

Committee of the Whole (2) Report

DATE: Tuesday, May 9, 2023 **WARD(S):** ALL

TITLE: 2022-2026 TERM OF COUNCIL NON-STATUTORY
COMMITTEES' TERMS OF REFERENCES AND UPDATE

FROM:

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

ACTION: DECISION

Purpose

To provide an update on the status of the non-statutory committees established in December 2022, and to seek approval for the 2022-2026 Term of Council Non-Statutory Committee's Terms of References.

Report Highlights

- Staff is seeking Council's approval for the terms of references for the non-statutory committees for the 2022-2026 term.
- Office of the City Clerk will commence recruitment of citizen members upon approval of the terms of references.
- A further report with all applications will be provided at a future meeting for Council's consideration.

Recommendations

1. THAT the terms of references for the non-statutory advisory and sub-committees (Attachments 1-4) for the 2022-2026 term be approved:
 - a. Age-Friendly Vaughan Advisory Committee
 - b. Anti-Hate, Diversity & Inclusion Advisory Committee
 - c. Official Plan Update Sub-Committee
 - d. Transportation & Infrastructure Advisory Committee

2. THAT Council approve the renaming of the “Older Adult Advisory Committee” to “Age-Friendly Vaughan Advisory Committee”;
3. THAT staff be directed to commence citizen recruitment for the non-statutory advisory committees according to the terms of references; and
4. That the establishment of a North Maple Regional Park Advisory Committee be rescinded.

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

Non-Statutory Committees for the 2022-2026 Term of Council

[Committee of the Whole \(2\) – December 12, 2022](#)

[Council – December 13, 2022](#)

Analysis and Options

Council at its meeting of December 13, 2022, approved the following non-statutory committees. Staff from the Office of the City Clerk and respective resource departments have met with each committee chair to develop the terms of reference. The following is a summary of updates and next steps.

1. **Anti-Hate, Diversity & Inclusion Advisory Committee**

Chair: Councillor Martow

Member: Regional Councillor Ferri

Status update: Approval required for the terms of reference (Attachment 1) to commence recruitment.

2. **Community Safety Advisory Committee**

Chair: Deputy Mayor Jackson

Vice Chair: Councillor Ainsworth

Member: Councillor Volpentesta

Status update: A series of Community Safety Meetings has been held across the city to provide safety updates and to hear from the community. These meetings include presentations by York Regional Police, the City's By-law and Compliance, Licensing and Permit Services team, Members of Council and other key stakeholders. Further discussion is needed to determine the mandate and scope of work for this proposed advisory committee.

3. **Intergovernmental Relations Advisory Committee**

Chair: Regional Councillor Ferri

Vice Chair: Regional Councillor Racco

Member: Councillor DeFrancesca

Status update: Terms of reference and further information is submitted to Council under a separate report from the Office of the City Manager.

4. North Maple Regional Park Advisory Committee
Co-Chairs: Regional Councillor Ferri and Councillor Iafrate

Status update: After discussions with the co-chairs, it has been determined that an Advisory Committee for North Maple Regional Park is not warranted at this time, considering the comprehensive park master plan and community engagement process to be undertaken in 2023-2025. As an alternative to a formal Advisory Committee, Regional Councillor Ferri and Councillor Iafrate will attend regular NMRP Program Committee meetings with staff as Council Liaison members to provide comments and feedback, with regular staff reports for the NMRP Program to be provided semi-annually to Council as per current practice.

5. Official Plan Sub-Committee
Chair: Deputy Mayor Jackson
Vice Chair: Councillor DeFrancesca
Member: Regional Councillor Rosati

Status update: Meetings are underway as no public members are required for sub-committees. Approval required for the terms of reference (Attachment 2).

6. ~~Older Adult~~ Age-Friendly Vaughan Advisory Committee
Chair: Regional Councillor Ferri
Member: Councillor DeFrancesca

Status update: Propose renaming from “Older Adult” to “Age-Friendly Vaughan” to be more inclusive. Approval required for the terms of reference (Attachment 3) to commence recruitment.

7. Transportation and Infrastructure Advisory Committee
Chair: Councillor DeFrancesca
Member: Regional Councillor Racco

Status Update: Approval required for the terms of reference (Attachment 4) to commence recruitment.

8. Vaughan Health Care Precinct Advisory Committee
Chair: Mayor Del Duca
Vice Chair: Councillor Iafrate

Status Update: Terms of reference was approved by Council at its meeting of December 13, 2022. Members have been appointed and meetings are underway.

9. VMC Sub-Committee

Chair: Mayor Del Duca

Members: Deputy Mayor Jackson, Regional Councillor Racco, Councillor DeFrancesca and Councillor Ainsworth

Status Update: Terms of reference was approved by Council at its meeting of December 13, 2022. Meetings are underway as no public members are required for sub-committees.

Staff will report back with citizen applications to those advisory committees requiring citizen recruitment for Council's consideration and appointment at a future Committee meeting.

Financial Impact

There are no additional costs associated with this report. 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.

Operational Impact

Advisory committees may be provided with additional administrative and technical support at the discretion of the appropriate Senior Leadership Team – Executive portfolio(s).

Broader Regional Impacts/Considerations

None.

Conclusion

Staff is seeking approval of the terms of references for the Anti-Hate, Diversity and Inclusion Advisory Committee, Official Plan Sub-Committee, Age-Friendly Vaughan Advisory Committee and Transportation and Infrastructure Advisory Committee in addition to the renaming of the Age-Friendly Vaughan Advisory Committee (formerly Older Adult Advisory Committee).

Staff will report back with citizen applications to those requiring citizen recruitment for Council's consideration and appointment at a future Committee meeting.

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

Attachments

1. Terms of reference – Anti-Hate, Diversity and Inclusion Advisory Committee
2. Terms of reference – Official Plan Sub-Committee
3. Terms of reference – Age-Friendly Vaughan Advisory Committee
4. Terms of reference – Transportation and Infrastructure Advisory Committee

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