

COMMITTEE OF THE WHOLE MAY 12, 2009

**CONCORD WEST STREETScape
COMMUNITY ADVISORY COMMITTEE
FILE 14.63
WARD 4**

Recommendation

The Commissioner of Planning recommends:

1. THAT the Terms of Reference (Attachment #1) for the non-statutory Concord West Streetscape Community Advisory Committee, BE APPROVED; and,
2. THAT all future City of Vaughan and Regional Municipality of York capital projects within the boundary of the Keele Street and Regional Road 7 corridor (Attachment #2) be presented to the Concord West Streetscape Community Advisory Committee for input.

Economic Impact

There is no immediate economic impact associated with this report. However, the long range financial implications will include future capital funding requests for streetscape improvements, and the maintenance costs associated with this type of infrastructure, including long term replacement, which is not quantified at this time.

Communications Plan

The Corporate Communications Department will issue a media release, to inform the public of the creation of the Concord West Streetscape Community Advisory Committee.

Purpose

The purpose of this report is to obtain Council direction to proceed with the establishment of the Concord West Streetscape Community Advisory Committee on the basis of the proposed Terms of Reference (Attachment #1), and request that all future City of Vaughan and Regional Municipality of York capital projects within the boundary of the Keele Street and Regional Road 7 corridor (Attachment #2) be presented to the Concord West Streetscape Community Advisory Committee for input.

Background - Analysis and Options

Item 6, Report No. 23, of the Committee of the Whole of April 20, 2009, which was adopted without amendment recommended:

“THAT a Concord West Streetscape Community Advisory Committee be established, and the Commissioner of Planning be directed to prepare a Terms of Reference for this non-statutory streetscape advisory committee and report to the April 20, 2009 Committee of the Whole with a proposed Terms of Reference.”

The above-noted Terms of Reference have been prepared by the Development Planning Department for consideration by the Committee of the Whole on May 12, 2009.

On January 10, 2003, the President of the Concord West Ratepayers Association made a formal request to the City of Vaughan through the local Ward 4 Councillor, to establish a Streetscape

Advisory Committee to improve the appearance, upkeep and maintenance of the Keele Street and Regional Road 7 area (Attachment #3).

In response to the request from the Concord West Ratepayers Association, the Development Planning Department conducted an analysis on the feasibility of establishing a streetscape committee for the Concord West Community. Following a presentation to the local Ward 4 Councillor, it was determined that the forming of a streetscape committee would be premature due to the Keele Street and Regional Road 7 area having been previously identified for possible extensive road improvements by the Region of York.

It was determined at the time that the creation of a streetscape committee should be delayed until the Region of York has completed a formal EA (Environmental Assessment) for improvements to the Keele Street and Regional Road 7 intersection and surrounding area. York Region is currently undertaking the EA for the Keele Street and Regional Road 7 area with a Construction Program on the intersection improvements estimated for 2014. However, the Region's Construction Program is reviewed yearly and may be adjusted accordingly.

On November 6, 2008, the President of the Concord West Ratepayers Association contacted Regional Councillor Mario F. Ferri through an e-mail (Attachment #4), requesting his assistance in championing the establishment of a Concord West Streetscape Community Advisory Committee, given his experience with the establishment of the Maple Streetscape Committee, and the fact that he currently sits on both Vaughan's and Region of York's Council.

The Concord West Ratepayers Association has requested that the City establish a Concord West Streetscape Community Advisory Committee at this time, as opposed to delaying it until the Region has completed the EA, thereby providing a forum for the community to provide their organized and collaborative comments and input to the Region of York and City of Vaughan on streetscape beautification improvements and related funding initiatives.

Relationship to Vaughan Vision 2020/Strategic Plan

This report is consistent with the priorities set forth in Vaughan Vision 2020, particularly "Plan & Manage Growth & Economic Vitality".

Regional Implications

The Regional Road 7 and Keele Street corridor area is under the jurisdiction of the Regional Municipality of York. The inclusion of a Regional Councillor in the membership of the committee will ensure any issues concerning the Region of York's interest with respect to streetscape improvements and funding can be effectively communicated to the Region.

Conclusion

The establishment of a Concord West Streetscape Community Advisory Committee populated by representatives of the City of Vaughan, Region of York and local residents will provide a forum for community input on matters related to streetscape improvement projects in the public realm.

Attachments

1. Terms of Reference – Concord West Streetscape Community Advisory Committee, May 2009
2. Location Map
3. President of Concord West Ratepayers Association's formal request to the then Ward 4 Councillor, Mario G. Racco
4. President of Concord West Ratepayers Association November 6, 2008 E-mail to Regional Councillor Mario F. Ferri.

Report prepared by:

Rob Bayley, Senior Urban Designer, ext. 8254

Mauro Peverini, Manager of Development Planning, ext. 8407

Respectfully submitted,

JOHN ZIPAY
Commissioner of Planning

GRANT UYEVAMA
Director of Development Planning

/CM



ATTACHMENT #1

TERMS OF REFERENCE

CONCORD WEST STREETSCAPE COMMUNITY
ADVISORY COMMITTEE

MAY 2009

TERMS OF REFERENCE

CONCORD WEST STREETSCAPE COMMUNITY ADVISORY COMMITTEE

STATUS:

The Concord West Streetscape Community Advisory Committee will be a Non-statutory Advisory Committee and is subject to the City of Vaughan General Rules, Roles, and Procedures Governing Advisory Committees. (Appendix 1)

GOAL:

The overall goal of this advisory committee is to enhance the image of the Keele Street and Regional Road No. 7 area by creating a unifying streetscape for the community, identify and analyze key areas and nodes, and establish an implementation strategy.

OBJECTIVES:

The Concord West Streetscape Community Advisory Committee shall provide input on matters relating to the public realm streetscape of the Keele Street and Regional Road 7 area with the following objectives:

1. Foster community awareness and interest in streetscape improvements for the Keele Street and Regional Road 7 area.
 2. Promote co-operation and communication among organizations, agencies and individuals in advancing improvements to the public realm.
 3. Pursue alternative sources of funding for streetscape improvement initiatives through public and private organizations.
 4. Consult with and encourage, where feasible and appropriate, the participation and collaboration of the corporate sector and community service groups in streetscape improvement projects.
 5. Assist in prioritizing streetscape improvement projects for the Keele Street and Regional Road 7 area for recommendation to the Region of York and City of Vaughan Councils for inclusion in their budget for future capital projects.
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MEMBERSHIP:

The Concord West Streetscape Community Advisory Committee shall be composed of individuals who are interested in enhancing and improving the streetscape in the Concord West Community along Keele Street and Regional Road 7 area. Potential Committee members shall include residents of Vaughan, Ward 4 Local Councillor, a Regional Councillor, Mayor (ex-officio), and representatives of business and industry, service clubs and community groups.

The Committee shall consist of approximately eight (8) members appointed by resolution of City Council. Committee members will be residents of Vaughan whose appointments shall be co-terminus with that of Council.

MEETING SCHEDULE:

The Concord West Streetscape Community Advisory Committee shall establish an annual meeting schedule having a frequency that provides for the fair and expeditious review of matters presented to it, in particular a schedule which allows for the prioritizing of streetscape improvement projects as input into the capital budget preparation process for both the Region of York and City of Vaughan.

CHAIRMAN:

For the first meeting of the Concord West Streetscape Community Advisory Committee, the Ward 4 Councillor shall be the Chairman, however, for subsequent meetings the Committee shall elect a Chairman from its members.

SUPPORT:

Support to the Concord West Streetscape Community Advisory Committee will be provided by respective staff from the Region of York, and the City's Development Planning, Parks Development, Parks and Forestry Operations, and Engineering Departments as required, and the Assistant City Clerk.

APPENDIX

1. General Rules, Roles, And Procedures Governing Advisory Committees (Revised January 2007)



**GENERAL RULES, ROLES, AND PROCEDURES
GOVERNING ADVISORY COMMITTEES**

(Revised January 2007 – 4 year term of office and annual appointment of Chair)

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**General Rules, Roles, and Procedures Governing
Advisory Committees (Revised January 2007)**

1. INTRODUCTION

Non-Statutory Advisory Committees are established by Council for the purpose of encouraging community involvement and input on a variety of issues that are relevant to the municipality. Advisory Committees serve in an advisory capacity to Council in accordance with their terms of reference and make recommendations, as necessary, to the Committee of the Whole.

Council appointed Advisory Committees are defined as those advisory committees appointed by Council, generally at the beginning of the term of Council. Members are appointed to committees by way of a by-law.

From time to time, Council also establishes various ad hoc committees and task forces to deal with particular issue(s). Such committees/task forces should follow the same rules, roles and procedures as outlined in this document.

2. TERM OF OFFICE

The term of appointments to Advisory Committees is four (4) years, commencing upon passage of the By-law, and expires at the end of the term of Council, unless otherwise noted in the appointment By-law.

3. AUTHORITY OF COMMITTEES

Notwithstanding the mandate established by Council for each Committee, any order to do any business, including directions to Staff, shall be in the form of a recommendation to Committee of the Whole and shall receive final Council approval before such actions are carried out.

4. APPOINTMENT OF A CHAIR

- a) Every Committee shall at its first meeting elect one (1) of its members as the Chair and one (1) of its members as the Vice-Chair.

Council Resolution December 18, 2006, Item 48, Report No. 46, Committee of the Whole

That every statutory and non-statutory committee appoint the Chair of the committee annually at the first meeting of the new year.

**General Rules, Roles, and Procedures Governing
Advisory Committees** *(Revised January 2007)*

- b) Members of Council are eligible to be appointed Committee Co-Chairs (Council Policy No. 06.1.16.)
- c) In the absence of the Chair, the Vice-Chair shall chair the meeting. In the absence of the Chair and Vice-Chair, the members shall elect a Chair during the meeting and he/she shall discharge the duties of the Chair during the meeting or until the arrival of either the Chair or the Vice-Chair.

5. MEETING DATES

Meeting dates shall be determined by the committee at the beginning of each term of the Committee. These dates may be subject to change upon consensus of the majority of the members.

6. QUORUM

- a) The attendance of a majority of the members of any Committee including the Chair shall constitute a quorum. (*e.g. 12 members – quorum is 7, 11 members – quorum is 6*)
- b) Should the composition of the committee include the Mayor as an ex-officio member, the Mayor shall not be counted in determining the number required for a quorum. However, the Mayor shall be counted, if present, when determining whether a quorum is present at a meeting.
- c) If no quorum is present one half hour after the time scheduled for a meeting, the Assistant City Clerk shall call the roll and record the names of the members present, and the meeting shall stand adjourned until the next scheduled meeting or at the call of the Chair. Informal minutes are not recorded.

7. ORDER OF BUSINESS

All meetings are open to the public.

The Committee shall deal with matters in the following order:

**General Rules, Roles, and Procedures Governing
Advisory Committees** *(Revised January 2007)*

Order of Business

- 1) Confirmation of Agenda
- 2) Disclosure of Interest
- 3) Adoption/Correction of Minutes
- 4) Presentations and Deputations
- 5) Items Requiring Discussion of the Committee
- 6) Items for Information of the Committee
- 7) Business Arising from Previous Meetings
- 8) New Business
- 9) Adjournment

8. CONFIRMATION OF AGENDA

As soon as a regular meeting is called to order, the agenda shall be confirmed. If there are any addendum items, a motion shall be moved and seconded to adopt the agenda as amended.

9. DECLARATION OF INTEREST

Members of municipal council and local boards have a personal responsibility and a statutory duty to declare a direct or indirect pecuniary interest in any matter before the committee in accordance with the provisions in the Municipal Conflict of Interest Act. If in doubt, the member should consult their personal solicitor. Members who have declared an interest on any matter may not move, second, vote or participate in the discussion of the matter.

**General Rules, Roles, and Procedures Governing
Advisory Committees (Revised January 2007)**

10. MINUTES

- a) Minutes of a meeting shall be approved at the next regular meeting.
- b) The minutes of the previous meeting shall be provided to all members not less than one day prior to the next regular meeting with the next agenda.
- c) As soon as a regular meeting is called to order, and the agenda has been confirmed, the Chair shall ask if there are any objections to the minutes of the previous meeting and shall, after any correction or change, declare the minutes adopted.

11. DEPUTATIONS/PRESENTATIONS

The Committee may hear depositions/presentations with reference to matters that have been defined as being the responsibility of that Committee.

12. MOTIONS

- a) Every motion shall be read aloud, and when duly moved and seconded shall be open for discussion.
- b) Where a motion to adjourn, table, refer, or defer has been made, until such motion has been decided, there shall be no discussion on the matter proposed to be adjourned, tabled, referred or deferred.
- c) A maximum of two (2) amendments to a motion may be made at any one time and amendments shall be put to a vote in the reverse order to that in which they are moved. Every amendment shall be decided or withdrawn before the main motion is put to the vote.
- d) If a motion under consideration concerns two or more matters, the Chair, upon the request of any member, shall direct that the vote upon each matter be taken separately.
- e) Once the Chair puts the question, there shall be no discussion on, or amendments to the motion, until the motion has been decided.

**General Rules, Roles, and Procedures Governing
Advisory Committees** *(Revised January 2007)*

- f) With the approval of the mover and seconder, a motion or amendment may be withdrawn from the floor.
- g) Recorded votes shall not be permitted.
- h) In the event of a tie vote, the question shall be deemed to have been decided in the negative.

13. DUTIES OF THE CHAIR

Duties of the Chair are as follows:

- a) The Chair shall preside at every meeting and may vote on all questions submitted.
- b) The Chair shall not be permitted to put forth a motion or second a motion on the floor. The Chair may relinquish the Chair to the Vice-Chair in order to move or second a motion and shall resume the Chair following the vote on the matter.
- c) The Chair shall put to a vote all motions which are regularly moved and seconded, and announce the result.
- d) The Chair shall enforce on all occasions, the observance of order and decorum among the members.
- e) The Chair shall act as spokesperson for the Committee before Committee of the Whole or Council and other appropriate meetings.

14. ATTENDANCE

- a) Should a member of the committee not be able to attend a regular meeting of the Committee, the member shall advise the Assistant City Clerk at least one day prior to the meeting. This will assist in determining if there will be a quorum. If it is concluded that a quorum will not be reached, Staff can notify the Chair and other members.

**General Rules, Roles, and Procedures Governing
Advisory Committees (Revised January 2007)**

- b) If a member is absent from meetings of the Committee for three (3) consecutive regularly scheduled meetings, or in the opinion of the Committee if any member's absenteeism jeopardizes the objectives of the Committee, the Committee shall pass a resolution requesting Council to appoint a replacement member.
- c) If a member resigns during his/her term, then a replacement may be appointed by Council for the balance of the term.

15. DUTIES OF THE ASSISTANT CITY CLERK

- a) The Assistant City Clerk shall notify committee members of the cancellation of meetings where there is no quorum.
- b) The Assistant City Clerk shall prepare agendas in consultation with the appropriate support Staff and the Chair.
- c) The Assistant City Clerk shall circulate the agenda, supporting material, and minutes by mail to be received no later than 1 day prior to the meeting.
- d) The Assistant City Clerk shall attend committee meetings and record the minutes.
- e) The Assistant City Clerk shall be responsible for reading aloud the motions and any amendments when requested.
- f) The Assistant City Clerk shall keep a record of the attendance of the members of the Committee and shall notify the Chair of those members who have missed three (3) consecutive meetings for action to be taken.
- g) The Assistant City Clerk will prepare and forward to Committee of the Whole any recommendations of the committee, in the form of a report.
- h) The Assistant City Clerk will not provide support to sub-committees, or informal meetings without quorum.

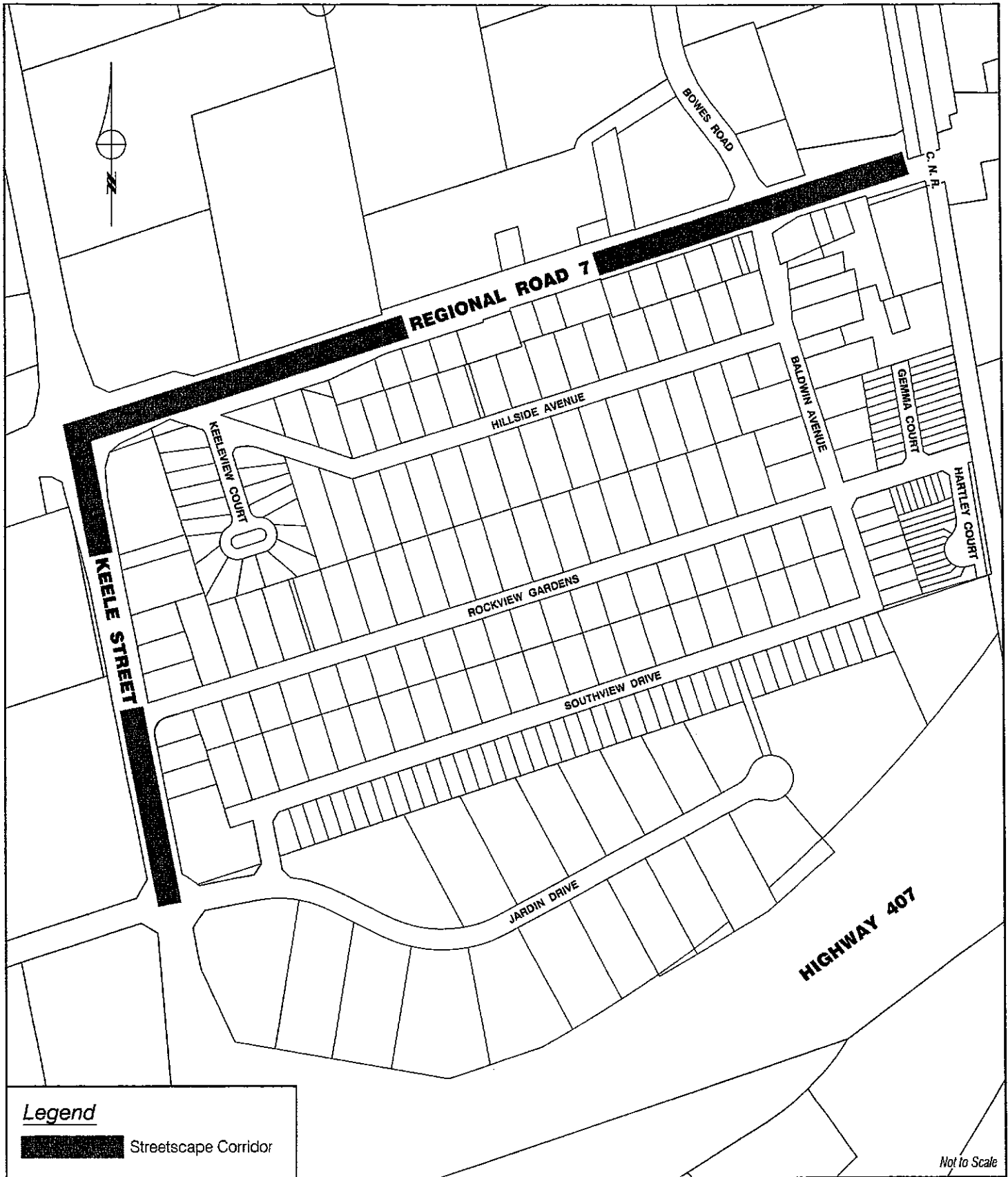
**General Rules, Roles, and Procedures Governing
Advisory Committees (Revised January 2007)**

16. STAFF SUPPORT

Support staff assigned to Advisory Committees will attend all meetings and provide information as appropriate to the Committee. The role of Staff is to act as a resource to the committee, but not to do the work of the committee. The committee's work is to be conducted by the members themselves or by sub-committees.

17. GENERAL

- a) Every Committee to which any matter has been referred or wishing to report a matter shall do so in writing to Committee of the Whole stating its recommendation, and such report shall be signed by the Chair.
- b) All non-statutory advisory committees shall submit to Committee of the Whole a summary of its accomplishments over the four (4) year term, prior to the expiry of the term.
- c) A Committee may appoint a subcommittee from its members to investigate and report on any matter(s) related to Committee business, provided that:
 - i) The subcommittee, in all cases, reports directly to the appointing Committee; and
 - ii) The established subcommittee does not have the power to appoint a further committee, nor shall it add to its membership without permission from the advisory committee.
- d) The Council Procedure By-law shall be observed insofar as it is not inconsistent with the regulations set out herein.
- e) Upon adoption by Council, the rules herein shall govern the proceedings of any advisory committees appointed by the Council.



Location Map -
Concord West Streetscape



Attachment
2

Committee of the Whole
March 31, 2009

ATTACHMENT #3

Concord West Ratepayers' Association
P.O. Box 121
Concord, Ontario L4K 1B2

January 10, 2003

Councillor Mario G. Racco
City of Vaughan
2140 Major Mackenzie Drive
Vaughan, Ontario

RE: KEELE & HIGHWAY 7 STREETScape COMMITTEE

Dear Councillor Racco:

Please accept this letter as a formal request to establish the Keele and Highway 7 Streetscape Committee.

Throughout my tenure as President of the Concord West Ratepayers' Association, I have received many comments and complaints with regard to the appearance, upkeep and general maintenance of the Keele and Highway 7 area. These comments include and are not limited to Creditstone to the west and Centre Street to the east, Bowes Road to the north and Steeles to the south.

We are prepared to meet with you and City staff members in order to brainstorm and find effective remedies to our concerns. We would appreciate formal recognition as soon as possible and are ready to meet monthly commencing in either January 2003 or February 2003.

Thanking you in advance for your prompt attention to this matter:

Sincerely,

Cathy Ferlisi
President

ATTACHMENT #4

-----Original Message-----

From: Ferri, Mario [mailto:Mario.Ferri@vaughan.ca]
Sent: Thursday, November 06, 2008 11:52 PM
To: wellness@idirect.com
Cc: Racco, Sandra; gdinorscia@rogers.com; T_panezutti@hotmail.com;
agnes.catenacci@ycdsb.ca; antoniettag@sympatico.ca; jhas@on.aibn.com;
josie.palermo@hotmail.com; julia_salerno82@hotmail.com;
fpisello@sympatico.ca; rmabardi@rogers.com; rosedimarco@concordwest.ca;
sandy.salerno@hotmail.com; Ferri, Mario
Subject: Re: Concord West Streetscape Committee

Kathy, thank you your email.

In response to your association's request, I would categorically state that I would be honoured to spearhead your request to establish the Concord West Streetscape committee.

Do recognize that it may take some time to secure full approvals. Nevertheless, I will begin Friday to get the wheels in motion.

I will be in touch as soon as I have some news. Your local Councillor's and association's continued participation in this project, will be very important as we move through the various phases.

All the best.

Mario Ferri

Sent from my BlackBerry Wireless Handheld

----- Original Message -----

From: Cathy Ferlisi <wellness@idirect.com>
To: Ferri, Mario
Cc: Racco, Sandra; Gabriele <gdinorscia@rogers.com>; 'Teresa' <t_panezutti@hotmail.com>; 'Agnes (For Sabino)' <agnes.catenacci@ycdsb.ca>; 'Antonietta' <antoniettag@sympatico.ca>; 'Archie' <jhas@on.aibn.com>; 'Cathy' <wellness@idirect.com>; 'Josie' <josie.palermo@hotmail.com>; 'Julia' <julia_salerno82@hotmail.com>; 'Phylis' <fpisello@sympatico.ca>; 'Roger' <rmabardi@rogers.com>; 'Rose' <rosedimarco@concordwest.ca>; 'Sandy' <sandy.salerno@hotmail.com>
Sent: Thu Nov 06 09:42:05 2008
Subject: Concord West Streetscape Committee

Good Morning Mario,

Throughout our many phone conversations regarding the establishment of the Concord West Streetscape Committee you have always agreed that it is only through the establishment of this committee that our neighbourhood would receive esthetical improvements to our boarding roads - Keele and Highway 7 respectively.

Given your experience with the Maple Streetscape Committee and given that you sit on both Vaughan's Council and York Region's Council - the purpose of this email is to formally ask you to champion this committee on our behalf through the City of Vaughan. Once this committee is established, we will be able to request funding through York Region's Streetscape Partnership Program.

We are in the process of acquiring written confirmation from Mrs. Thomas at York Region based on her verbal endorsement of this committee at our meeting in late June of this year.

It is our hope that through your help, her confirmation and the support of our Local Councillor, this much needed committee will be established.

Be home proud - be neighbourhood proud,

Cathy Ferlisi
President,
Concord West Ratepayers Association
www.concordwest.ca <<http://www.concordwest.ca/>>