



OFFICIAL PLAN UPDATE SUB-COMMITTEE

TERMS OF REFERENCE

Mandate/Objectives

The Official Plan Update Sub-Committee was established and appointed by City Council ("Council") on December 13, 2022. The Official Plan Update Sub-Committee will have the following mandate:

To make recommendations to Council regarding the proposed policies developed through the City of Vaughan Statutory Official Plan Review; and as proposed in the draft Official Plan Amendment document.

Term

The term of the Official Plan Update Sub-Committee shall commence January 2023 until the adoption of the Official Plan Amendment.

Membership

The sub-committee membership shall be composed of the following:

- a. A maximum of three (3) Council members; and
- b. The Mayor will serve as an ex-officio member of the sub-committee.

Meeting Procedures

The proceedings of the committee are to be governed by the City's Procedure By-law 7-2011, as amended.

Agendas and Reporting

Agendas shall be prepared by the Office of the City Clerk in consultation with the sub-committee Chair.

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.

After each meeting of the sub-committee, a minute document shall be submitted to the Committee of the Whole, under the agenda item "Consideration of Statutory/Ad Hoc Committee Reports".

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, or to deliberate or draft the findings of the sub-committee.

Staff from the Policy Planning & Special Programs will provide advisory and technical support specific to the mandate and objectives of the Official Plan Sub-Committee.

The Office of the City Clerk will be responsible for agenda and report production and distribution, the giving of procedural advice, and the recording of the proceedings of the sub-committee.

The sub-committee will be provided with additional administrative and technical support at the discretion of the appropriate Senior Leadership Team – Executive portfolio(s).

Authority

The sub-committee may not exercise decision-making powers, or commit expenditures save for those specifically delegated by Council. Any request for expenditures determined by the sub-committee for the sole purpose of conducting the business or work of the sub-committee shall be forwarded to Council for consideration and approval.

The sub-committee may not direct staff to undertake activities without authority from Council.

Amendment/Expansion of Terms of Reference

Only Council can initiate any amendment and/or expansion of the Terms of Reference.