

CITY OF VAUGHAN

EXTRACT FROM COUNCIL MEETING MINUTES OF MAY 16, 2023

Item 15, Report No. 23, of the Committee of the Whole, which was adopted without amendment by the Council of the City of Vaughan on May 16, 2023.

15. 2022-2026 TERM OF COUNCIL NON-STATUTORY COMMITTEES' TERMS OF REFERENCES AND UPDATE

The Committee of the Whole recommends approval of the recommendations contained in the following report of the Deputy City Manager, Legal and Administrative Services & City Solicitor, dated May 9, 2023:

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 That the establishment of a North Maple Regional Park Advisory Committee be rescinded.

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

Prepared by

Jacquelyn Gillis, Council/Committee Administrator, ext. 8466.

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



Vince Musacchio
on behalf of Nick Spensieri,
City Manager

ANTI-HATE, DIVERSITY & INCLUSION ADVISORY COMMITTEE

TERMS OF REFERENCE

Mandate

The City of Vaughan's Anti-Hate, Diversity & Inclusion Advisory Committee (the "Committee") is appointed by the City Council ("Council") for the City of Vaughan (the "City").

The Committee will provide support to staff in the implementation of the Diversity, Equity and Inclusion Plan and shall provide a forum for consultation, feedback and discussion on matters of diversity, equity, inclusion, belonging and anti-hate in the City.

Objectives

The objectives of the Committee are as follows:

- Provide support to the City staff to implement actions outlined in the Diversity, Equity and Inclusion Plan;
- Provide input to City staff on various issues and initiatives concerning diversity, equity, inclusion, belonging in our community;
- Provide advice and consult on issues of discrimination as defined by the Ontario Human Rights Code. This includes but is not limited to complaints of acts of prejudice, racism and hate.
- Provide input to City staff on the elimination of barriers within City programs, services and policies for the diverse population of our community;
- Foster a greater understanding and awareness of diversity, equity, inclusion and belonging on matters within the community through community partnerships;
- To provide feedback on the development or updating of policies and programs related to matters of diversity, equity, inclusion, belonging in the City of Vaughan; and
- Foster a relationship of shared ideas and experiences with similar committees at other municipalities in York Region, York Region District School Board and York Catholic District School Board.

Term

Four-year term, coinciding with the term of City Council, and serve until their successors are appointed.

Guiding Principles

The Committee will:

- Reflect the diversity of the equity-deserving groups in the City;
- Develop and promote a vision of inclusion based on the City's Diversity, Equity and Inclusion Plan;
- Be committed to operating with effective, respectful and inclusive communication;
- Inject intersectionality into strategies to build bridges between communities; and
- Be responsive to community's needs.

Membership

Members shall include Members of Council and citizens, as follows:

- a. Two Members of City Council will serve as Chair;
- b. The Mayor will serve as an ex-officio member of the advisory committee; and
- c. Up to 10 citizen members.

The City seeks voices from equity-deserving and historically marginalized communities, including but not limited to:

- Indigenous peoples
- Faith-based groups
- 2SLGBTQ+ communities
- Newcomers, new Canadians
- People facing physical and financial challenge
- Persons with disabilities
- Racialized people, people of diverse ethnic or cultural origin
- Seniors
- Women
- Youth

Member Qualifications

The following qualifications will be considered for appointing members to the advisory committee:

- Lived experiences of members from Indigenous and equity-deserving communities.
- Subject Matter Expertise in diversity, equity and inclusion matters.
- Experience working in teams, with community groups, boards or organizations.

- Commitment as a change-agent in diversity, equity and inclusion matters in the community.

Community participation is key to the success of diversity, equity and inclusion initiatives. Additional City staff and representatives of diverse groups would be invited to attend meetings as needed to provide expertise related to a specific project.

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 advisory 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.

Following the conclusion of the mandate of the advisory committee, a report of recommendations will be brought to Council for further discussion.

Meetings

Meeting dates will be determined at the first meeting of the advisory committee. The advisory 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 advisory committee, but not to be members of the advisory committee, or to deliberate or draft the findings of the committee.

Representatives from the Recreation Department are to provide advisory and subject matter support related to events, programming and specific to the mandate and objectives of the advisory committee.

The Diversity and Inclusion Officer, or their designate, will provide advisory and subject matter support specific to the mandate and objectives of the advisory 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 advisory committee.

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

Authority

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

The advisory 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.



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.



AGE-FRIENDLY VAUGHAN ADVISORY COMMITTEE

TERMS OF REFERENCE

Mandate

The City of Vaughan Age-Friendly Vaughan Advisory Committee (the “Committee”) has an overall mandate to make recommendations that address older adult issues and the promotion of healthy seniors in Vaughan. This includes recommendations on Vaughan’s Older Adult Recreation Strategy, Vaughan Age-Friendly Community Action Plan and programs and services that make Vaughan a more age-friendly community, where all residents can be active and engaged members of society at every stage of life.

Objectives

In general terms, age-friendly communities support aging with dignity, respect and independence, and promote the inclusion of older adults in all areas of community life. Importantly, by planning for the needs of the older-adult population, age-friendly communities are designed to better meet the needs of all residents. This includes aligning policies, services and built infrastructure, (e.g. housing, respect and social inclusion, civic participation and employment, communication and information, community support, health services and social participation) to help seniors age actively, age in place, live safely, be engaged and enjoy good health.

To this end, the Age-Friendly Vaughan Advisory Committee shall develop recommendations, through community and stakeholder engagement, on the following key objectives:

1. Identify issues related to barriers to services and programs faced by older adults and recommend possible solutions including exploring the concept of older adult multi-service centres/community hubs in partnership with community service organizations and/or other levels of government.
2. Identify opportunities to leverage partnerships with relevant parties, including York Region, other local municipalities, senior serving organizations, other levels of government and the not-for-profit sector, to:
 - i. Provide guidance on the objectives of the Vaughan Older Adult Recreation Strategy;
 - ii. Provide guidance on the objectives and action items of the Council-endorsed Vaughan Age-Friendly Community Action Plan and report back annually through the Strategic Plan Oversight Teams (SPOTS).
 - iii. Contribute to areas of common interest aligned with the results identified in the York Region Seniors Strategy – Thinking Ahead;

3. Identify opportunities to educate and improve the quality of life for older adults, inform budgets, and promote programs, resources, initiatives, and policies that allow people to age in place.
4. Identify and make recommendations related to gaps in older adult programs and services in Vaughan.
5. Explore and identify opportunities that would allow seniors to remain in their homes as they age.

Term

Four-year term, expiring on November 30, 2026, or until a successor is appointed.

Membership

1. The Age-Friendly Vaughan Advisory Committee membership shall be composed of the following:
 - a. A maximum of three (3) Council members
 - b. A maximum of six (6) citizen members who are part of the older adult population or have significant insight/experience with the Vaughan older adult community.
 - c. A minimum of one (1) member representing an organization or service provider serving older adults.
2. The Age-Friendly Vaughan Advisory Committee shall appoint a Chair and Vice-Chair.
3. Members are to be appointed by Council. Any changes to the membership will require Council approval.

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 advisory 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 advisory 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 advisory committee. The advisory committee may meet on the schedule determined, or at the call of the Chair.

Meetings will be held every month or as needed throughout the course of the year, except in the months of July and August.

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 advisory committee, but not to be members of the advisory committee, or to deliberate or draft the findings of the advisory Committee.

The following staff will provide advisory and technical support specific to the mandate and objectives of the Age-Friendly Vaughan Advisory Committee:

Vaughan City Staff

- Staff having expertise in areas of policy and/or development planning, transportation, emergency services, communications, public works, facilities, parks, sustainability, recreation and other relevant departments as it pertains to action or agenda items.
- The Office of the City Clerk will be responsible for agenda and report production and distribution, the giving of procedural advice, the recording of the proceedings of the advisory committee.
- The advisory committee will be provided with additional administrative and technical support at the discretion of the appropriate Senior Leadership Team – Executive portfolio(s).

York Region Staff

The role of York Region staff is to act as a resource to support the mandate and objectives of the Age-Friendly Vaughan Advisory Committee by:

- Bringing York Region's perspective to the table
- Informing the agenda
- Sharing data, information and technical advice
- Making connections to the York Region Seniors Strategy
- Consulting and coordinating internally at the Region on Advisory Committee agenda items.

The following Regional staff will participate in the Age-Friendly Vaughan Advisory Committee as a resource:

- York Region Staff (1) from the Community and Health Services Department, Seniors Strategy Project Team

Provincial and Federal Staff

Provincial and Federal staff will act as a resource to support the mandate and objectives of the Advisory Committee by bringing their perspective to the Advisory Committee and sharing information.

Vaughan Public Library

Vaughan Public Library staff will support the mandate and objectives of the Advisory Committee by bringing their perspective to the Advisory Committee and sharing information.

Authority

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

The Advisory 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.



TRANSPORTATION & INFRASTRUCTURE ADVISORY COMMITTEE

TERMS OF REFERENCE

Mandate

The City of Vaughan Transportation & Infrastructure Advisory Committee has an overall mandate to encourage community involvement and advise on:

- Transportation priorities outlined in the Transportation & Infrastructure Task Force Findings and Recommendations Report (April 2022), the Vaughan Transportation Plan, the MoveSmart Mobility Management Strategy, the Pedestrian and Bicycle Master Plan, other applicable transportation and infrastructure plans, and initiatives warranting additional consideration, as referred by Council.
- Identifications of new revenue sources to implement these priorities.

The Transportation & Infrastructure Advisory Committee will continue the Task Force's efforts in making the City's transportation system more reliable, efficient, safer and sustainable to adapt to changing user preferences and better accommodate existing and future users.

Objectives

The advisory committee will:

1. Serve as a forum for advising Council and providing recommendations to improving transportation within, to and from Vaughan among residents, workers, businesses and other stakeholders.
2. Advocate for Council-approved initiatives to Regional, Provincial and Federal governments by working with key organizations, including the Association for Municipalities of Ontario (AMO) and the Federation of Canadian Municipalities (FCM), the Regional Municipality of York, School Boards, the Ministry of Transportation (MTO) and Metrolinx.
3. Support strategies, policies and activities which implement the Transportation & Infrastructure Task Force Findings and Recommendations Report (April 2022).
4. Provide strategic input for the implementation of the Vaughan Transportation Plan, MoveSmart Mobility Management Strategy, Pedestrian and Bicycle Master Plan and other city-wide projects.
5. Advocate for changing the behaviour of all road users to move toward safer streets in Vaughan and promote strategies that encourage safe driving behaviours and active and sustainable modes of transportation

6. Review matters referred to the advisory committee by Council relating to the reliable, efficient, safer and sustainable movement of people and goods.
7. Identify opportunities to leverage partnerships and opportunities with relevant parties, including York Region, York Regional Police, School Boards, other local municipalities, governance organizations, other levels of government and the non-profit sector, to:
 - a. Implement the Transportation & Infrastructure Task Force Findings and Recommendations Report (2018-2022); and
 - b. Contribute to areas of common interest aligned with the City's Citizen Satisfaction Survey results, Vaughan Transportation Plan, MoveSmart Mobility Management Strategy, Pedestrian and Bicycle Master Plan, the 2022-2026 Term of Council Service Excellence Strategic Plan and others, as relevant.
8. Align with the work of the advisory committee members with Council-approved priorities identified in the 2022-2026 Term of Council Service Excellence Strategic Plan.

Term

Four-year term, expiring May 2026, or until a successor is appointed.

Membership

The Transportation and Infrastructure Advisory Committee membership shall be composed of the following:

- a. A maximum of two (2) Council members.
- b. The Mayor will serve as an ex-officio member of the advisory committee
- c. A maximum of ten (10) citizen representative members, which fall into at least one of the following groups:
 - GO Transit user
 - YRT transit user
 - Transportation Planner/Engineer
 - Post-secondary student
 - Cycling representative
 - Environmental interest
 - Accessibility interest
 - Member of a Senior's group
 - Community members at large

- d. City of Vaughan staff will attend meetings, as required, to provide necessary subject matter expertise.
- e. Advisory committee will draw on additional subject matter expertise from external agencies (MTO, York Region, etc.) as required.

Members are to be appointed by Council. Any changes to the membership will require Council approval.

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 advisory 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 advisory 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 advisory committee. The advisory committee may meet on the schedule determined, or at the call of the Chair.

Meetings will be held every month or as needed throughout the course of the year, except in the months of July and August.

All meetings will be held virtually until further notice.

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.

Absenteeism and Vacancy

Absenteeism and Vacancy are outlined in the Council-Appointed Advisory Committees Policy, Policy No: 06.C.03, Section 6, as follows:

- 6.1 Should a member not be able to attend a regular meeting of the Advisory Committee, the member shall advise the City Clerk or their designate as soon as possible, 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, the City Clerk or their designate shall notify the Chair and other members and cancel the meeting.
- 6.2 If a member is absent from meetings of the Advisory Committee for two consecutive regularly scheduled meetings, the City Clerk or their designate shall contact and advise the member, in writing, that three absences may result in a forfeiture of their position on the Advisory Committee.
- 6.3 If the member does not attend the next regularly scheduled meeting after written notification from the City Clerk or their designate and no reasonable explanation is provided, the position will be deemed vacant by the City Clerk or their designate. The vacancy will be filled in accordance with section 4.3, and quorum required is adjusted in accordance with section 5.3 of this policy.
- 6.4 Industry or technical representatives can appoint delegates from the same organization to attend a meeting, which counts towards quorum.

Sub-Committees

The Committee may, by resolution, establish sub-committees and delegate functions to such sub-committees, as required, to support the objectives of the Committee. All sub-committees shall cease at the discretion of the Committee or at the expiry of the term of the sub-committee or of the Committee. The City Clerk or their designate does not provide support to sub-committees, or informal meetings.

Declaration of Interest

Declaration of Interest are outlined in the Council-Appointed Advisory Committees Policy, Policy No: 06.C.03, Section 5.5, as follows:

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, 1990. 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.

Staff Resources

The role of technical staff are to act as a resource to the Advisory Committee, but not to be members of the Advisory Committee, or to deliberate or draft the findings of the Advisory Committee. The following staff will provide advisory and technical support specific to the mandate and objectives of the Advisory Committee:

1. The Office of the City Clerk will assign one (1) staff person responsible for agenda and report production and distribution, the providing of procedural advice, the recording of proceedings of the Advisory Committee and distribution of reports.
2. Corporate and Strategic Communications will assign one (1) staff person to provide communications advisory services, prepare information, communications and assist in the development of the Advisory Committee report.
3. Minimum two (2) staff with subject matter expertise will be assigned to support the work of the Advisory Committee.
4. Technical staff with subject matter expertise external to the City of Vaughan will be requested to support the work of the Advisory Committee from time to time:
 - a. York Region
 - b. Metrolinx staff
 - c. York Region Transit (YRT) staff
 - d. Ministry of Transportation (MTO) staff
5. The Advisory Committee can be provided with additional administrative and/or technical support at the discretion of the appropriate administrative portfolio(s) or department(s).

Authority

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



The Advisory 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.

DRAFT