

## **COMMITTEE OF THE WHOLE DECEMBER 8, 2003**

### **RECRUITMENT FOR THE APPOINTMENTS TO VAUGHAN PUBLIC LIBRARY BOARD AND COMMITTEES**

#### **Recommendation**

The City Clerk recommends:

1. That advertisements be placed in the local newspapers for a two-week period commencing the week of January 12, 2004 to request applications for the following statutory and non-statutory committees:
  - City of Vaughan Non-Profit Housing Corporation;
  - Committee of Adjustment;
  - Court of Revision;
  - Heritage Vaughan;
  - Property Standards Committee;
  - Accessibility Advisory Committee;
  - Community Relations Committee;
  - Maple Streetscape Community Advisory Committee;
  - Safe City Committee; and
  - Youth Advisory Council;
2. That in addition to the Minimum Qualifications for Citizen Appointments to Committees that have been established by Council, and to support the City's strategic priorities regarding heritage preservation in the Vaughan Vision 2007, Council adopt the additional Criteria for Appointments to Heritage Vaughan as set out in Attachment No. 1 to this Report to assist in assessing the qualifications of applicants for citizen appointments to the City of Vaughan's Municipal Heritage Committee under the *Ontario Heritage Act*, R.S.O 1990, c.O.18, as amended;
3. That prior to making any citizen appointments to Heritage Vaughan, City staff provide Council with a summary of the qualifications of the applicants for citizen appointments in keeping with the Criteria for Appointments contained in Attachment No. 1;
4. That the Policy respecting Appointments to Commissions, Boards and Committees by Council be amended to include the Criteria outlined in Attachment No. 1; and
5. That members on Ad Hoc Committees remain the same with the exception of Council appointments, which will be dealt with during the selection process.

#### **Purpose**

To seek Council direction on the re-establishment of the existing statutory and non-statutory committees.

#### **Background - Analysis and Options**

The following is a list of Council appointed Committees that currently exist within the City of Vaughan:

##### Statutory Committees

City of Vaughan Non-Profit Housing Corporation;  
Committee of Adjustment;  
Court of Revision;

Heritage Vaughan;  
Property Standards Committee;  
Accessibility Advisory Committee; and  
Vaughan Public Library Board (recruitment is currently underway – see explanation below)

Non-Statutory Committees

Community Relations Committee;  
Maple Streetscape Community Advisory Committee;  
Safe City Committee; and  
Youth Advisory Council

Upon receiving Council approval of the above-noted Committees, and taking into consideration any amendments Council may wish to make, staff will proceed with the recruitment process.

Some of the non-statutory committees have had difficulty mustering quorum. Consideration should be given to discontinuing one or more of these committees.

Ad Hoc Committees

Council/School Board Liaison Committee;  
Keele Valley Landfill Site Liaison Committee;  
Highway 427 Extension Committee;  
Police Community Liaison Committee; (see explanation below) and  
Spadina-York Subway Extension committee

Traditionally ad hoc committees have usually maintained the same members from term to term.

The Police Community Liaison Committee is a City of Vaughan and York Regional Police initiative. The Committee scheduled four meetings during 2003 with the Ratepayer Associations to discuss issues of mutual concern.

Once the recruitment process for statutory and non-statutory committees is complete, an item will be brought forward to Council to request direction with respect to the appointment of applicants to the various Committees. At that time, Members of Council will have the opportunity to be appointed to these Committees.

The recruitment process for the Vaughan Public Library Board has commenced, as the Public Libraries Act requires that appointments be made at the first Council meeting of each term of Council, being in this case December 15, 2003.

Recruitment Process

The recruitment process involves advertisements being placed in local and other cultural newspapers, information packages and application forms being circulated to the local libraries, community centres and the incumbent Committee members from the previous term. Attached, for your information, is a copy of the Procedure for Appointments to Local Boards, Commissions and Committees that was adopted by Council on December 19, 1988 (Attachment 2). Attachment 3 is a sample application form. You will note the criteria for appointment is: 18 years of age or over, a Canadian citizen, a resident of the City of Vaughan and not employed by the municipality.

As residents have previously expressed concerns with respect to submitting applications in the month of December due to the holidays, staff is recommending that advertisements be placed in the local newspapers for a two-week period commencing January 12, 2004. The deadline for receipt of applications will be 4:30 p.m. Friday, January 30, 2004.

**Conclusion**

Staff is seeking Council direction on the re-establishment of the existing statutory and non-statutory committees in order to commence the recruitment process.

**Attachments**

1. Criteria for Appointments to Heritage Vaughan committee
2. Procedure for Appointments to Local Boards, Commissions and Committees
3. Sample Application Form

Report prepared by:

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Respectfully submitted,

John D. Leach  
City Clerk

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ATTACHMENT NO. 1

Criteria for Appointments to Heritage Vaughan Committee

- a. Demonstrate a strong interest in the complexities and challenges of heritage preservation within the context of city building in the City of Vaughan;
- b. Bring an understanding of the diverse neighbourhoods and communities across the City; and
- c. Have special interest or knowledge in one or more of the following: architecture, cultural landscapes, archaeology, urban design and planning, natural heritage, land development, law, local history, culture and education.

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Background Related to Proposed Criteria

In Ontario, the task of conserving our cultural heritage is primarily a municipal responsibility. The *Ontario Heritage Act* provides a framework within which municipalities can act to ensure the conservation of properties of historical and/or architectural significance.

Under Section 28, of the *Ontario Heritage Act*, Council is authorized to establish, through by-law, a Municipal Heritage Committee that is made up of five or more people to advise on heritage conservation issues. Guidance from the Ministry of Culture on the selection of Committee members stresses that appointments should ensure a membership that is committed, competent and productive. Also, because heritage conservation issues are often complex, decisions and policies must be based on reliable technical and professional advice that combines strong advocacy, communications and organizational skills that also reflect an understanding of the local community.

The Role of Municipal Heritage Committees:

The *Ontario Heritage Act* defines the statutory role of municipal heritage committees, but also states that other responsibilities may be assigned to these committees through by-laws passed by the municipal council. The establishment of a municipal heritage committee enables a municipality to encourage community participation in local heritage conservation. In practice, a heritage committee often has a dual responsibility:

- To the municipality - to advise council on heritage issues (under the *Ontario Heritage Act*); and, to carry out assigned duties according to the municipal by-law or resolution and procedures established by the municipality; and
- To the citizens of the municipality - to help ensure that plans for change and progress be developed in a manner which recognizes the historical continuity of their community.

On May 2, 1977, Council established Heritage Vaughan with the enactment of By-law No. 86-77 pursuant to Section 28 of the *Ontario Heritage Act*. The Committee's statutory role is advisory to Council and is recognized as the legitimate vehicle for coordinating and conveying community concerns respecting heritage conservation activities.

With the assistance of City staff, Heritage Vaughan provides guidance and advice to council in making decisions on any matters relating to the designation and conservation of property of cultural heritage value or interest, as individual properties or as heritage conservation districts pursuant to the Act. The *Ontario Heritage Act* (s. 28) defines the committee's statutory role as follows:

- To advise and assist the council on all matters relating to the designation of individual properties (Part IV) or heritage conservation districts (Part V);
- Applications to alter, demolish or remove designated properties;
- Applications to repeal by-laws which designate individual properties as heritage properties;
- Recommendations to enter into heritage conservation easement agreements or covenants; and
- To advise and assist the council on other heritage matters as Council may deem appropriate by by-law.

#### Other Responsibilities of Heritage Vaughan

Heritage Vaughan's activities flow from its statutory authority and are part of its advisory functions. In general, these include certain basic responsibilities that are conducted by municipal heritage committees with the assistance of City staff such as:

- Researching, identifying and evaluating all the properties and areas that may deserve protection by maintaining an inventory of listed heritage properties (structures);
- Archaeological issues related to designated or listed properties;
- Grants and funding supporting the preservation of heritage properties;
- Promoting heritage conservation as well as advising property owners on appropriate conservation and maintenance practices;
- The production of newsletters, descriptive guides, exhibits, and other educational material about notable buildings, streets, and districts, in order to raise community and visitor interest in the distinctive and attractive qualities of their environments;
- The development of community recognition for architectural preservation through commemorative initiatives such as plaquing, awards for restoration and sympathetic infill development;
- Advising Council of new heritage legislation and funding initiatives
- Advising Council with regard to provincially-owned heritage properties and National Historic Sites
- The development of its annual operating budget

Heritage Vaughan also has the responsibility to keep Council informed of its plans and activities. This is often accomplished through committee minutes and reports, and by having members of Council appointed to the committee as the first line of communication. Another method of ensuring council's awareness on heritage conservation issues is through status reports.

#### Heritage Conservation & Municipal Planning

Although municipal heritage committees are established under the *Ontario Heritage Act*, other legislation such as the Environmental Assessment Act, Planning Act, Niagara Escarpment Planning and Development Act, Municipal Act, Occupational Health and Safety Act, Fire Marshals Act, Conservation Authorities Act, Ontario Building Code, and others, have implications for heritage conservation. As such, heritage committees can play a vital role in providing data, reviewing heritage studies, advising on mitigation measures, offering advice and guidance to property owners, developing heritage conservation policies for Official Plans, reviewing zoning by-laws, site plan, building permit and signage applications to ensure they have regard for heritage resources and conservation strategies as provided by the Act.

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### Recommended Committee Representation for Heritage Vaughan (Municipal Heritage Committee)

Municipal Heritage Committee members serve the interests of the local community and assist Council in making decisions related to heritage conservation. Under the Act, Council is responsible for appointing members to serve on its Municipal Heritage Committees (Heritage Vaughan). Any individual with an interest in heritage conservation and an ability to work with the community, as well as within a municipal framework can participate. Guidance from the Ministry of Culture on the creation of Municipal Heritage Committees identifies that appointments should ensure a membership that is committed, competent and productive.

Because heritage conservation issues are often complex, decisions and policies must be based on reliable technical and professional advice that combines strong advocacy, communications and organizational skills that also reflect an understanding of the local community.

Moreover, in order to provide Council with the best possible advice on heritage issues and to underpin the City's strategic priorities outlined in the Vaughan Vision 2007 related to the preservation of historic buildings, staff are recommending a well-balanced heritage committee where appointments reflect an interest in the complexities and challenges of heritage preservation within the context of city building; an understanding of the diverse neighborhoods and communities across the City; and where appointments also reflect a special interest or knowledge in one or more of the following: architecture and heritage conservation, cultural landscapes, archaeology, urban design and planning, natural heritage, land development, law, local history, culture and education.

### Conclusion

The municipal by-law establishing Heritage Vaughan committee not only empowers the committee, but also provides the framework through the Ontario Heritage Act in dealing with its complex tasks related to conserving Vaughan's special and unique heritage. Guidance from the Ministry of Culture on the creation of Municipal Heritage Committees identifies that appointments should ensure a membership that is committed, competent and productive. Also, because heritage conservation issues are often complex, decisions and policies must be based on reliable technical and professional advice that combines strong advocacy, communications and organizational skills that also reflect an understanding of the local community.

SECTION: COUNCIL	POLICY NO.: 01.08 CNL: 88.12.19(24)
DEPARTMENT: MAYOR & MEMBERS OF COUNCIL	SUBJECT: PROCEDURE FOR APPOINTMENT TO LOCAL BOARDS, COMMISSIONS AND COMMITTEES

Council resolved:

That the following guidelines be adopted for the appointments to Local Boards, Commissions and Committees:

#### NOTIFICATION

Vacancies for all Local Boards, Commissions and Committees shall be advertised in Local Community Newspapers within the Town of Vaughan inviting members of the Public to apply to the various committees. The advertisement shall list the various committees and include a brief description of their mandate. It shall also inform the applicants where application forms can be obtained and the deadline for making application.

#### QUALIFICATION

In order to qualify, all candidates must complete application forms and submit these applications by the prescribed deadline date. No candidate shall be considered unless they have submitted an application for each individual committee they wish to serve.

A package of all completed applications shall be provided to all members of Council for their perusal.

#### INTERVIEW PROCESS

The completed applications shall be reviewed by Council Committee in an in-camera session to determine which applicants shall be interviewed. If Council determines that there are time constraints in interviewing candidates for all committees, Council should select those committees it believes are important enough to warrant the interview process. Council shall then appoint a panel of 3 or 4 members, who will be delegated the responsibility to interview those candidates selected by Council Committee and make recommendations thereon.

#### SELECTION PROCESS

Once the interviews have been completed the panel shall submit a list of the candidates to Council Committee and their recommended choices. Council Committee shall then in an in-camera meeting select the successful candidates for each committee. The selections shall be

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CITY OF VAUGHAN  
POLICY MANUAL

SECTION: COUNCIL	POLICY NO.: 01.08 CNL: 88.12.19(24)
DEPARTMENT: MAYOR & MEMBERS OF COUNCIL	SUBJECT: PROCEDURE FOR APPOINTMENT TO LOCAL BOARDS, COMMISSIONS AND COMMITTEES

considered by a vote of Council Committee members.

APPOINTMENTS

All candidates to committees shall be appointed by By-law which will govern the term of office. In addition, successful candidates will be required to sign a formal declaration that they will abide by the Code of Ethics and the Municipal Conflict of Interest Act.

Once candidates are selected, the Town Clerk shall be designated to alert Council if a member has frequent conflicts of interest which may adversely affect the committee and its proceedings.

If Council has reason to believe that any member of a committee appointed by Council is not performing his/her duties to the satisfaction of Council, Council shall consider removing the member subject to the provisions of any legislation with respect to specific committees. For those committees where their appointment of members is made at the pleasure of Council, Council has the authority to make any changes it feels warranted.





Attachment 3  
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City Of Vaughan  
Application for Appointment to  
**STATUTORY / NON-STATUTORY COMMITTEES**

Personal Information (Please Print):

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ POSTAL CODE: \_\_\_\_\_

TELEPHONE NO.: \_\_\_\_\_

BIRTH DATE: \_\_\_\_\_ OCCUPATION: \_\_\_\_\_

LENGTH OF RESIDENCE IN VAUGHAN: \_\_\_\_\_

**SAMPLE**

If you have previously served on a Committee, Board, or Commission in the City of Vaughan or other Municipality, please provide details. (Note: A resume or synopsis outlining any additional information may be attached for the following questions.)

\_\_\_\_\_  
\_\_\_\_\_

Describe how your appointment would benefit the residents of the City of Vaughan.  
\_\_\_\_\_  
\_\_\_\_\_

Provide details of what you consider to be your qualifications and experience for this position.  
\_\_\_\_\_  
\_\_\_\_\_

Please indicate when you would be available to attend meetings:

I would be available to attend meetings in the evening.	YES	NO
I would be available to attend meetings during business hours.	_____	_____

Personal information on this form is collected under the legal authority of the Municipal Act, R.S.O. 1990, c.M.45, as amended. This information will be used to process applications to determine an applicant's suitability to be appointed and serve on various statutory and non-statutory committees. Questions about this collection should be directed to the City Clerk, City of Vaughan, 2141 Major Mackenzie Drive, Vaughan, Ontario, L6A 1T1, (905) 832-8504.

I hereby acknowledge and agree that if appointed, I will adhere to the Code of Ethics and Declaration of Office established by Council as set forth on the sample attached with this application; and

I hereby declare that I am 18 years of age or over, a Canadian Citizen, a resident of the City of Vaughan, and the municipality does not employ me.

\_\_\_\_\_  
Signature

The deadline for receipt of applications by the City Clerk is (date). Please submit applications to: J. D. Leach, City Clerk, 2141 Major Mackenzie Drive, Vaughan, Ontario, L6A 1T1 or FAX to (905) 832-8535. (NOTE: Submissions after the deadline will not be accepted.)