

Markham Centre Advisory Group

Terms of Reference

Planning doesn't end with the adoption of a plan – and neither does public involvement

The Markham Centre Plan adopted by the Town in 1994 and approved by the Ontario Municipal Board in 1997 establishes a broad framework to create a vibrant, mixed use, pedestrian oriented Town Centre. That framework is now in the process of being realized in actual buildings, streets, schools and parks. The role of the Markham Centre Advisory Group is to assist the Town in reviewing and confirming the principles and objectives of the Markham Centre Plan and developing and evaluating the performance of the implementation measures to realize our Town Centre.

Composition of Advisory Group:

The Advisory Group will consist of representation from throughout Markham and include various Town-wide interest groups, residents and businesses as well as representation from the local area of Markham Centre including residents, businesses and developer interests.

A representative from the following groups will be invited to participate on the Advisory Group:

Unionville Ratepayers Association

Village of Unionville Property Owners Association

Unionville resident at large

Markham Residents at large including representation from Milliken, Markham Village and Thornhill

Unionville Business Improvement Area

Markham Board of Trade

Major Local Businesses Representative (Lucent Technologies, IBM Canada, Motorola, Hydro One)

Markham Conservation Committee

Chair of Rouge Alliance

Commissioner of Planning, York Region

Academic Community

Mayor's Youth Task Force

York Region School Board(s)

York Region Police Services

Developer's Group

At most a total of 20 representatives would be invited to sit on the Markham Centre Advisory Group. Members of the Markham Centre Steering Committee (Members of Council appointed to guide the development of Markham Centre) would also be notified of and welcome to attend Markham Centre Advisory Group meetings, along with any other interested members of Council.

Role & Responsibilities:

The Markham Centre Advisory Group will advise and assist the Markham Centre Steering Committee and Council in creating the new Town Centre. The Advisory Group will be familiar with the planning and design principles for an urban Town Centre to serve all of the Town of Markham, will assist in developing implementation guidelines to achieve the principles and objectives of the Markham Centre Plan and provide commentary on the application of these guidelines as reflected in development applications.

The responsibility of each member will be to attend and participate at Advisory Group meetings in order:

1. To become familiar with the Markham Centre Plan, it's principles, objectives and policies and it's current context in the local, regional, town-wide and GTA wide setting.
2. To contribute to the development of implementation guidelines that will be used to achieve the goals and objectives of the Plan.
3. To participate in workshops, focus groups and public events/activities on the Markham Centre Plan.
4. To comment on the degree to which implementation guidelines have been achieved/reflected in specific development applications within Markham Centre.
5. To assist in providing feedback, information and enhanced opportunities for residents, business and associations represented by the Advisory Group.

The focussed work of the Advisory Group will be valued input to the Markham Centre Steering Committee as the Markham Centre Plan and various implementation measures are brought forward for discussion at the Committee. This consultation process provides an excellent opportunity for the Steering Committee to have a clear understanding of the progress and evaluation of the measures through the Advisory Group's detailed work, discussion and through further stakeholder/public input.

Policy and implementation issues that will be discussed are focussed on the following key areas:

- *Infrastructure* to support the concentration of activity within the Centre while ensuring hard and soft services are provided
- *Financial Package* that attracts investment to build a high quality of urban design for residential, retail, institutional and employment uses
- *Consultation Strategy* to ensure the Plan and its implementation provide an overall benefit to the quality of life and investment for the Centre and surrounding uses.
- *Environmental Protection and Enhancement* of the Rouge River and natural features
- *Community Amenities* in a range and scale to ensure community life within the Centre is supported at a scale that creates a vibrant urban Town Centre
- *Clear Guidelines and Supportive Legislative Framework* that will result in a high quality of urban design and investment for the full implementation of the Plan.

The meeting discussions will focus on above policy and implementation issues. For example, one of the principles of the Plan is to create a pedestrian oriented centre. The Advisory Group would assist in articulating how this principle is achieved through built form guidelines, mix of uses and treatment of the public realm. This principle and the mechanisms to achieve its implementation would also be discussed with a broader group through the efforts of each individual member, so that a plan that is truly representative of Markham's interests is realized. The Advisory Group would also assist in evaluating the progress of implementation by providing input and commentary on specific application of these guidelines as reflected in development proposals.

Reporting Procedure:

Discussion and directions from the Advisory Group meetings will be reported to the Markham Centre Steering Committee, as work on each of the implementation issues advances. The Markham Centre Steering Committee reports to Council.

Remuneration:

None

Frequency of Meetings:

The first meeting is scheduled for May 2, 2002, from 6:30 pm to 8:30 pm. Further meeting dates and times will be finalized at the first meeting. The expectation is that meetings will be held on a monthly basis throughout the year. Additional meetings may be required during the months from April to October with a minimum of 2 weeks notice.

Duration of Appointment:

1 year.

Chair:

It is intended that the Chair of the Markham Centre Steering Committee will chair the initial meeting(s) of the Advisory Group. The Advisory Group should subsequently discuss Chair/Co-Chair options with the Markham Centre Steering Committee.

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Markham Centre Advisory Group

Terms of Reference – February 2009

Planning doesn't end with the adoption of a plan – and neither does public involvement

The Markham Centre Secondary Plan adopted by the Town in 1994 and approved by the Ontario Municipal Board in 1997 establishes a broad framework to create a vibrant, mixed use, pedestrian oriented Town Centre. That framework is now in the process of being realized in actual buildings, streets, schools and parks. The role of the Markham Centre Advisory Group is to assist the Town in reviewing and confirming the principles and objectives of the Markham Centre Secondary Plan and developing and evaluating the performance of the implementation measures to realize Markham Centre.

Composition of the Group:

The Markham Centre Advisory Group will consist of representation from throughout Markham and includes various Town-wide interest groups, resident and businesses as well as representation from the local area stakeholders.

A representative from the following groups will be invited to participate on the Advisory Group:

Unionville Ratepayers Association (URA)

Village of Unionville Property Owners Association (UVA)

Unionville resident(s) at large

Unionville Business Improvement Area (UBI)

Markham residents at Large - includes representation from Milliken, Markham Village and Thornhill

Markham Board of Trade

Major Local Businesses Representative(s)

Markham Environmental Committee

Region of York, Planning Department

Academic Community

Markham Accessibility Committee

York Region School Boards, YRDSB & YRCSB

Markham District Energy

Developer's Group

Chair of Rouge Alliance – *ex-officio*

VIVA – *ex-officio*

Approximately 20 representatives sit on the Markham Centre Advisory Group. Members of Council are notified of and invited to attend Markham Centre Advisory meetings.

Stakeholders identified as *ex officio* are full members and attend when their input is required or they are involved with the agenda. *Ex officio* members will receive all regular correspondence from the Advisory.

Membership is confirmed annually by Council

Role & Responsibilities:

The Markham Centre Advisory Group will advise and assist Council in creating the new Markham Centre. The Advisory Group will:

- Be familiar with the planning and design principles for an urban Town Centre that acts as a focus for the entire Town of Markham.
- The Advisory will assist in developing criteria, benchmarks and indicators to achieve the principles and objectives of the Markham Centre Plan, known as the Markham Centre Performance Measures.
- Will provide commentary on the application of these measures as reflected in development applications.

The responsibilities of each member will be to attend (a minimum of 60% of the meetings) and participate at Advisory Group meetings in order:

1. To be familiar with the Markham Centre Secondary Plan, it's principles, objectives and policies and it's current context in the local, regional, town-wide and GTA wide setting.
2. To contribute to the development of criteria, benchmarks and indicators that will be used to achieve the goals and objectives of the Plan.
3. To participate in workshops, focus groups and public events/activities on the Markham Centre Secondary Plan.
4. To comment on the degree to which the Performance Measures have been achieve/reflected in specific development applications within Markham Centre.

5. To assist in providing feedback, information and enhanced opportunities for residents, business and associations represented by the Advisory Group.

The focussed work of the Advisory will be valued input to the Development Services Committee (DSC) and Town Council as the Markham Centre Secondary Plan and various implementation measures are brought forward for discussion. This consultation process provides an excellent opportunity for DSC and Council to have a clear understand of the progress and evaluation of the measures through the Advisory Group's detailed work, discussion and through further stakeholder/public input.

Policy and implementation issues that will be discussed are focussed on the following key areas:

- *Infrastructure* to support the concentration of activity within the Centre while ensuring hard and soft services are provided
- *Financial Package* that attracts investment to build a high quality of urban design for residential, retail, institutional and employment uses
- *Consultation Strategy* to ensure the Plan and implementation provide an overall benefit to the quality of life and investment for the Centre and surrounding uses.
- *Environmental Protection and Enhancement* of the Rouge River and natural Features
- *Community Amenities* in a range and scale to ensure community life with the Centre is supported at a scale that creates a vibrant urban Town Centre.
- *Clear Guidelines and Supportive Legislative Framework* that will result in a quality of urban design and investment for the full implementation of the Plan

The meeting discussions will focus on performance criteria, benchmark and implementation issues. For example, one of the principles of the Plan is to create a pedestrian oriented centre. The Advisory Group would assist in articulating how this principle is achieved through built form guidelines, mix of uses and treatment of the public realm. This principle and the mechanisms to achieve its implementation would also be discussed with a broader group through the efforts of each individual member, so that a plan that is truly representative of Markham's interests is realized. The Advisory Group would also assist in evaluating the progress of implementation providing input and commentary on specific application of the Performance Measures as reflected in development proposals.

Reporting Procedure:

Discussion and directions from the Advisory Group meeting will be reported through the Development Services Committee to Council.

Remuneration:

The Advisory is a volunteer membership.

Frequency of Meetings:

The expectation is that meetings are held on Thursday once a month from 6:00 pm to 8:00 pm, September through June. Additional meetings may be required during the months of July and August with a minimum of 2 weeks notice.

Duration of Appointment:

Council appoints members of the Markham Centre Advisory Group for a four-year term to coincide with the Term of Council, at which time they could seek re-appointment or the membership composition could be re-evaluated by Council. Interim replacement members are identified through a nomination process to fill vacancies within the basic composition of the group's representation.

Chair:

The Markham Centre Advisory Group will be co-chaired, each chair will hold term for two years, and one position annually will be re-elected to provide consistency in the leadership of the group. Nominations will be received and through a vote, the membership will decide.

Markham Centre Advisory Committee
Members 2009
Co-chair: Richard Jarrell & Philip Ling

Composition	Members
Unionville Ratepayers Association (URA)	1. Harry Eaglesham 2. Gord Mah
Village of Unionville Property Owners Association (UVA)	3. Neil Banergee 4. Reid McAlpine
Unionville Residents at Large	5. Darina Philips 6. Michelle Lynch 7. Alan Graf
Unionville Business Improvement Area (UBA)	8. Greg McCormick, To be Confirmed
Markham Residents at Large	9. Charles Sutherland - Milliken 10. Ted Spence – Markham Village 11. Barry McFarquhar - Swan Lake
Markham Board of Trade	12. Patricia Ruhl
Major Local Businesses	13. TBD
Markham Environmental Advisory Committee	14. Brent Mersey 15. Philip Ling
York Region, Planning	16. Duncan MacAskill
Academic Community	17. Richard Jarrell
Markham Accessibility Committee	18. Bob Hunn
York Region School Boards	19. Jessica Peake (YRDSB) 20. Adam McDonald (YRCSB)
Markham District Energy	21. Peter Ronson
Developers Group	22. Randy Peddigrew
Ex officio	
Rouge Park Alliance, Chair	23. Alan Wells
VIVA	24. Mary Frances Turner