

CITY OF VAUGHAN

EXTRACT FROM COUNCIL MEETING MINUTES OCTOBER 2, 2019

Item 13, Report No. 27, of the Committee of the Whole, which was adopted as amended, by the Council of the City of Vaughan on October 2, 2019, as follows:

By approving that the membership of the Terms of Reference for the Transportation and Infrastructure Task Force be amended from and a maximum of nine (9) individuals to a maximum of twelve (12) individuals, four (4) technical committee members and eight (8) citizen representative members; and

By approving the following recommendation of the Council (Closed Session) meeting of October 2, 2019:

- 1) *That the following be appointed to the Effective Governance and Oversight Task Force:*

<i>Peter Badali</i>	<i>Justin Wahid Rangooni</i>
<i>Sam Florio</i>	<i>Deven Sandhu</i>
<i>Fausto Natarelli</i>	<i>Elliott Silverstein</i>
<i>Mary Betty Padula</i>	<i>Vito Totino</i>

- 2) *That the following be appointed to the Transportation and Infrastructure Task Force as citizen representative members:*

Citizen Members

<i>Majid Babaei</i>	<i>Daniel Henrique</i>
<i>Alexander Bonadiman</i>	<i>Celia Lewin</i>
<i>Jillian Britto</i>	<i>Lucio Polsinelli</i>
<i>Anthony Francescucci</i>	<i>Guillermo Rybnik</i>

Technical Members:

Fabrizio Guzzo, York Region Transit
Margaret Mikolajczak, Ministry of Transportation
Doug Spooner, Metrolinx
Brian Titherington, York Region

- 3) *That the Terms of Reference and appointments to the Smart City Task Force be deferred and staff be directed to advertise and recruit again.*

13. APPROVAL OF TERMS OF REFERENCE AND APPOINTMENT OF CITIZEN MEMBERS TO TASK FORCES

The Committee of the Whole recommends:

1. That consideration of this matter be deferred to the Council meeting of October 2, 2019; and

CITY OF VAUGHAN

EXTRACT FROM COUNCIL MEETING MINUTES OCTOBER 2, 2019

Item 13, CW Report 27 – Page 2

2. **That Communication C1, memorandum from the Interim City Manager, dated September 23, 2019, be received.**

Recommendations

1. That Council approve the Terms of Reference for the Effective Governance and Oversight Task Force, the Smart City Task Force, and the Transportation and Infrastructure Task Force (Attachment 1); and
2. That Council give consideration to applications received for the appointment of citizen members to the Effective Governance and Oversight Task Force, the Smart City Task Force, and the Transportation and Infrastructure Task Force (Confidential Attachment 2).

Committee of the Whole (2) Report

DATE: Tuesday, September 24, 2019

WARD(S): ALL

**TITLE: APPROVAL OF TERMS OF REFERENCE AND APPOINTMENT
OF CITIZEN MEMBERS TO TASK FORCES**

FROM:

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

ACTION: DECISION

Purpose

To seek approval of the Terms of Reference, and for consideration of applications received for the appointment of citizen members to the Effective Governance and Oversight Task Force, the Smart City Task Force, and the Transportation and Infrastructure Task Force.

Report Highlights

- Staff have compiled Terms of Reference for the Effective Governance and Oversight Task Force, the Smart City Task Force, and the Transportation and Infrastructure Task Force as contained in Attachment 1 of this report.
- Recruitment was conducted for seven weeks in August and September 2019 by the Office of the City Clerk, with support from Corporate and Strategic Communications and the Office of Transformation and Strategy.
- Deadline for receipt of applications was Friday, August 16, 2019, which was extended to Friday, September 13, 2019.
- Applications received are contained in Confidential Attachment 2 of this report.

Recommendations

1. That Council approve the Terms of Reference for the Effective Governance and Oversight Task Force, the Smart City Task Force, and the Transportation and Infrastructure Task Force (Attachment 1); and
2. That Council give consideration to applications received for the appointment of citizen members to the Effective Governance and Oversight Task Force, the Smart City Task Force, and the Transportation and Infrastructure Task Force (Confidential Attachment 2).

Background

At its meeting on May 14, 2019, Council adopted Item 9, Report No. 7 of the Finance, Administration and Audit Committee, titled "*Mayor Maurizio Bevilacqua's 2018-2022 Term of Council Priority Task Forces*". In so doing, Council:

1. Approved the establishment of three task forces and appointed the following Members of Council to each task force as follows:
 - a) Transportation and Infrastructure Task Force:
Chair, Ward 3 Councillor Rosanna DeFrancesca, and Vice-Chair, Reg. Councillor Gino Rosati;
 - b) Governance Task Force:
Chair, Ward 2 Councillor Tony Carella, and Vice-Chair, Ward 5 Councillor Alan Shefman;
 - c) Smart City Task Force:
Chair, Mayor Maurizio Bevilacqua, and Vice-Chair, Ward 4 Councillor Sandra Yeung Racco;
2. Directed the City Manager to identify appropriate staff representation for the task forces; and
3. Requested the City Clerk to prepare Terms of Reference and commence recruitment pursuant to the membership and selection criteria identified by the Chair and appropriate staff as part of the development of the terms of reference of the Task Forces.

Task Force Mandates:

Transportation and Infrastructure Task Force

The City of Vaughan Transportation and Infrastructure Task Force has an overall mandate to assist the City in finding new and innovative ways to manage and make its transportation systems more sustainable amid the rapidly changing landscape of Vaughan. This will include developing a coordinated set of transportation priorities and identifying new revenue sources dedicated to making the City's transportation system more reliable, efficient and better prepared to accommodate future growth.

Effective Governance and Oversight Task Force

The City of Vaughan Effective Governance & Oversight Task Force has an overall mandate to make recommendations that ensure the City is at the forefront of accountability, transparency and regulatory governance. This includes exploring how the City of Vaughan can further enhance its governance framework, thereby continuing to empower the Mayor and Members of Council to work closely with citizens, businesses and community stakeholders.

Smart City Task Force

The mandate of the Smart City Task Force is to make recommendations that ensure the City is advancing a culture of knowledge and pursue continuous improvement and continue to provide advice to Council and City administration, including high-level political and community perspectives into the development of a Smart City initiative, and to endorse Smart City technologies.

Previous Reports/Authority

[Item 9, Report No. 7, of the Finance, Administration and Audit Committee - Mayor Maurizio Bevilacqua's 2018-2022 Term of Council Priority Task Forces.](#)

Analysis and Options

As part of developing the Terms of Reference for the task forces, staff from the Office of the City Clerk, the Office of Transformation and Strategy, and staff representation for the task forces, met with the respective Chairs and Vice Chairs to outline the membership and selection criteria for each task force. The proposed Terms of Reference for the Task Forces are included in Attachment 1 of this report.

Recruitment for citizen members to the three task forces was done through the placement of advertisements in the Vaughan Citizen and Thornhill Liberal. In addition, application packages were made available at the Joint Operations Centre,

Community Centres, all branches of Vaughan Public Libraries, the Office of the City Clerk, City Hall, and on the City of Vaughan website. The deadline for receipt of applications was 4:30 p.m. on Friday, August 16, 2019.

The submission deadline was extended to 4:30 p.m. on Friday, September 13, 2019 to allow additional time for receiving applications. Corporate and Strategic Communications utilized social media platforms and launched a more focused advertising strategy to target specific community groups and demographics that would be interested in participating in the task forces.

Applications received for the three task forces are included in Confidential Attachment 2 of this report.

Financial Impact

There are no financial impacts associated with this report.

Broader Regional Impacts/Considerations

There are no Regional impacts/considerations associated with this report.

Conclusion

It is appropriate that Council approve the Terms of Reference and give consideration to the applications received for appointment of citizen members to the Effective Governance and Oversight Task Force, the Smart City Task Force and the Transportation and Infrastructure Task Force.

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

Attachments

1. Terms of Reference: Effective Governance and Oversight Task Force, Smart City Task Force and Transportation and Infrastructure Task Force.
2. Confidential Attachment (Mayor and Members of Council only).

Prepared by

John Britto, Council/Committee Administrator, extension 8637.

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



Effective Governance & Oversight

TASK FORCE

TERMS OF REFERENCE

OFFICE OF THE CITY CLERK
City of Vaughan, City Hall
2141 Major Mackenzie Dr.
Vaughan, ON L6A 1T1





Effective Governance and Oversight Task Force



TERMS OF REFERENCE

MANDATE/OBJECTIVES

MANDATE:

The City of Vaughan Effective Governance and Oversight Task Force has an overall mandate to make recommendations that ensure the City is at the forefront of accountability, transparency and regulatory governance. This includes exploring how the City of Vaughan can further enhance its governance framework, thereby continuing to empower the Mayor and Members of Council to work closely with citizens, businesses and community stakeholders.

OBJECTIVES:

The task force will:

1. Serve as a forum for the discussion of improving governance among residents, businesses and other stakeholders.
2. Identify ways to further engage stakeholders and citizens to participate in the governing process.
3. Improve City Council's core decision-making processes and procedures.
4. Align the work of the task force members with the Council-approved priorities identified in the 2018-2022 Term of Council Service Excellence Strategic Plan.

The task force shall develop recommendations on the following key objectives:

1. Identify areas of opportunities related to corporate governance and accountability and recommend possible solutions including exploring the concepts of:
 - a. efficient, effective and transparent decision-making.
 - b. council report management, processing and timing.
 - c. dissemination and timing of information between Members of Council and City staff.
 - d. enhancing the partnership and consultation between Members of Council, staff and stakeholders.
 - e. the Corporation's governance structure and its impact on residents.

2. Identify opportunities to leverage partnerships and opportunities with relevant parties, including York Region, other local municipalities, governance organizations, other levels of government and the non-profit sector, to:
 - a. achieve objectives of the Effective Governance and Oversight Task Force.
 - b. contribute to areas of common interest aligned with the results identified in the City's Citizen Satisfaction Survey, Staff Engagement Survey, Internal Audit Governance and Accountability Report, Anonymous Reporting System results, and the 2018-2022 Term of Council Service Excellence Strategic Plan.
3. Identify and make recommendations related to gaps in the Corporation's governance structure.

TERM

The Effective Governance and Oversight Task Force shall submit its findings and recommendations for review no later than April 2021.

MEMBERSHIP

1. The task force membership shall be composed of the following:
 - a. A maximum of two (2) Council members.
 - b. A maximum of nine (9) individuals that have expertise in public administration, along with representation, post-secondary and civic leadership sectors.
 - c. The Mayor will serve as an ex-officio member of the task force.
2. Members are to be appointed by Council. Any changes to the membership will require Council approval.

MEETING PROCEDURES

The proceedings of the task force are to be governed by the City's Procedural By-law.

AGENDAS AND REPORTING

1. Agendas shall be prepared by the Office of the City Clerk in consultation with the task force chair.
2. Agendas shall be posted on the City's website one week prior to the scheduled date of meeting or as soon as practicable.
3. After each meeting of the task force, the City Clerk shall submit a report in the City's committee report format to the Committee of the Whole.
4. Following conclusion of the mandate of the task force, a report of recommendations will be brought to Council for further consideration.

MEETINGS

1. Meeting dates will be determined at the first meeting of the task force. The task force may meet on the schedule determined or at the call of the chair.
2. Meetings will be held every other month or as needed throughout the course of the task force term, except for July and August where no meetings will be scheduled.
3. The chair of the task force may call special meetings.
4. All regular meetings will be held at Vaughan City Hall located at 2141 Major Mackenzie Dr., Vaughan.
5. 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

1. A majority of members, including the chair, shall constitute quorum.
2. Ex-officio members will not be counted for the purpose of calculating the total number of persons appointed to the task force, but will be counted as a member present when in attendance.

STAFF RESOURCES

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

1. The Office of the City Clerk will assign one staff person responsible for agenda and report production and distribution, the providing of procedural advice, the recording of proceedings of the task force and distribution of reports.
2. Corporate and Strategic Communications will assign one staff person to provide communications advisory services, prepare information, communications and assist in the development of the task force report.
3. An additional two (2) staff with subject matter expertise will be assigned to support the work of the task force.
4. The task force can be provided with additional administrative and/or technical support at the discretion of the appropriate administrative portfolio(s) or department(s).

AUTHORITY

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

The task force may not direct staff to undertake activities without authority from Council.

AMENDMENT/EXPANSION OF TERMS OF REFERENCE

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



Smart City

TASK FORCE

TERMS OF REFERENCE

OFFICE OF THE CITY CLERK
City of Vaughan, City Hall
2141 Major Mackenzie Dr.
Vaughan, ON L6A 1T1





TERMS OF REFERENCE

MANDATE/OBJECTIVES

MANDATE:

The City of Vaughan Smart City Task Force has an overall mandate to advance a culture of knowledge and pursue continuous improvement and to continue to provide advice to Council and City administration, including high-level political and community perspectives into the development of a Smart City initiative which enhance urban life in terms of people, living, economy, mobility and governance, and to endorse Smart City technologies for Council's ultimate consideration.

OBJECTIVES:

The task force will:

1. Continue to serve as a forum for the discussion of Smart City concepts among residents, businesses and other stakeholders.
2. Further explore research, best practices and findings related to Smart City implementations and data-driven innovation efforts across Canada and the world.
3. Utilize the City of Vaughan's Smart City Challenge submission to further cultivate and implement a distinct vision for what Smart City would mean for Vaughan.
4. Review administrative recommendations regarding various aspects of the City-Wide Digital Strategy that was part of the Council-endorsed 2015-2018 Service Excellence Strategy Map and provide strategic guidance and other perspective as required.
5. Align the work of the task force members with the Council-approved priorities identified in the 2018-2022 Term of Council Service Excellence Strategic Plan.

The task force shall develop recommendations on the following key objectives:

1. Identify areas of opportunities related to Smart City principles and technologies and recommend possible solutions including exploring the concept of:
 - a. innovation development.
 - b. utilization of information and communication technologies to advance effective, efficient, transparent and accountable governance.

- c. utilization of information and communication technologies, infrastructure and services to enhance urban living.
 - d. development and utilization of data to improve public services to enable an integrated, streamlined service experience.
 - e. implementation of solutions to engage citizens and for the well-being of the community.
 2. Identify opportunities to leverage partnerships and opportunities with relevant parties, including York Region, other local municipalities, governance organizations, other levels of government and the non-profit sector, to:
 - a. achieve objectives of the Smart City Task Force.
 - b. contribute to areas of common interest aligned with the City's participation in the Federal Government's Canada Smart City Challenge, the City-Wide Digital Strategy and the 2018-2022 Term of Council Service Excellence Strategic Plan.
 3. Identify and make recommendations related to emerging technologies.

TERM

The Smart City Task Force shall submit its findings and recommendations for review no later than April 2021.

MEMBERSHIP

1. The task force membership shall be composed of the following:
 - a. A maximum of two (2) Council members.
 - b. A maximum of five (5) individuals that have expertise or interest in the area(s) of technology, digital/urban society, data analytics and service delivery.
 - c. A maximum of eleven (11) stakeholder representatives, respectively being senior representatives, from some of the following stakeholder communities:
 - Green industries, such as CleanTech
 - Industry and business associations
 - Talent advisory services (HR professionals)
 - Senior government
 - Post-secondary education, academia, research and innovation

- Media and entertainment
 - Creative and cultural industries
 - Healthcare and medical professionals
 - Information, communications and technology companies
 - Non-government associations and government services
 - Tourism and travel
 - International business promotion including foreign consular services and chambers of commerce
 - Financial services industries
 - Construction and development industry
2. Members are to be appointed by Council. Any changes to the membership will require Council approval.

MEETING PROCEDURES

The proceedings of the task force are to be governed by the City's Procedural By-law.

AGENDAS AND REPORTING

1. Agendas shall be prepared by the Office of the City Clerk in consultation with the task force chair.
2. Agendas shall be posted on the City's website one week prior to the scheduled date of meeting or as soon as practicable.
3. After each meeting of the task force, the City Clerk shall submit a report in the City's committee report format to the Committee of the Whole.
4. Following conclusion of the mandate of the task force, a report of recommendations will be brought to Council for further consideration.

MEETINGS

1. Meeting dates will be determined at the first meeting of the task force. The task force may meet on the schedule determined or at the call of the chair.
2. Meetings will be held quarterly or as needed throughout the course of the task force term, except for July and August where no meetings will be scheduled.
3. The chair of the task force may call special meetings.
4. All regular meetings will be held at Vaughan City Hall located at 2141 Major Mackenzie Dr., Vaughan.
5. 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

1. A majority of members, including the chair, shall constitute quorum.
2. Ex-officio members will not be counted for the purpose of calculating the total number of persons appointed to the task force, but will be counted as a member present when in attendance.

STAFF RESOURCES

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

1. The Office of the City Clerk will assign one staff person responsible for agenda and report production and distribution, the providing of procedural advice, the recording of proceedings of the task force and distribution of reports.
2. Corporate and Strategic Communications will assign one staff person to provide communications advisory services, prepare information, communications and assist in the development of the task force report.
3. An additional two (2) staff with subject matter expertise will be assigned to support the work of the task force.
4. The task force can be provided with additional administrative and/or technical support at the discretion of the appropriate administrative portfolio(s) or department(s).

AUTHORITY

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

The task force may not direct staff to undertake activities without authority from Council.

AMENDMENT/EXPANSION OF TERMS OF REFERENCE

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



Transportation and Infrastructure

TASK FORCE

TERMS OF REFERENCE

OFFICE OF THE CITY CLERK
City of Vaughan, City Hall
2141 Major Mackenzie Dr.
Vaughan, ON L6A 1T1





TERMS OF REFERENCE

MANDATE/OBJECTIVES

MANDATE:

The City of Vaughan Transportation and Infrastructure Task Force has an overall mandate to assist the City in finding new and innovative ways to manage and make its transportation systems more sustainable amid the rapidly changing landscape of Vaughan. This will include developing a co-ordinated set of transportation priorities and identifying new revenue sources dedicated to making the City's transportation system more reliable, efficient and better prepared to accommodate future growth.

OBJECTIVES:

The task force will:

1. Serve as a forum for improving transportation and infrastructure solutions among residents, businesses and other stakeholders.
2. Work with key organizations, like the Association for Municipalities of Ontario (AMO) and the Federation of Canadian Municipalities (FCM), Regional Municipality of York, Ministry of Transportation (MTO) and Metrolinx to ensure Council-approved initiatives are advocated for to the Provincial and Federal governments.
3. Further explore research, best practices and findings related to congestion management innovation efforts across Canada and the world. Advise in identifying strategies, policies and activities for a comprehensive approach to congestion management.
4. Provide strategic input for the update and implementation of the City's Transportation Master Plan.
5. Recommend measures to increase the use of active transportation in the city, resulting in recognizable and measurable improvements in cultivating a healthier and safer community.
6. Review matters referred to the task force by Council relating to the safe and efficient movement of people and goods and the development of the City's infrastructure to provide strategic input where necessary.
7. Identify opportunities to leverage partnerships

and opportunities with relevant parties, including York Region, other local municipalities, governance organizations, other levels of government and the non-profit sector, to:

- a. achieve objectives of the Transportation and Infrastructure Task Force.
 - b. contribute to areas of common interest aligned with the City's Citizen Satisfaction Survey results, Transportation Master Plan and the 2018-2022 Term of Council Service Excellence Strategic Plan.
8. Align the work of the task force members with Council-approved priorities identified in the 2018-2022 Term of Council Service Excellence Strategic Plan.

TERM

The Transportation and Infrastructure Task Force shall submit its findings and recommendations for review no later than April 2021.

MEMBERSHIP

1. The task force 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 task force.
 - c. A maximum of nine (9) individuals:
 - Technical committee members (4):**
 - Metrolinx staff (1)
 - York Region Transit (YRT) or York Region Rapid Transit Corporation (YRRTC) staff (1)
 - York Region staff (1)
 - Ministry of Transportation (MTO) staff (1)
 - Citizen representative members (5),** which fall into at least one of the following groups:
 - GO Transit user
 - YRT 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. Task force will draw on additional subject matter expertise from external agencies (MTO, York Region, etc.) as required.

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

MEETING PROCEDURES

The proceedings of the task force are to be governed by the City's Procedural By-law.

AGENDAS AND REPORTING

1. Agendas shall be prepared by the Office of the City Clerk in consultation with the task force chair.
2. Agendas shall be posted on the City's website one week prior to the scheduled date of meeting or as soon as practicable.
3. After each meeting of the task force, the City Clerk shall submit a report in the City's committee report format to the Committee of the Whole.
4. Following conclusion of the mandate of the task force, a report of recommendations will be brought to Council for further consideration.

MEETINGS

1. Meeting dates will be determined at the first meeting of the task force. The task force may meet on the schedule determined or at the call of the chair.
2. Meetings will be held every other month or as needed throughout the course of the task force term, except for July and August where no meetings will be scheduled.
3. The chair of the task force may call special meetings.
4. All regular meetings will be held at Vaughan City Hall located at 2141 Major Mackenzie Dr., Vaughan.
5. 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

1. A majority of members, including the chair, shall constitute quorum.
2. Ex-officio members will not be counted for the purpose of calculating the total number of persons appointed to the task force, but will be counted as a member present when in attendance.

STAFF RESOURCES

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

1. The Office of the City Clerk will assign one staff person responsible for agenda and report production and distribution, the providing of procedural advice, the recording of proceedings of the task force and distribution of reports.
2. Corporate and Strategic Communications will assign one staff person to provide communications advisory services, prepare information, communications and assist in the development of the task force report.
3. An additional two (2) staff with subject matter expertise will be assigned to support the work of the task force.
4. The task force can be provided with additional administrative and/or technical support at the discretion of the appropriate administrative portfolio(s) or department(s).

AUTHORITY

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

The task force may not direct staff to undertake activities without authority from Council.

AMENDMENT/EXPANSION OF TERMS OF REFERENCE

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



memorandum

C /
COMMUNICATION

CW (2) - Sept 24 / 19

ITEM - 13

DATE: SEPTEMBER 23, 2019
TO: HONOURABLE MAYOR AND MEMBERS OF COUNCIL
FROM: TIM SIMMONDS, INTERIM CITY MANAGER
RE: ITEM NO. 13, COMMITTEE OF THE WHOLE (2) - SEPTEMBER 24, 2019

APPROVAL OF TERMS OF REFERENCE AND APPOINTMENT OF CITIZEN MEMBERS TO TASK FORCES

Purpose

To recommend for Council consideration the following administrative amendments to Attachment 1 - Amended Terms of Reference for the Effective Governance and Oversight Task Force (page 226).

Recommendation

For Committee to consider adopting the revised Terms of Reference as noted in Attachment 1 - Amended Terms of Reference for the Effective Governance and Oversight Task Force.

Respectfully Submitted,

Tim Simmonds
Interim City Manager

Attachment 1: Amended Terms of Reference Governance and Oversight Task Force

Amended Terms of Reference for the Effective Governance and Oversight Task Force

The following amendment is provided to the Terms of Reference for the Effective Governance and Oversight Task Force. This amendment provides clarification and a more focused mandate and objectives for the task force.

MANDATE:

The City of Vaughan Effective Governance and Oversight Task Force has an overall mandate to make recommendations that ensure the City is at the forefront of accountability, transparency and regulatory governance. This includes exploring how the City of Vaughan can further enhance its governance framework; improving City Council's decision-making processes and procedures; and clarifying roles and responsibilities.

OBJECTIVES:

The Task Force will:

1. Serve as a forum of discussion for residents, businesses, stakeholders, academia and governance thought leaders regarding governance in the municipal sector.
2. Discuss ways to improve City Council's core decision-making processes and procedures.
3. Examine how Council can best discharge its fiduciary duty to the citizenry.
4. Define the roles and relationships between Council and the Administration and clarify the roles of oversight vs. operations.
5. Align the work of the task force members with the Council-approved priorities identified in the 2018-2022 Term of Council Service Excellence Strategic Plan.

The Task Force shall develop recommendations on the following key objectives:

1. Identify areas of opportunities related to corporate governance and accountability and recommend possible solutions including exploring the concept of:
 - a. efficient, effective and transparent decision-making;
 - b. Council report management, processing and timing;
 - c. dissemination and timing of information between Members of Council and City Staff;
 - d. enhancing the partnership and consultation between Members of Council, Staff and Stakeholders;
 - e. the Corporations governance structure.
2. Identify opportunities to leverage partnerships and opportunities with relevant parties, including York Region, other local municipalities, other levels of government and the non-profit sector, and academia, to:
 - a. achieve objectives of the Effective Governance & Oversight Task Force;

- b. contribute to areas of common interest aligned with the results identified in the City's Satisfaction Survey, Staff Engagement Survey, Internal Audit Governance and Accountability Report, Anonymous Reporting System results, and the 2018-2022 Term of Council Service Excellence Strategic Plan.
3. Identify and make recommendations related to gaps in the Corporations governance structure.
4. Develop a fulsome exposition of the separation and distribution of municipal decision-making powers, including those defined in legislation or regulation.

TERM:

The Effective Governance & Oversight Task Force shall submit its findings and recommendations for review no later than April 2021.

MEMBERSHIP:

1. The Task Force membership shall be composed of the following:
 - a. A maximum of two (2) Council members
 - b. A maximum of nine (9) individuals that have expertise in public administration, along with representation, post-secondary and civic leadership sectors.
 - c. The Mayor will serve as an ex-officio member of the Task Force.
2. Members are to be appointed by Council. Any changes to the membership will require Council approval.

MEETING PROCEDURES:

The proceedings of the Task Force are to be governed by the City's Procedural By-law.

AGENDAS AND REPORTING:

1. Agendas shall be prepared by the City Clerk's Office in consultation with the Task Force Chair.
2. Agendas shall be posted on the City's web site one week prior to the scheduled date of meeting, or as soon as practicable.
3. After each meeting of the Task Force, the City Clerk shall submit a report in the City's committee report format to the Committee of the Whole.

4. Following conclusion of the mandate of the Task Force, a report of recommendations will be brought to Council for further consideration.

MEETINGS:

1. Meeting dates will be determined at the first meeting of the Task Force. The Task Force may meet on the schedule determined, or at the call of the Chair.
2. Meetings will be held every other month or as needed throughout the course of the Task force term, except for July and August where no meetings will be scheduled.
3. The Chair of the Task Force may call special meetings.
4. All regular meetings will be held at Vaughan City Hall located at 2141 Major Mackenzie Drive, Vaughan.
5. 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:

1. A majority of members, including the Chair, shall constitute quorum.
2. Ex-officio members will not be counted for the purpose of calculating the total number of persons appointed to the task Force but will be counted as a member present when in attendance.

STAFF RESOURCES:

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

1. The Office of the City Clerk will assign one staff person responsible for agenda and report production and distribution, the providing of procedural advice, the recording of proceedings of the Task Force and distribution of reports.
2. Corporate and Strategic Communications will assign one staff person to provide communications advisory services, prepare information, communications and assist in the development of the Task Force report.
3. An additional two (2) staff with subject matter expertise will be assigned to support the work of the Task Force.

4. The Task Force can be provided with additional administrative and/or technical support at the discretion of the appropriate administrative portfolio(s) or department(s).

AUTHORITY:

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

The Task Force may not direct staff to undertake activities without authority from Council.

AMENDMENT / EXPANSION OF TERMS OF REFERENCE:

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