestone screenings.

Section B - From the works yard parking area to the existing pathway to the east of this section, a new limestone screened pathway be constructed to a width of 3 M except where special circumstances exist.

Section C - The existing limestone screened pathway to be maintained to a maximum 3 M width and that the pathway be graded and top dressed with limestone screenings as required.

Section D - From the existing pedestrian and cycling bridge located at the east end of the parking area through the gate at the Milne Creek location a new 3.0M wide limestone screened pathway be constructed.

Section E - *Deferred to permit further review of an in park solution between sections D and G by staff in consultation with the Toronto and Region Conservation Authority (TRCA) and that the proposed bridge noted in attachment B be eliminated as an option.

(*If Section E proceeds with an on road option, the pathway in the area between the opening in the fence, north to Drakefield Road, be a combination of crushed limestone and an elevated boardwalk (to the maximum extent possible) in a width appropriate to the surface type, including the following requirements:

- a) That the boardwalk include railings; and,**
- b) That the opening in the fence be widened appropriately to the width of the path or the fence be eliminate; and,**
- c) That the degraded area of the existing pathway between the opening in the fence, north to Drakefield Road, be re-naturalized; and,**
- d) That the location of the existing bridge, between the opening in the fence, north to Drakefield Road, be re-positioned to the east of its existing position.)**

Section F - Deferred to permit further review of an in park solution between sections D and G by staff in consultation with the Toronto and Region Conservation Authority (TRCA) and that the proposed bridge noted in attachment B be eliminated as an option.

Section G - A 3 metre wide pathway of crushed limestone to be constructed in the area between Willowgate Drive and the foot of Milne Lane, as consistent with the rest of the pathway, with the exception of areas that would have to be narrowed to accommodate natural features.

Section H - Endorsement of on-road cycling route. This section is to be studied in 2009/2010 as part of a separate design and approval project from Main St. Markham to Box Grove; and,

- 3) That staff consult with the TRCA regarding the final design for the McCowan Road to Milne Lane alignment particularly Sections E and F and report back to both Milne Working Group and Development Services Committee in Fall of 2009 with an update; and,
- 4) That the purchase orders for the design consultants (Chisholm, Fleming and Wardrop) be increased, in accordance with the Expenditure Control Policy, for additional work related to the design of the multi-use pathway; and,
- 5) That the increased purchase orders for design consultants be funded from Engineering Capital Account 083-5350-8114-005; and,
- 6) That sight specific signage be installed at the entrances of Milne Park and along the pathway; and,
- 7) That options be explored to link the multi-use pathway to the east and west; and,
- 8) That the Region of York be requested to construct a separate cycling and pedestrian facility in the boulevard along Highway 7 between McCowan Road and Markham Main Street – Attachment F to the staff report dated June 16, 2009 – Purple Line; and,
- 9) That the Town expand the signed on road cycling route using the residential road network between Mil Park and Highway 7 – Attachment F to the staff report dated June 16, 2009 – Yellow line; and,
- 10) That staff be authorized and directed to do all things necessary to give effect to this resolution.

MOTION AS AMENDED DEFERRED TO A SPECIAL EVENING

MEETING OF DEVELOPMENT SERVICES COMMITTEE

BY A RECORDED VOTE (8:4)

(See following motion to defer the proposed motion, as amended)

(See following motion to introduce the proposed motion)

(See following motion to amend proposed motion, adding Clause 9)

Motion to defer the proposed motion, as amended

Moved by Councillor C. Moretti

Seconded by Regional Councillor G. Landon

That the proposed motion containing Clauses 1) to 10), as amended, regarding Milne Dam Conservation Area Multi-Use Pathway be deferred to a special evening meeting of Development Services Committee.

CARRIED

(See following recorded vote) (8:4)

YEAS: Regional Councillor J. Jones, Regional Councillor G. Landon, Councillor V. Burke, Councillor E. Skapero, Councillor J. Virgilio, Councillor C. Moretti, Councillor L. Kanapathi, Councillor A. Chiu. (8)

YS: Mayor F. Scarpitti, Deputy Mayor J. Heath, Councillor J. Webster, Councillor D. Horchik. (4)

Motion to introduce the proposed motion:

Moved by Regional Councillor G. Landon

Seconded by Deputy Mayor J. Heath

That Council introduce the proposed motion regarding Milne Dam Conservation Area Multi-Use Pathway.

CARRIED

Motion to amend the proposed motion, adding Clause 9:

Moved by Deputy Mayor J. Heath

Seconded by Councillor C. Moretti

That the following be added as Clause 9) regarding Milne Dam Conservation Area Multi-Use Pathway:

9) That the Town expand the signed on road cycling route using the residential road network between Milne Park and Highway 7 – Attachment F to the staff report dated June 16, 2009 – Yellow line;

CARRIED



RESOLUTION OF COUNCIL MEETING NO. 7 DATED APRIL 27, 2010

REPORT NO. 21 – DEVELOPMENT SERVICES COMMITTEE

(2) PATHWAYS, TRAILS, AND CYCLING MASTER PLANS (6.3)

- 1) That the Cycling, and Pathways and Trails Master Plans be received and endorsed; and,
- 2) That during the land use, planning, transportation planning, parks planning and development approval processes the network vision and facility design guidelines outlined in the Cycling, and Pathways and Trails Master Plans be applied as appropriate; and,
- 3) That the location and design of the eastern and western extremities of the proposed Milne Dam Conservation Area - Trails and Pathways be subject to further detailed review, in consultation with the Milne Working Group, to align the pathways from Toogood Pond to the west and the Rouge Park trails to the east (east of the Milne Dam) and the crossings of the Rouge River; and,
- 4) That the work done to-date on the Milne Dam Conservation Area Trails and Pathways Project by the Milne Working Group will be fully considered in the 5 Year (2010-2015) Implementation Program (Note: “Milne Dam Conservation Area Trails and Pathways Project” and “Milne Park Pathway Project” as referred in this report are one and the same); and,
- 5) That the area within the Milne Dam Conservation Area (Map 4) be circled and indicate that it is subject to further review; and,
- 6) That the implementation of cycling, trails and pathways be subject to public consultation and detailed design as approved by Council; and,
- 7) That staff be directed to incorporate the Cycling, Pathways and Trails Master Plans as an ‘appendix’ map to the new Town of Markham - Official Plan, with appropriate policy references; and,
- 8) That Council delegate authority to the Director of Engineering to update and amend the master plans network maps in consultation with the Cycling and Pedestrian Committee (CPAC) as required; and further,
- 9) That Staff be authorized and directed to do all things necessary to give effect to this resolution.

A handwritten signature in black ink, appearing to read 'Kimberley Kitteringham', with a long horizontal line extending to the right.

Kimberley Kitteringham
Town Clerk

Copy to: Jim Baird, Commissioner of Development Services
Alan Brown, Director of Engineering
Shirley Marsh, Senior Urban Design Planner
Lorenzo Mele, Transportation Demand Management Coordinator