



*General Letter*



Regional Clerk's Office  
Corporate Services Department

January 30, 2008

Ms. Sheila Birrell  
Town Clerk  
Town of Markham  
101 Town Centre Boulevard  
Markham, Ontario L3R 9W3

Dear Ms. Birrell:

**Re: Yonge Subway Advisory Task Force – Draft Terms of Reference**

Regional Council, at its meeting held on January 24, 2008, adopted the following recommendations of the Rapid Transit Public/Private Partnership Steering Committee regarding the report entitled “Yonge Subway Advisory Task Force – Draft Terms of Reference”:

1. Council endorse the draft Terms of Reference for the Yonge Subway Advisory Task Force as outlined in this report.
2. Council endorse the Yonge Subway Advisory Task Force membership to be comprised of the appointees of York Region and the City of Vaughan, the Town of Richmond Hill, and the Town of Markham as outlined in this report.
3. Council authorize the Regional Clerk to circulate the draft Terms of Reference for the Yonge Subway Advisory Task Force to the City of Vaughan, the Town of Richmond Hill and the Town of Markham for comment and request their endorsement of the draft Terms of Reference and their Task Force appointments.
4. Council authorize staff to bring back the Terms of Reference for the Yonge Subway Advisory Task Force for finalization following the City of Vaughan, Town of Richmond Hill and Town of Markham responses.

A copy of Clause No. 5 of Report No. 1 of the Rapid Transit Public/Private Partnership Steering Committee is enclosed for your information.

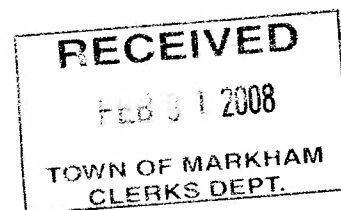
Please contact Mary-Frances Turner, Vice-President, York Region Rapid Transit Corporation, at 905-886-6767, Ext. 2223, if you have any questions with respect to this matter.

Sincerely,

Denis Kelly  
Regional Clerk

K.Price  
Attachment

Copy to: M.F. Turner, Vice-President, YRRTC  
522889 P20 Jan 17/08



Clause No. 5 in Report No. 1 of the Rapid Transit Public/Private Partnership Steering Committee was adopted, without amendment, by the Council of The Regional Municipality of York at its meeting on January 24, 2008.

## **5**

### **YONGE SUBWAY ADVISORY TASK FORCE DRAFT TERMS OF REFERENCE**

**The Rapid Transit Public/Private Partnership Steering Committee recommends the adoption of the recommendations contained in the following report, January 17, 2008, from the Vice-President, York Region Rapid Transit Corporation:**

#### **1. RECOMMENDATIONS**

It is recommended that:

1. Council endorse the draft Terms of Reference for the Yonge Subway Advisory Task Force as outlined in this report.
2. Council endorse the Yonge Subway Advisory Task Force membership to be comprised of the appointees of York Region and the City of Vaughan, the Town of Richmond Hill, and the Town of Markham as outlined in this report.
3. Council authorize the Regional Clerk to circulate the draft Terms of Reference for the Yonge Subway Advisory Task Force to the City of Vaughan, the Town of Richmond Hill and the Town of Markham for comment and request their endorsement of the draft Terms of Reference and their Task Force appointments.
4. Council authorize staff to bring back the Terms of Reference for the Yonge Subway Advisory Task Force for finalization following the City of Vaughan, Town of Richmond Hill and Town of Markham responses.

#### **2. PURPOSE**

The purpose of this report is to bring forward the draft Terms of Reference (TOR) for establishing a Yonge Subway Advisory Task Force (Task Force). The purpose of the Task Force is to provide guidance, advice, and a forum for the coordination of the many considerations that will shape the evolution of the Yonge Street subway.

The Task Force is being recommended to act as a forum for stakeholder consultation to promote and support the goals and objectives of the Region and local municipalities for the delivery of a comprehensive higher order transit network, intermodal connectivity and transit supportive development. The Task Force will also act as a forum for discussions with City of Toronto stakeholders for the integration of transit facilities with the subway at the Steeles Station and for consideration of an intermediate station at Cummer Avenue within the City boundaries. The operations of the Task Force will be guided by this TOR.

### 3. BACKGROUND

#### **The Provincial MoveOntario 2020 announcement identified funding for the extension of the Yonge subway to Richmond Hill Centre**

On June 15, 2007, the Province of Ontario announced \$17.5 billion in funding for transit projects for the Greater Toronto Area and Hamilton, including the funding of the Yonge Street Subway extension to the RHC. On June 21, 2007, Council directed staff to commence an environmental assessment (EA) and the functional design work for the extension of the Yonge Street subway from Finch Avenue to the Richmond Hill Centre.

#### **The preliminary EA and functional design work has been underway since the summer**

The functional design work has been moving forward since the summer and a number of early technical findings are emerging and are the subject of a separate report on this agenda. The ongoing work programme involves, amongst other things, the collection and evaluation of a range of existing documents, the identification of constraints and preliminary work on subway and surface transit operations.

The functional design work has also identified potential horizontal and vertical alignment options for further examination and vetting. A range of station location alternatives is emerging along the corridor that will require a process to evaluate and seek input from the various key stakeholders including the local area municipalities. The work has also identified the need to carefully plan for an intermodal passenger hub at the Steeles station location and for a major intermodal gateway to York Region at RHC.

#### 4. ANALYSIS AND OPTIONS

##### **The work programme will require stakeholder involvement**

As the work programme proceeds and preliminary findings emerge from the technical examination of the alignment options, stakeholder involvement will be required to provide input and to vet issues. At present, stakeholder consultations are immediately warranted to begin to address the alignment impacts and opportunities, the number and location of stations along the corridor, and the comprehensive planning of the major intermodal hub and transit gateway at Steeles and RHC. Discussion on these major elements of the system will require the input from a wide range of key stakeholders including amongst others the staff and Councils of the area municipalities and the Region, other transit agencies, Metrolinx and private landowner interests.

##### **A Task Force is recommended as a forum for stakeholder consultation**

The lands along and adjacent to the Yonge corridor are largely held in private ownership. The lands also fall under the planning jurisdiction of three local area municipalities, each of which has community development goals and objectives in place along the corridor or under policy review. As well, a number of significant development applications are in process or in the early stages of discussion.

Planning efforts along the corridor and at the intermodal hubs needs to be carefully integrated with the development of the subway design. Reaching consensus on the range of options and preferred strategy for the deployment of the subway and land use will be complex and challenging.

Staff is recommending that a multi-representational Task Force, similar in constitution and mandate to the Spadina Subway Advisory Task Force be established to provide a forum for input and deliberation in to all aspects of the design and delivery of the Yonge Subway extension and the integration of intermodal facilities with transit oriented development (TOD) opportunities. The outcome of these consultations with the Task Force will provide input to all of the authorities who will be responsible for final approvals and implementation of development along the corridor and construction of the Yonge Street Subway.

##### **Terms of Reference have been drafted for the Task Force**

Draft Terms of Reference (see *Council Attachment 1*) have been prepared to reflect the anticipated role of the Task Force. The draft TOR is to be circulated to the area municipalities for comment and brought back to Council for adoption as final TOR for the Task Force.

**The Yonge Subway Advisory Task Force membership is to be comprised of the appointees of York Region and the area municipalities**

Membership for the Yonge Subway Advisory Task Force is recommended to be comprised of appointees from York Region, the City of Vaughan, the Town of Richmond Hill and the Town of Markham. The Region and each area municipality may appoint two members from its respective Council to the Task Force, as well as one additional non-elected representative from each municipality. The intent of non-elective membership is to provide an opportunity for area stakeholder interests to be represented on the Task Force. The Regional Chair will serve as an ex-officio member on the Task Force.

**5. FINANCIAL IMPLICATIONS**

Incidental costs associated with running the Task Force through its first year will be accommodated through the administration and overhead budgets of the York Region Rapid Transit Corporation (YRRTC).

**6. LOCAL MUNICIPAL IMPACT**

The Task Force will provide a forum for direct municipal stakeholder involvement along the Yonge subway corridor in York Region. This involvement will include municipal direct participation and contribution to:

- The many technical decisions associated with the design and construction of the subway.
- Their leadership and guidance in assuring that TOD goals and objectives of the local municipalities and the Region are being met.
- Ensuring that all modes of transit, together with commuter parking, are integrated, especially at the intermodal hubs.
- Ensuring that all measures have been taken to reduce the reliance on the automobile and maximize the use of transit in the subway corridor.

Municipal and Regional planning approval processes will continue in the normal course as per the Planning Act.

## 7. CONCLUSIONS

The Yonge Subway Advisory Task Force is being recommended as an effective assure that the Yonge subway extension supports the growth and long term viability of the regional transit network. The Task Force will provide a forum to provide strategic support and assistance to York Region and the local municipalities in facilitating and implementing transit oriented development. The Task Force will act to promote and support the efficient integration of TOD at subway stations together with surface transit, commuter parking, passenger pick-up and drop-offs and pedestrian routes. The task force will provide a forum to identify and discuss issues and problem solve and to partner with the Region of York and the local municipalities and all stakeholders on this important endeavour.

This report includes the draft Terms of Reference for the Yonge Subway Advisory Task Force and recommends a membership format for the Task Force.

The Senior Management Group has reviewed this report.

*(The attachment referred to in this clause is attached to this report.)*

## TERMS OF REFERENCE

THE YONGE SUBWAY ADVISORY TASK FORCE  
January 17, 2008**1.0 The Basis for Transit Integration and Transit-Oriented Development Measures in the Yonge Subway Corridor:**

Transit-Oriented Development recognizes the relationship between how we grow and our ability to provide efficient and effective transit services. The principles are illustrated in York Region's, *Transit-Oriented Development Guidelines – City Building and Supporting Transit Through Good Design*, which was approved by Regional Council on September 21, 2006. The York Region Official Plan supports the application of TOD principles in its Centres and along Corridors supported by higher order rapid transit. Achieving Transit-Oriented Development in the Yonge Subway Corridor will be critical to the operational success of the subway extension in terms of the ridership it will serve to attract. In addition, it will help York Region and the local municipalities achieve their respective land use and development visions for the corridor.

In order to further the Yonge Street subway work The Yonge Subway Advisory Task Force will be formed to act as a forum for stakeholder consultation to promote and support the goals and objectives of the Region and local Municipalities for the delivery of a comprehensive higher order transit network, intermodal connectivity and transit supportive development. The Task Force will also act as a forum for discussions with the City of Toronto stakeholders for the integration of transit facilities with the subway at the Steeles station and for consideration of an intermediate station at Cummer Avenue within the City boundaries. The operations of the Advisory Task Force will be guided by this Terms of Reference.

**2.0 The Goal of the Advisory Task Force:**

To support and promote Transit-Oriented Development in the areas adjacent to the Yonge Subway Extension, from Steeles Avenue to Richmond Hill Centre, in accordance with the policies, plans and guidelines of York Region and the local municipalities of Vaughan, Richmond Hill and Markham and to liaise with the City of Toronto on matters of mutual interest.

**3.0 The Objective of the Subway Advisory Task Force:**

To support the Yonge Subway Extension and the integration of the subway with the Viva Rapid Transit network, YRT, GO rail and GO 407 transit systems, consistent with the objectives of the York Region Official Plan and area municipality plans, through the application of the principles of Transit-Oriented Development, in order to:

- a) Achieve development densities adjacent to station sites that support a sustainable higher order rapid transit system, based on heavy rail (subway) and Viva rapid transit technologies;
- b) Benefit from the creation of attractive, well-designed, compact and pedestrian friendly communities;
- c) Achieve a diverse mix of land uses that contribute to the creation of vibrant communities;
- d) Realize the environmental and social benefits of developing communities consistent with the principles Transit-Oriented Development;

- e) Fulfill the potential of the Richmond Hill Centre as an “Urban Growth Centre” (*Places to Grow Plan* – June 2006) and a “Regional Centre” under York Region’s Official Plan;
- f) Take advantage of the opportunities emerging in the Greater Richmond Hill Centre and Langstaff areas on the north and south sides of the 407/Highway 7 Corridor to become the premier intermodal hub and transit oriented gateway in York Region;
- g) Integrate surface transit and subway support facilities in to the Steeles Avenue station district;
- h) Consider the location, function and character of potential intermediate stations along the Yonge Corridor between the Finch Avenue station and Richmond Hill Centre.

#### **4.0 The Mandate of the Advisory Task Force:**

It is the mandate of the Advisory Task Force to:

- a) Provide strategic support and assistance to York Region and the local municipalities in facilitating and implementing Transit-Oriented Development, in accordance with the respective municipal policies, plans and guidelines;
- b) Promote and support the efficient integration of Transit-Oriented Development and subway station sites with surface transit, commuter parking, passenger pick-up and drop-offs and pedestrian routes;
- c) Act as a forum for discussion for the purposes of issue identification and problem solving, and to partner with York Region and the local municipalities in the planning and implementation of required responses;
- d) Communicate the economic, financial, social, environmental and aesthetic benefits of Transit-Oriented Development to all sectors of society;
- e) Undertake specific tasks, in partnership with the municipalities, to support or advocate Transit-Oriented Development, including working with external agencies, landowners and senior levels of government to address such matters as funding or planning/development issues affecting the implementation of Transit-Oriented Development;
- f) Liaise and consult with City of Toronto stakeholders and support the free-flow of information between municipalities.

#### **5.0 Primary Focus:**

The Yonge Subway Advisory Task Force will primarily focus on three areas of interest along the Yonge subway alignment:

- The Intermodal Gateway at Richmond Hill Centre and the adjoining Langstaff areas;
- Transit facilities and transit-oriented development integration within the Steeles station district;
- The consideration of intermediate stations along the subway corridor in addition to Steeles and Richmond Hill Centre.

Areas of interest may also include properties within a convenient (5 to 10 minute) walking distance (400 - 500 metres) of the station sites.



## **6.0 Relationship to the Municipal Planning (*Planning Act*) Processes:**

The Advisory Task Force will operate independently from the on-going municipal planning processes and will not affect the planning processes carried out by York Region and the local municipalities. The Advisory Task Force will not be a commenting body to either the Region or the municipalities in matters relating to development applications or initiatives pursued under the *Planning Act*. Technical comments relating to station integration with surface transit facilities and Transit-Oriented Development will be provided by the staff of the York Region Rapid Transit Corporation.

## **7.0 Advisory Task Force Membership:**

The Advisory Task Force will be composed of:

- The Regional Chair who shall be ex officio;
- Two (2) appointees from York Region, who shall be members of Regional Council;
- Two (2) appointees each from the City of Vaughan, Town of Richmond Hill and Town of Markham who shall be members of Municipal Council;
- One (1) non-elected member, who represents local stakeholder interests, may be appointed by the Region and each Municipal Council.

The appointments shall be at the sole discretion of the respective Councils.

## **8.0 Chair:**

The Chair and Vice-Chair shall be elected by the Committee members at the inaugural meeting for a term of two years.

## **9.0 Term:**

Members of the Advisory Task Force will serve concurrently with the terms of Regional/Municipal Council. Such appointments shall expire at the end of term for both Councils.

## **10.0 Remuneration:**

Not Applicable.

## **11.0 Meetings:**

The Advisory Task Force will meet not less than quarterly throughout the calendar year. The quarterly meetings will be established annually at the first meeting of each calendar year. More frequent meetings may be required from time to time. Such meeting dates will be set by the Chair in consultation with the Task Force members.

## **12.0 Reporting:**

Minutes of the Advisory Task Force meetings will be recorded and forwarded to the appropriate Committees/Councils of York Region and the local municipalities for their consideration and action as necessary.

## **13.0 Administration and Technical Services:**

Administrative (Secretariat) Services will be provided by York Region. Technical support will be drawn from the staff of the York Region Rapid Transit Corporation, York Region and the local municipalities, as required.