

**COMMITTEE OF THE WHOLE - JUNE 15, 2010**

**TERMS OF REFERENCE FOR  
PEDESTRIAN/STREET SAFETY TASK FORCE**

**Recommendation**

The Commissioner of Engineering and Public Works and the Commissioner of Planning recommend:

That the Terms of Reference for the Pedestrian/Street Safety Task Force be approved.

**Contribution to Sustainability**

The terms of reference will provide guidelines to the task force who will be responsible for bringing forward recommendations in order to improve pedestrian and street safety.

**Economic Impact**

None.

**Communications Plan**

Not Applicable.

**Purpose**

The purpose of this report is to obtain Council approval of the Terms of Reference for the Pedestrian/Street Safety Task Force.

**Background - Analysis and Options**

Council, at its meeting of June 8, 2010, approved the appointment of 10 members of the general public for the Pedestrian/Street Safety Task Force for 1 year (June 2011). Staff is now seeking approval from Council on the Terms of Reference (Attachment No. 1).

Due to the size of the Task Force, 20 members, the quorum has been reduced from the normal majority (11) to 8 members of which the majority shall be from the (10) appointed public members.

**Relationship to Vaughan Vision 2020/Strategic Plan**

This report is consistent with the priorities previously set by Council.

**Regional Implications**

Not Applicable.

**Conclusion**

Staff recommends that Council approve the Pedestrian/Street Safety Task Force Terms of Reference.

**Attachments**

1. Terms of Reference
2. General Rules, Roles and Procedures Governing Advisory Committees

**Report prepared by:**

Bill Robinson, Commissioner of Engineering and Public Works, Ext 8247

Respectfully submitted,

Bill Robinson,  
Commissioner of Engineering and Public Works

John Zipay,  
Commissioner of Planning

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**Mandate**

The mandate of the Pedestrian/Street Safety Task Force is to bring together various stakeholders in order to present findings to Council as to the course of action to deal with the increased number of traffic/pedestrian conflicts on roads in the City of Vaughan and report back to Council within 12 months with the findings.

**Objectives**

1. To review the current policies/practices of the City of Vaughan and the Region of York pertaining to our environment and infrastructure.
2. To discuss issues such as driver and pedestrian education, legislative changes, co-ordination between various government levels and/or departments, public transit, road design recommendations, community involvement, etc.
3. To work for improved pedestrian safety and better pedestrian access to public transit, schools, workplaces, shops, libraries, community centres, parks, including roads and other public spaces.
4. To provide a forum for public consultation on pedestrian health and safety, convenience and comfort including working on findings to be brought forward to Committee of the Whole by June 2011.
5. To provide educational programs to the general public to promote pedestrian and vehicular safety towards making our roads a safer environment.
6. To promote awareness of pedestrian safety as our City continues to grow.
7. To report the findings to Committee of the Whole in June, 2011 with a view to improving safety of both our drivers and pedestrians on City and Regional roads.

**Membership**

10 Members of the General Public

Engineering Services Department Representative

Planning Department Representative

Enforcement Services Department Representative

Region of York Transportation Services Representative

York Regional Police Representative

City of Vaughan Safe City Co-ordinator

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York Region District School Board Representative  
York Region Catholic School Board Representative  
Provincial Representative  
Youth Representative  
Senior Association (SAVI) Representative

Any changes to the membership will require Council approval.

**Meeting Procedures**

The *General Rules, Roles and Procedures Governing Advisory Committees* and the Procedure By-law will govern the proceedings of the Task Force.

**Agendas and Minutes**

Agendas and Minutes of meetings shall be filed and maintained in the Office of the City Clerk.

Decisions of the Task Force will be consensus based and recorded as such in the minutes.

**Meetings**

Meetings will be held monthly at 5:00 pm at City Hall, or at the call of the Chair. Meeting dates will be determined at the first meeting of the Task Force.

All meetings are to be open to the public.

**Notice of Meetings**

Meetings will be noted on the Schedule of Meetings calendar posted on the City's website.

**Reporting**

The Pedestrian/Street Safety Task Force will report to Committee of the Whole no later than June 2011. The Task Force's findings shall be reported in the format of a "Findings Report" or a "White Paper".

**Quorum**

Quorum will be eight (8) members of which five (5) must be members of the general public.

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**Staff Resources**

Recording Secretary

A Recording Secretary will be assigned to the Task Force. The Recording Secretary's duties are as follows:

- 1) Notify members of cancellation of meetings.
- 2) Prepare agendas in consultation with the appropriate support staff.
- 3) Circulate the agenda, supporting material and minutes to be received by no later than one (1) day prior to the meeting.
- 4) Attend Task Force meetings and record the minutes.
- 5) Keep a record of the attendance of the members of the Task Force and notify the Chair of those members who have missed three (3) consecutive meetings for action to be taken in accordance with the rules outlined in the *General Rules, Roles and Procedures Governing Advisory Committees*.

The Recording Secretary will not provide support to working groups or informal meetings without quorum.

Staff Support

Staff support assigned to the Task Force will attend all meetings and provide information as appropriate to the Task Force. Staff support will act as advisors to the Task Force but will not do the work of the Task Force. The Task Force's work is to be conducted by the members themselves or by working groups established by the Task Force.

**Authority of the Task Force**

Any directions to staff shall be in the form of a recommendation to Committee of the Whole and shall receive final Council approval before such actions are carried out.

**Amendment / Expansion of Terms of Reference**

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



*The City Above Toronto*

ATTACHMENT #2

**GENERAL RULES, ROLES, AND PROCEDURES  
GOVERNING ADVISORY COMMITTEES**

*(Revised January 2007 – 4 year term of office and annual appointment of Chair)*

**General Rules, Roles, and Procedures Governing  
Advisory Committees** *(Revised January 2007)*

**1. INTRODUCTION**

Non-Statutory Advisory Committees are established by Council for the purpose of encouraging community involvement and input on a variety of issues that are relevant to the municipality. Advisory Committees serve in an advisory capacity to Council in accordance with their terms of reference and make recommendations, as necessary, to the Committee of the Whole.

Council appointed Advisory Committees are defined as those advisory committees appointed by Council, generally at the beginning of the term of Council. Members are appointed to committees by way of a by-law.

From time to time, Council also establishes various ad hoc committees and task forces to deal with particular issue(s). Such committees/task forces should follow the same rules, roles and procedures as outlined in this document.

**2. TERM OF OFFICE**

The term of appointments to Advisory Committees is four (4) years, commencing upon passage of the By-law, and expires at the end of the term of Council, unless otherwise noted in the appointment By-law.

**3. AUTHORITY OF COMMITTEES**

Notwithstanding the mandate established by Council for each Committee, any order to do any business, including directions to Staff, shall be in the form of a recommendation to Committee of the Whole and shall receive final Council approval before such actions are carried out.

**4. APPOINTMENT OF A CHAIR**

- a) Every Committee shall at its first meeting elect one (1) of its members as the Chair and one (1) of its members as the Vice-Chair.

Council Resolution December 18, 2006, Item 48, Report No. 46, Committee of the Whole

*That every statutory and non-statutory committee appoint the Chair of the committee annually at the first meeting of the new year.*

**General Rules, Roles, and Procedures Governing  
Advisory Committees** *(Revised January 2007)*

- b) Members of Council are eligible to be appointed Committee Co-Chairs (Council Policy No. 06.1.16.)
  
- c) In the absence of the Chair, the Vice-Chair shall chair the meeting. In the absence of the Chair and Vice-Chair, the members shall elect a Chair during the meeting and he/she shall discharge the duties of the Chair during the meeting or until the arrival of either the Chair or the Vice-Chair.

**5. MEETING DATES**

Meeting dates shall be determined by the committee at the beginning of each term of the Committee. These dates may be subject to change upon consensus of the majority of the members.

**6. QUORUM**

- a) The attendance of a majority of the members of any Committee including the Chair shall constitute a quorum. *(e.g. 12 members – quorum is 7, 11 members – quorum is 6)*
  
- b) Should the composition of the committee include the Mayor as an ex-officio member, the Mayor shall not be counted in determining the number required for a quorum. However, the Mayor shall be counted, if present, when determining whether a quorum is present at a meeting.
  
- c) If no quorum is present one half hour after the time scheduled for a meeting, the Assistant City Clerk shall call the roll and record the names of the members present, and the meeting shall stand adjourned until the next scheduled meeting or at the call of the Chair. Informal minutes are not recorded.

**7. ORDER OF BUSINESS**

All meetings are open to the public.

The Committee shall deal with matters in the following order:



**General Rules, Roles, and Procedures Governing  
Advisory Committees** *(Revised January 2007)*

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Order of Business

- 1) Confirmation of Agenda
- 2) Disclosure of Interest
- 3) Adoption/Correction of Minutes
- 4) Presentations and Deputations
- 5) Items Requiring Discussion of the Committee
- 6) Items for Information of the Committee
- 7) Business Arising from Previous Meetings
- 8) New Business
- 9) Adjournment

**8. CONFIRMATION OF AGENDA**

As soon as a regular meeting is called to order, the agenda shall be confirmed. If there are any addendum items, a motion shall be moved and seconded to adopt the agenda as amended.

**9. DECLARATION OF INTEREST**

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. 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.

**General Rules, Roles, and Procedures Governing  
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**10. MINUTES**

- a) Minutes of a meeting shall be approved at the next regular meeting.
- b) The minutes of the previous meeting shall be provided to all members not less than one day prior to the next regular meeting with the next agenda.
- c) As soon as a regular meeting is called to order, and the agenda has been confirmed, the Chair shall ask if there are any objections to the minutes of the previous meeting and shall, after any correction or change, declare the minutes adopted.

**11. DEPUTATIONS/PRESENTATIONS**

The Committee may hear depositions/presentations with reference to matters that have been defined as being the responsibility of that Committee.

**12. MOTIONS**

- a) Every motion shall be read aloud, and when duly moved and seconded shall be open for discussion.
- b) Where a motion to adjourn, table, refer, or defer has been made, until such motion has been decided, there shall be no discussion on the matter proposed to be adjourned, tabled, referred or deferred.
- c) A maximum of two (2) amendments to a motion may be made at any one time and amendments shall be put to a vote in the reverse order to that in which they are moved. Every amendment shall be decided or withdrawn before the main motion is put to the vote.
- d) If a motion under consideration concerns two or more matters, the Chair, upon the request of any member, shall direct that the vote upon each matter be taken separately.
- e) Once the Chair puts the question, there shall be no discussion on, or amendments to the motion, until the motion has been decided.

**General Rules, Roles, and Procedures Governing  
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- f) With the approval of the mover and seconder, a motion or amendment may be withdrawn from the floor.
- g) Recorded votes shall not be permitted.
- h) In the event of a tie vote, the question shall be deemed to have been decided in the negative.

**13. DUTIES OF THE CHAIR**

Duties of the Chair are as follows:

- a) The Chair shall preside at every meeting and may vote on all questions submitted.
- b) The Chair shall not be permitted to put forth a motion or second a motion on the floor. The Chair may relinquish the Chair to the Vice-Chair in order to move or second a motion and shall resume the Chair following the vote on the matter.
- c) The Chair shall put to a vote all motions which are regularly moved and seconded, and announce the result.
- d) The Chair shall enforce on all occasions, the observance of order and decorum among the members.
- e) The Chair shall act as spokesperson for the Committee before Committee of the Whole or Council and other appropriate meetings.

**14. ATTENDANCE**

- a) Should a member of the committee not be able to attend a regular meeting of the Committee, the member shall advise the Assistant City Clerk at least one day 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, Staff can notify the Chair and other members.

**General Rules, Roles, and Procedures Governing  
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- b) If a member is absent from meetings of the Committee for three (3) consecutive regularly scheduled meetings, or in the opinion of the Committee if any member's absenteeism jeopardizes the objectives of the Committee, the Committee shall pass a resolution requesting Council to appoint a replacement member.
- c) If a member resigns during his/her term, then a replacement may be appointed by Council for the balance of the term.

**15. DUTIES OF THE ASSISTANT CITY CLERK**

- a) The Assistant City Clerk shall notify committee members of the cancellation of meetings where there is no quorum.
- b) The Assistant City Clerk shall prepare agendas in consultation with the appropriate support Staff and the Chair.
- c) The Assistant City Clerk shall circulate the agenda, supporting material, and minutes by mail to be received no later than 1 day prior to the meeting.
- d) The Assistant City Clerk shall attend committee meetings and record the minutes.
- e) The Assistant City Clerk shall be responsible for reading aloud the motions and any amendments when requested.
- f) The Assistant City Clerk shall keep a record of the attendance of the members of the Committee and shall notify the Chair of those members who have missed three (3) consecutive meetings for action to be taken.
- g) The Assistant City Clerk will prepare and forward to Committee of the Whole any recommendations of the committee, in the form of a report.
- h) The Assistant City Clerk will not provide support to sub-committees, or informal meetings without quorum.

**General Rules, Roles, and Procedures Governing  
Advisory Committees** *(Revised January 2007)*

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**16. STAFF SUPPORT**

Support staff assigned to Advisory Committees will attend all meetings and provide information as appropriate to the Committee. The role of Staff is to act as a resource to the committee, but not to do the work of the committee. The committee's work is to be conducted by the members themselves or by sub-committees.

**17. GENERAL**

- a) Every Committee to which any matter has been referred or wishing to report a matter shall do so in writing to Committee of the Whole stating its recommendation, and such report shall be signed by the Chair.
- b) All non-statutory advisory committees shall submit to Committee of the Whole a summary of its accomplishments over the four (4) year term, prior to the expiry of the term.
- c) A Committee may appoint a subcommittee from its members to investigate and report on any matter(s) related to Committee business, provided that:
  - i) The subcommittee, in all cases, reports directly to the appointing Committee; and
  - ii) The established subcommittee does not have the power to appoint a further committee, nor shall it add to its membership without permission from the advisory committee.
- d) The Council Procedure By-law shall be observed insofar as it is not inconsistent with the regulations set out herein.
- e) Upon adoption by Council, the rules herein shall govern the proceedings of any advisory committees appointed by the Council.