

COMMITTEE OF THE WHOLE - JANUARY 22, 2007

APPOINTMENTS TO STATUTORY AND NON-STATUTORY COMMITTEES

Recommendation

The City Clerk recommends:

1. That a by-law be enacted to provide for appointments to be made for membership on the *Accessibility Advisory Committee* (majority of members to include people with disabilities – previously 18 citizen members). Regional Councillor Rosati and Mayor Jackson (ex-officio) appointed December 18, 2006). (*Package A*);
2. That a by-law be enacted to provide for appointments to be made for membership on the *City of Vaughan Non-Profit Housing Corporation* (7 Directors – previously 5 citizen members). Councillor Meffe and Mayor Jackson (ex-officio) appointed December 18, 2006). (*Package B*);
3. That a by-law be enacted to provide for appointments to be made for membership on the *Committee of Adjustment* (previously 5 citizen members). (*Package C*);
4. That a by-law be enacted to provide for appointments to be made for membership on the *Court of Revision* (previously 5 citizen members). (*Package D*);
5. That a by-law be enacted to provide for appointments to be made for membership on *Heritage Vaughan* (previously 13 citizen members). Regional Councillor Rosati, Councillor Shefman and Mayor Jackson (ex-officio) appointed December 18, 2006. (*Package E*);
6. That a by-law be enacted to provide for appointments to be made for membership on the *Property Standards Committee* (previously 5 citizen members). (*Package F*);
7. That a by-law be enacted to provide for appointments to be made for membership on the Arts Advisory Committee (previously 12 citizen members, CEO Vaughan Public Library). Councillors Carella, Yeung Racco and Mayor Jackson (ex-officio) appointed December 18, 2006). (*Package G*);
8. That a by-law be enacted to provide for appointments to be made for membership on the *Community Relations Committee* (previously 7 citizen members, Superintendent of Education York Catholic District School Board, Superintendent of Education, York Region District School Board, York Regional Police representative and President, South Asian Seniors Forum Vaughan Seniors' Association). Regional Councillor Rosati, Councillor Shefman and Mayor Jackson (ex-officio) appointed December 18, 2006. (*Package H*);
9. That a by-law be enacted to provide for appointments to be made for membership on the *Maple Streetscape Community Advisory Committee* (previously 8 citizen members). Regional Councillor Frustaglio, Regional Councillor Ferri, Councillor Meffe and Mayor Jackson (ex-officio) appointed December 18, 2006. (*Package I*);
10. That a by-law be enacted to provide for appointments to be made for membership on the *Safe City Committee* (membership to be composed of two residents from each of the five Wards). (previously 6 citizen members). Councillors Di Vona, Yeung Racco and Mayor Jackson (ex-officio) appointed December 18, 2006. (*Package J*); and

11. That a by-law be enacted to provide for appointments to be made for membership on the Vaughan Youth Cabinet (previously 14 members). Regional Councillor Ferri, Councillor Yeung Racco and Mayor Jackson (ex-officio) appointed December 18, 2006. (Package K).

Economic Impact

Funds have been budgeted for each committee.

Purpose

The purpose of this report is to consider citizen appointments to statutory and non-statutory committees for the 2006-2010 term of council.

Background - Analysis and Options

Council, at its meeting of December 18, 2006, approved (in part) the following:

That the Council member(s) appointed review the applications submitted for appointment to the particular committee and that their recommendations be considered at the Committee of the Whole (Closed Session) meeting on January 22, 2007;

That applications submitted for appointments to the Committee of Adjustment, Court of Revision and Property Standards Committee be considered at the Committee of the Whole (Closed Session) meeting on January 22, 2007;

That applications submitted for appointments to statutory and non-statutory committees be provided to all members of Council at the earliest opportunity.

Packages A to K, containing applications submitted for appointments to statutory and non-statutory committees, were provided to all members of Council on January 5, 2007.

The following is a listing of statutory and non-statutory committees:

Statutory Committees

Accessibility Advisory Committee
City of Vaughan Non-Profit Housing Corporation
Committee of Adjustment
Court of Revision
Heritage Vaughan
Property Standards Committee

Non-Statutory Committees

Arts Advisory Committee
Community Relations Committee
Maple Streetscape Community Advisory Committee
Safe City Committee
Vaughan Youth Cabinet

The term of office for these committees expired November 30, 2006 as the term is the same as Council. The following statutory committees have a provision in their respective appointing by-law to continue to hold meetings until the appointment of new members: City of Vaughan Non-Profit Housing Corporation, Committee of Adjustment and Heritage Vaughan.

Arts Advisory Committee

Following Council's direction of December 18, 2006 to canvas Arts Advisory Committee members appointed to the previous term, correspondence was sent to those members who had not submitted applications for the 2006-2010 term, requesting that they advise staff by January 17, 2007 if they were interested in continuing as a member on the committee. Staff will provide additional information regarding responses received.

Heritage Vaughan

At the Council meeting of December 15, 2003, Council approved in part "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...". The Director of Recreation and Culture will provide additional information summarizing the qualifications of the applicants.

Application Package

For information purposes, attached is a copy of the Application Package that includes where applicable the composition, qualifications, criteria; term of office; duties and function; remuneration and frequency of meetings (refer to *Attachment 1*).

Guidelines and Procedures for Statutory and Non-Statutory Committees and Boards

In June 2005 Council approved guidelines and procedures regarding appointments to statutory and non-statutory committees and boards (refer to *Attachment 2*).

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

As the term of office for statutory and non-statutory committees expired on November 30, 2006 it is appropriate to appoint members to the aforementioned committees for the 2006-2010 term of council.

Attachments

Packages A to K – Confidential (provided to members of Council on January 5, 2007)

Attachment 1 Application Package

Attachment 2 Council Extract, Item 6, CW (WS), June 27, 2005

Report prepared by:

Sybil Fernandes, Manager of Administrative Services/Deputy City Clerk (Ext. 8628)

Respectfully submitted,

John D. Leach
City Clerk

Janice Atwood-Petkovski
Commissioner of Legal and Administrative
Services/City Solicitor

25.4

**APPLICATION PACKAGE
FOR APPOINTMENTS TO
STATUTORY
AND
NON-STATUTORY
COMMITTEES**

NOVEMBER 2006

25.5

November 2006

Dear City of Vaughan Resident:

The City of Vaughan is currently seeking citizens for appointment to positions on various statutory and non-statutory committees within the municipality. This application package has been prepared for City of Vaughan residents interested in applying for positions on the various committees. Appointments to these committees are made by City of Vaughan Council. To be eligible for appointment, applicants must meet the following requirements:

- ✓ 18 years of age or over (with the exception of the Vaughan Youth Cabinet);
- ✓ Canadian Citizen;
- ✓ Resident of the City of Vaughan; and
- ✓ Not be employed by the municipality.

This package contains the following summary of information for each committee:

- ✓ Composition of committee;
- ✓ Composition, qualifications, and criteria (for the Accessibility Advisory Committee, Arts, Advisory Committee, and Heritage Vaughan);
- ✓ Term of office;
- ✓ Purpose of committee;
- ✓ Remuneration, where applicable; and
- ✓ Frequency of meetings.

Members who have served on previous City of Vaughan committees may reapply to be considered for reappointment. Applicants selected for appointment are required to sign and adhere to the "Code of Ethics" and the "Declaration of Office" (see attached sample).

An application form must be completed for each committee you wish to apply for. Additional application forms are available in the Clerk's Department, 2141 Major Mackenzie Drive, City of Vaughan Libraries and Community Centres, and on the City of Vaughan website at www.vaughan.ca.

Applications may be submitted in person or by mail to the City Clerk, City of Vaughan, 2141 Major Mackenzie Drive, Vaughan, L6A 1T1, or by fax 905-832-8535. ***The deadline for receipt of applications is Friday, December 1, 2006, at 4:30 p.m. Applications will not be accepted after this date.***

For further information, please contact Rose Magnifico, Clerk's Department, at 905-832-8585, extension 8030.

We thank all applicants for their interest, however, only those selected will be contacted.

J.D. Leach
City Clerk

TABLE OF CONTENTS

STATUTORY COMMITTEES

Page

Accessibility Advisory Committee	1
City of Vaughan Non-Profit Housing Corporation	2
Committee of Adjustment	3
Court of Revision	4
Heritage Vaughan	5
Property Standards Committee	6
Vaughan Public Library Board	7

NON-STATUTORY COMMITTEES

Arts Advisory Committee	8
Community Relations Committee	9
Maple Streetscape Community Advisory Committee	10
Safe City Committee	11
Vaughan Youth Cabinet	12

GENERAL

Code Of Ethics And Declaration Of Appointed Office <i>(sample for information purposes only)</i> ..	13
Applications (2) <i>(for all Committees except Accessibility Advisory Committee, Arts Advisory Committee, Heritage Vaughan, and Vaughan Public Library Board)</i>	14
Application - Accessibility Advisory Committee	16
Application – Arts Advisory Committee	17
Application – Heritage Vaughan	18
Application – Vaughan Public Library Board	19

ACCESSIBILITY ADVISORY COMMITTEE

COMPOSITION, QUALIFICATIONS, AND CRITERIA:

The majority of committee members, pursuant to the *Ontarians with Disabilities Act, 2001*, shall include people with disabilities. The Act defines a disability as follows:

- Any degree of physical disability, infirmity, malformation or disfigurement that is caused by bodily injury, birth defect or illness and, without limiting the generality of the foregoing, includes diabetes mellitus, epilepsy, a brain injury, any degree of paralysis, amputation, lack of physical co-ordination, blindness or visual impediment, deafness or hearing impediment, muteness or speech impediment, or physical reliance on a guide dog or other animal or on a wheelchair or other remedial appliance or device;
- A condition of mental impairment or a developmental disability;
- A learning disability, or a dysfunction in one or more of the processes involved in understanding or using symbols or spoken language;
- A mental disorder; or
- Any injury or disability for which benefits were claimed or received under the insurance plan established under the Workplace Safety and Insurance Act, 1997; ("handicap").

TERM OF OFFICE:

Four (4) year term, expiring November 30, 2010.

DUTIES AND FUNCTIONS:

The Accessibility Advisory Committee shall assist in the preparation and implementation of an Accessibility Plan, provide guidance and address and identify the needs of the community by the removal and prevention of barriers in the City of Vaughan's by-laws, policies, programs, practices and services.

REMUNERATION:

No remuneration.

FREQUENCY OF MEETINGS:

Last Tuesday of the month in the evening.

IMPORTANT NOTICE REGARDING THIS COMMITTEE: To apply to this Committee, you must complete the specific application provided in this package.

CITY OF VAUGHAN NON-PROFIT HOUSING CORPORATION

COMPOSITION:

The Board shall consist of seven (7) directors, which includes the Mayor and Councillors.

TERM OF OFFICE:

Four (4) year term, expiring upon the appointment of the new members.

DUTIES AND FUNCTIONS:

The Board of Directors of the City's Non-Profit Housing Corporation administers the ongoing operations of the Maple Manor (a 31 unit senior citizen apartment building). Its main objective is the provision of affordable low and moderate cost rental housing, upon identified needs, to residents of the City.

REMUNERATION:

No remuneration.

FREQUENCY OF MEETINGS:

Meetings of the Board are held at such time and on such day as the Board, the President or any two Directors may determine.

COMMITTEE OF ADJUSTMENT

COMPOSITION:

The committee shall be composed of five (5) members.

TERM OF OFFICE:

Four (4) year term, expiring upon the appointment of the new committee.

DUTIES AND FUNCTIONS:

This committee deals with applications to sever parcels of land and authorizes minor variances to land, buildings, or structures, which are affected by Zoning By-laws and Official Plan Amendments.

REMUNERATION:

\$2,375.00 per annum with the Chair receiving \$2,850.00 per annum.

FREQUENCY OF MEETINGS:

Every second Thursday of the month.

COURT OF REVISION

COMPOSITION:

The committee shall be composed of five (5) members.

TERM OF OFFICE:

Four (4) year term, expiring November 30, 2010.

DUTIES AND FUNCTIONS:

The Court of Revision is empowered to deal with property owners complaints respecting special assessments charged for capital works, i.e. sanitary sewers, watermains, sidewalks, etc., installed as local improvements under the *Local Improvement Act*.

REMUNERATION:

\$50 per meeting attended with the Chair receiving \$60 per meeting attended.

FREQUENCY OF MEETINGS:

Meetings are scheduled as needed.

HERITAGE VAUGHAN

COMPOSITION, QUALIFICATIONS, AND CRITERIA:

The committee shall be composed of up to eleven (11) members, which may include Members of Council, with the Mayor as ex-officio. Eligible candidates must demonstrate the following:

- ✓ A strong interest in the complexities and challenges of heritage preservation within the context of buildings in the City of Vaughan; and
- ✓ Have a 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.

TERM OF OFFICE:

Four (4) year term, expiring upon the appointment of the new committee.

DUTIES AND FUNCTIONS:

The committee advises Council on matters relating to the City's architectural and historical heritage, as well as on any matters relating to the designation and conservation of properties of cultural heritage value or interest, as individual properties, or as heritage conservation districts, pursuant to the *Ontario Heritage Act*.

REMUNERATION:

\$50 per meeting attended with the Chair receiving \$60 per meeting attended.

FREQUENCY OF MEETINGS:

Meetings are held on the third Wednesday of each month at 7:00 p.m.

IMPORTANT NOTICE REGARDING THIS COMMITTEE: To apply to this Committee, you must complete the specific application provided in this package.

PROPERTY STANDARDS COMMITTEE

COMPOSITION:

The committee shall be composed of five (5) members.

TERM OF OFFICE:

Four (4) year term, expiring November 30, 2010.

DUTIES AND FUNCTIONS:

The purpose of the Property Standards Committee is to hear any appeals by a property owner regarding an order issued under the Property Standards By-law. The committee may confirm, modify, quash, or may extend the time for compliance of the order.

REMUNERATION:

\$50 per meeting attended with the Chair receiving \$60 per meeting attended.

FREQUENCY OF MEETINGS:

Meetings are scheduled as needed.

VAUGHAN PUBLIC LIBRARY BOARD

COMPOSITION:

The committee shall be composed of a minimum of five (5) members appointed by Council.

TERM OF OFFICE:

Four (4) year term, expiring upon the appointment of the new board.

DUTIES AND FUNCTIONS:

The Board is responsible for the provision of library services by the establishment, maintenance and support of libraries and determination of library policies.

REMUNERATION:

No remuneration, however, members are entitled to certain allowable expenses.

FREQUENCY OF MEETINGS:

Third Thursday of every month from January to June and September to December.

IMPORTANT NOTICE REGARDING THIS COMMITTEE: To apply to this Committee, you must complete the specific application provided in this package.

ARTS ADVISORY COMMITTEE

COMPOSITION, QUALIFICATIONS, AND CRITERIA:

The committee shall be composed of the following, and applicants must meet the criteria and qualifications noted to be eligible for appointment:

1. City of Vaughan Council representatives (2).
2. Vaughan Public Library representative (1).
3. Community artists (1 working visual arts/craftsperson, performing artist).
4. Art Gallery owners.
5. Representative from the McMichael Canadian Collection.
6. Members representing established Vaughan community arts organizations.
7. Individuals having expertise or background in the area of arts development, marketing, special events planning, legal or financial.

TERM OF OFFICE:

Four (4) year term, expiring November 30, 2010.

DUTIES AND FUNCTIONS:

The committee's mandate is to develop, coordinate and promote arts-related activities and events through various means, and to provide input on matters related to community arts, art opportunities and initiatives.

REMUNERATION:

No remuneration.

FREQUENCY OF MEETINGS:

Meetings will be held bi-monthly, or at the discretion of the Arts Advisory Committee Chair, at 7:00 p.m.

IMPORTANT NOTICE REGARDING THIS COMMITTEE: To apply to this Committee, you must complete the specific application provided in this package.

COMMUNITY RELATIONS COMMITTEE

COMPOSITION:

The committee shall be composed of twelve (12) members. Membership shall consist of Vaughan residents who reflect the diverse ethnic and socio-economic backgrounds and ages.

TERM OF OFFICE:

Four (4) year term, expiring November 30, 2010.

DUTIES AND FUNCTIONS:

This committee's objective is to promote understanding and respect among the various multi-cultural and religious groups within the City of Vaughan.

REMUNERATION:

No remuneration.

FREQUENCY OF MEETINGS:

Meetings are held the first Wednesday of the month at 7:00 p.m.

MAPLE STREETSCAPE COMMUNITY ADVISORY COMMITTEE

COMPOSITION:

The committee shall be composed of approximately eight (8) members. Members must be residents of the community of Maple.

TERM OF OFFICE:

Four (4) year term, expiring November 30, 2010.

REMUNERATION:

No remuneration.

DUTIES AND FUNCTIONS:

This committee provides input on matters relating to the Maple streetscape area using the Maple Streetscape and Urban Design Guidelines as a reference and guiding document.

FREQUENCY OF MEETINGS:

Meetings are held on the fourth Wednesday of the month at 7:00 p.m.

SAFE CITY COMMITTEE

COMPOSITION:

The committee shall be composed of up to twelve (12) members. Membership will consist of two residents from each of the five Wards and one Member of Council.

TERM OF OFFICE:

Four (4) year term, expiring November 30, 2010.

DUTIES AND FUNCTIONS:

This committee's objective is to address community safety issues, including vandalism, in the City of Vaughan.

REMUNERATION:

No remuneration.

FREQUENCY OF MEETINGS:

Meetings are held once a month on a Thursday at 7:00 p.m.

VAUGHAN YOUTH CABINET

COMPOSITION:

Membership shall consist of approximately 10-12 youths aged 16 – 25, representing the diverse cultural backgrounds, geographic distribution, and socio-economic situations.

TERM OF OFFICE:

Four (4) year term, expiring November 30, 2010.

DUTIES AND FUNCTIONS:

This committee's objective is to formulate appropriate policies and strategies on issues that have a direct impact on the youth of the City.

REMUNERATION:

No remuneration.

FREQUENCY OF MEETINGS:

Meetings are held monthly.

25.19

**THE CORPORATION OF THE CITY OF VAUGHAN
CODE OF ETHICS**

I, _____, having been appointed to the office of _____ do swear that I will adhere to the Corporation of the City of Vaughan's Code of Ethics, as follows:

Recognizing responsibilities to the people, desiring to inspire public confidence and respect for government and believing that honesty, integrity, loyalty, justice, and courtesy form the basis of ethical conduct, as a representative of the City of Vaughan, I will:

- Put public interest above individual group or special interest and consider the position as an opportunity to serve society.
- Recognize that government service is a public trust that imposes responsibility to conserve public resources, funds and materials.
- Recognize that, while serving as a member of an advisory committee, such individual is seen to be a representative of the City of Vaughan and the Committee of which they are a member.
- Recognize the potential implication and interpretations that may be given to their statements and actions while serving as committee members and ensure that at all times the public interest is not only served but seen to be served.
- Never offer, give, nor accept any gifts, favours, or service that might tend to influence the discharge of duties.
- Never use the position to secure advantage or favour for self, family or friends.
- Never disclose confidential information gained by reason of position, nor use such information for personal gain.
- Never make recommendations, while serving as a committee member, on any matter that involves a business in which there is a personal direct or indirect financial interest.
- Never engage in supplemental employment business or professional activity, which impairs the efficiency of service, or while serving as a committee member becomes involved in work, which would come before the City for inspection.

for information only
purpose

DECLARATION OF OFFICE
(Section 232 of the *Municipal Act, 2001*)

I, (name of person) _____, having been elected or appointed to the office of (name of office) _____ in the City of Vaughan do solemnly promise and declare that:

1. I will truly, faithfully and impartially exercise this office to the best of my knowledge and ability.
2. I have not received and will not receive any payment or reward, or promise thereof, for the exercise of this office in a biased, corrupt or in any other improper manner.
3. I will disclose any pecuniary interest, direct or indirect, in accordance with the *Municipal Conflict of Interest Act*.
4. I will be faithful and bear true allegiance to Her Majesty Queen Elizabeth the Second (or the reigning sovereign for the time being).

And I make this solemn promise and declaration conscientiously believing it to be true and knowing that it is of the same force and effect as if made under oath.

25.20

**Application for Appointment to a
Statutory / Non-Statutory Committee**

(Important Notice: Do not use this application to apply to the Accessibility Advisory Committee, Arts Advisory Committee, Heritage Vaughan, and the Vaughan Public Library Board. Use the specific applications provided for those Committees.)

I am applying for (Name of Committee): _____

Personal Information (Please Print):

Name: _____
(Given) (Surname)

Address: _____

City: _____ Postal Code: _____

Telephone Nos. (Residence) _____ (Business/Cell) _____

E-mail: _____ Birth Date: _____ Occupation: _____

Length of residency in the City of Vaughan: _____

(Note: A resume or synopsis outlining any additional information may be attached for the following questions.)

If you have previously served on a Committee, Board, or Commission in the City of Vaughan or other Municipality, please provide details.

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:

	YES	NO
I am available to attend meetings in the evening.	_____	_____
I am 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 to a Statutory or Non-Statutory Committee, I will adhere to the Code of Ethics and Declaration of Office established by Council as per the sample attached with this application; and

I hereby declare that I am 18 years of age or over (with the exception of Vaughan Youth Cabinet applicants), a Canadian Citizen, a resident of the City of Vaughan, and the municipality does not employ me.

Signature of Applicant

Please submit application to: John D. Leach, City Clerk, 2141 Major Mackenzie Drive, Vaughan, Ontario, L6A 1T1 or FAX to 905-832-8535. The deadline for receipt of applications is Friday, December 1, 2006 at 4:30 p.m. Applications will not be accepted after this date.

**Application for Appointment to a
Statutory / Non-Statutory Committee**

(Important Notice: Do not use this application to apply to the Accessibility Advisory Committee, Arts Advisory Committee, Heritage Vaughan, and the Vaughan Public Library Board. Use the specific applications provided for those Committees.)

I am applying for (Name of Committee): _____

Personal Information (Please Print):

Name: _____
(Given) (Surname)

Address: _____

City: _____ Postal Code: _____

Telephone Nos. (Residence) _____ (Business/Cell) _____

E-mail: _____ Birth Date: _____ Occupation: _____

Length of residency in the City of Vaughan: _____

(Note: A resume or synopsis outlining any additional information may be attached for the following questions.)

If you have previously served on a Committee, Board, or Commission in the City of Vaughan or other Municipality, please provide details.

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:

	YES	NO
I am available to attend meetings in the evening.	_____	_____
I am 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 to a Statutory or Non-Statutory Committee, I will adhere to the Code of Ethics and Declaration of Office established by Council as per the sample attached with this application; and

I hereby declare that I am 18 years of age or over (with the exception of Vaughan Youth Cabinet applicants), a Canadian Citizen, a resident of the City of Vaughan, and the municipality does not employ me.

Signature of Applicant

Please submit application to: John D. Leach, City Clerk, 2141 Major Mackenzie Drive, Vaughan, Ontario, L6A 1T1 or FAX to 905-832-8535. The deadline for receipt of applications is Friday, December 1, 2006 at 4:30 p.m. Applications will not be accepted after this date.

**City Of Vaughan
Application for Appointment to the
ARTS ADVISORY COMMITTEE**

Personal Information (Please Print):

NAME: _____

ADDRESS: _____

CITY: _____ POSTAL CODE: _____

TELEPHONE NOS.: Residence () _____ Business/Cell () _____

BIRTH DATE: _____ OCCUPATION: _____

Email: _____ LENGTH OF RESIDENCY IN VAUGHAN: _____

(Note: A resume or synopsis outlining any additional information may be attached for the following questions.)

If you have previously served on a Committee, Board, or Commission in the City of Vaughan or other Municipality, please provide details.

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:

	YES	NO
I would be available to attend meetings in the evening.	_____	_____
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 to the Arts Advisory Committee, I will adhere to the Code of Ethics and Declaration of Office established by Council as per 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 of Applicant

Please submit application to: John D. Leach, City Clerk, 2141 Major Mackenzie Drive, Vaughan, Ontario, L6A 1T1 or FAX to 905-832-8535. The deadline for receipt of applications is Friday, December 1, 2006, at 4:30 p.m. Applications will not be accepted after this date.

25.24

**City Of Vaughan
Application for Appointment to
HERITAGE VAUGHAN**

Personal Information (Please Print):

NAME: _____

ADDRESS: _____

CITY: _____ POSTAL CODE: _____

TELEPHONE NOS.: Residence () _____ Business/Cell () _____

BIRTH DATE: _____ OCCUPATION: _____

Email: _____ LENGTH OF RESIDENCY IN VAUGHAN: _____

(Note: A resume or synopsis outlining any additional information may be attached for the following questions.)

If you have previously served on a Committee, Board, or Commission in the City of Vaughan or other Municipality, please provide details.

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:

	YES	NO
I would be available to attend meetings in the evening.	_____	_____
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 to the Heritage Vaughan committee, I will adhere to the Code of Ethics and Declaration of Office established by Council as per 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 of Applicant

Please submit application to: John D. Leach, City Clerk, 2141 Major Mackenzie Drive, Vaughan, Ontario, L6A 1T1 or FAX to 905-832-8535. The deadline for receipt of applications is Friday, December 1, 2006, at 4:30 p.m. Applications will not be accepted after this date.

25.25

**City Of Vaughan
Application for Appointment to the
VAUGHAN PUBLIC LIBRARY BOARD**

Personal Information (Please Print):

NAME: _____
Given Surname

ADDRESS: _____

CITY: _____ POSTAL CODE: _____

TELEPHONE NOS.: Residence (____) _____ Business/Cell (____) _____

BIRTH DATE: _____ OCCUPATION: _____

Email: _____ LENGTH OF RESIDENCY IN VAUGHAN: _____

(Note: A resume or synopsis outlining any additional information may be attached for the following questions.)

If you have previously served on a Committee, Board, or Commission in the City of Vaughan or other Municipality, please provide details.

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:

	YES	NO
I would be available to attend meetings in the evening.	_____	_____
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 to the Vaughan Public Library Board, 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 of Applicant

The deadline for receipt of applications by the City Clerk is Friday, December 1, 2006, at 4:30 p.m. Please submit applications to: J. D. Leach, City Clerk, 2141 Major Mackenzie Drive, Vaughan, Ontario, L6A 1T1 or FAX to (905) 832-8535. Submissions after the deadline will not be accepted.

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.*

6

**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;

EXTRACT FROM COUNCIL MEETING MINUTES OF JUNE 27, 2005Item 6, CW (WS) Report No. 45 – Page 2

- 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.

EXTRACT FROM COUNCIL MEETING MINUTES OF JUNE 27, 2005

Item 6, CW (WS) Report No. 45 – Page 3

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:

Statutory Advisory Committees & Boards	Non-Statutory Advisory Committees
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.

EXTRACT FROM COUNCIL MEETING MINUTES OF JUNE 27, 2005Item 6, CW (WS) Report No. 45 – Page 4

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:

	Term of Office	Selection Process	Qualifications
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>

EXTRACT FROM COUNCIL MEETING MINUTES OF JUNE 27, 2005Item 6, CW (WS) Report No. 45 – Page 5

	Term of Office	Selection Process	Qualifications
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.

EXTRACT FROM COUNCIL MEETING MINUTES OF JUNE 27, 2005

Item 6, CW (WS) Report No. 45 – Page 6

- 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.

EXTRACT FROM COUNCIL MEETING MINUTES OF JUNE 27, 2005Item 6, CW (WS) Report No. 45 – Page 7Recommended 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.

EXTRACT FROM COUNCIL MEETING MINUTES OF JUNE 27, 2005Item 6, CW (WS) Report No. 45 – Page 8Recommended 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

25.34

CITY OF VAUGHAN

EXTRACT FROM COUNCIL MEETING MINUTES OF JUNE 27, 2005

Item 6, CW (WS) Report No. 45 – Page 9

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.)