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PEDESTRIAN AND CYCLING MASTER PLAN STUDY ADVISORY COMMITTEE STRUCTURE

The Planning and Economic Development Committee recommends the adoption of the recommendations contained in the following report, April 19, 2006, from the Commissioner of Planning and Development Services:

1. RECOMMENDATIONS

It is recommended that:

1. Council endorse the study committee structure outlined in this report.
2. Copies of this report be forwarded by the Regional Clerk to the Clerks of the local municipalities in York Region.

2. PURPOSE

The purpose of this report is to advise Committee and Council of the Pedestrian and Cycling Master Plan Study Committee Structure.

3. BACKGROUND

At its meeting on October 27, 2005, Regional Council adopted recommendations contained in Clause No. 4, Report No. 8 of the Planning and Economic Development Committee including the following:

“Council authorize staff to engage a consultant to conduct a Pedestrian and Cycling Master Plan study in consultation with the local municipalities”.

Further, Regional Council at its meeting on October 27, 2005, amended the clause to provide that:

“The Commissioner of Planning and Development Services report to the Planning and Economic Development Committee on the composition of a task force or advisory committee comprised of regional and local municipal staff and citizens.”

At its meeting on March 23, 2006, Regional Council adopted recommendations contained in Clause No. 7, Report No. 3 of the Planning and Economic Development Committee including the following:

“The consulting engineering firm of Marshall Macklin Monaghan be engaged to undertake the Pedestrian and Cycling Master Plan Study at a total upset limit fee of \$148,330.00 plus GST.”

This report deals with the study advisory committee structure that will be comprised of regional and local municipal staff and citizens.

4. ANALYSIS AND OPTIONS

Meaningful and effective public and stakeholder consultation is critical to the success of the Pedestrian and Cycling Master Plan.

A public consultation strategy will involve the local municipalities, key stakeholders and the public and will be a very important component of this study. A Technical Advisory Committee (comprised of Regional staff and staff from the local municipalities, district school boards and conservation authorities) has been established and will provide input at key points throughout the study. Further, study related information will be posted on the Region's website for public comments and three newsletters will be published during the study. An open house for the study commencement and a set of Public Consultation Centres (PCC) to obtain public input on the draft Pedestrian and Cycling Plan is planned.

The conduct of the Pedestrian and Cycling Master Plan Study will be supported by three different committees. The roles and responsibilities of the committees are described below.

4.1 Regional Steering Committee (RSC)

The Regional Steering Committee (RSC) chaired by the Region's Project Coordinator will provide overall study direction and seek input from the Technical Advisory Committee (TAC) and Public Advisory Committee (PAC).

It will be comprised of Regional staff from the Transportation and Works (Roads and Transit), Police, Health, Planning, and the Finance Departments.

The RSC will meet on a monthly basis and guide the overall direction and progress of the study based on the Terms of Reference (ToR). It will have the following responsibilities:

- Finalize the Terms of Reference.
- Detail the goals, objectives and work program.
- Oversee the overall progress and direction of the study.
- Seek input and advice from the TAC and PAC committees at key milestones.
- Review and finalize the agenda, presentation material and minutes of each meeting.

4.2 Technical Advisory Committee

The TAC committee is comprised of staff from the local municipalities, district school boards and conservation authorities and has already been established. Additional TAC representatives can be added if deemed necessary.

The TAC committee will meet on a quarterly basis and provide strategic input and direction at key milestones as outlined below.

- Study Commencement
- Phase 1- Draft Vision and Goals and Objectives
- Phase 2 - Draft Development of the Regional Bicycle and Pedestrian Plan (Network development)
- Phase 3 - Draft Implementation Strategy.

4.3 Public Advisory Committee (PAC)

The PAC will be comprised of York Region residents, local municipal Cycling and Pedestrian Advisory members and representatives from other key stakeholder groups. Representatives from the Region's Accessibility Advisory Committee and Youth Advisory Committee, Velo Ontario, Oak Ridges Moraine Trail Association Committees, and Newmarket Eagles Cycling Club will be invited to be part of the PAC.

The PAC will meet three times and provide strategic input and direction at the following key milestones.

- Phase 1 - Draft Vision and Goals and Objectives
- Phase 2 - Draft Development of the Regional Bicycle and Pedestrian Plan
- Phase 3 - Draft Implementation Strategy.

A Notice of Study Commencement (*Attachment 1*) will be posted in the local newspapers (mid May, 2006). The notice of study commencement will also seek representatives for PAC up to a limit of fifteen members.

4.4 Consultation Strategy and Study Schedule

An innovative public consultation strategy to reach out to the broadest possible audience, both to seek their input and develop their support for the Plan is essential to ensure that the plan will be implemented. The following Public Consultation strategy will be employed in the study:

- An open house (PCC#1) at two locations, one in southern and one in northern York Region for Study Commencement (*Attachment 1*).
- Two rounds of PCC (PCC#2 and PCC#3), again at two locations each.
- Newspaper advertisements for the PCC in the local newspapers.
- Notice posted on Region's website.
- Four (4) meetings with the TAC.
- One (1) meeting with each of the area municipalities.
- Three PAC meetings as noted in Section 4.3.

- Presentation of the final draft of the Regional Pedestrian and Cycling Plan to Regional Council and area municipal Council as required.
- Three (3) additional meetings to be scheduled as required during the assignment.
- A web-based survey.
- Three newsletters.
- Two day Active Transportation Workshop/Charette.

As noted above, an Active Transportation Workshop/Charette will be held at the end of the first Phase of the study or early in Phase 2. The purpose of the two-day workshop/charette is to encourage participation and seek input from York residents, stakeholders, publicize the study's purpose and objectives, provide contacts, gather information and learn from others. The workshop will be lead by Go for Green, a national organization that specializes in the promotion of active transportation.

The following preliminary work schedule has been proposed:

- May 2006 Notice of Study Commencement and Open House (PCC#1)
- May 2006 Phase 1 Draft Report on Vision, Goals and Objectives
- June 2006 Active Transportation Workshop (GO for Green Workshop).
- September 2006 Phase 2 Draft Report on policies, guidelines, standards and best practices
- September 2006 Phase 2 Draft Report on Network Development and Evaluation
- September 2006 PCC #2 on Phase 1 and Phase 2.
- December 2006 Phase 3 Draft Report on Implementation Strategy
- December 2006 PCC #3 Phase 3.
- February 2007 Final Pedestrian and Cycling Plan

5. FINANCIAL IMPLICATIONS

Funds to retain a consultant to undertake the Pedestrian and Cycling Master Plan study are available from the approved 2006 Operating Budget. The additional Public Consultation Centres identified in Section 4.3 and Section 4.4 will increase the cost of the study. However, the expected cost increase will be minor and can be absorbed within the approved 2006 budget.

6. LOCAL MUNICIPAL IMPACT

The majority of the area municipalities already have Pedestrian and Cycling Plans in place. In this study, we will work with them to support their efforts.

The following list identifies local municipal studies and plans related to pedestrian and cycling initiatives:

- Town of Aurora, 2005 Streets, Parks & Trails Map
- Town of Richmond Hill, Trails Master Plan
- City of Vaughan, Pedestrian and Bicycle Master Plan Study, draft 2005
- Town of Newmarket, Walking and Biking Trails
- Town of Markham, Town Wide Bicycle System Study, 1998
- Town of Markham, Draft Bikeway Implementation Strategy –Spine Network, Oct 2003.

The Region's primary role in this study will be to:

- Support and provide inter-municipal connections.
- Identify and implement facilities on Regional Roads.
- Support York Region Transit

The Region's Pedestrian and Cycling Plan will also respond to the need to promote health and wellness of our residents, develop policies, guidelines and standards at the Regional level to take a leadership role and to support municipal efforts for the provision of cycling and pedestrian facilities.

The study committee structure proposed ensures a significant level of involvement of local municipal staff in the conduct of the study.

7. CONCLUSION

The development of a Pedestrian and Cycling Plan will respond to the need to develop policies, guidelines and standards at the Regional level to take a leadership role and to support local municipal efforts for the provision of pedestrian and cycling facilities and related infrastructure as well as the need to bring together policies and implementation strategies. The plan will also outline the Region's short, medium and long term benefits for bicycle and pedestrian transportation and recommend a strategy for achieving such goals. Further, it is only through the promotion of alternate travel modes such as walking, transit and cycling that the Region will reach its sustainable transportation objectives and corporate clean air objectives.

The proposed study committee structure and the planned consultation strategy will reach out to the broadest possible audience to seek their input and to obtain their support for the Pedestrian and Cycling Master Plan Study. This support will be key to the implementation of the plan.

The Senior Management Group has reviewed this report.

(The attachment referred to in this clause is included with this report.)