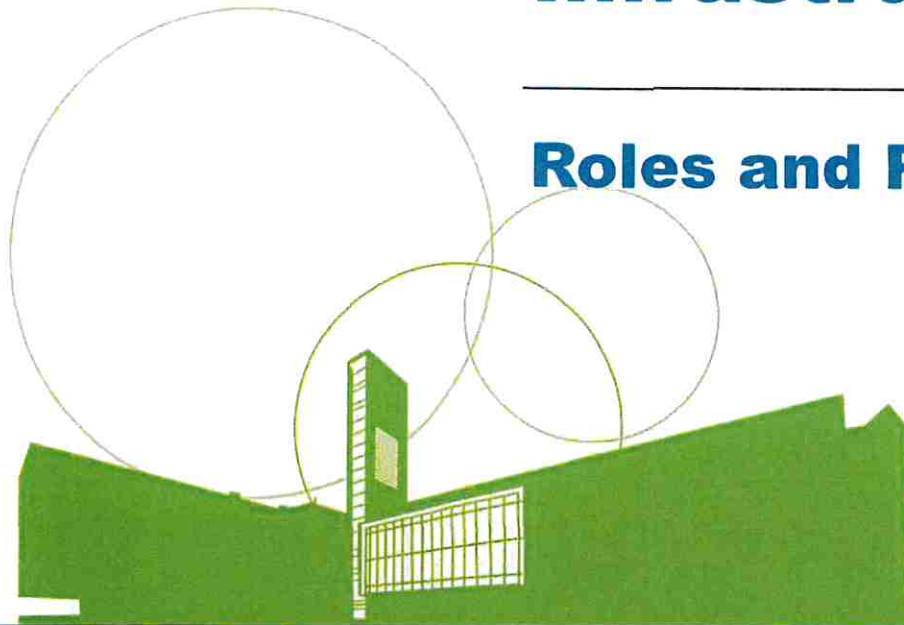


# Transportation and Infrastructure Task Force

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## Roles and Procedures

November 20, 2019  
Office of the City Clerk



## Roles

- **Transportation and Infrastructure Task Force**
- **Staff (subject matter expertise)**
- **City Clerk's staff**
- **Transportation and Infrastructure Task Force Members**



## **Mandate: Transportation and Infrastructure Task Force**

- **Transportation & Infrastructure Task Force has an overall mandate to assist the City in finding new and innovate 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.**



## **Role of subject matter expertise Staff**

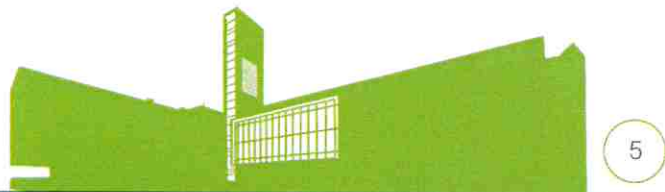
**(Infrastructure Planning & Corporate Asset Management,  
Fleet Services Management, Transportation Engineering and Traffic)**

- **Prepare reports containing Recommendations and Background.**
- **Provide advisory and technical support specific to the mandate and objectives of the Transportation and Infrastructure Task Force.**



## **Role of the City Clerk's Staff**

- **Prepare and distribute agendas.**
- **Determine quorum.**
- **Record attendance.**
- **Record the motions.**
- **Give procedural advice.**



## **Role of Transportation and Infrastructure Task Force Members**

- **Attend Meetings**
- **Review Agendas**
- **Make decisions on Staff Recommendations.**



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## Meeting Procedures

- **Quorum**
- **Declaration of Interest**
- **Procedure By-law**
- **The Chair**
- **Motions**
- **Staff Reports and Recommendations**



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## **Quorum**

- **Quorum means a majority of members.**
- **Quorum is needed to hold a meeting.**
- **8 Transportation and Infrastructure Task Force members needed for quorum.**
- **If there is no quorum 30 minutes after time scheduled, the meeting will stand adjourned.**





## **Declaration of Interest**

- **Members are required to Declare an Interest they may have on any matters being discussed.**
- **Members may not participate in the matter they have declared an interest in.**



## **Declaration of Interest – is declared when you have a Conflict of Interest - What is a Conflict of Interest?**

### **MUNICIPAL CONFLICT OF INTEREST ACT:**

“When present at meeting at which matter considered  
5 (1) Where a member, either on his or her own behalf or while acting for, by, with or through another, has any *pecuniary interest, direct or indirect*, in any matter and is present at a meeting of the council or local board at which the matter is the subject of consideration, the member,

(a) shall, prior to any consideration of the matter at the meeting, disclose the interest and the general nature thereof;

(b) shall not take part in the discussion of, or vote on any question in respect of the matter; and

(c) shall not attempt in any way whether before, during or after the meeting to influence the voting on any such question. R.S.O. 1990, c. M.50, s. 5 (1).”

**Direct pecuniary interest:** A member may have a pecuniary interest when the result of a matter before Heritage Vaughan could impact, either positively or negatively, the member’s finances, economic prospects or asset value.

**Indirect pecuniary interest:** A member may also have a pecuniary interest under the “Act” where they have an indirect pecuniary interest in the matter as a result of a relationship with another entity.



## **Procedure By-law**

- **City's Procedure By-law is 7-2011.**
- **Establishes the rules used for the meetings.**
- **Facilitates the decision making process.**
- **Establishes clear outcomes.**
- **Ensures meeting is conducted in a respectful manner.**
- **Copy is available at [www.Vaughan.ca](http://www.Vaughan.ca)**



## **Duties of the Chair**

- **Presides over the meeting.**
- **Accepts motions that are **MOVED** and **SECONDED**.**
- **Allows all members to speak or ask questions.**
- **Puts motions to vote and announces results.**
- **Enforces order and decorum.**
- **Adjourns the meeting when all matters are considered.**



## Motions

- **Motions are MOVED by one member and SECONDED by another.**
- **The Chair may not MOVE or SECOND a motion.**
- **Members may ask questions regarding the motions.**
- **The Chair puts the motions to VOTE.**
- **Members VOTE by raising their hand to signify they are in favour.**
- **Majority of members must VOTE in favour to approve a motion.**
- **If a member does not vote, it will count as a negative.**



## **Staff Reports and Recommendations**

- **Reports are provided by staff and contain recommendations and background information.**
- **Staff Recommendations are provided for the Task Force's consideration.**
- **Recommendations are based on staff's technical review and analysis of the issue.**

**When considering Staff Reports and Recommendations, Members may make a motion to:**

- 1. Approve the staff recommendation.**
- 2. Amend the staff recommendation (modifies the motion – must be germane/ relevant).**
- 3. Refer the Item to another meeting.**



# Questions?