



RHDDO Staff Steering Committee Meeting Agenda

30 March 2021, 1:30-3pm

Attendees	Paolo Masaro (<i>Chair</i>), Bob Levesque (<i>Co-Chair</i>), Donald Hearn(<i>Executive Member</i>), Nick Kalyvas(<i>Executive Member</i>), Jeff Stewart(<i>Acting Executive Member</i>), Patrick Lee(<i>Consulted Member</i>), Kathleen Graver(<i>Consulted Member</i>)
Regrets	David Dexter(<i>Consulted Member</i>), Anthony Ierullo(<i>Consulted Member</i>)
Guests	Mike McCallum, Alexander Mandatori, Ann Marie Farrugia, Karin Ash
Minute Taker	Rahima Munshi

Item#	Minutes	Action Assigned to
1.	Overview <ul style="list-style-type: none"> Bob welcomed the RHDDO Staff Steering Committee members to the first RHDDO Staff Steering Committee meeting of 2021. Bob provided an overview of the agenda items to be covered during the meeting 	
2.	RHDDO Context <ul style="list-style-type: none"> DDO was at the forefront of Canadian Astronomical research at UofT Designated as National Historic Site of Canada. Official ceremony being planned. 	
3.	Proposed Staff Committee Composition <ul style="list-style-type: none"> The RHDDO Staff Steering Committee is comprised of 5 Key members namely Chair, Co-chair and Executive members who are required to attend all RHDDO meetings 4 consultant members to attend meetings on an as needed basis ELT moved to "Informed" members and their attendance is not required at the meetings 	
4.	Masterplan <ul style="list-style-type: none"> Approved in Sept 2016 	

	<ul style="list-style-type: none"> • Vision set the course of 34 of Park development in Richmond Hill 	
5.	<p>Early Priorities Phasing by Bob Levesque</p> <ul style="list-style-type: none"> • Early Priorities timeline is 1-5yrs but has been extended as per Capital Sustainability Steering Committee • Bob provided details on early priority features that will be completed in the first year of Phase 1 • Bob also provided details on Design and Construction phases broken down into assignment timelines • 2022 Budget plan for the project was discussed • Previously approved funding be utilized for the design and implementation of temporary trails and perimeter fencing • Early Priority Assignments are intended to get people into the park as early as possible for passive recreational uses • Medium term projects timeline is 5 to 10 yrs and is planned to establish the park as a regional attraction • Long term projects timeline is 10+ years to fully realize our vision statement for the park 	
6.	<p>Communications Plan presented by Kathleen Graver</p> <ul style="list-style-type: none"> • Approach: <ul style="list-style-type: none"> ○ Goal is to raise awareness of all the work that City is doing in the area. ○ Planning for sustained communication throughout the year using milestones that Bob had mentioned in the previous slides. ○ Looking to coordinate communications throughout the various departments ○ Looking to use the existing webpage and update it on the regular basis ○ Use existing word mark and extend it • Tactics: <ul style="list-style-type: none"> ○ New templates in development for use by all ○ Make use of all existing channels to inform the residents of the major changes taking place at the site throughout the year 	

7.	<p>Current Project Status Update by Mike McCallum</p> <ul style="list-style-type: none"> • RHDDO project aligned to masterplan • Trails shown on the plan are the interim trails • Don't want to put permanent trails in now as they will get damaged during further site works • Jeff asked how the trails are going to be maintained especially in winter. Winter maintenance would not likely be provided to the temporary trails. Bob stated that as the trails become formalized and paved, we can provide winter access control. We need to determine what Level of Service is to be provided at a future Steering Committee Meeting • Paolo asked what other trails do we have and how do we maintain them? Maintenance should be consistent from how we maintain the other trails. How are we going to communicate it especially if there is some partial use of these trails? Trails need to have proper signage. Mike confirmed the signage will be in place at the trails. The signs will be of good quality and visibility. Paolo proposed to put up large signage at key locations. Mike confirmed a sign will be put at the parking lot. Ann Marie suggested to add some way finding signs to avoid people being lost in the natural area. Mike confirmed all signs will include way finding • Donald concerned that winter use of the trails has become more prevalent. Outdoor recreation facilities have more pressure on them due to COVID. Donald suggested that the team should look into maintaining them in the future • Jeff suggested that this needs to be addressed when doing the signage Master Plan for park system. • Karin stated that some of the soft surface trails will be maintained based on their use. These trails shown on the map are ones we do now , next year we will fix the other part of the DDO • Jeff asked Ann Marie if we are planning to move away from standard park chain link fence to the wood board fence in the future. • Mike stated that preference would be wood for wood as existing, but other parts of DDO would be chained same as existing. No custom products. It will be match for a match which will be easy to find • Paolo asked about the current location of the fence, whether it was on City property or private. Paolo suggested an off-line discussion to decide on type of fence, gating, piece by piece fencing etc. on our piece of land- Action Item • Patrick mentioned that there were concerns about encroachment as identified by the consultant who did the study related to the development. Patrick will dig out the document and circulate to the committee • Paolo asked if the fence is completely on Private Property or on the City's side. Paolo's concern was that after a few years when the fence starts to fail who is responsible to fix them. Bob recommended to revisit the strategy at a later point to find a solution- Action item • Ann Marie suggested consultation with the residents on restoration and repair of the fence. Suggested to review Maximo for previous requests/complaints. Paolo suggested to pull the history on this issue. We need to get our strategy straight before we communicate with the residents 	<p>PM</p> <p>MM</p> <p>BL</p>
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	<p>Woodlot Restoration update by Ann Marie Farrugia</p> <ul style="list-style-type: none"> • Woodlot restoration is in alignment with Woodland Master Plan • Plan is to Replace 8.4 hectares of new woodland and 24.5 of existing woodland • Majority of work is with invasive species management • Work started with Hydrological improvements and grading to bring land back to hydrological performance and Habitat enhancements • Over the winter hazard tree removal and invasive species removal was done. • In Fall and next 3 years ensure that the planting are successful • Planting is done envisioning the trail system Master Plan • Jeff mentioned we have existing plantation that are at our former growing sites/test sites that were put in place by UFT. Was there any recommendations on how they are going to be treated? • Ann Marie stated that those were designated heritage culture features, if we are to alter them we have to go through a permit process. For Phase 1 we did not require any permit but for Phase 2 a permit application was done to alter those plantations. TRCA did an ecological study and recommended that we transition those plantations into a more sustainable wood lot feature. We potentially could address that when the new trail system is coming through- Action item <p>Heritage Building Restoration update by Alexander Mandatori</p> <ul style="list-style-type: none"> • The Heritage Building restoration is divided into 3 key phases • Restoration of window doors, key metal surfaces, repainting of exterior metal surfaces was completed Feb of 2021 • Full metal restoration, restoration of entire exterior was completed end of March 2021 • Majority of site and servicing work of the building is complete • Sodding and reseeding around the admin building is scheduled for completion by end of May • Electrical work is 95% complete. Panel update is scheduled for completion by June of this year • Facility will look brand new for the Heritage site presentation in Summer • Jeff asked if the path from rail road to big building that is scheduled to begin in May AODA compliant. Alex confirmed that the Building is not accessible as it is currently and that there is no plan to change the main features of the building until there is further direction from council or leadership. Jeff pointed out safety concerns and hence restoring them was crucial. Jeff also asked if the former radio Shack was secure. Nick confirmed that it is locked with fencing placed around it. Further assessment is required on how to proceed with restoring the radio shack. Jeff and Alex to discuss off-line. Bob to double check if that site is slated to be removed from the plan moving forward- Action item • Jeff stated that there is an old pump house that has no significance to the site, there were security issues with the structure. Alex confirmed it is still on site and that there is no direction or plan for that structure yet. Alex to check with the committee and provide and update at the next meeting. Jeff 	<p>AF</p> <p>JS, AM</p> <p>BL</p> <p>PL</p>
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	<p>stated that Councilor Cilevitz was keen on keeping the structure, Patrick to check with Joann and provide an update at the next meeting- Action item</p> <ul style="list-style-type: none"> Bob recommended to revisit the feasibility study and plan a site visit this summer to review the site. Nick reiterated there is no clear direction on what needs to be done to those structures. Steering Committee members to determine the best approach before taking it to the elected officials. Mike to review recommendations from the masterplan regarding the existing structures on DDO property and bring to the next meeting for discussion- Action item Alex to provide additional photos to attach to the minutes- Action item <p>2020-2021 Recreation Program presented by Karin Ash</p> <ul style="list-style-type: none"> Recreation & Culture did quite a bit of virtual programs in March to keep the community engaged Planning to be on site this summer with a summer camp and educational programs following all COVID protocols. Some permits coming up as well Bob inquired about the process to ramp up some of the activities. Karin confirmed that Chris keeps in touch with Alex's group in regards to planned activities and programs so there are no conflicts with the restoration work. Bob confirmed the updates are communicated with Mike regarding the trail work and it will not conflict Donald and Chris to be informed so they can put it in the system to avoid any potential conflicts at the PWO's end Alex keeps Donald and all stakeholders informed of the project work e.g. filming permits and other permits so they are not conflicting with the construction schedule. Chris is also in touch regarding woodlot restoration 	<p>MM</p> <p>AM</p>
8.	<p>Next Steps</p> <ul style="list-style-type: none"> Council Steering Committee to be scheduled. Aiming for end of April. Date TBC- Action item Mohammad and Mike working on scheduling quarterly Technical working committee meetings Tender to be released in June Jeff concerned with wayfinding signage. Needs to be looked at in a full some hierarchy form. Mike will take a look at Terms of Reference for wayfinding and find a way to make them more comprehensive. Number of divisions to be consulted for this review including Risk, Legal, Recreation, Asset Management and By-law – Action item 	<p>BL</p> <p>MM</p>
9.	<p>Open Discussion</p> <ul style="list-style-type: none"> Nick proposed Steve Morgan to be part of the technical working committee moving forward- Action item Question was raised as to who is the owner of the early priorities project's Capital Budget. It is likely that each project will be assigned based on the type of project. This would include Facilities, Parks and linear infrastructure. Bob to work with Nick and the Capital Budget team regarding development of the 10 yr forecast- Action item 	<p>MM,BL</p> <p>BL, NK</p>

	<ul style="list-style-type: none"> • Nick recommended to include site plan drawing of where the maintenance facility will be located, where the washrooms will be located etc. More questions may come up when the map is reviewed as a group benefiting everyone involved. Nick has a copy of the Master Plan but due to changes recommended by the feasibility committee and sustainability committee some parts have changed. Mike and Mohammad will work with their team to find some clarity on this and bring it to the next meeting- Action item • Jeff stated that the building needs to be connected to Sanitary, storm and other systems. After the study Phase, we will be required to obtain site plan approval for the entire package, go through all the process and add this project into the 5 year schedule • Bob reminded members that this is just early priority. There will be a strategy for grouping this process and that the technical working team will be able to resolve a lot of these questions • The Staff Steering Committee will reconvene sometime in fall. Date to TBA- Action item 	<p>MK, MM</p> <p>BL</p>
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