



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.

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