

CITY OF VAUGHAN

**EXTRACT FROM COUNCIL MEETING MINUTES OF FEBRUARY 15, 2011**

Item 1, Report No. 10, of the Committee of the Whole (Working Session), which was adopted, as amended, by the Council of the City of Vaughan on February 15, 2011, as follows:

***By approving that the Toronto Star article submitted by Regional Councillor Di Biase, titled "Landfill Monitoring Fund Drained by City" C13, dated February 14, 2011, be referred to staff.***

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**1 PRESENTATION – YORK DURHAM DISTRICT, MINISTRY OF THE ENVIRONMENT, ROLES  
AND RESPONSIBILITIES OF THE DISTRICT OFFICE**

The Committee of the Whole (Working Session) recommends that the presentation and Communication C3, presentation entitled, "*Ministry of the Environment York Durham District Office Overview*" by Mr. Dave Fumerton, District Manager and Ms. Sandra Thomas, York Durham Satellite Office, Ministry of the Environment, Central Region 1091 Gorham Street, Suite 102, Newmarket, L3Y 8X7, be received.

(A copy of the attachments referred to in the foregoing have been forwarded to each Member of Council and a copy thereof is also on file in the office of the City Clerk.)

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**EXTRACT FROM COUNCIL MEETING MINUTES OF FEBRUARY 15, 2011**

Item 2, Report No. 10, of the Committee of the Whole (Working Session), which was adopted, as amended, by the Council of the City of Vaughan on February 15, 2011, as follows:

***By approving the Terms of Reference contained in the memorandum from the City Clerk, C7, dated February 15, 2011.***

**2 ESTABLISHMENT OF ADVISORY COMMITTEES – DRAFT TERMS OF REFERENCE FOR  
CONSIDERATION**

The Committee of the Whole (Working Session) recommends:

- 1) That a task force of interested Members of Council be established to:
  - a) Develop general terms of reference for all advisory committees;
  - b) Recommend the committees of this type to be established for the 2011-2014 term; and
  - c) Provide a report to the March 22, 2011 Committee of the Whole with the recommendations;
- 2) That the task force be comprised of Councillors Shefman, Racco, Carella and Regional Councillor Rosati;
- 3) That staff provide costs allocated to the operational budget including staff time for 2010 and budgets for 2011 for Communities in Bloom, Winter Lights and all other related programs and report back to the Finance and Administration Committee;
- 4) That the following report of the Commissioner of Legal and Administrative Services & City Solicitor, and the City Clerk, dated February 8, 2011, be received; and
- 5) That the following communications be received:
  - C1 Memorandum of the Director of Parks and Forestry Operations and the Director of Parks Development, dated January 18, 2011; and
  - C2 Mr. Quinto M. Annibale, Loopstra Nixon LLP, dated February 7, 2011, submitted by Councillor Racco.

**Recommendation**

1. The Commissioner of Legal and Administrative Services & City Solicitor, and the City Clerk, recommend that consideration be given to the Advisory Committee Terms of Reference set out as attachments to this report.

**Contribution to Sustainability**

Clearly defined roles for advisory committees can make a valuable contribution in enhancing Council's ability to achieve its objectives. Adoption of the recommended terms of reference will assist Council in meeting its objectives with the benefit of input from persons experienced in the matters under consideration, and with enhanced stakeholder participation and community involvement.

**Economic Impact**

Staff support will be funded from existing departmental budgets, and incidentals in support of meetings will be funded from the City Clerk's Office Budget. The careful establishment of select

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advisory committees will help control the demand on resources and assist in focusing City resources on achieving Council's vision for the City.

#### **Communications Plan**

The schedule of Committee meetings and applicable agendas and reports will be posted to the City's web site. Some initiatives may involve the promotion of events in support of consultations to further an advisory committee's objectives. In such cases the events will be funded from applicable departmental program budgets or be the subject of a specific authority approved by Council.

#### **Purpose**

The purpose of this report is to provide for Council's consideration draft terms of reference for certain advisory committees that Council has requested be established.

#### **Background - Analysis and Options**

By the adoption of Item 3, Report No. 29 of the Committee of the Whole (Working Session) on June 29, 2010, City of Vaughan Council established a framework for a new committee structure and in so doing directed staff to report back on the establishment of uniform and consistent terms of reference, composition, appointment procedures, notice and reporting requirements for necessary and appropriate committees, task forces, etc. that report to it.

At its meeting of December 14, 2010, by the adoption of Item 7 of Report No. 43 of the Committee of the Whole, Council decided that a new procedural by-law be adopted which implemented a rationalization of the roles and responsibilities of Council's previous committees as they existed at the conclusion of the last term of Council. The committee structure set out in the new procedural by-law included advisory committees/task forces. The revised structure was designed to enhance stakeholder participation, community involvement and provide for opportunities for valuable input from the public, other stakeholders and relevant experts on matters that come before Council.

At its meeting of January 25, 2011, by the adoption of Item 1 of Report No. 5 of the Committee of the Whole (Working Session) Council directed that Staff provide a report setting out terms of reference for proposed advisory committees, taking into consideration the comments provided by Members of Council. There was general consensus that selected advisory committees should be established, under the new structure, on subject matters that were formerly assigned to the following:

Arts Advisory (including Berton Artifacts/Memorabilia);  
Accountability and Transparency;  
Community Equity and Diversity;  
Safe City Committee (including Recreational Sports Injury Prevention, and Pedestrian/Street Safety);  
Various Streetscape Committees.

The Committee gave consideration to the following factors:

- Is there a specific, identifiable task, issue or body of work that Council requires information or input on?
- Is it possible to define a specific deliverable and a timeframe?
- Is there information, perspective, expertise or input required which is beyond the capacity of Members of Council or staff to provide?

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- Is the specific task, issue or body of work a matter which Council should delegate to a sub-set of Council members to work through?
- Is a committee the most effective way to gather input, reach the public, or tackle the issue?

With respect to other options for obtaining public, industry and stakeholder input, consideration was given to the following alternatives:

- Public Meeting
- Industry Roundtable
- Public Consultation
- Special Event
- Stakeholders' Group Meeting
- Focus Group Meeting
- Charrette
- Town Hall Meeting

Given Council's recent adoption of the Economic Development Strategy, and in light of the variety of alternative options available for engaging the larger business community, the Director of Economic Development will be responsible for operationalizing the implementation of the Strategy, and stakeholder group meetings, round tables, etc. will be utilized as appropriate. This provides flexibility when addressing issues. Regular status updates will be provided to Council. As noted at the Working Session, the Vaughan Business Enterprise Centre will be comprised of representatives of the business community along with relevant staff and Provincial representation.

Included in the mandate of the former Community Equity and Diversity Committee was the provision of input and comment into the development of a Diversity Strategy for the City of Vaughan. With Council's adoption of a Diversity Strategy, that work was completed in June of 2010. As Staff work to implement the Strategy, there may from time to time be opportunities to further consult with the public. As opportunities present themselves, staff will recommend the most appropriate engagement mechanisms given the issues at hand.

The implementation of the Environmental Sustainability Master Plan "Green Directions" will be monitored and coordinated by the Manager of Environmental Sustainability, and regular status updates will be provided to Council. With the strategy adopted staff will utilize the public consultation options noted above to get input as required.

A staff level School Board/City liaison committee can be established to meet on a regular basis to coordinate operational solutions to shared areas of concern such as crossing guards, park space, and parking adjacent to schools.

#### Advisory Committee Staff and Councillor Roles

Following Council's recent direction given with respect to the establishment of statutory advisory committees, the terms of reference provide that Members of Council may not serve as Chair or Vice Chair of any advisory committee to which they may be appointed. In this way, Council members are not inappropriately perceived as the advocate for the advisory committee but can properly fulfill their role as Council liaison. The terms of reference also specify that staff are a resource for each of the advisory committees, providing advisory and technical support specific to the mandate and objectives of the advisory committee, but not having voting rights, as they are not members of the advisory committee.

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

This report is consistent with the priorities previously set by Council, particularly “demonstrate leadership and promote effective governance.”

**Regional Implications**

Every attempt will be made to ensure that meetings of Advisory Committees on which Local and Regional Councillors sit will be scheduled so that they do not interfere with York Region Council's schedule of meetings.

**Conclusion**

Under the new Committee structure, Council may establish advisory committees to support its objectives, and in so doing Council is to establish terms of reference which specify such matters as the mandate, term, membership and staff support for each such advisory committee. Each advisory committee that is established is to be tasked with the production of a findings report and make recommendations where appropriate so that Council may have the benefit of the advisory committee's input when formal deliberation is given by Council at the relevant Standing Committee.

The attached terms of reference are presented for Council's consideration and if adopted would conform to the new Committee structure and Council's procedural by-law.

**Attachments**

- Attachment 1 Draft Terms of Reference - Arts Advisory Committee
- Attachment 2 Draft Terms of Reference - Accountability and Transparency Advisory Committee
- Attachment 3 Draft Terms of Reference - Task Force on Safety in the Community

**Report prepared by:**

Jeffrey A. Abrams, City Clerk  
Janice Atwood-Petkovski, Commissioner of Legal and Administrative Services & City Solicitor

(A copy of the attachments referred to in the foregoing have been forwarded to each Member of Council and a copy thereof is also on file in the office of the City Clerk.)