

CITY OF VAUGHAN

EXTRACT FROM COUNCIL MEETING MINUTES OF DECEMBER 13, 2022

Item 23, Report No. 46, of the Committee of the Whole, which was adopted, via recorded vote, as amended, by the Council of the City of Vaughan on December 13, 2022, as follows:

By approving that Regional Councillor Mario G. Racco also be appointed to the VMC Sub-Committee; and

By approving that the Committee's decision be amended as follows:

- 1. That Councillor Volpentesta also be appointed to the Community Safety Advisory Committee; and***
- 2. That Regional Councillor Rosati be removed from the Older Adult Advisory Committee.***

23. NON-STATUTORY COMMITTEES FOR THE 2022-2026 TERM OF COUNCIL

The Committee of the Whole recommends:

- 1. That the following non-statutory Committees be established for the 2022-2026 Term of Council, and the following Members of Council be appointed to those Committees:**
 - a. Older Adult Advisory Committee – Regional Councillor Ferri (Chair), Regional Councillor Rosati, Councillor DeFrancesca;**
 - b. Transportation & Infrastructure Advisory Committee – Councillor DeFrancesca (Chair), Regional Councillor Racco;**
 - c. VMC Sub-Committee – Mayor Del Duca (Chair), Deputy Mayor Jackson, Councillor DeFrancesca, Councillor Ainsworth;**
 - d. Anti-Hate, Diversity & Inclusion Advisory Committee – Councillor Martow (Chair), Regional Councillor Ferri;**
 - e. Vaughan Health Care Precinct Advisory Committee – Mayor Del Duca (Chair), Councillor Iafrate (Vice Chair);**
 - f. North Maple Regional Park Advisory Committee – Regional Councillor Ferri (Co-Chair), Councillor Iafrate (Co-Chair);**
 - g. Intergovernmental Advisory Committee – Regional Councillor Ferri (Chair), Regional Councillor Racco (Vice Chair), Councillor DeFrancesca;**

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- h. Community Safety Advisory Committee – Deputy Mayor Jackson (Chair), Councillor Ainsworth (Vice Chair);**
 - i. Official Plan Update Sub-Committee – Deputy Mayor Jackson (Chair), Councillor DeFrancesca (Vice Chair), Regional Councillor Rosati.**
- 2. That staff be directed to develop Terms of Reference for each non-statutory Committee in consultation with the appointed Members of Council to each of those Committees;**
- 3. That staff be directed to recruit for the non-statutory Committees, where public members of the Committees are required, once the Terms of Reference have been drafted; and**
- 4. That the recommendations contained in the following report of the Deputy City Manager, Legal and Administrative Services & City Solicitor, dated December 12, 2022, be received.**

Recommendations

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

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

Prepared by

Isabel Leung, Deputy City Clerk & Manager, Administrative Services, ext. 8190.

Approved by



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

Reviewed by



Nick Spensieri, City Manager

VAUGHAN METROPOLITAN CENTRE SUB-COMMITTEE TERMS OF REFERENCE

Mandate / Objectives

The Vaughan Metropolitan Centre (VMC) Sub-Committee will have the following mandate:

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, including consideration of the following:

1. Planning policies;
2. Infrastructure implementation principles;
3. Requirements related to external approvals iv) Economic development strategy; and
4. Communications/Advocacy.

Term

The term of the VMC Sub-Committee shall be concurrent with the current term of Council.

Membership

The VMC Sub-Committee shall be Chaired by the Mayor and composed of three (3) other members of Council. Any changes to the membership will require Council approval.

Meeting Procedures

The proceedings of the Sub-Committee are to be governed by the City's Procedure By-law.

Agendas and Reporting

Agendas shall be prepared by the City Clerk's Office. Agendas shall be posted on the City's web site one week prior to the scheduled date of the meeting or as soon as practicable.

To facilitate operational matters that require rapid approval, the VMC Sub-Committee is a sub-committee of the Committee of the Whole.

Meetings

Meeting dates will be determined at the first meeting of the Sub-Committee. The Sub-Committee may meet on the schedule determined, or at the call of the Chair.

All meetings are to be open to the public in accordance with the *Municipal Act, 2001*.

Notice of Meetings

Meetings will be noted on the Schedule of Meetings calendar posted on the City's website.

Quorum

A majority of the members, including the Chair, shall constitute quorum.

Staff Resources

The role of staff is to act as a resource to the Sub-Committee, but not to be members of the Sub-Committee. The following staff will provide advisory and technical support specific to the mandate and objectives of the Sub-Committee: The City Manager, the Deputy City Manager Planning and Growth Management, Director VMC Program, the Senior Management Team, and their respective staff, as required.

The City Clerk's Office will be responsible for agenda production and distribution, the giving of procedural advice, and the recording of the proceedings of the Sub-Committee.

Authority

The Sub-Committee may not exercise decision-making powers, or commit expenditures save for those specifically delegated by Council. The Sub-Committee may not direct staff to undertake activities without authority from Council.

Amendment/Expansion of Terms of Reference

The Terms of Reference for the Sub-Committee were established by Council's adoption of Item No. 18 of Report No. 43 on October 18, 2011. Only Council can initiate any amendment and/or expansion of the Terms of Reference.

2018 - 2022 Non-Statutory Committees

Attachment 2

Ad Hoc Committee	Membership	Chair/ Vice Chair 2018-2022 Term	Other Council Members Appointed 2018-2022 Term	Frequency of Meetings
Diversity and Inclusion Task Force	2 Council members + 9 to 19 citizen members	Councillor Carella, Chair Councillor Shefman, Vice-Chair		every month
Economic Prosperity Task Force	2 Council members + 8 industry leaders + 3 citizen members	Councillor Yeung Racco, Chair R. Councillor Ferri, Vice-Chair		every other month
Effective Governance and Oversight Task Force	2 Council members + maximum of 9 citizen members	Councillor Carella, Chair Councillor Shefman, Vice-Chair		every month
Older Adult Task Force	Maximum of 3 Council members + 1 industry representatives + Maximum of 6 citizen members	R. Councillor Ferri, Chair Gerry O'Connor, Vice Chair	R. Councillor Rosati	every month
Smart City Task Force	2 Council members + 11 industry reps + 5 citizen members	Mayor, Chair Councillor Yeung Racco, Vice-Chair		every other month
Transportation and Infrastructure Task Force	2 Council members + 4 technical members + 10 citizen members	Councillor DeFrancesca, Chair R. Councillor Rosati, Vice-Chair		every other month
Vaughan Healthcare Precinct Advisory Task Force	2 members of Council + President and CEO, Mackenzie Health President and CEO, VentureLab City Manager President, York University	Mayor, Chair Councillor Iafrate, Vice Chair		every other month
Sub-Committee				
VMC Sub-Committee	4 Council Members	Mayor, Chair	Councillor DeFrancesca Councillor Yeung Racco R. Councillor Jackson	Called by the Chair