

CITY OF VAUGHAN

**EXTRACT FROM COUNCIL MEETING MINUTES OF JUNE 15, 2005**

Item 1, Report No. 38, of the Committee of the Whole (Working Session), which was adopted without amendment by the Council of the City of Vaughan on June 15, 2005.

**1 BODY RUB PARLOUR ENFORCEMENT**

The Committee of the Whole (Working Session) recommends:

- 1) That the recommendation contained in the following report of the Commissioner of Legal and Administrative Services, dated May 25, 2005, be approved;
- 2) That staff provide a report to the Committee of the Whole (Working Session) meeting of June 21, 2005 with respect to job functions, responsibilities and activities of the Special Enforcement Unit, including number and nature of charges laid and parking tickets issued;
- 3) That staff provide a detailed report in October 2005 with respect to the status of the increased enforcement of body rub parlours, including number of charges laid;
- 4) That staff be directed to reinstate and reinforce the previous comprehensive enforcement strategy that included working in concert with York Regional Police, Canada Revenue Agency (CRA) and Citizenship and Immigration Canada, and report back in October 2005 on the status of this matter;
- 5) That the deputation of Detective Sergeant Karen Noakes, York Regional Police, 17250 Yonge Street, Newmarket, L3Y 4W5, be received;
- 6) That the confidential memorandum of the Solicitor/Litigation, dated May 19, 2005, be received; and
- 7) That the memorandum of the Commissioner of Legal and Administrative Services, dated May 24, 2005, be received.

**Recommendation**

The Commissioner of Legal and Administrative Services recommends that this report be received for information.

**Purpose**

This report is to advise Council on the Commissioner of Legal & Administrative Services' response to the concern of Council and York Regional Police regarding the enforcement of illegal Body Rub parlours in the City of Vaughan.

**Economic Impacts**

The assignment of a Special Enforcement Officer to exclusively enforce Body Rub Parlours in 2005/2006 is estimated to have a negative net impact of \$30,000 on the 2005 budget.

**Background - Analysis and Options**

Council at its meeting of May 9, 2005 adopted the following: "that this matter be referred to the Committee of the Whole (Working Session) meeting of May 25<sup>th</sup> for a report addressing comments from members of Council referred to in the extract, attached to this report. Staff of the Enforcement Services department are compiling the information requested by Council which will be provided to Councillors as additional information at or before the Working Session meeting. A representative of York Regional Police will be in attendance.

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The current method of enforcing body rubs results in approximately 24 hours per month of staff time and has seen a total of 11 inspections of body rubs so far in 2005. Three of these have been with the Police. These inspections have resulted in 11 charges being laid by City staff. The number of police charges is not available at this time.

The Commissioner of Legal & Administrative Services has reviewed with the Senior Manager of Enforcement Services various options to provide the increased enforcement level needed to satisfy the concerns of Council and York Regional Police. A staff member from the Special Enforcement Unit will be assigned to investigate body rub parlours exclusively for a 12 month period. At the end of that period, the level of enforcement will be reviewed and may be continued. This option would have the least impact on service delivery and the impact on revenue will be acceptable. It is estimated that a Special Enforcement Officer generates on average \$90,000 per year. There is currently a staff complement of 5 in this area and the temporary reduction to 4 will reduce service but is also deemed acceptable. Special Enforcement Officers start their shift at 4:00 pm and patrol shopping malls for handicapped and fire route enforcement until about 8:00 pm when they begin patrolling parks and community centres. The fine revenue from the enforcement of body rub parlours for one year is estimated at \$60,000. The collection of this revenue will be deferred into 2006 but the net impact is deemed as acceptable considering the enhanced service to the community.

**Relationship to Vaughan Vision**

This report is consistent with the Vaughan Vision as it speaks to community safety.

The necessary resources have been allocated or approved.

**Conclusion**

The enforcement of illegal Body Rub Establishments should be enhanced within the City of Vaughan.

**Attachments**

Extract of Council.

**Report prepared by:**

Robert J. Swayze

(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.)

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Item 2, Report No. 38, of the Committee of the Whole (Working Session), which was adopted without amendment by the Council of the City of Vaughan on June 15, 2005.

**2 H.I.R.M.S. - HISTORICAL INFRASTRUCTURE RECORDS MANAGEMENT SYSTEM**

The Committee of the Whole (Working Session) recommends:

- 1) That the recommendation contained in the following report of the Commissioner of Engineering and Public Works, dated May 25, 2005, be approved; and
- 2) That the presentation of the Infrastructure Management Systems Supervisor, be received.

Further, the Committee of the Whole (Working Session) recommends:

**That the Chief Information Officer provide a report prior to the end of 2005 with respect to the integration of City-wide systems/programs, specifically in relation to the GIS technology.**

**Recommendation**

The Commissioner of Engineering and Public Works recommends that the report on H.I.R.M.S. - Historical Infrastructure Records Management System, be received as information.

**Economic Impact**

There is no economic impact to the City of Vaughan as the necessary resources have been allocated and approved.

**Purpose**

The purpose of this report is to advise Council of the deployment of a new tool called **H.I.R.M.S. - Historical Infrastructure Records Management System** that the Engineering and Public Works Department uses to index and catalogue engineering based drawings and technical reports.

**Background - Analysis and Options**

The Engineering and Public Works Department has been, over the past number of years, scanning our inventory of hard copy (paper, mylar, etc.) engineering related drawings and technical reports into a digital format referred to as an IMAGE.

The 2004 phase of this project saw the completion of the scanning aspect of this inventory. All new engineering related drawings and technical reports submitted to the City of Vaughan are done so in a digital format as a standard requirement for submission and acceptance.

Past practice had IMAGES stored on a shared network file server (the F: drive common to all City staff) organized in a folder structure typically representing the event in which the information was generated for.

While the IMAGES are available to all Engineering and Public Works Staff and the Corporation as a whole, searching for a specific drawing which may relate to a specific element of the City such as a street or bridge is a challenge. This concern was noted by the Infrastructure Management Services Section as one of the Engineering and Public Works Department's primary needs to be addressed within a larger framework for proper Infrastructure Management and hence was incorporated into the Section's business plan.

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It was through the on going scanning project and search concerns that the concept for H.I.R.M.S. - Historical Infrastructure Records Management System - was born.

H.I.R.M.S. is, in its simplest terms, a formal catalogue and indexing for engineering based drawings and technical reports (Infrastructure Records). DATA describing a specific Infrastructure Record is stored on our Corporate Database Server with the associated IMAGE stored on the Application Server. Our consultant of record for the scanning project, Marmak Information Technologies, captured DATA about each and every Infrastructure Record and developed a very simple, web based application to link the DATA to the IMAGE, thereby creating convenient and meaningful ways for Staff to search and find information related the engineering drawings and technical reports.

Our current inventory of Infrastructure Records consists of approximately 33,000 engineering drawings and 360 technical reports.

The significance of this project lies in the DATA captured for all drawings and reports as well as creating a mechanism for the continued upkeep of the system as new records are added through Capital, Development and Operational activities. As a by-product of the DATA captured, duplicate records were found and eliminated. The catalogue was subsequently organized and indexed.

Marmak Information Technologies has created an intranet, web-based application to query the database and trigger the opening of the IMAGE. The application has been in use in other neighboring municipalities for a number of years. To meet Vaughan's needs, Marmak has re-engineered their application and programmed it in a .NET environment working together with our Corporate Database Server using Oracle as the database management system.

It is important to note that H.I.R.M.S. is not related to other corporate initiatives such as GIS but is a key element in effectively managing infrastructure assets. The major task of cataloging and indexing engineering based drawings and technical reports is complete and is being maintained by Engineering staff. The information is open and available for future integration with other corporate systems as they may develop. The information (IMAGES and DATA) collected through this project lends itself well towards a future enterprise document management system.

In April 2005, H.I.R.M.S. was successfully deployed to Engineering and Public Works Department Staff. This system is not restrictive in nature and is currently available to **all** City of Vaughan staff with access to a computer and our intranet. The Uniform Resource Locator (URL or website address) to access the application is [hirms/pbl](http://hirms/pbl). Alternatively, the URL can be found under the "Quick Links" Section of the Engineering and Public Works Department's VIBE website.

We would like to recognize the commitment made by the Chief Information Officer and the staff of the Information & Technology Management and Engineering and Public Works Departments, as well as Marmak Information Technologies, in contributing to the success of this project.

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

This report is consistent with the priorities previously set by Council.

#### **Conclusion**

The Commissioner of Engineering and Public Works recommends that the report on H.I.R.M.S. - Historical Infrastructure Records Management System, be received as information.

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**Attachments**

H.I.R.M.S. Presentation

**Report prepared by:**

Denny S. Boskovski, C.E.T., Infrastructure Management Systems Supervisor, ext. 3105

:DB

(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.)

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Item 3, Report No. 38, of the Committee of the Whole (Working Session), which was adopted without amendment by the Council of the City of Vaughan on June 15, 2005.

**3**

**PROPOSED STREET NAME APPROVAL/RESERVE LIST**

(Referred from the Council meeting of May 9, 2005)

**The Committee of the Whole (Working Session) recommends that this matter be referred to the June 21, 2005 Committee of the Whole (Working Session) meeting.**

Council, at its meeting of May 9, 2005, adopted the following:

That this matter be referred to the Committee of the Whole (Working Session) meeting of May 25, 2005, to allow Councillor Carella, together with any other interested Member of Council, to compile an appropriate street name reserve list.

Recommendation of the Committee of the Whole (Working Session) meeting of April 26, 2005:

The Committee of the Whole (Working Session) recommends that this matter be referred to the Committee of the Whole (Working Session) meeting of May 10, 2005.

Recommendation of the Committee of the Whole (Working Session), meeting of April 12, 2005:

That this matter be referred to the Committee of the Whole (Working Session) meeting of April 26, 2005.

Report of the Commissioner of Planning dated April 12, 2005

**Recommendation**

The Commissioner of Planning recommends that this report BE RECEIVED for information; and, that the street name reserve list provided on Attachment #1, BE ADOPTED.

**Purpose**

To provide the Committee with an update on the revised street name reserve list related to plans of subdivision and condominium applications.

**Background**

On April 19, 2004, the Development Planning Department reported to the Committee of the Whole for approval of a reserve list of street names to be used by the development community. Council referred the item to a future Committee of the Whole (Working Session) for discussion. The list has been revised and is provided as Attachment #1.

The purpose of a street name reserve list for use by the development community is to encourage the use of names that have some historical significance and that have already received approval by Council.

The City of Vaughan is the approval authority for all plans of subdivision and condominium applications submitted within the municipality. Staff co-ordinates the conditions of draft plan approval and clearances for final approval. A standard condition of approval imposed by both the City and the Region of York requires that the road allowances included in draft plans be named to the satisfaction of both the Vaughan and Regional Planning Departments.

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The current practice is for the applicant to submit proposed street names to the Development Planning Department for review and approval. Planning Staff reviews the proposed names with the Region of York with respect to whether the name duplicates or is similar to another street name within the Region. The Region replies in writing as to the suitability of the proposed names. A report is then prepared by the Development Planning Department to the Committee of the Whole for street name approval.

#### Street Name Reserve List

The Street Name Reserve List would provide the development community with a Council pre-approved set of street names for use in naming streets in plans of subdivision or condominium.

Planning staff conducted a survey of street naming practices in seven other municipalities. The municipalities that were contacted; Town of Markham, City of Mississauga, Town of Richmond Hill, Town of Whitby, Town of Oakville, City of Brampton and City of Toronto have street naming procedures similar to those used in Vaughan.

The Regional Planning Department has advised staff that should Council approve a reserve street name list, the names could be reserved solely for use by the City of Vaughan, and not be made available for use by other York Region municipalities.

Staff considered whether the City should charge a fee for the use of the pre-approved street names. Of the municipalities canvassed by Planning Staff, no municipality imposed a fee for the naming of streets. The recent increase in subdivision and condominium application fees would cover the costs associated with the processing of planning applications, including providing a co-ordinated review of technical aspects of applications such as street names. As a result, staff do not recommend that a fee be charged for the approval of street names.

#### Relationship to Vaughan Vision 2007

This staff report is consistent with the priorities set forth in Vaughan Vision 2007, particularly 'A-5', "Plan and Manage Growth".

#### Conclusion

This report provides a list of street names for the Committee's consideration as the basis for a pre-approved list of names for use by applicants. The recent increase in planning application fees would cover the costs associated with delivering the development application service (including street names), and it is not recommended that a fee for street names be imposed.

#### Attachment

1. Street Name Reserve List

#### Report prepared by:

Jack McAllister, Senior GIS Technician, ext. 8209  
Grant Uyeyama, Manager of Development Planning, ext. 8635

(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.)

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Item 4, Report No. 38, of the Committee of the Whole (Working Session), which was adopted without amendment by the Council of the City of Vaughan on June 15, 2005.

**4**

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

**The Committee of the Whole (Working Session) recommends that this matter be referred to the June 21, 2005 Committee of the Whole (Working Session) meeting.**

**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:

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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:

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<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 Court of Revision Heritage Vaughan Property Standards Committee Vaughan Public Library Board Emergency Management Program Committee Hearing Committee for Licensing Matters	Community Relations Committee Council/School Board Liaison Committee Highway 427 Extension Committee Intergovernmental Relations Committee Keele Valley Landfill Site Liaison Committee Maple Streetscape Community Advisory Committee Safe City Committee Spadina-York Subway Extension Committee 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.

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:

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

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

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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.

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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.

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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.

**CITY OF VAUGHAN**

**EXTRACT FROM COUNCIL MEETING MINUTES OF JUNE 15, 2005**

Item 4, CW(WS) Report No. 38 – Page 9

**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.)

CITY OF VAUGHAN

**EXTRACT FROM COUNCIL MEETING MINUTES OF JUNE 15, 2005**

Item 5, Report No. 38, of the Committee of the Whole (Working Session), which was adopted without amendment by the Council of the City of Vaughan on June 15, 2005.

**5                    PRESERVING THE INTENT OF THE VAUGHAN ENTERPRISE ZONE**

**The Committee of the Whole (Working Session) recommends approval of the recommendation contained in the following report of Councillor Carella, dated May 25, 2005:**

**Recommendation**

Councillor Tony Carella recommends the adoption of the following resolution:

WHEREAS the future financial health of the City of Vaughan is dependent upon the growth of its tax assessment base; and

WHEREAS the advantages which will accrue to the City of Vaughan by promoting the development of industrial assessment rests in the relatively lighter demand for a wide range of municipal services that distinguishes industrial development from residential development; and

WHEREAS such enhanced industrial assessment can assist the City of Vaughan in offsetting the cost of services.

NOW THEREFORE, the Council of the City of Vaughan commits itself to the realization of the full potential of the Vaughan Enterprise Zone as the City's premier employment zone, and to that end acknowledges the following principles:

1. Given that the Vaughan Enterprise Zone is located in close proximity to Lester B. Pearson International Airport, and is traversed by Highway 407, by the present Highway 427 and its planned extension, and by Regional Road 7, it is uniquely positioned to become the premier employment zone in the Greater Toronto Area
2. While some service-commercial development is necessary and appropriate within the Vaughan Enterprise Zone, the City of Vaughan focuses its attention on the promotion of predominantly industrial/manufacturing, office, and higher-order service-commercial uses such as hotels/ convention facilities.

**Economic Impact**

Nil

**Background - Analysis and Options**

The City of Vaughan will be planning for the development of the lands located west of Highway 27, largely in Ward 2, as a major industrial zone---indeed, what will arguably be *the* major industrial zone within the boundaries of the municipality, once it is fully developed.

Secondary plans for the Enterprise Zone should respect the fact that this area is a premier employment area based on its proximity to major transportation corridors (ie. Highways 427, 407, 401 and the Pearson International Airport).

**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.

**CITY OF VAUGHAN**

**EXTRACT FROM COUNCIL MEETING MINUTES OF JUNE 15, 2005**

Item 5, CW(WS) Report No. 38 – Page 2

**Conclusion**

The future financial health of the City of Vaughan---including its ability to afford the services its citizens demand---as well as its prestige as the host-city to high-value-added employment opportunities, depends on Council's commitment to the original intent of the Vaughan Enterprise Zone.

**Report prepared by**

Councillor Tony Carella

**CITY OF VAUGHAN**

**EXTRACT FROM COUNCIL MEETING MINUTES OF JUNE 15, 2005**

Item 6, Report No. 38, of the Committee of the Whole (Working Session), which was adopted without amendment by the Council of the City of Vaughan on June 15, 2005.

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**6 PRESENTATION - MR. DAN MILES, YORK REGION RAPID TRANSIT CORPORATION,  
REGARDING THE VIVA - YORK RAPID TRANSIT  
PLAN IMPLEMENTATION MUNICIPAL UPDATE**

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

- 1) That the presentation of Mr. Dan Miles, Communications Specialist, and Mr. Peter Chackeris, York Region Rapid Transit Corporation, One West Pearce Street, Sixth Floor, Richmond Hill, L4B 3K3 and presentation material, be received; and**
- 2) That York Region Transit staff be invited to make a presentation on the integration plans with respect to the YRT and VIVA transportation systems.**