



Report to: Development Services Committee

Date of Meeting: April 17, 2007

SUBJECT: Terms of Reference for the Main Street Markham
Class Environmental Assessment

PREPARED BY: Allan Arbuckle, Manager of Infrastructure & Capital Works

RECOMMENDATION:

THAT the report dated April 16, 2007, entitled “Terms of Reference for the Main Street Markham Class Environmental Assessment” be received;

AND THAT the Terms of Reference for the Main Street Markham Class Environmental Assessment be endorsed.

AND THAT staff report back to Council in June 2007 with a recommendation for award of the consulting contract for the project.

EXECUTIVE SUMMARY:

Not Applicable

FINANCIAL CONSIDERATIONS:

Funding for the Main Street Markham Class Environmental Assessment in the total amount of \$408,500 is included in the 2004 Capital Budget (\$150,600) and in the draft 2007 Capital Budget (\$257,900).

1. Purpose	2. Background	3. Discussion	4. Financial
5. Others (Environmental, Accessibility, Engage 21st. Affected Units)		6. Attachment(s)	

PURPOSE:

The purpose of this report is to seek Council’s approval of the Terms of Reference for the Main Street Markham Class Environmental Assessment.

BACKGROUND:

Study Goal

Past transportation studies including the 2002 Markham Transportation Planning Study and the Greensborough and Wismer Secondary Plan Transportation Studies indicate the need for improvements on sections of Main Street Markham/Hwy 48 to deal with future north-south traffic demand. The Town also has identified the need for streetscaping improvements in accordance with heritage and urban design objectives. The Environmental Assessment is being undertaken to establish a preferred design concept for Main Street Markham between Highway 407 and the future connection of the Markham Bypass north of Major Mackenzie Drive. The goal of the Study is to establish appropriate road cross sections, pedestrian and bicycle facilities, streetscape features and urban design characteristics for the corridor.

The Study will also provide recommendations for improvements to the Rouge River crossing north of Highway 407, the Robinson Creek crossing south of Major Mackenzie Drive and the rail line crossing located north of Bullock Drive/Parkway Avenue.

The project will be undertaken as a Schedule C activity in accordance with the requirements of the Municipal Class Environmental Assessment for municipal road projects, and will include extensive public consultation (including a Community Advisory Group).

Selection of Consultants

The selection of a consultant team to conduct the Main Street Markham Class Environmental Assessment is being conducted as a two stage process. The first phase of the selection process involving the prequalification of consultant teams based on the team qualifications in a variety of disciplines, past experience with similar projects, project approach and public consultation program was completed in the spring of 2006 with the prequalification of the following candidate consultant teams:

Lead Consultant	Natural Environment Consultant	Heritage Consultant	Land Use Planning	Public Consultation & Facilitation	Noise
Totten Sims Hubicki (TSH)	Gartner Lee Ltd	Unterman McPhail Associates	TSH	Ogilvie & Ogilvie	RWDI
McCormick Rankin Corporation (MRC)	Ecoplans Limited	Unterman McPhail Associates	Meridian Planning	Ogilvie & Ogilvie	MRC
NCE Limited (NCE)	Gartner Lee Ltd	Archaeological Services Inc.	Walker Nott Dragicevic	NCE	NCE
Earth Tech Canada Inc. (ET)	Gartner Lee Ltd	Archaeological Services Inc.	Planning Partnership	Gartner Lee Ltd	ET

The second phase of the selection process involves the submission of a detailed proposal by each of the four prequalified teams. A Request for Proposal, which includes detailed Terms of Reference for the EA study, has been prepared by engineering staff in consultation with the Purchasing Department and will be forwarded to each prequalified team.

OPTIONS/ DISCUSSION:

Study Terms of Reference

Terms of Reference for the EA Study have been prepared and are included as Attachment "B". In addition to providing a detailed scope of services to be provided by the consultant team, the Terms of Reference also set out the minimum public consultation and stakeholder facilitation requirements of the Study and establish the meeting and reporting obligations. These Terms of Reference were presented to the Main Street Markham Committee on February 21, 2007 and the Committee's comments, as well as those of the Town's Heritage Planning section, have been incorporated into the Terms of Reference. Staff are now requesting Council's endorsement of the Terms of Reference prior to issuing the Request for proposal to the consultants.

Public Consultation

It is anticipated that there will be considerable interest in the Main Street Markham Environmental Assessment from a number of residents, businesses and interest groups. To ensure that these individuals and groups have the opportunity to actively participate in the Study, the consultation process will be expanded beyond the minimum requirements as set out for a Schedule 'C' project to include the formation of a Community Advisory Group consisting of representatives from:

- Markham Council
- Markham Village Conservancy
- Old Markham Village Ratepayers Inc.
- Raymerville Ratepayers' Association
- Wismer Ratepayers Association
- Markham Museum
- Markham Village BIA
- Heritage Markham
- Main Street Markham Committee
- Rouge Park Advisory Committee

To make certain that all viewpoints are considered and appropriately evaluated through the environmental assessment process, an enhanced public consultation process will be implemented and a Public Facilitator will be included in the project team. The public consultation process will involve a minimum of:

- two (2) Public Consultation Centres.
- six (6) Technical Advisory Committee and six (6) Community Consultation Group meetings
- individual meetings to address specific stakeholders issues
- two (2) Committee and two (2) Council meetings to provide updates on the project status and study recommendations

Project Schedule

Subject to Council's endorsement of the Terms of Reference, staff intends to issue the Request for Proposal to the four prequalified consulting firms by Friday, April 27, 2007. It is anticipated that the contract for the EA will awarded by the end of June with work on the project to start in early July. The preliminary schedule calls for the Environmental Study Report for the project to be completed and filed for public review in November 2008. Staff will report back to Council with a detailed project schedule as a part of the consultant contract award report in June.

FINANCIAL TEMPLATE:

Not Applicable at this time

BUSINESS UNITS CONSULTED AND AFFECTED:

The Planning Department have reviewed this report and the Terms of Reference and their comments have been included.

RECOMMENDED BY:

Alan Brown, C.E.T.
Director of Engineering

Jim Baird, M.C.I.P., R.P.P.
Commissioner, Development Services

ATTACHMENTS:

Attachment "A" – Terms of Reference

1. Background

Main Street Markham is a major north south roadway which extends from Steeles Avenue to the north limit of the Town of Markham and is identified on various maps as Markham Road, Main Street Markham and Highway 48. The roadway is currently under the jurisdiction of three separate public agencies as summarized in the following table;

Steeles Avenue to Princess Street (Markham Road)	Region of York	Four-Lane Arterial
Princess Street to 16 th Avenue (Main Street Markham)	Town of Markham	-Two-Lane Collector (Princess Street to Highway 7) -Four-Lane Collector (Highway 7 to 16 th Avenue)
North of 16 th Avenue (Highway 48)	Ministry of Transportation Town of Markham (as of May 2007)	Two-Lane Highway

Past transportation studies including the 2002 Markham Transportation Planning Study and the Greensborough and Wismer Secondary Plan Transportation Studies indicate the need for certain road improvements to deal with forecast north-south traffic demand. The commencement of the Class Environmental Assessment which will determine the nature and extent of these improvements has previously been deferred pending completion of the Markham By-Pass from Highway 48 to Highway 407, the widening of the 9th Line south of 16th Avenue and the resolution of ownership issues with the Province.

Markham Council has directed that any improvements proposed for Main Street Markham must preserve and enhance the heritage character of the area particularly in the Heritage Conservation District section from Highway 407 to 16th Avenue. To implement this objective, a subcommittee of Markham Council, the Main Street Markham Committee, was established in 1998 to develop a vision for Main Street Markham through a process of public participation and consultation with residents, business owners, land owners and interested citizens. In 2002 the Main Street Markham Streetscape Guidelines and Traffic Management Study (which recommended several measures to control traffic on Main Street Markham between Highway 7 and 16th Avenue through the use of intersection and roadway treatments including the permanent narrowing of the roadway to 2 lanes with on-street parking) was completed and endorsed by the Committee and Council. The Urban Design Study completed in 2005 for the section of Highway 48 from 16th Avenue to Major Mackenzie Drive established design principles for future development within this section of the corridor.

With the recent completion of the majority of the Markham By-pass by the Region of York, the start of the 9th Line reconstruction project, the impending transfer of ownership of Highway 48 from 16th Avenue to Major Mackenzie Drive from the Province to the Town and continued development of the Greensborough and Wismer Secondary Plan Areas along Highway 48, the Town is now in a position to commence the EA Study.

2. Goal

The Environmental Assessment will establish the preferred alternative solution and preliminary design concepts to address traffic forecasts and Town streetscaping objectives for the next 10-20 years for the entire section of Markham Road from Highway 407 to the connection with the Markham By-Pass north of Major Mackenzie Drive. Included in this assessment will be the establishment of the appropriate road cross-sections, streetscaping and pedestrian related facilities, on-street parking opportunities, recommendations for improvements to the Rouge River crossing north of Highway 407 and the Robinson Creek crossing south of Major Mackenzie Road, and recommendations for improvements to the current at-grade crossing of the rail line located north of Bullock Drive/Parkway Avenue. It is expected that the project will be undertaken as a

Schedule "C" activity meeting the requirements of the Municipal Class Environmental Assessment (June 2000). The consultant will be required to confirm that this approach is appropriate.

3. Scope of Work

The consultant must review all available information and update this information to reflect the Town heritage and urban design guidelines, current development proposals and forecasts for land use/employment and capital infrastructure. The consultant will also be required to investigate the need and justification for various transportation improvements in the Study Area, identify existing and future deficiencies, develop and assess alternative solutions to address these deficiencies, identify a preferred solution or solutions and prepare preliminary designs for the preferred solution(s). The study must address the requirements of the external review agencies and stakeholder groups to develop broad based support for the implementation of the identified preferred design concept. The consultant must work closely with and coordinate the activities of the project team, the technical advisory committee (TAC) and a community advisory group (CAG) to ensure that, to the greatest extent possible, all viewpoints are identified, investigated and evaluated and that the project documentation clearly supports the selection of the preferred alternative solution and design concept.

3.1 Study Planning and Design

The study should follow the first four phases of the Class EA planning process as outlined in the Municipal Class Environmental Assessment (June 2000). The level of detail included in the assessment must be sufficient to address the requirements of the external review agencies and other stakeholders and must document the Study in sufficient detail to address, if necessary, any Part II order requests.

Information to be prepared by the consultant includes additional traffic data, topographical mapping and property survey information to be used in the preparation of base mapping for the project, aerial photographs, preliminary geotechnical, structural and environmental investigations and other investigations and assessments as may be required to establish, evaluate and determine the preferred design concept for the project.

The evaluation of alternative solutions and designs must consider the following as a minimum:

- Property impacts
- Socio-economic impacts
- Cultural, heritage and archaeological impacts
- Land use and urban design objectives
- Stormwater Quantity and Quality Impacts
- Hydraulic impacts of watercourse crossings
- Aquatic and terrestrial habitat impacts
- Vegetation impacts
- Noise and vibration impacts
- Geotechnical and hydrogeological conditions

The Consultant will be required to provide the services described in the following sections as a minimum. Additional investigations, assessments or studies which the consultant believes are necessary to support the goals and objectives of this EA should be described in the Proposal.

3.2 Transportation Analysis for Horizon Years 2006, 2011, 2021

Transportation requirements must be considered in the context of existing and planned development and having regard the diverse nature of adjoining land use along the Markham Road corridor. Consultation with the key agencies (Town, GO, Region, MTO) and a thorough review of the existing traffic data available from all three agencies will be required in order to establish a base "existing" data set and confirmation of the most appropriate model to undertake an analysis of the alternatives.

The consultant must consult with the Town, Region and MTO staff to develop a representative data base to illustrate existing traffic conditions and to confirm the most appropriate transportation model to be used for analysis and assessment of the existing conditions as well as the development and evaluation of future transportation options. The study area, for purposes of transportation analysis will extend, at minimum, from the Markham By-Pass to Kennedy Road and 14th Avenue to Markham By-Pass. The transportation analysis should establish the need and justification for the project and develop alternatives for the roadway which address:

- Existing and planned development
- land use patterns
- capacity requirements
- transit requirements
- on street parking requirements
- pedestrian and bicycle activities
- streetscape and integrated heritage/urban design characteristics of each section of road
- linear greenway/walkway intended for east side of Main Street south of Highway 7.

The transportation analysis should provide recommended phasing for the implementation of the preferred alternative.

3.3 Natural Environment Inventory

The consultant will conduct an inventory of the natural environment throughout the Study Area with particular focus of the terrestrial and aquatic habitat and wildlife in the vicinity of the Rouge River and Robinson Creek crossings. The study must describe existing conditions, identify areas of specific concern and recommend measures to minimize the impacts of the proposed improvements on the natural environment. Wherever possible, the recommended design concepts should incorporate features which will promote increased awareness of the natural features in the area and provide opportunities for improvements to the natural environment.

3.4 Heritage Resource Inventory

The consultant will prepare an inventory of existing built heritage resources in the Study Area and will develop, in consultation with the TAC and CAG, design criteria for the recommended transportation facilities which will recognize, preserve and enhance the distinct heritage characteristics of the Study Area.

3.5 Land Use/Urban Design

The consultant will review Official Plan and Secondary Plan policies and Council endorsed urban design guidelines for the Study Area, and reflect Town land use and urban design objectives in their recommendations.

3.6 Archaeological Assessment

The consultant will prepare a Stage 1 archaeological assessment for the Study Area to determine if any archaeological resources are present in the Study Area and to identify what direct or indirect impacts might result from construction activities.

3.7 Socio-Economic Assessment

The selected design option must support the existing and planned land uses along the corridor while strengthening the viability of the commercial core as a pedestrian oriented retail area. To ensure these objectives are satisfied, the consultant must conduct a detailed inventory of existing and future land uses along

the corridor, assess the sensitivity of the adjacent land uses to noise and vibration impacts associated with roadway improvements and assess the demand for and supply of parking.

3.8 Infrastructure Inventory

A number of municipal infrastructure systems including storm sewers and stormwater management facilities, wastewater mains and watermains are located within the Main Street right-of-way. The consultant will be required to prepare an inventory of these systems and to identify any improvements to these systems which will be required to correct existing deficiencies or to provide increased capacity to meet future system demands.

3.9 Preliminary Design & Cost Estimation

The design concepts and drawings developed as a part of previous transportation and urban design studies must be considered during the preparation of alternative solutions and preferred design concepts. The preferred design concept should be prepared in sufficient detail to serve as a preliminary design of major facilities including roadway, pedestrian and cycling facilities, watercourse and rail crossings including preliminary structural arrangements, municipal servicing upgrades including stormwater management works, natural environmental protection and enhancements and streetscaping works.

The preliminary design must also identify the property impact of the preferred concept. All alternatives should be reviewed to determine the required property taking and the evaluation of alternatives should consider not only the cost of land acquisition but the potential impact on adjacent land uses.

The consultant will be required to prepare preliminary cost estimates for the recommended alternative and to include in this cost estimate construction and property acquisition costs.

4. Technical Advisory Group (TAG)

A technical advisory group (TAC) is required to review, advise and approve the approach, analysis and findings through the project as well as to ensure that all issues and interests are addressed. The TAC will consist of representatives of:

- Town of Markham Engineering, Heritage and Urban Design Departments
- Region of York
- Ministry of Transportation
- Toronto Regional Conservation Authority
- 407ETR
- GO Transit

5. Community Advisory Group (CAG)

The community advisory group (CAG) will be comprised of appointed representation from Markham Council and various stakeholders including but not limited to:

- Markham Village Conservancy
- Old Markham Village Ratepayers Inc.
- Raymerville Ratepayers' Association
- Wismer Ratepayers Association
- Markham Museum

- Markham Village BIA
- Heritage Markham
- Main Street Markham Committee,
- Rouge Park Advisory Committee

The CAG will provide a forum for all stakeholders to provide input and to ensure solutions are developed and evaluated considering all interests.

6. Public Consultation

Given the size and complexity of the study, the consultation process will be expanded beyond the minimum requirements as set out for a Schedule 'C' project (Notice of Study Commencement, two public consultation centres and a Notice of Completion of the Environmental Study Report), to include additional sessions to ensure that those individuals or groups having interest in the study have the opportunity to actively participate in the Study.

7. Facilitation

Given the large number and diverse nature of stakeholders, the negotiation and facilitation skills of the selected consultant are considered essential to ensure that all viewpoints are considered and appropriately evaluated through the environmental assessment process. Accordingly, facilitation should be an integral component of the project approach and the consultant must demonstrate proven abilities and experience in these areas.

8. Meetings Requirements

The Consultant shall allow for participation in a number of meetings with the Town in connection with the Environmental Assessment Process and the enhanced public consultation program. For the purpose of this project, the consultant will be required to;

- Coordinate & attend regular bi-weekly project meetings with Town's Project Manager and associated staff.
- Coordinate & attend two (2) Public Consultation Centres - including contact and co-ordination notification and the preparation of presentation materials.
- Coordinate & attend six (6) scheduled TAC and six (6) CAG meetings including notification, scheduling, preparation of information packages as well as all presentation material
- Coordinate & attend individual meetings to address specific stakeholders issues (allow for a total of 24 - 1 hour meetings
- Document & circulate minutes of all meetings and/or consultation
- Prepare and maintain a project mailing/contact list
- Prepare materials for and attendance at two (2) Committee and two (2) Council meetings

9. Final Report

Final delivery of the ESR must include one camera ready copy, 6 bound copies (not including those copies for submission purposes to external agencies), including digital copies of the report, figures, design drawings in a reproducible PDF form as well as in the AutoCad format.

0. Background Information

The following information will be made available to the consultants for review and copies provided to the preferred consultant upon award of the project.

- Main Street Markham Committee "Vision for the Millenium", 1999;
- Highway 48: 16th Avenue to Major Mackenzie Drive Urban Design Study, Final Report, Brook McIlroy Incorporated, October, 2005, and associated staff reports and Council resolutions;
- Main Street Markham Streetscape and Traffic Management Study, Draft Final Report, December 2002;
- Markham Transportation Planning Study – 2002, June 2002;
- North Markham Road Network Assessment, Feb 1997 – Entra Consultants Inc.;
- Wismer Commons Phasing Plan Traffic Impact Study, Oct 1998 – Entra Consultants Inc.;
- The Neighbourhoods of Greensborough Internal Functional Traffic Design Study, May 2001, Cansult Ltd.;
- Markham Village Heritage Conservation District Plan;
- Highway 48 (Markham Road) Widening Highway 7 to Princess Street ESR, Draft, January 1993;
- "Walkers Hill" plan of subdivision, including linear greenway/walkway on eastside Main Street south of Highway 7;
- Main Street Markham Streetscape Guidelines, Harrington and Hoyle Ltd, 2001;
- Markham Official Plan and Secondary Plans pertaining to the Study Area;
- Review of current development applications with Markham Planning staff.

11. Schedule

The initial phase of the project, to be completed in 2007, will be dedicated to collecting and reviewing background documentation and undertaking various background investigations including bridge condition surveys, geotechnical & hydrogeological investigations, preliminary hydraulic, hydrologic and stormwater management related investigations, natural environment studies, heritage and archaeological studies, evaluation of existing legal boundaries, compilation of traffic data, development of a traffic model and preparation of base plans. In addition, consultation with all external technical reviewing agencies will be undertaken to establish the TAC and CAG.

Subsequent phases of the project including public consultation, the development and evaluation of alternative solutions, the selection of a preferred solution and design concept and the preparation of the Environmental Study report will commence in late 2007 and it is anticipated that the Environmental Assessment will be completed by November 30th 2008.

The use of Microsoft Project is required to illustrate the proposed master schedule. It is the intent that the preferred consultant will use this particular project management software to establish, guide and monitor the key elements of the project, namely budget, resources and timeline.

The allocation of resources and budget should be provided including key personnel and respective charge hourly rates including the details of subconsultants and the relevant staff. During the course of the project regular updates to schedule and budget are required with each invoice submission at minimum.



THE CORPORATION OF THE TOWN OF MARKHAM

EXTRACT CONTAINING ITEM #0019 OF THE DEVELOPMENT SERVICES COMMITTEE OF MEETING NO. 12 (Apr 17, 2007)

19. TERMS OF REFERENCE FOR THE MAIN STREET MARKHAM CLASS ENVIRONMENTAL ASSESSMENT (16.39)

Report Attachment

Staff agreed to incorporate some minor housekeeping amendments to the Terms of Reference for the Main Street Markham Class Environmental Assessment.

Moved by Councillor J. Webster

Seconded by Councillor A. Chiu

That the report dated April 16, 2007, entitled "Terms of Reference for the Main Street Markham Class Environmental Assessment" be received;

And that the Terms of Reference for the Main Street Markham Class Environmental Assessment be endorsed;

And that staff report back to Council in June 2007 with a recommendation for award of the consulting contract for the project.

CARRIED