

**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), 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;

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.

**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 City of Vaughan Non-Profit Housing Corporation Committee of Adjustment	Community Relations Committee Council/School Board Liaison Committee Highway 427 Extension Committee Intergovernmental Relations Committee

Court of Revision Heritage Vaughan Property Standards Committee Vaughan Public Library Board Emergency Management Program Committee Hearing Committee for Licensing Matters	Keele Valley Landfill Site Liaison Committee Maple Streetscape Community Advisory Committee Safe City Committee Spadina-York Subway Extension Committee Vaughan Youth Cabinet
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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.

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>

	<b>Term of Office</b>	<b>Selection Process</b>	<b>Qualifications</b>
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>
Region of York	No term limit.	<p>Appointments are advertised. The Clerk forwards a report to Council.</p>	<p>Elector qualifications</p> <p>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</p>
Richmond Hill	No term limit.	<p>Appointments are advertised. The Clerk forwards a report to Council</p>	<p>Resident or property owner of the municipality Adult (with the exception of Youth Action Committee)</p> <p>employees – not appointed (unwritten policy)</p> <p>employee's spouse – situation not arisen (family members have been appointed)</p>

	<b>Term of Office</b>	<b>Selection Process</b>	<b>Qualifications</b>
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.
- 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.

#### 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.

#### 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 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



ATTACHMENT 1

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

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-

ATTACHMENT 1

CITY OF VAUGHAN  
POLICY MANUAL

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

camera meeting select the successful candidates for each committee. The selections shall be 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 they appointment of members is made at the pleasure of Council, Council has the authority to make any changes it feels warranted.

**APPOINTMENTS TO CITY OF VAUGHAN COMMITTEES**

The Council of the City of Vaughan appoints community-minded individuals to its Statutory and Non-Statutory Committees that make decisions or recommendations on a number of matters. City of Vaughan Council wants to ensure that its Committees reflect the diverse population of Vaughan and encourages interested residents to consider this opportunity to volunteer their skills to help run their community.

If you wish to be considered for appointment to the following Statutory/Non-Statutory Committees, please obtain an information package and complete the application form included in the package. Information packages 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](http://www.vaughan.ca).

**STATUTORY ADVISORY COMMITTEES**

1. **COMMITTEE OF ADJUSTMENT**  
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.
2. **COURT OF REVISION**  
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*.
3. **CITY OF VAUGHAN NON-PROFIT HOUSING CORPORATION**  
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.
4. **PROPERTY STANDARDS COMMITTEE**  
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.

**NON-STATUTORY ADVISORY COMMITTEES**

5. **COMMUNITY RELATIONS COMMITTEE**  
This committee's objective is to promote understanding and respect among the various multi-cultural and religious groups within the City of Vaughan.
6. **MAPLE STREETSCAPE COMMUNITY ADVISORY COMMITTEE**  
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.
7. **SAFE CITY COMMITTEE**  
This committee's objective is to address community safety issues, including vandalism, in the City of Vaughan.
8. **YOUTH ADVISORY COUNCIL**  
This committee's objective is to formulate appropriate policies and strategies on issues that have a direct impact on the youth of the City.  
(Members will be appointed from the City of Vaughan's youth population.)

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, January 30, 2004 at 4:30 p.m. Applications will not be accepted after this date.***

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

For further information please contact the Clerk's Department at 905-832-8504.

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

**JANUARY 2004**



The City of Vaughan  
2141 Major Mackenzie Drive  
Vaughan, Ontario  
Canada L6A 1T1  
Tel (905) 832-2281

January 2004

Dear Resident:

This information package has been prepared for City of Vaughan residents interested in applying for positions on various statutory and non-statutory committees within the municipality. Appointments to these committees are made by City of Vaughan Council.

The following information has been provided in this package for each committee:

- > composition of committee;
- > term of office;
- > duties and functions;
- > remuneration, where applicable; and
- > frequency of meetings.

In order to be eligible for appointment, applicants must be 18 years of age or over (with the exception of the Youth Advisory Council), a Canadian Citizen, a resident of the City of Vaughan, and must not be employed by the municipality. Members who have served on previous City of Vaughan boards, commissions, or committees may reapply to be considered for reappointment. Individuals selected for appointment are required to sign and adhere to the "Code of Ethics" and the "Declaration of Office" (see attached sample).

Individual application forms must be completed for each committee you are applying for. For your convenience, three application forms are included in this package. 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](http://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, January 30, 2004 at 4:30 p.m. Applications will not be accepted after this date.**

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

For further information, please contact Mrs. Adelina Bellisario, Clerk's Department, at 905-832-8585, Ext. 8698.

J.D. Leach  
City Clerk

JDL:ab

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Note:

3 Application Forms are included in this package.

**City of Vaughan – Statutory Committees**

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**CITY OF VAUGHAN NON-PROFIT HOUSING CORPORATION**

**COMPOSITION:**

The Board shall consist of seven (7) directors, which includes the Mayor, Councillors. Members must be residents of the City of Vaughan.

**TERM OF OFFICE:**

Three (3) 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:**

Five (5) members, who must be residents of the City of Vaughan.

**TERM OF OFFICE:**

Three (3) 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. Members must be residents of the City of Vaughan.

**TERM OF OFFICE:**

Three (3) year term, expiring upon the appointment of the new committee.

**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 will be scheduled as needed.

**PROPERTY STANDARDS COMMITTEE**

**COMPOSITION:**

The committee shall be composed of five (5) members. Members must be residents of the City of Vaughan.

**TERM OF OFFICE:**

Three (3) year term, expiring upon the appointment of the new committee.

**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 will be scheduled as needed.

**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:**

Three (3) year term, expiring November 30, 2006.

**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 City of Vaughan.

**TERM OF OFFICE:**

Three (3) year term, expiring November 30, 2006.

**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:**

Three (3) year term, expiring November 30, 2008.

**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.

**YOUTH ADVISORY COUNCIL**

**COMPOSITION:**

Membership shall consist of approximately 10-12 youths in their early teens, from City of Vaughan high schools, representing diverse cultural backgrounds, geographic distribution, socio-economic situations, and equal gender.

**TERM OF OFFICE:**

Three (3) year term, expiring November 30, 2006.

**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 on the fourth Thursday of each month at 5:00 p.m.

**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.

**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.



City Of Vaughan

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

I AM APPLYING FOR (Name of Committee): \_\_\_\_\_

Personal Information (Please Print):

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

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

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

TELEPHONE # Residence \_\_\_\_\_ Business \_\_\_\_\_

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

LENGTH OF RESIDENCY IN VAUGHAN: \_\_\_\_\_

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 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, a Canadian Citizen, a resident of the City of Vaughan, and the municipality does not employ me.

\_\_\_\_\_  
Signature

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, January 30, 2004 at 4:30 p.m. Applications will not be accepted after this date.



General Rules, Roles, and Procedures Governing  
Advisory Committees (Revised May 2005)

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1. INTRODUCTION

Non-Statutory Advisory Committees are established by Council for the purpose of encouraging community involvement and input on a variety of issues that are relevant to the municipality. Advisory Committees serve in an advisory capacity to Council in accordance with their terms of reference and make recommendations, as necessary, to the Committee of the Whole.

Council appointed Advisory Committees are defined as those advisory committees appointed by Council, generally at the beginning of the term of Council. Members are appointed to committees by way of a by-law.

From time to time, Council also establishes various ad hoc committees and task forces to deal with particular issue(s). Such committees/task forces should follow the same rules, roles and procedures as outlined in this document.

2. TERM OF OFFICE

The term of appointments to Advisory Committees is three (3) years, commencing upon passage of the By-law, and expires at the end of the term of Council, unless otherwise noted in the appointment By-law.

3. AUTHORITY OF COMMITTEES

Notwithstanding the mandate established by Council for each Committee, any order to do any business, including directions to Staff, shall be in the form of a recommendation to Committee of the Whole and shall receive final Council approval before such actions are carried out.

**ATTACHMENT 4**

**General Rules, Roles, and Procedures Governing  
Advisory Committees** *(Revised May 2005)*

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**4. APPOINTMENT OF A CHAIR**

- a) Every Committee shall at its first meeting elect one (1) of its members as the Chair and one (1) of its members as the Vice-Chair.
- b) Members of Council are eligible to be appointed Committee Co-Chairs (Council Policy No. 06.1.16.)
- c) In the absence of the Chair, the Vice-Chair shall chair the meeting. In the absence of the Chair and Vice-Chair, the members shall elect a Chair during the meeting and he/she shall discharge the duties of the Chair during the meeting or until the arrival of either the Chair or the Vice-Chair.

**5. MEETING DATES**

Meeting dates shall be determined by the committee at the beginning of each term of the Committee. These dates may be subject to change upon consensus of the majority of the members.

**6. QUORUM**

- a) The attendance of a majority of the members of any Committee including the Chair shall constitute a quorum. (*e.g. 12 members – quorum is 7, 11 members – quorum is 6*)
- b) Should the composition of the committee include the Mayor as an ex-officio member, the Mayor shall not be counted in determining the number required for a quorum. However, the Mayor shall be counted, if present, when determining whether a quorum is present at a meeting.
- c) 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.

General Rules, Roles, and Procedures Governing  
Advisory Committees (Revised May 2005)

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7. ORDER OF BUSINESS

All meetings are open to the public.

The Committee shall deal with matters in the following order:

Order of Business

- 1) Confirmation of Agenda
- 2) Disclosure of Interest
- 3) Adoption/Correction of Minutes
- 4) Presentations and Deputations
- 5) Items Requiring Discussion of the Committee
- 6) Items for Information of the Committee
- 7) Business Arising from Previous Meetings
- 8) New Business
- 9) Adjournment

8. CONFIRMATION OF AGENDA

As soon as a regular meeting is called to order, the agenda shall be confirmed. If there are any addendum items, a motion shall be moved and seconded to adopt the agenda as amended.

9. DECLARATION OF INTEREST

Members of municipal council and local boards have a personal responsibility and a statutory duty to declare a direct or indirect pecuniary interest in any matter before the committee in accordance with the provisions in the Municipal Conflict of Interest Act. If in doubt, the member should consult their personal solicitor. Members who have declared an interest on any matter may not move, second, vote or participate in the discussion of the matter.

General Rules, Roles, and Procedures Governing  
Advisory Committees (Revised May 2005)

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10. MINUTES

- a) Minutes of a meeting shall be approved at the next regular meeting.
- b) The minutes of the previous meeting shall be provided to all members not less than one day prior to the next regular meeting with the next agenda.
- c) As soon as a regular meeting is called to order, and the agenda has been confirmed, the Chair shall ask if there are any objections to the minutes of the previous meeting and shall, after any correction or change, declare the minutes adopted.

11. DEPUTATIONS/PRESENTATIONS

The Committee may hear depositions/presentations with reference to matters that have been defined as being the responsibility of that Committee.

12. MOTIONS

- a) Every motion shall be read aloud, and when duly moved and seconded shall be open for discussion.
- b) Where a motion to adjourn, table, refer, or defer has been made, until such motion has been decided, there shall be no discussion on the matter proposed to be adjourned, tabled, referred or deferred.
- c) A maximum of two (2) amendments to a motion may be made at any one time and amendments shall be put to a vote in the reverse order to that in which they are moved. Every amendment shall be decided or withdrawn before the main motion is put to the vote.
- d) If a motion under consideration concerns two or more matters, the Chair, upon the request of any member, shall direct that the vote upon each matter be taken separately.
- e) Once the Chair puts the question, there shall be no discussion on, or amendments to the motion, until the motion has been decided.

General Rules, Roles, and Procedures Governing  
Advisory Committees *(Revised May 2005)*

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- f) With the approval of the mover and seconder, a motion or amendment may be withdrawn from the floor.
- g) Recorded votes shall not be permitted.
- h) In the event of a tie vote, the question shall be deemed to have been decided in the negative.

13. **DUTIES OF THE CHAIR**

Duties of the Chair are as follows:

- a) The Chair shall preside at every meeting and may vote on all questions submitted.
- b) The Chair shall not be permitted to put forth a motion or second a motion on the floor. The Chair may relinquish the Chair to the Vice-Chair in order to move or second a motion and shall resume the Chair following the vote on the matter.
- c) The Chair shall put to a vote all motions which are regularly moved and seconded, and announce the result.
- d) The Chair shall enforce on all occasions, the observance of order and decorum among the members.
- e) The Chair shall act as spokesperson for the Committee before Committee of the Whole or Council and other appropriate meetings.

14. **ATTENDANCE**

- a) Should a member of the committee not be able to attend a regular meeting of the Committee, the member shall advise the Assistant City Clerk at least one day prior to the meeting. This will assist in determining if there will be a quorum. If it is concluded that a quorum will not be reached, Staff can notify the Chair and other members.

General Rules, Roles, and Procedures Governing  
Advisory Committees (Revised May 2005)

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- b) 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.
- c) If a member resigns during his/her term, then a replacement may be appointed by Council for the balance of the term.

15. DUTIES OF THE ASSISTANT CITY CLERK

- a) The Assistant City Clerk shall notify committee members of the cancellation of meetings where there is no quorum.
- b) The Assistant City Clerk shall prepare agendas in consultation with the appropriate support Staff and the Chair.
- c) The Assistant City Clerk shall circulate the agenda, supporting material, and minutes by mail to be received no later than 1 day prior to the meeting.
- d) The Assistant City Clerk shall attend committee meetings and record the minutes.
- e) The Assistant City Clerk shall be responsible for reading aloud the motions and any amendments when requested.
- f) The Assistant City Clerk shall keep a record of the attendance of the members of the Committee and shall notify the Chair of those members who have missed three (3) consecutive meetings for action to be taken.
- g) The Assistant City Clerk will prepare and forward to Committee of the Whole any recommendations of the committee, in the form of a report.
- h) The Assistant City Clerk will not provide support to sub-committees, or informal meetings without quorum.

General Rules, Roles, and Procedures Governing  
Advisory Committees (Revised May 2005)

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16. STAFF SUPPORT

Support staff assigned to Advisory Committees will attend all meetings and provide information as appropriate to the Committee. The role of Staff is to act as a resource to the committee, but not to do the work of the committee. The committee's work is to be conducted by the members themselves or by sub-committees.

17. GENERAL

- a) Every Committee to which any matter has been referred or wishing to report a matter shall do so in writing to Committee of the Whole stating its recommendation, and such report shall be signed by the Chair.
- b) All non-statutory advisory committees shall submit to Committee of the Whole a summary of its accomplishments over the three (3) year term, prior to the expiry of the term.
- c) A Committee may appoint a subcommittee from its members to investigate and report on any matter(s) related to Committee business, provided that:
  - i) The subcommittee, in all cases, reports directly to the appointing Committee; and
  - ii) The established subcommittee does not have the power to appoint a further committee, nor shall it add to its membership without permission from the advisory committee.
- d) The Council Procedure By-law shall be observed insofar as it is not inconsistent with the regulations set out herein.
- e) Upon adoption by Council, the rules herein shall govern the proceedings of any advisory committees appointed by the Council.