



# Transportation and Infrastructure

## **TASK FORCE**

### TERMS OF REFERENCE

OFFICE OF THE CITY CLERK  
City of Vaughan, City Hall  
2141 Major Mackenzie Dr.  
Vaughan, ON L6A 1T1





# Transportation and Infrastructure Task Force



## TERMS OF REFERENCE

### MANDATE/OBJECTIVES

#### MANDATE:

The City of Vaughan Transportation and Infrastructure Task Force has an overall mandate to assist the City in finding new and innovative ways to manage and make its transportation systems more sustainable amid the rapidly changing landscape of Vaughan. This will include developing a co-ordinated set of transportation priorities and identifying new revenue sources dedicated to making the City's transportation system more reliable, efficient and better prepared to accommodate future growth.

#### OBJECTIVES:

The task force will:

1. Serve as a forum for improving transportation and infrastructure solutions among residents, businesses and other stakeholders.
2. Work with key organizations, like the Association for Municipalities of Ontario (AMO) and the Federation of Canadian Municipalities (FCM), Regional Municipality of York, Ministry of Transportation (MTO) and Metrolinx to ensure Council-approved initiatives are advocated for to the Provincial and Federal governments.
3. Further explore research, best practices and findings related to congestion management innovation efforts across Canada and the world. Advise in identifying strategies, policies and activities for a comprehensive approach to congestion management.
4. Provide strategic input for the update and implementation of the City's Transportation Master Plan.
5. Recommend measures to increase the use of active transportation in the city, resulting in recognizable and measurable improvements in cultivating a healthier and safer community.
6. Review matters referred to the task force by Council relating to the safe and efficient movement of people and goods and the development of the City's infrastructure to provide strategic input where necessary.
7. Identify opportunities to leverage partnerships

and opportunities with relevant parties, including York Region, other local municipalities, governance organizations, other levels of government and the non-profit sector, to:

- a. achieve objectives of the Transportation and Infrastructure Task Force.
  - b. contribute to areas of common interest aligned with the City's Citizen Satisfaction Survey results, Transportation Master Plan and the 2018-2022 Term of Council Service Excellence Strategic Plan.
8. Align the work of the task force members with Council-approved priorities identified in the 2018-2022 Term of Council Service Excellence Strategic Plan.

### TERM

The Transportation and Infrastructure Task Force shall submit its findings and recommendations for review no later than April 2021.

### MEMBERSHIP

1. The task force membership shall be composed of the following:
  - a. A maximum of two (2) Council members.
  - b. The Mayor will serve as an ex-officio member of the task force.
  - c. A maximum of nine (9) individuals:

#### Technical committee members (4):

- Metrolinx staff (1)
- York Region Transit (YRT) or York Region Rapid Transit Corporation (YRRTC) staff (1)
- York Region staff (1)
- Ministry of Transportation (MTO) staff (1)

#### Citizen representative members (5), which fall into at least one of the following groups:

- GO Transit user
- YRT user
- Transportation planner/engineer
- Post-secondary student
- Cycling representative
- Environmental interest
- Accessibility interest

- Member of a senior's group
  - Community members at large
- d. City of Vaughan staff will attend meetings, as required, to provide necessary subject matter expertise.
  - e. Task force will draw on additional subject matter expertise from external agencies (MTO, York Region, etc.) as required.
2. Members are to be appointed by Council. Any changes to the membership will require Council approval.

## **MEETING PROCEDURES**

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

## **AGENDAS AND REPORTING**

1. Agendas shall be prepared by the Office of the City Clerk in consultation with the task force chair.
2. Agendas shall be posted on the City's website one week prior to the scheduled date of meeting or as soon as practicable.
3. After each meeting of the task force, the City Clerk shall submit a report in the City's committee report format to the Committee of the Whole.
4. Following conclusion of the mandate of the task force, a report of recommendations will be brought to Council for further consideration.

## **MEETINGS**

1. Meeting dates will be determined at the first meeting of the task force. The task force may meet on the schedule determined or at the call of the chair.
2. Meetings will be held every other month or as needed throughout the course of the task force term, except for July and August where no meetings will be scheduled.
3. The chair of the task force may call special meetings.
4. All regular meetings will be held at Vaughan City Hall located at 2141 Major Mackenzie Dr., Vaughan.
5. 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**

1. A majority of members, including the chair, shall constitute quorum.
2. Ex-officio members will not be counted for the purpose of calculating the total number of persons appointed to the task force, but will be counted as a member present when in attendance.

## **STAFF RESOURCES**

The role of staff is to act as a resource to the task force, but not to be members of the task force or to deliberate or draft the findings of the task force. The following staff will provide advisory and technical support specific to the mandate and objectives of the task force:

1. The Office of the City Clerk will assign one staff person responsible for agenda and report production and distribution, the providing of procedural advice, the recording of proceedings of the task force and distribution of reports.
2. Corporate and Strategic Communications will assign one staff person to provide communications advisory services, prepare information, communications and assist in the development of the task force report.
3. An additional two (2) staff with subject matter expertise will be assigned to support the work of the task force.
4. The task force can be provided with additional administrative and/or technical support at the discretion of the appropriate administrative portfolio(s) or department(s).

## **AUTHORITY**

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

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

## **AMENDMENT/EXPANSION OF TERMS OF REFERENCE**

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