

Committee of the Whole (2) Report

DATE: Monday, December 12, 2022 **WARD(S):** ALL

TITLE: NON-STATUTORY COMMITTEES FOR THE 2022-2026 TERM
OF COUNCIL

FROM:

Wendy Law, Deputy City Manager, Legal and Administrative Services & City Solicitor

ACTION: DECISION

Purpose

To seek direction to establish non-Statutory Committees for the 2022-2026 term of Council and to appoint Council members to each Committee, as appropriate.

Report Highlights

- Based on orientation discussions with Members of Council, a list of non-statutory Committees is provided for Council's consideration.
- Staff will work with the Council representatives appointed to each Committee on their respective Terms of Reference prior to recruiting citizen members.

Recommendations

1. THAT direction be provided regarding non-statutory Committees for the 2022-2026 term of Council.

Background

As per section 1.4 of the Procedure By-law, Council may at the beginning of each term of Council or at such times as it considers advisable, make appointments to ad hoc committees and sub-committees for the effective governance of the City.

Per the City's Procedure By-law, an ad hoc committee is composed of both citizen and Council members and should be established when:

- a. *there is an absence of staff capacity or expertise on the subject, or there is a particular community of interest with a unique perspective on the proposed mandate;*
- b. *there is a need for information gathering and analysis in order to inform subsequent deliberations at a Standing Committee; and*
- c. *it is feasible to define a specific mandate and time frame for the Ad Hoc Committee to conduct its work.*

Alternatively, a sub-committee is composed exclusively of members of Council and less than majority of Council. Per the City's Procedure By-law, both ad hoc committees and sub-committees shall:

- a. *have a specific mandate;*
- b. *be established for a specific term, which cannot exceed the term of Council and in no event for a term greater than the period anticipated to achieve its specific mandate;*
- c. *report to its Standing Committee after every meeting;*
- d. *not exercise decision-making powers, or commit expenditures save for those specifically delegated by Council;*
- e. *not direct staff to undertake activities not already specified in the Committee's mandate, without authority from Council;*
- f. *have defined Terms of Reference; and*
- g. *be supported by those staff specified by Council.*

Previous Reports/Authority

None.

Analysis and Options

1. List of Non-Statutory Committees

As an outcome from orientation sessions and feedback received from Members of Council, the following list of Committees has been compiled for Council's consideration. Council, at its discretion, can establish additional non-statutory committees to those listed below. These areas have been identified by Members of Council as areas of interest for ad hoc/sub-committees for this term:

Ad hoc committees (Membership: Members of Council and citizens):

- Older Adult
- Transportation and Infrastructure
- Diversity and Inclusion (includes anti-black racism, antisemitism matters, etc.)
- Vaughan Health Care Precinct

- North Maple Regional Park
- Intergovernmental
- Community Safety*

Sub-committee (Membership: Members of Council)

- VMC Sub-Committee**
- Official Plan Update

Community Safety

*At the November 29, 2022, Council Meeting, Deputy Mayor Jackson's [Member's Resolution re: Community Safety Meetings](#) was approved to host and facilitate regular community safety meetings. Council may consider utilizing town hall-style meetings to allow greater outreach in the community and a more flexible meeting format, rather than establishing a formal committee with a defined membership appointed by Council.

VMC Sub-Committee

**The VMC Sub-Committee was established by a [Member's Resolution in 2011](#). Its mandate is to make recommendations that create the municipal framework and policy environment, consistent with Vaughan's broader city-building objectives, which will facilitate significant development of the VMC. If Council wishes to re-establish the VMC Sub-Committee, four members should be appointed by Council to the sub-committee as per the Terms of Reference (Attachment 1).

Attachment 2 outlines the non-statutory committees established in the 2018-2022 Term of Council for reference.

2. Consideration of Committee Names

Many task forces from the previous term provided on-going guidance and advice on important City projects and initiatives to Council via staff. In their findings report, several made recommendations to be re-established as an advisory group or committee for the 2022-2026 Term. In line with task force recommendations, it is recommended these groups be named "Advisory Committees", rather than "Task Forces".

3. Staffing and Resources

Each ad hoc and sub-committee appointed by Council is supported by one Council/Committee Administrator from the Office of the City Clerk. They are responsible for agenda, report production and distribution, the providing of procedural advice, recording of proceedings of the committee and distribution of minutes. Currently, the responsibility is shared by three Administrators in addition to their primary duty of supporting regular Committee of the Whole and Council meetings. In addition to the Council Committee

Administrators, at least two departmental staff with subject matter expertise are assigned to support the work of each ad hoc/sub-committee.

If many ad hoc/sub-committees are established for this term of Council, additional staff resources may be required to effectively support all committees.

4. Action Required and Next Steps

Council, at its discretion, may wish to establish any ad hoc/sub-committee as they deem appropriate. Council representative(s), such as a Chair and Vice-Chair, should be assigned to each committee. Staff will work with appointed Council representatives to draft the appropriate Terms of Reference prior to advertising and recruiting citizen members.

If Council wishes to re-establish the VMC Sub-Committee, it is recommended that the attached Terms of Reference be approved and four members of Council be appointed.

Based on Council's direction on the committees to be formed, Staff will report back with citizen applications for all ad hoc committees for Council's consideration by early 2023.

Financial Impact

Costs associated with advertising and recruiting for citizen members to serve on various ad hoc committees will be covered under the current operating budget; no new funding is required.

Broader Regional Impacts/Considerations

None.

Conclusion

It is recommended that the VMC Sub-Committee be re-established, and four Council members be appointed.

Staff is seeking direction from Council regarding other non-statutory committees for the 2022-2026 term. Council representative(s) should be appointed to each committee.

Staff will work with the respective Council members on a Terms of Reference for each committee. Recruitment of citizen members will commence when the Terms of References are finalized. After the public recruitment period, Staff will report back with applicants for Council's consideration and appointment by early 2023.

For more information, please contact: Todd Coles, City Clerk, ext. 8281.

Attachments

1. Updated Terms of Reference for the VMC Sub-Committee 2022-2026
2. Reference List of Non-Statutory Committees 2018-2022 Term of Council

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