



**Transportation
and Infrastructure
Advisory Committee**
TERMS OF REFERENCE

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Mandate

The City of Vaughan Transportation and Infrastructure Advisory Committee (“the Committee”) has an overall mandate to encourage community involvement and advise on:

- Transportation priorities outlined in the Transportation and Infrastructure Task Force Findings and Recommendations Report (April 2022), the Vaughan Transportation Plan, the MoveSmart Mobility Management Strategy, the Pedestrian and Bicycle Master Plan, other applicable transportation and infrastructure plans, and initiatives warranting additional consideration, as referred by Council.
- Identifications of new revenue sources to implement these priorities.

The Committee will continue the Task Force's efforts in making the City's transportation system more reliable, efficient, safer and sustainable to adapt to changing user preferences and better accommodate existing and future users.

Objectives

The Committee will:

1. Serve as a forum for advising Council and providing recommendations to improving transportation within, to and from Vaughan among residents, workers, businesses and other stakeholders.
2. Advocate for Council-approved initiatives to Regional, Provincial and Federal governments by working with key organizations, including the Association for Municipalities of Ontario (AMO) and the Federation of Canadian Municipalities (FCM), York Region, York Catholic District School Board, York Region District School Board, the Ministry of Transportation (MTO) and Metrolinx.
3. Support strategies, policies and activities which implement the Transportation and Infrastructure Task Force Findings and Recommendations Report (April 2022).
4. Provide strategic input for implementing the Vaughan Transportation Plan, MoveSmart Mobility Management Strategy, Pedestrian and Bicycle Master Plan and other city-wide projects.
5. Advocate for changing the behaviour of all road users to move toward safer streets in Vaughan and promote strategies that encourage safe driving behaviours and active and sustainable modes of transportation.
6. Review matters referred to the Committee by Council relating to the reliable, efficient, safer and sustainable movement of people and goods.
7. Identify opportunities to leverage partnerships and opportunities with relevant parties, including York Region, York Regional Police, York Catholic District School Board, York Region District School

Board, other local municipalities, governance organizations, other levels of government and the non-profit sector, to:

- a. Implement the Transportation and Infrastructure Task Force Findings and Recommendations Report (2018-2022); and
 - b. Contribute to areas of common interest aligned with the City's Citizen Satisfaction Survey results, Vaughan Transportation Plan, MoveSmart Mobility Management Strategy, Pedestrian and Bicycle Master Plan, the 2022-2026 Term of Council Service Excellence Strategic Plan and others, as relevant.
8. Align with the work of the Committee with Council-approved priorities identified in the 2022-2026 Term of Council Service Excellence Strategic Plan.

Term

A four-year term, expiring May 2026 or until a successor is appointed.

Membership

The Committee membership shall be composed of the following:

- a. A maximum of two Council members.
- b. The Mayor will serve as an ex-officio member of the Committee.
- c. A maximum of 10 public members, which fall into at least one of the following groups:
 - Accessibility interest
 - Community members at large
 - Cycling representative
 - Environmental interest
 - GO Transit user
 - Member of a senior group
 - Post-secondary student
 - Transportation planner/engineer
 - York Region Transit user

d. City of Vaughan staff will attend meetings, as required, to provide necessary subject matter expertise.

e. The Committee will draw on additional subject matter expertise from external agencies (MTO, York Region, etc.) as required.

Members are to be appointed by Council. Any changes to the membership will require Council approval.

Meeting Procedures

The Committee proceedings are to be governed by the City's Procedure By-law 7-2011, as amended.

Agendas and Reporting

Agendas shall be prepared by the Office of the City Clerk in consultation with the Committee Chair.

Agendas shall be posted on the City's website one week before the scheduled date of the meeting or as soon as practicable.

After each Committee meeting, a minutes document shall be submitted to the Committee of the Whole, under the agenda item "Consideration of Statutory/Ad Hoc Committee Reports."

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 will be held monthly or as needed throughout the year, except in July and August.

All meetings will be held virtually until further notice.

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

A majority of the members, including the Chair, shall constitute quorum.

Absenteeism and Vacancy

Absenteeism and Vacancy are outlined in the Council-Appointed Advisory Committees Policy, Policy No: 06.C.03, Section 6, as follows:

- 6.1 Should a member not be able to attend a regular meeting of the Committee, the member shall advise the City Clerk or their designate as soon as possible, before the meeting. This will assist in determining if there will be a quorum. If it is concluded that a quorum will not be reached, the City Clerk or their designate shall notify the Chair and other members and cancel the meeting.
- 6.2 If a member is absent from meetings of the Committee for two consecutive regularly scheduled meetings, the City Clerk or their designate shall contact and advise the member, in writing, that three absences may result in a forfeiture of their position on the Committee.
- 6.3 If the member does not attend the next regularly scheduled meeting after written notification from the City Clerk or their designate and no reasonable explanation is provided, the position will be deemed vacant by the City Clerk or their designate. The vacancy will be filled in accordance with section 4.3 and quorum required is adjusted in accordance with section 5.3 of this policy.
- 6.4 Industry or technical representatives can appoint delegates from the same organization to attend a meeting, which counts towards quorum.

Sub-Committees

The Committee may, by resolution, establish sub-committees and delegate functions to such sub-committees, as required, to support the objectives of the Committee. All sub-committees shall cease at the discretion of the Committee or the expiry of the term of the sub-committee or the Committee. The City Clerk or their designate does not support sub-committees or informal meetings.

Declaration of Interest

Declarations of Interest are outlined in the Council-Appointed Advisory Committees Policy, Policy No: 06.C.03, Section 5.5, as follows:

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 of the *Municipal Conflict of Interest Act, 1990*. 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.

Staff Resources

The role of technical 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:

1. The Office of the City Clerk will assign one staff member responsible for agenda and report production and distribution, providing procedural advice and recording proceedings of the Committee and distribution of reports.

2. Corporate and Strategic Communications will assign one staff member to provide communications advisory services, prepare information, communications and assist in the development of the Committee report.
3. Minimum of two City staff members with subject matter expertise will be assigned to support the work of the Committee.
4. Technical staff with subject matter expertise external to the City will be requested to support the work of the Committee from time to time:
 - a. York Region
 - b. Metrolinx staff
 - c. York Region Transit staff
 - d. Ministry of Transportation staff
5. The Committee can be provided with additional administrative and/or technical support at the discretion of the appropriate administrative portfolio(s) or department(s).

Authority

The Committee may not exercise decision-making powers or commit expenditures save for those specifically delegated by Council. Any request for expenditures determined by the Committee for the sole purpose of conducting the business or work of the Committee shall be forwarded to Council for consideration and approval.

The Committee may not direct staff to undertake activities without authority from Council.

Amendment/Expansion of Terms of Reference

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