

COMMITTEE OF THE WHOLE (WORKING SESSION) FEBRUARY 8, 2011

ESTABLISHMENT OF ADVISORY COMMITTEES – DRAFT TERMS OF REFERENCE FOR CONSIDERATION

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 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?
- 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.

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

Respectfully submitted,

Janice Atwood-Petkovsky
Commissioner of Legal and
Administrative Services & City Solicitor

Jeffrey A. Abrams
City Clerk

**ARTS ADVISORY COMMITTEE
TERMS OF REFERENCE
[Draft]**

Mandate / Objectives

The Arts Advisory Committee shall conduct research and consultations with the objective of submitting a comprehensive documented findings report on:

- i. The state of artists and arts-related businesses and groups in the community;
- ii. The potential for the establishment/consolidation of facilities for the promotion of the arts, including theatres, museums, galleries and other performance/display facilities;
- iii. The potential for the establishment of festivals and events relating to the promotion or enjoyment of the arts; and
- iv. Key considerations for the development of a City of Vaughan Arts Strategy, including the potential for the establishment of a Vaughan Arts Council taking into account a costing analysis and recommended objectives for the short, medium and long terms.

Term

The Arts Advisory Committee shall submit a Findings Report, with recommendations, by December 2012

Membership

The Arts Advisory Committee shall be composed of the following:

- 1 Local and Regional Councillor;
- 1 Ward Councillor;
- 1 other Member of Council (optional);
- 1 Representative from the Vaughan Public Library Board
- Community artists (at least 1 working visual arts/craftsperson, and at least 1 performing artist);
- At least 1 Art Gallery owners/representatives and/or a representative from the McMichael Canadian Collection;
- Members representing established Vaughan community arts organizations;
- Individuals having expertise or background in the area of arts development, marketing, special events planning, or legal or financial matters;

Members of City of Vaughan Council may not serve as Chair or Vice Chair.

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 Procedural By-law.

Agendas and Reporting

Agendas shall be prepared by the City Clerk's Office in consultation with the Committee Chair. Agendas shall be posted on the City's web site one week prior to the scheduled date of meeting.

After each meeting of the Committee, the City Clerk shall submit a report in the City's committee report format to the Priority and Key Initiatives Committee.

Meetings

Meeting dates will be determined at the first meeting of the committee. The committee may meet on the schedule determined, or at the call of the Chair.

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 members, including the Chair, shall constitute quorum.

Staff Resources

The role of Staff is to act as a resource to the committee, but not to be members of the Committee, or to deliberate or draft the findings of the Committee. The Following Staff will provide advisory and technical support specific to the mandate and objectives of the Committee: Commissioner of Community Services, Director of Recreation and Culture, and Manager of Cultural Services.

The City Clerk's Office will be responsible for agenda production and distribution, the giving of procedural advice, the recording of the proceedings of the Committee.

Authority

The committee may not exercise decision-making powers, or commit expenditures save for those specifically delegated by Council. The committee may not direct staff to undertake activities without authority from Council.

The Terms of Reference for the Committee were established by Council's adoption of Item No. XX of Report No. XX on _____.

Amendment / Expansion of Terms of Reference

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

**ACCOUNTABILITY AND TRANSPARENCY
ADVISORY COMMITTEE
TERMS OF REFERENCE
[Draft]**

Mandate / Objectives

The Accountability and Transparency Advisory Committee shall be responsible for research and consultations leading to the production of a comprehensive documented findings report on:

- i. the experiences in other jurisdictions, including cost/benefit analysis as appropriate, regulating lobbying and other external inputs into municipal council decision-making.

Term

The Accountability and Transparency Advisory Committee shall submit its findings and recommendations by December 2012.

Membership

Membership on the Accountability and Transparency Advisory Committee shall be composed of the following:

- 1 Local and Regional Councillor
- 1 Ward Councillor
- 1 other Member of Council (optional)
- 4 or more Members of the public with experience in matters pertaining to accountability and transparency or governance

Members of City of Vaughan Council may not serve as Chair or Vice Chair.

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 Procedural By-law.

Agendas and Reporting

Agendas shall be prepared by the City Clerk's Office in consultation with the Committee Chair. Agendas shall be posted on the City's web site one week prior to the scheduled date of meeting.

After each meeting of the Committee, the City Clerk shall submit a report in the City's committee report format to the Priority and Key Initiatives Committee.

Meetings

Meeting dates will be determined at the first meeting of the committee. The committee may meet on the schedule determined, or at the call of the Chair.

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 members, including the Chair, shall constitute quorum.

Staff Resources

The role of Staff is to act as a resource to the committee, but not to be members of the Committee, or to deliberate or draft the findings of the Committee. The Following Staff will provide advisory and technical support specific to the mandate and objectives of the Committee: Commissioner of Legal and Administrative Services & City Solicitor, and City Clerk.

The City Clerk’s Office will be responsible for agenda production and distribution, the giving of procedural advice, the recording of the proceedings of the Committee.

Authority

The committee may not exercise decision-making powers, or commit expenditures save for those specifically delegated by Council. The committee may not direct staff to undertake activities without authority from Council.

The Terms of Reference for the Committee were established by Council’s adoption of Item No. XX of Report No. XX on _____.

Amendment / Expansion of Terms of Reference

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

**TASK FORCE ON SAFETY
IN THE COMMUNITY
TERMS OF REFERENCE
[Draft]**

Mandate / Objectives

The Task Force on Safety in the Community shall be responsible for research and consultations leading to the production of a comprehensive documented findings report, with recommendations, on:

- i. approaches to promote safety in the community including the potential establishment of a City of Vaughan or Region-wide Safe City Association, taking into account potential costs, benefits and jurisdictional issues.

Term

The Task Force on Safety in the Community shall submit its findings and recommendations by December 2012.

Membership

Membership on the Task Force on Safety in the Community shall be composed of the following:

- 1 Local and Regional Councillor
- 1 Ward Councillor
- 1 other Member of Council (optional)
- 1 citizen appointee from each of the City's five wards
- Representatives appointed by York Regional Police, Crime Stoppers, the York Catholic District School Board, the York Region District School Board, and Neighbourhood Watch
- 1 or more members of the business community

Members of City of Vaughan Council may not serve as Chair or Vice Chair.

With the exception of members appointed by York Regional Police, Crime Stoppers, the school boards, and Neighbourhood Watch, all members are to be appointed by Council. Any changes to the membership (except with respect to appointees, as noted) will require Council approval.

Meeting Procedures

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

Agendas and Reporting

Agendas shall be prepared by the City Clerk's Office in consultation with the Committee Chair. Agendas shall be posted on the City's web site one week prior to the scheduled date of meeting.

After each meeting of the Committee, the City Clerk shall submit a report in the City's committee report format to the Committee of the Whole.

Meetings

Meeting dates will be determined at the first meeting of the committee. The committee may meet on the schedule determined, or at the call of the Chair.

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 members, including the Chair, shall constitute quorum.

Staff Resources

The role of Staff is to act as a resource to the committee, but not to be members of the Committee, or to deliberate or draft the findings of the Committee. The Following Staff will provide advisory and technical support specific to the mandate and objectives of the Committee: Commissioner of Community Services, Commissioner of Engineering and Public Works, Commissioner Legal and Administrative Services & City Solicitor, Safe City Coordinator.

The City Clerk's Office will be responsible for agenda production and distribution, the giving of procedural advice, the recording of the proceedings of the Committee.

Authority

The committee may not exercise decision-making powers, or commit expenditures save for those specifically delegated by Council. The committee may not direct staff to undertake activities without authority from Council.

The Terms of Reference for the Committee were established by Council's adoption of Item No. XX of Report No. XX on _____.

Amendment / Expansion of Terms of Reference

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