

COMMITTEE OF THE WHOLE – MAY 5, 2008

YONGE SUBWAY ADVISORY TASK FORCE - DRAFT TERMS OF REFERENCE RESPONSE TO REQUEST FOR COMMENTS FROM THE REGION OF YORK

Recommendation

The City Manager, in consultation with the Commissioner of Planning and the Commissioner of Engineering and Public Works, recommends that:

1. That the draft Terms of Reference for the Yonge Subway Advisory Task Force, forming Attachment No. 1 to this report, be endorsed;
2. Council provide direction in the matter of the appointment of a third Vaughan representative to the Yonge Subway Advisory Task Force, consistent with the Terms of Reference, being a non-elected member, who represents local stakeholder interests;
3. This report be forwarded to the Region of York, the Town of Markham and the Town of Richmond Hill.

Economic Impact

There is no economic impact resulting from the adoption of this report.

Communications Plan

A communications plan is not required at this time. Any necessary communication measures will need to be discussed by the Advisory Task Force when it begins operations.

Purpose

The purpose of this report is to provide comments to the Region of York on the draft Terms of Reference for the Yonge Subway Advisory Task Force; and to obtain direction on the appointment of a third non-elected representative to the Task Force, to represent local stakeholder interests. The elected representatives of Vaughan Council were appointed on March 31, 2008.

Background – Analysis and Options

a) Background

On January 24, 2008 Regional Council, on recommendation from the Rapid Transit Public/Private Partnership Steering Committee, adopted the following motion:

1. Endorse the Terms of Reference for the Yonge Subway Advisory Task Force as outlined in this report.
2. 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. 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. 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.

On March 31, 2008 Council confirmed Regional Councillor Joyce Frustaglio and Ward 5 Councillor Alan Shefman as its representatives on the Yonge Subway Advisory Task Force and the Region of York has been advised accordingly.

This report is in response to the Region's request of January 24, 2008.

b) The Yonge Subway Advisory Task Force

On June 15, 2007 the Province announced the *MoveOntario 2020* program. It committed \$17.5 billion in funding to 52 transit projects in the GTA, including the extension of the Yonge Street Subway from Finch Station to Richmond Hill Centre at Highway 7. On June 21, 2007 Regional Council directed staff to initiate an EA for the subway extension, including functional design work.

The purpose of the Advisory Task Force, as described in the Region's report, is to "provide guidance, advice and a forum for the coordination of the many issues that will shape the evolution of the Yonge Street subway".

The Task Force will facilitate stakeholder consultation to support the goals of the Region and the local municipalities in the delivery of a comprehensive higher order transit network, intermodal connectivity and transit supportive development. It will also foster discussions with the City of Toronto on the integration of surface transit facilities with the Steeles Subway Station and consideration of the need for a station at Cummer Avenue.

The January 24, 2008 report to Regional Council entitled "Yonge Subway Advisory Task Force Draft Terms of Reference", forms Attachment No. 1 to this report.

c) The Yonge Subway Advisory Task Force Draft Terms of Reference

The draft Terms of Reference for this project are similar to those adopted for the Spadina Subway TOD (Transit Oriented Development) Advisory Task Force. The Yonge Subway Advisory Task Force differs in that its membership recognizes the multiple jurisdictions that will be affected by the subway extension. As such it will include representatives from York Region, the City of Vaughan and the Towns of Markham and Richmond Hill. The Terms of Reference are set out below.

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 the Richmond Hill Centre, in accordance with the policies, plans and guidelines of the Region of York, the City of Vaughan and the Towns of Markham and Richmond Hill and to liaise with the City of Toronto on matters of mutual interest.

The Objective of the Advisory Task Force:

To support the Yonge Subway Extension and the integration of the subway with the Rapid Transit Network, YRT, GO Rail and the GO 407 transit initiatives, consistent with the objectives of the Region of York and local Official 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 the Region of York Official Plan;
- f) Take advantage of the opportunities emerging in the Greater Richmond Hill Centre and Langstaff areas on the north and south side 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 into 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.

The Mandate of the Advisory Task Force:

It is the mandate of the Advisory Task Force to:

- a) Provide strategic support and assistance to the Region of York 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 the Region of York 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 the City of Toronto stakeholders and support the free-flow of information between municipalities.

Location:

The Yonge Subway Advisory Task Force's 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.

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 the Region of York and local municipalities. The Advisory Task Force will not be a commenting body to either the Region or the local 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.

Advisory Task Force Membership:

The Advisory Task Force will be composed of:

- The Regional Chair who will be ex officio;
- Two (2) appointees from York Region, who shall be members of Regional Council;
- Two appointees from each of the City of Vaughan, Town of Richmond Hill and Town of Markham who shall be members of Municipal Council;
- One 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.

Chair:

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

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.

Remuneration:

Not Applicable.

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.

Reporting:

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

Administration and Technical Services:

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

d) **Appointment of a Non-Elected Member to the Advisory Task Force**

The Terms of Reference provide that each Council may appoint, "one (1) non-elected member, who represents local stakeholder interests". Should Council wish to make an appointment there are a number of options: Make the appointment now or at the next Council meeting; defer the appointment for further consideration; or decline to make an appointment at this time. It is noted that the Markham and Richmond Hill have both appointed their non-elected member to the Task Force. Should the Terms of Reference be satisfactory, Recommendation 1 may still be adopted and conveyed to the Region. This would allow for the work of the Task Force to start, if further consideration of the appointment is warranted.

Relationship to Vaughan Vision 2020

Participation in the Yonge Subway Advisory Task Force fulfills a number of objectives under Vaughan Vision 2020. These include, under "Plan and Manage Growth & Economic Vitality":

- Work with other levels of government to continue to support the expansion of the GO system and public/rapid transit;
- Support and coordinate land use planning for high capacity transit at strategic locations in the City.

Regional Implications

This is an initiative of the Council of the Region of York. It will be administered by Regional Staff. Technical support will be provided jointly by the Region and the local municipalities, as required.

Conclusion

The proposed Yonge Subway Advisory Task Force presents an opportunity for the Region of York, the City of Vaughan and the Towns of Richmond Hill and Markham to work together to support the Yonge Subway Extension and to realize their respective planning objectives for the subway corridor.

The Task Force, as an advisory body, will focus on providing strategic level assistance to the Region and the local municipalities and it will work with other governments and agencies involved in the planning of the subway project. The Task Force will not be involved in the *Planning Act* approvals processes for development around the station sites. It will support the implementation of Transit Oriented Development based on the local and regional official plans, policies and guidelines.

This project is still in its early stages. Subject to final approval of a new regulation, entitled "Transit Projects and Greater Toronto Transportation Authority Undertakings", it is expected that the Environmental Assessment will be able to proceed under an accelerated six month process. Cabinet approval for the new regulation is expected in June of 2008.

The first four months of the new process are devoted to the finalization and submission of the EA, including public consultation (three public consultation centres), with the remaining two months accommodating the approval processes. This will allow the Region to start the formal EA process in the fall of 2008 with the objective of obtaining approval by April 2009. Preliminary engineering is being carried out by the Region, with the concurrence of the City of Toronto, as a precursor to the Environmental Assessment.

The Committee is being formed at an opportune time in the life of the project. It will allow for its involvement at the initial planning stage of the project. Attachment No. 2 shows the preliminary timetable for the process leading to the approval of the Yonge Street Subway Environmental Assessment, including the participation of the Advisory Task Force.

It is recommended that Council endorse the draft Terms of Reference, forming Attachment No. 1 to this report; and that direction be given to the appointment of a third Vaughan representative to the Yonge Subway Advisory Task Force, consistent with the Terms of Reference, being a non-elected member, who represents local stakeholder interests.

Attachments

1. Report to Regional Council: "Yonge Subway Advisory Task Force Draft Terms of Reference", January 24, 2008
2. Yonge Subway Extension Study Timelines – 2008/09

Report Prepared by:

Roy McQuillin, Manager of Corporate Policy, ext. 8211

Respectfully submitted,

Michael DeAngelis
City Manager

THE REGIONAL MUNICIPALITY OF YORK

Rapid Transit Public/Private Partnership Steering Task Force

January 17, 2008

Report of the

Vice President, York Region Rapid Transit Corporation

YONGE SUBWAY ADVISORY TASK FORCE DRAFT TERMS OF REFERENCE

1. RECOMMENDATIONS

It is recommended that Council:

1. Endorse the draft Terms of Reference for the Yonge Subway Advisory Task Force as outlined in this report.
2. 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. 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. 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.

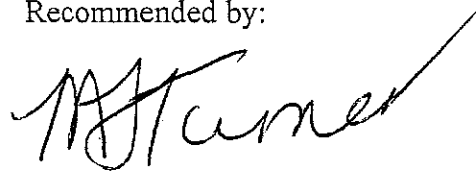
The Senior Management Group has reviewed this report.

Prepared by:



David Clark, B.Arch.
Chief Architect, Infrastructure and
Development
York Region Rapid Transit Corporation

Recommended by:



Mary-Frances Turner, MCIP, RPP
Vice President,
York Region Rapid Transit Corporation

Approved for Submission:



Bruce Macgregor
Chief Administrative Officer

January 17, 2008

DD/DC//kw

Attachments (1)

IP\09\Rapid Transit Public_Private Partnership Steering Committee\2008\1st Quarter\January 17\Yonge Subway Advisory Task Force - Draft Terms of Reference.doc

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.

Yonge Subway Extension Study Timelines – 2008/09

	2008				2009							
	April	May	June	July/Aug	Sept	October	Nov	December	January	February	March	April
Rapid Transit Committee Updates		May 8			Sept. 11			Dec. 11				
Yonge Subway Advisory Task Force		May 15	June 24		Sept. 11							
EA Work Programme		Present Subway Findings	Evaluation Criteria	Preferred Design	Notice of Study Commence				Submit Report		MOE Review	MOE Approval
Public Consultation			PCC #1		PCC #2			PCC #3			MOE Public Review	

U:\2008\Yonge Subway\Yonge Subway EA programme\Timeline.doc