

## **COMMITTEE OF THE WHOLE - DECEMBER 11, 2006**

### **COUNCIL APPOINTMENTS TO STATUTORY AND NON-STATUTORY COMMITTEES/ SELECTION COMMITTEES**

#### **Recommendation**

The City Clerk recommends:

- 1) That Council Members be appointed to the following statutory and non-statutory Committees:

Accessibility Advisory Committee  
City of Vaughan Non-Profit Housing  
Heritage Vaughan  
Arts Advisory Committee  
Community Relations Committee  
Maple Streetscape Community Advisory Committee  
Safe City Committee  
Vaughan Youth Cabinet

- 2) That a Selection Committee be struck for each of the above-noted committees, comprised of the Councillor(s) appointed and support staff for the purpose of reviewing applications received and conducting interviews, as necessary; and

That each Selection Committee submit the names of the applicants recommended for appointment, to the City Clerk, by January 31, 2007;

- 3) That a Selection Committee be struck for the following statutory committees comprised of Councillor(s) and support staff:

Committee of Adjustment  
Court of Revision  
Property Standards Committee, and

That Council appointments be made to each of the Selection Committees for the purpose of reviewing applications received, conducting interviews, as necessary, and forwarding recommendations for appointment to the City Clerk, by January 31, 2007.

#### **Economic Impact**

There is no economic impact.

#### **Purpose**

The purpose of this report is to consider Council appointments to Statutory and Non-statutory Committees/Selection Committees.

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

Attached is the Council extract approving the Guidelines and Procedures for Statutory and Non-statutory Committees and Boards (Item 6, Report No. 45 of the Committee of the Whole, approved by Council June 27, 2005).

In accordance with Council direction, advertisements were placed in community newspapers and the City Page the weeks of November 6 and 13. Application packages were available in all community centres, libraries, and the Clerk's office as well as posted on the City's website. As well, application packages were sent to the incumbent members. The deadline for submission of applications was December 1, 2006.

The next step in the recruitment process is for Council to appoint members as recommended and for Selection Committees comprised of Councillor(s) and support staff to be struck for the purpose of reviewing the applications received, conducting interviews as necessary and forwarding recommendations for appointment to the City Clerk by January 31, 2007. The City Clerk will compile the Selection Committees recommendations and bring forward a report for Council's consideration in February 2007.

For reference purposes, attached is a listing of the 2003-2006 Statutory and Non-Statutory Committees showing the Members of Council appointed to each Committee along with the respective support staff.

#### **Relationship to Vaughan Vision 2007**

This report is consistent with the priorities previously set by Council as it serves our citizens and promotes community safety, health, and wellness.

#### **Conclusion**

It is recommended that Council appointments to Statutory and Non-statutory Committees/Selection Committees be made in order for the recruitment process to proceed as approved by Council.

#### **Attachments**

1. Extract - Item 6, Report No. 45 of the Committee of the Whole, approved by Council June 27, 2005
2. 2003-2006 Statutory and Non-statutory Advisory Committees  
Council Members and Support Staff

Respectfully submitted,

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J. D. Leach  
City Clerk

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Janice Atwood-Petkovski  
Commissioner of Legal and  
Administrative Services

## CITY OF VAUGHAN

EXTRACT FROM COUNCIL MEETING MINUTES OF JUNE 27, 2005

Item 6, Report No. 45, of the Committee of the Whole (Working Session), which was adopted, as amended, by the Council of the City of Vaughan on June 27, 2005, as follows:

***By approving that Clauses 2 and 3 of the Committee of the Whole recommendation be deleted and replaced with the following:***

- 2) ***That the property owner be advised in advance if their property is being considered by a Statutory Committee; and***
- 3) ***That the attendance policy not be in effect for the months of July and August.***

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**GUIDELINES AND PROCEDURES FOR  
STATUTORY AND NON-STATUTORY  
COMMITTEES AND BOARDS**

(Referred from the Committee of the Whole (Working Session) of May 25, 2005)

**The Committee of the Whole (Working Session) recommends:**

- 1) **That the recommendation contained in the following report of the City Clerk, dated June 21, 2005, be approved;**
- 2) **That property owners be advised if their property is being discussed at a public meeting;**
- 3) **That Statutory and Non-Statutory Committees respect Council recess periods in July and August; and**
- 4) **That the memorandum of the City Clerk dated May 24, 2005, be received.**

The Committee of the Whole (Working Session), at its meeting of May 25, 2005 recommended:

That this matter be referred to the June 21, 2005 Committee of the Whole (Working Session) meeting.

Report of the City Clerk dated May 25, 2005

**Recommendation**

The City Clerk recommends:

- 1) That advertisements for appointments to all statutory and non-statutory advisory committees and boards be placed in all local papers, in accordance with the Advertising Policy, in November of an election year and posted on the City's website. That the advertisements include relevant information such as the mandate of the committee, where application forms can be obtained and the deadline for submission of applications;
- 2) That a Selection Committee, comprised of the Councillor(s) that have been appointed by Council to each of the statutory and non-statutory committees, as well as support staff, be struck to review applications received for each committee, conduct interviews as may be necessary and forward the names of the applicants recommended for appointment to the City Clerk; and

That the current practice with respect to appointments to the Vaughan Public Library Board continue, i.e. the City Clerk forwards completed applications to a Committee of the Whole (Closed Session) meeting in December of an election year;

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- 3) That the names of the applicants recommended for appointment by each Selection Committee be forwarded by the City Clerk to a Committee of the Whole (Closed Session) meeting in February following an election year;
- 4) That should Council wish to fill a vacancy that arises during the term of a committee, the list of applicants on file for the relevant committee be considered and that the selection process, as noted above, be followed. If there are no applicants on file for consideration, appointments be advertised as outlined above;
- 5) That re-appointments for a second consecutive term be kept to a minimum and only for the purpose of providing continuity, provided there are sufficient applicants. That re-appointments for a third consecutive term be considered only when there are insufficient applicants. That a member serving two consecutive terms may re-apply only after an absence of one term. Further, that an applicant be appointed to only one committee and be a member on only one committee for their term of office;
- 6) That each non-statutory advisory committee review and amend as necessary their Terms of Reference and following such review forward the Terms of Reference to a Committee of the Whole meeting no later than May 2006 for Council's endorsement;
- 7) That Council direct statutory and non-statutory advisory committees to strictly enforce the following:

If a member is absent from meetings of the Committee for three (3) consecutive regularly scheduled meetings, or in the opinion of the Committee if any member's absenteeism jeopardizes the objectives of the Committee, the Committee shall pass a resolution requesting Council to appoint a replacement member;
- 8) That Council adopt the following policy:

That should a non-statutory advisory committee cancel four regularly scheduled meetings in a given year due to lack of quorum, support staff assigned to the relevant committee immediately forward a report to Council for Council to decide whether the committee should continue or be disbanded for the remainder of the term of office; and

That should a Member of Council wish to have a non-statutory advisory committee reinstated for the following term of Council, that a request be forwarded to Council no later than the last meeting of Council in an election year;
- 9) That the attached revised General Rules, Roles and Procedures for Council appointed Advisory Committees (Attachment 4), be approved;
- 10) That all non-statutory advisory committees submit to Committee of the Whole a summary of its accomplishments over the three (3) year term, prior to the expiry of the term;
- 11) That all candidates to committees be appointed by By-law, or Council resolution, and that the term of office be defined therein. That successful candidates sign a formal declaration that they will abide by the Code of Ethics and the Municipal Conflict of Interest Act; and
- 12) That Policy No. 01.08, *Procedure for Appointment to Local Boards, Commissions and Committees* (Attachment 1) be rescinded.

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**Economic Impact**

N/A

**Purpose**

To address some of the concerns raised by Members of Council with respect to procedures for appointments to statutory and non-statutory advisory committees, issues regarding quorum and outdated Terms of Reference.

**Background - Analysis and Options**

Council approved Attachment 1, Policy No.01.08 - *Procedure for Appointment to Local Boards, Commissions and Committees*, in 1988. Although these guidelines include an interview process, the practice has been for the City Clerk to forward completed applications to a Committee of the Whole (Closed Session) meeting.

The following is a list of statutory advisory committees and boards and Council appointed non-statutory advisory committees for the 2003-2006 term of Council:

<b>Statutory Advisory Committees &amp; Boards</b>	<b>Non-Statutory Advisory Committees</b>
Accessibility Advisory Committee	Community Relations Committee
City of Vaughan Non-Profit Housing Corporation	Council/School Board Liaison Committee
Committee of Adjustment	Highway 427 Extension Committee
Court of Revision	Intergovernmental Relations Committee
Heritage Vaughan	Keele Valley Landfill Site Liaison Committee
Property Standards Committee	Maple Streetscape Community Advisory Committee
Vaughan Public Library Board	Safe City Committee
Emergency Management Program Committee	Spadina-York Subway Extension Committee
Hearing Committee for Licensing Matters	Vaughan Youth Cabinet

**Current Recruitment Process**

Advertisements (refer to Attachment 2) for appointments to committees/boards are placed in the local papers by the Clerk's department in January following an election year for a two-week period. Information packages, including an application form, (refer to Attachment 3) are made available at local libraries, community centres and the Civic Centre, and mailed to the incumbent members on all committees. The advertisement contains a brief description of the committee's mandate. The information package provides more detailed information including the composition, term of office, remuneration (if applicable), duties and functions and frequency of meetings.

In February following an election year, the Clerk's department compiles and forwards to a Committee of the Whole (Closed Session) meeting for consideration the following:

- a summary of the applications received, including residency status, and copies of completed applications forms;
- information regarding the composition, term of office, duties and functions, remuneration (if applicable), frequency of meetings for each committee;
- previous term membership list for all committees.

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Advertisements for appointments to the Library Board are placed in the local papers for a two-week period in November of an election year and appointments are made at the first meeting in December, in accordance with the *Public Libraries Act*. Information packages are made available at local libraries, community centres and the Civic Centre, and mailed to the incumbent members of the Vaughan Public Library Board.

Survey with respect to Term of Office, Selection Process and Qualifications

The following are results of a survey of area municipalities regarding the term of office, selection process and qualifications:

	<b>Term of Office</b>	<b>Selection Process</b>	<b>Qualifications</b>
Brampton	No term limit	<p>Appointments are advertised. Applications are forwarded to a Selection Committee comprised of three Councillors. Interviews are conducted and recommendations forwarded to Committee of Council and then to Council.</p> <p>If a vacancy arises, names are selected from the list of applicants who originally submitted an application and the same process is followed.</p>	<p>Canadian citizen. Resident of the municipality. 18 years of age or older.</p> <p>employees – not appointed (unwritten policy) employee's spouse – can be appointed</p>
Markham	Single term. There is a departure from this principle when it is deemed that there is a need to maintain continuity within a committee. A member may re-apply again to a committee after a one year absence.	<p>Appointments are advertised. Applications are reviewed by the Councillor(s) appointed to the respective Committee. Interviews are conducted as necessary. Recommendations are forwarded to Council.</p> <p>Candidates are appointed to only one committee and may not be a member of more than one committee during their term of office.</p>	<p>Resident of the municipality. 18 years of age or older.</p> <p>employees – not appointed (unwritten policy) employee's spouse – can be appointed</p>
Mississauga	No term limit.	<p>Appointments are advertised. A Nominating Committee is struck for each committee comprised of Councillors. Applications are reviewed. Interviews are held.</p> <p>The Clerk forwards a report to Council with the names of the selected candidates.</p>	<p>Canadian citizen. Resident of the municipality.</p> <p>employees of City of Mississauga/Region of Peel – not appointed (unwritten policy) employee's spouse – can be appointed</p>

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	<b>Term of Office</b>	<b>Selection Process</b>	<b>Qualifications</b>
Region of York	No term limit.	Appointments are advertised. The Clerk forwards a report to Council.	Elector qualifications  appointment of employees/employee's spouse – do not have a policy but would be guided by their Code of Ethics and/or Conflict of Interest Act
Richmond Hill	No term limit.	Appointments are advertised. The Clerk forwards a report to Council	Resident or property owner of the municipality Adult (with the exception of Youth Action Committee)  employees – not appointed (unwritten policy)  employee's spouse – situation not arisen (family members have been appointed)
Vaughan	No term limit.	Appointments are advertised. The Clerk forwards a report to Committee of the Whole (Closed Session).	Canadian citizen. Resident of the municipality. 18 years of age or older (with the exception of Youth Committees) Cannot be employed by the municipality (policy) employee's spouse – can be appointed

Note: Some committees, such as the Accessibility Committee, have specific qualifications provided for under the related legislation.

**Recommended Recruitment and Selection Process**

Staff are recommending the following recruitment and selection process:

- 1) Advertisements for appointments to all statutory and non-statutory advisory committees and boards be placed in all local papers, in accordance with the Advertising Policy, in November of an election year and posted on the City's website. The advertisements will include relevant information such as the mandate of the committee, where application forms can be obtained and the deadline for submission of applications.

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- 2) Appointments of Councillors to statutory and non-statutory advisory committees be made at a meeting in December following the election.
- 3) In January, following the election, a Selection Committee, comprised of the Councillor(s) that have been appointed by Council to each of the statutory and non-statutory committees, as well as support staff, be struck to review applications received for each committee, conduct interviews as may be necessary and forward the names of the applicants recommended for appointment to the City Clerk.

Recognizing these are volunteer positions, individuals appointed will, however, be serving in an advisory capacity and representing the municipality. The interview process will assist in identifying an individual's related experience, knowledge, interests and qualifications (in addition to the pre-requisite) and consequently help determine the appropriate "fit" for committee appointments.

Interviews will provide for a fair and consistent approach in the selection process.

- 4) The names of the applicants recommended for appointment by each Selection Committee be forwarded by the City Clerk to a Committee of the Whole (Closed Session) meeting in February following an election year.

The following are suggested interview questions:

- What is your understanding of the mandate of the committee?
- Why do you have an interest in this committee?
- Do you have an interest in a particular project or initiative?
- What is your understanding of the relationship between advisory committees and council?
- Are you available for the specified monthly evening meetings?

#### Recommended Recruitment and Selection Process for the Vaughan Public Library Board

Since appointments to the Vaughan Public Library Board are made at the first meeting in December following an election, it is recommended that the current practice continue, i.e. advertise for appointments in November of an election year and the City Clerk forwards completed applications to a December Committee of the Whole (Closed Session) meeting.

#### Recommended Selection Process for Vacancies

Staff are recommending that should Council wish to fill a vacancy that arises during the term of the committee, that the list of applicants on file for the related committee be considered and that the same selection process be followed as noted above. In the event there are no applicants on file for consideration, appointments be advertised as outlined in the "Recommended Recruitment and Selection Process".

#### Recommended Term of Office

A single term of office is not recommended. Staff are recommending that re-appointments for a second consecutive term be kept at a minimum and only for the purpose of providing continuity. Staff are recommending that re-appointments for a third consecutive term only be considered when there are insufficient applicants. A member, after serving two consecutive terms, may re-apply after an absence of one term.



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Recommended Review of Terms of Reference

Terms of Reference are often general and broad and do not reflect changes that may have taken place, including the establishment of new committees thereby resulting in overlapping roles and functions. It is, therefore, appropriate that a review be undertaken by each non-statutory advisory committee and following such review the Terms of Reference, as amended if necessary, be forwarded to a Committee of the Whole meeting no later than May 2006 for Council's endorsement. This will provide a clearer mandate for each committee in the future and will provide Council the opportunity to review the ongoing need to continue any particular committee.

Recommended Policy with respect to Absenteeism

Non-attendance at meetings often results in meetings not being able to proceed or having to be cancelled due to lack of quorum. To address the issue of absenteeism, staff is recommending that Council direct statutory and non-statutory advisory committees/boards to strictly enforce the following:

If a member is absent from meetings of the Committee for three (3) consecutive regularly scheduled meetings, or in the opinion of the Committee if any member's absenteeism jeopardizes the objectives of the Committee, the Committee shall pass a resolution requesting Council to appoint a replacement member.

Recognizing that a member may have a valid reason for not being able to attend a meeting(s), should the member fail to communicate to the committee the reason for his/her absence, staff are recommending the above noted policy be strictly enforced. Members are required to advise the Assistant City Clerk assigned to the committee at least one day prior to the meeting should the member not be able to attend. This requirement assists in determining whether there will be a quorum.

Last minute cancellation of meetings, or meetings not being able to proceed due to lack of quorum is frustrating to the members who have made an effort to attend the meeting and additionally negatively impacts staff's time and resources.

Recommended Policy with respect to Cancellation of Meetings due to Lack of Quorum

Staff are recommending that Council adopt the following policy:

That should a non-statutory advisory committee cancel four regularly scheduled meetings in a given year due to lack of quorum, support staff assigned to the relevant committee immediately forward a report to Council for Council to decide whether the committee should continue or disband for the remainder of the term of office; and

That should a Member of Council wish to have a non-statutory advisory committee reinstated for the following term of Council, that a request be forwarded to Council no later than the last meeting of Council in an election year.

Typically there are nine regularly scheduled meetings (January to June and September to November) in a given year. Adopting such a policy may help reinforce Council's expectation of the role of members in achieving the committee's goals and objectives as provided for in the relevant committee's mandate. Additionally, it may reinforce the importance of commitment by all members thereby resulting in more productive committees.

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##### Recommended Policy with respect to Informal Minutes

Frequently the Recording Personnel at a meeting where no quorum is present is asked to take informal minutes. Staff are recommending that this practice be discontinued, as informal minutes serve no purpose since the matters discussed have to be rehashed at the next meeting when the majority of members are present. Therefore, staff recommend that the following policy be strictly enforced:

If no quorum is present one half hour after the time scheduled for a meeting, the Assistant City Clerk shall call the roll and record the names of the members present, and the meeting shall stand adjourned until the next scheduled meeting or at the call of the Chair. Informal minutes are not recorded.

##### Recommended Revised General Rules, Roles and Procedures for Council Appointment Advisory Committees

The "*General Rules, Roles and Procedures for Council Appointed Advisory Committees*" was adopted by Council in 1998. This document has been reviewed by staff and minor modifications have been made. Staff are recommending that the attached revised document (Attachment 4) be adopted by Council.

This document outlines the rules and procedures that govern the proceedings of advisory committees.

##### Recommended Policy with respect to the Provision of a Summary of Accomplishments

Previously, prior to the expiration of the term, non-statutory advisory committees used to submit to Committee of the Whole a summary of accomplishments over their term of office. Staff are recommending that this be reinstated as it may encourage committees to commit to initiatives within their mandate and furthermore this is an opportunity to keep Council apprised of the committees achievements during the three-year period.

##### Recommended Policy with respect to Appointments

All candidates to committees shall be appointed by By-law, or Council resolution, and the term of office will be clearly defined therein. 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.

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 has the option of removing the member subject to the provisions of any related legislation with respect to specific committees. For those committees where the appointment of members is made at the pleasure of Council, Council has the authority to make any changes that it feels may be warranted.

##### Relationship to Vaughan Vision 2007

This report is consistent with the priorities previously set by Council and the necessary resources have been allocated and approved.

##### Conclusion

Including interviews in the selection process will provide for appointments to be based on related

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experience, knowledge and qualifications, which will assist in establishing productive committees. As well, a review of the Terms of Reference will provide for a clearer mandate and identify and eliminate any duplication that may exist. Not having a restriction to one term of office provides for continuity. Keeping re-appointments to a minimum and for two consecutive terms only, provides for changes in the membership thereby introducing fresh perspectives and moreover offers those wishing to get involved in the community an opportunity to do so. The General Rules, Roles and Procedures Governing Council Appointed Advisory Committees are necessary as it outlines the rules and procedures that govern the proceedings of advisory committees. Reinstating the submission of a summary of accomplishments may encourage commitment, however it will also provide Council the opportunity to review the committees achievements during the term.

**Attachments**

- Attachment 1: Policy No. 01.08 - Procedure for Appointment to Local Boards, Commissions and Committees
- Attachment 2: Advertisement – Appointments to City of Vaughan Committees
- Attachment 3: Application Package for Appointments to Statutory and Non-Statutory Committees
- Attachment 4: Revised General Rules, Roles and Procedures for Council Appointed Advisory Committees

**Report prepared by:**

Sybil Fernandes, Deputy City Clerk, Ext. 8628

(A copy of the attachments referred to in the foregoing have been forwarded to each Member of Council and a copy thereof is also on file in the office of the City Clerk.)

**2003 – 2006 Statutory and Non-Statutory Committees  
Council Members and Support Staff**

<b>Committee Name</b>	<b>Council Member(s) Appointed to the Committee</b>	<b>Support Assigned to the Committee</b>
Accessibility Advisory Committee	Regional Councillor Jackson Councillor Shefman	D. LaPointe-Kay, Director of Recreation and Culture
City of Vaughan Non-Profit Housing	Mayor Di Biase Regional Councillor Jackson	L. Bonneville, Administrative Manager
Committee of Adjustment	None	D. Grout, Manager of Development Services/Secretary Treasurer to the Committee of Adjustment *M. Kennedy, Plans *Examiner/Zoning *G. Seganfreddo Plans Examiner *S. Lui, Plans Examiner *C. Coulter, Sr. Plans Examiner/Zoning *M. Ridgwell, Plans Examiner R. Mino, Planner *Rotating Staff
Court of Revision	None	S. Fernandes, Deputy City Clerk
Heritage Vaughan	Regional Councillor Jackson Councillor Di Vona	A. Palermo, Cultural Services Manager S. Robinson, Cultural Services Co-ordinator
Property Standards Committee	None	H. Wilson, Director of Legal Services T. Thompson, Sr. Manager of By-law Enforcement
Arts Advisory Committee	Councillor Carella Councillor Yeung Racco	D. LaPointe-Kay, Director of Recreation and Cultural A. Palermo, Manager, Cultural Services
Community Relations Committee	Councillor Carella Councillor Shefman Councillor Yeung Racco	D. Ambrose, Recreation Services Supervisor
Maple Streetscape Community advisory Committee	Regional Councillor Ferri Councillor Meffe	D. Birchall Director of Urban Design
Safe City Committee	Councillor Di Vona Regional Councillor Jackson	D. Colallilo, Programs Manager, Recreation and Culture T. Sudak, Manager of Parks Services T. Thompson, Senior Manager of By-Law Enforcement
Vaughan Youth Cabinet	All Members of Council	D. LaPointe-Kay Recreation & Culture Department M. Piiil Recreation & Culture Department