



Report to: Development Services Committee

Meeting Date: February 12, 2013

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**SUBJECT:** Terms of Reference – Main Street Unionville Committee  
**PREPARED BY:** Regan Hutcheson, Manager, Heritage Planning, ext. 2080

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**RECOMMENDATION:**

- 1) That the staff report entitled “Terms of Reference – Main Street Unionville Committee”, dated February 12, 2013, be received;
- 2) That the Terms of Reference for the Main Street Unionville Committee attached as Appendix ‘A’ to this report be adopted;
- 3) That each of the identified community groups or organizations be invited to participate on the Main Street Unionville Committee by appointing a representative as per the Terms of Reference;
- 4) And that Staff be authorized and directed to do all things necessary to give effect to this resolution.

**PURPOSE:**

The purpose of the report is to adopt a Terms of Reference for the Main Street Unionville Committee and to invite representation from the identified community groups and organizations.

**BACKGROUND:**

**Council has authorized the Main Street Unionville Precinct Master Plan study**

On January 29, 2013, Council authorized the Main Street Unionville Precinct Master Plan study at an upset limit not to exceed \$250,000 subject to specific conditions. Working with the Unionville Business Improvement Area (UBIA) Board, the proposal (dated January 16, 2013) was submitted by Torti Gallas and Partners Inc., and sub-consultants.

Council also directed staff to report back with Terms of Reference for a Main Street Unionville Committee to be comprised of representatives of Council, UBIA and area ratepayer and heritage groups to operate as a Working Group to guide the study process and make recommendations to the Development Services Committee and Council regarding the Master Plan study and its implementation.

**OPTIONS/ DISCUSSION:**

**Terms of Reference have been prepared for the Working Group**

A Terms of Reference for the Main Street Unionville Committee is attached as Appendix ‘A’. It includes the mandate of the committee and its composition of 7 representatives from local organizations, 2 members of Council and 3 non-voting staff members.

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The Council representatives are Regional Councillor Jim Jones as Chair and Ward Councillor Don Hamilton as Vice Chair. The representatives from local organizations and groups would be appointed by each individual organization. Staff members would include a representative from the Heritage Section- Planning and Urban Design Department and from the Economic Development Department as well as a committee clerk from the Clerks Department for administrative purposes.

The Committee will report to Council through its minutes and recommendations received by the Development Services Committee and through the assigned Council representatives.

It is recommended that the Term of Reference be adopted and that each of the community groups or organizations be invited to participate on the committee and appoint their representative.

**HUMAN RESOURCES CONSIDERATIONS**

Staff representatives from the following Departments will be required to provide assistance to the Working Group: Planning and Urban Design, Economic Development and Clerks.

**ALIGNMENT WITH STRATEGIC PRIORITIES:**

The creation of the Main Street Unionville Committee, to be a working group for the Main Street Unionville Precinct Master Plan, aligns with the strategic focus of fostering appropriate Growth Management within the Unionville Heritage Conservation District.

**BUSINESS UNITS CONSULTED AND AFFECTED:**

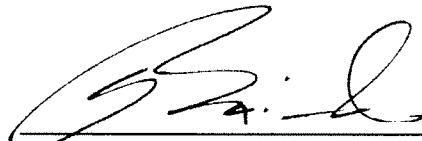
Economic Development Department; Clerks Department

**RECOMMENDED BY:**



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Rino Mostacci, M.C.I.P., R.P.P.  
Director of Planning & Urban Design



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

**ATTACHMENTS:**

Appendix 'A'      Terms of Reference – Main Street Unionville Committee

## **Terms of Reference**

### **Main Street Unionville Committee**

#### **Mandate:**

The Main Street Unionville Committee will operate as a working group for the *Main Street Unionville Precinct Master Plan* project:

- to assist the City of Markham in the current process to update the vision and planning policies for Main Street Unionville as a place to work, to shop, to play and to live;
- to consider policy and programs to strengthen the economic viability of Main Street Unionville;
- to advise staff and the consulting team on local matters, provide a community perspective, review work undertaken by the consultant and assist during any public participation component of the study; and
- to guide the study process and to make recommendations to Development Services Committee and Council regarding the Master Plan study and its implementation.

#### **Composition of Committee:**

- Regional Councillor Jim Jones (1)
- Ward Councillor Don Hamilton (1)
- Unionville BIA Representatives (2)
- Heritage Markham Committee Representative (1)
- Unionville Villagers Association Representative (1)
- Unionville Village Conservancy Representative (1)
- Unionville Historical Society Representative (1)
- Unionville Ratepayers Association representatives (1)
- City of Markham staff Representatives (3)- non-voting
  - Regan Hutcheson, Manager of Heritage Planning and Heritage Districts Planning
  - Sandra Tam, Economic Development
  - Recording Secretary, Clerks Department

Representatives from each identified organization will be appointed by the organization.

#### **Chair of Committee**

The Regional Councillor will be the Chair of the Committee; the Ward Councillor will be Vice-Chair.

#### **Sub-Committees**

Sub-committees may be formed, if necessary, for specific matters of interest. Sub-committees will report to the Main Street Unionville Committee

#### **Reporting**

The Main Street Unionville Committee will report to Council through its minutes received by the Development Services Committee and through the assigned Council representatives.

#### **Remuneration**

None

**Frequency of Meetings**

Meetings will be at the call of the Chair but will likely be monthly. The date, time and location is to be determined.

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