



**Official Plan
Update
Sub-Committee
TERMS OF REFERENCE**



Official Plan Update Sub-Committee

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Mandate/Objectives

The Official Plan Update Sub-Committee (“Sub-Committee”) was established and appointed by City Council (“Council”) on Dec. 13, 2022.

The Official Plan Update Sub-Committee has the following mandate:

- To make recommendations to Council regarding the proposed policies developed through the City of Vaughan Statutory Official Plan Review; and as proposed in the draft Official Plan Amendment document.

Term

The term of the Official Plan Update Sub-Committee commenced in January 2023 until the adoption of the Official Plan Amendment.

Membership

The Sub-Committee membership shall be composed of the following:

- a. A maximum of three Council members.
- b. The Mayor will serve as an ex-officio member of the Sub-Committee.

Meeting Procedures

The Sub-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 Sub-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 Sub-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 Sub-Committee. The Sub-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

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

Staff Resources

The role of staff is to act as a resource to the Sub-Committee, but not to be members of the Sub-Committee or to deliberate or draft the findings of the Sub-Committee.

Staff from Policy Planning and Special Programs will provide advisory and technical support specific to the mandate and objectives of the Sub-Committee.

The Office of the City Clerk will be responsible for agenda and report production and distribution, providing procedural advice and recording the proceedings of the Sub-Committee.

The Sub-Committee will be provided with additional administrative and technical support at the discretion of the appropriate Senior Leadership Team – Executive portfolio(s).

Authority

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

The Sub-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.