

## COUNCIL BUDGETS TASK FORCE – FEBRUARY 11, 2011

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### COMMUNICATIONS

#### Distributed February 11, 2011

- C1. Council Budgets Task Force Terms of Reference *(Item 1)*
- C2. Councillor Alan Sheffman, dated February 8, 2011 *(Item 1)*

Please note there may be further Communications.



# memorandum

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**COMMUNICATION**  
**COUNCIL BUDGETS TASK FORCE**  
**February 11, 2011**  
**ITEM 1**

**DATE:** February 10, 2011  
**TO:** Mayor and Members of Council  
**FROM:** Jeffrey A. Abrams  
City Clerk  
**RE: DRAFT TERMS OF REFERENCE**  
**COUNCIL BUDGETS TASK FORCE**

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Attached are the draft terms of reference for the Council Budgets Task Force, which will be forwarded to the Council meeting of February 15, 2011 for adoption.

*Sybil Fernandes*

*for* Jeffrey A. Abrams  
City Clerk

**COUNCIL BUDGETS TASK FORCE  
TERMS OF REFERENCE**

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**Mandate / Objectives**

- 1) The Council Budgets Task Force is a sub-committee of the Finance and Administration Committee.
- 2) The Council Budgets Task Force will give consideration to the recommended 2011 expenditure budgets for Council offices, and report its findings to the Finance and Administration Committee meeting of February 22, 2011.

**Term**

The term of the Council Budgets Task Force ends with the delivery of its report to the Finance and Administration Committee meeting of February 22, 2011.

**Membership**

The Council Budgets Task Force is composed of Councillors Carella, DeFrancesca, Iafrate, and Racco.

**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 the meeting or as soon as practicable.

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

All 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**

The 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 Finance/City Treasurer, Commissioner of Planning, Commissioner of Legal and Administrative Services, and the City Clerk.

The City Clerk's Office will be responsible for agenda production and distribution, the giving of procedural advice, and 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 Task Force were established by Council's adoption of Item 1 of the Finance and Administration Committee Report No. 2 of February 7, 2011.

**Amendment / Expansion of Terms of Reference**

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

Council Budgets Task Force  
COMMUNICATION C 2  
Date: Feb 11/11 ITEM NO. 1

**Magnifico, Rose**

**Subject:** FW: Communication - Council Budgets Task Force February 11/11

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**From:** Shefman, Alan  
**Sent:** Tuesday, February 08, 2011 9:34 PM  
**To:** Cribbett, Barbara  
**Subject:** RE: Councillor Budget Task Force

Barb

Here is the revised version.

I would appreciate it if the members of the Task Force would consider the following issue.

As a result of the interference by the OMB in the boundary review process in 2010, the problem of disproportionate representation was transferred from Ward 1 to Ward 5 just prior to the last election. Ward boundaries are clearly an issue that Council will need to deal with in the near future.

In the meantime I now have the responsibility to service an enormous population.

Ward 5 has approximately 70,000 residents. The average population of the other four Wards is about 59,000 residents. This disproportionate population difference puts the residents of the Ward in a very disadvantaged situation. It also puts their representative in a very difficult situation in attempting to provide a high quality service to a very large population.

My approach to my office expenses has always been focused on service and communications.

While most of my communications is done from my electronic newsletter on an ongoing basis, I believe that it is necessary, for all those residents who do not use the Internet, to communicate with them once a year through a print edition, mailed newsletter - my ulterior motive, of course, is to attract even more people to the electronic newsletter! Other components of my communications approach is to hold a variety of low-cost events for the community over the course of the year.

My service approach is based on responding quickly and effectively to calls for assistance from residents. Our approach is to answer calls immediately, or, if a message is left, return each call within 24 hours. Meeting this service level is demanding but necessary.

I would like to propose the following approach to deal with the funding problem under the current model. Please note that all Councillors with populations above the average would also receive "bonusing." I would also suggest that these funds be allotted to only two functions - communications (newsletters, etc) and servicing (part time staff dedicated to responding to resident issues.)

The population of Ward 5 increased by 26,900 people. Based on the existing formulae that

2/10/2011

will increase the Councillor budget by \$13,450.

I have estimated that to provide Ward services at a level equal to our standard, I would need \$20,000 per year above the current allocation. This will cover the added cost for the hard copy newsletter, added meetings in the different parts of the Ward and a staff person for 2 days per week.

A) Increase by \$20,000 in addition to the \$13,450 noted above. That would require a premium of \$1.82 pp applied to the population in the Ward over the average Ward population of 59,000. Using this approach for all Wards with populations over the average would cost an additional \$32,760 ( including the \$20,000).

If, for some reason the preferred option is not acceptable by the committee, I would suggest that an alternative approach could be as follows:

B) Increase by \$20,000 less the \$13,450 noted above. That would require a lesser premium of \$0.60 cents pp applied to the population in the Ward over the average Ward population. Using this approach for all Wards with populations over the average would cost an additional \$10,800.

Alan

**Alan Shefman, Councillor**

Ward 5 - Thornhill

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