

## **TERMS OF REFERENCE ACCESSIBILITY ADVISORY COMMITTEE**

### **Description**

The City of Vaughan's Accessibility Advisory Committee (the Committee) is appointed by the City Council (Council) for the City of Vaughan (the City), as required by the *Accessibility for Ontarians with Disabilities Act, (2005)* (the AODA). The Committee provides advice to Council on the elimination of barriers faced by people with disabilities and acts as a liaison with external bodies on barriers to participation in public life and to the achievement of social, cultural and economic well-being of people with disabilities.

### **Mandate**

The role of the Accessibility Advisory Committee is to provide advice to Council about the requirements and implementation of accessibility standards and the preparation, implementation and effectiveness of accessibility reports as required by the AODA.

### **Term**

Public members are appointed for a four-year term, coinciding with the term of City Council and serve until their successors are appointed.

### **Objectives**

The objectives of the Accessibility Advisory Committee are as follows:

- advise Council about the requirements and implementation of accessibility standards and the preparation of accessibility reports;
- work on initiatives that promote accessibility;
- assist in the preparation and implementation of the City's Multi-Year Accessibility Plan; and
- provide guidance, address and identify the needs of the community by the removal and prevention of barriers in the City of Vaughan's by-laws, facilities, policies, programs, practices, initiatives and services.

### **Membership**

The Accessibility Advisory Committee shall be composed of one (1) Member of Council and nine (9) citizen members. A majority of the members of the committee will be persons with disabilities, as defined by the AODA, and should reflect the diversity of the City's population.

Members are to be appointed by Council. Any changes to the membership will require Council approval.

### **Membership responsibility:**

- Be familiar with accessibility related legislation and these Terms of Reference;
- Attend and participate in all Committee meetings;
- Attend and participate in any working groups as required;
- Advise on strategies and actions required to achieve the City's development and



implementation of the Multi-Year Accessibility Plan;

- Advise on the implementation of Council's policies regarding accessibility, inclusion, equity and human rights;
- Each members of the Accessibility Advisory Committee is an independent representative to the Committee and does not represent the concerns of only one disability or group
- Work together for the purpose of making the City of Vaughan a more accessible and inclusive city, and developing a common approach that is reasonable and practical;
- Declare any situation that is, or has the potential to be, a conflict of interest;
- Refer all media inquiries to the City's Corporate and Strategic Communications Department or the City's Diversity and Inclusion Officer and shall not speak on behalf of the City of Vaughan without written consent from the City of Vaughan.

### **Accommodations**

Members will be provided with the resources necessary to enable full and meaningful participation in the Committee. This includes such potential accommodations as sign language interpretation, documentation in alternative formats, closed captioning, accessible transportation such as Mobility Plus, etc.

Members will be asked to share any accommodations important for their meaningful participation prior to meetings, which will principally be held in virtual or hybrid formats for greatest possible accessibility.

### **Meeting Procedures**

The proceedings of the Committee are to be governed by the City's Procedural By-law Number 7-2011, as amended.

In the absence of the Chair and the Vice-Chair, another committee member will serve as Acting Chair, appointed by those in attendance at the meeting.

### **Agendas and Reporting**

Agendas of meetings shall be filed and maintained in the Office of the City Clerk. Agendas shall be posted on the City's website one week prior to the scheduled date of the meeting.

After each meeting, a report shall be submitted in the City's Committee reporting format, to the Committee of the Whole.

### **Meetings**

Meetings are held at 7:00 p.m. on the last Tuesday of every other month except in the months of July and August. The Committee may meet on the schedule determined, or at the call of the Chair.

Meetings are to be open to the public in accordance with the *Municipal Act, 2001*.



### **Notice of Meetings**

Meetings will be noted on the Schedule of Meetings calendar posted on the City's [website](#).

### **Quorum**

A majority of the members, including the Chair, shall constitute quorum.

### **Staff Resources**

The role of staff is to act as a resource to the Committee, but not to be members of the Committee, or to deliberate or draft the findings of the Committee. The following staff will provide advisory and technical support specific to the mandate and objectives of the Committee:

- Accessibility and inclusion subject matter expertise as assigned by the Diversity and Inclusion Officer
- Legal Services

As required,

- Chief Human Resources Officer or delegate;
- Diversity and Inclusion Officer or delegate.
- Other relevant departments

The Office of the City Clerk will be responsible for agenda production and distribution, the giving of procedural advice, and the recording of the proceedings of the Committee.

### **Authority**

The Committee may not exercise decision-making powers, or commit expenditures save for those specifically delegated by Council. The Committee may not direct staff to undertake activities without authority from Council.

### **Amendment / Expansion of Terms of Reference**

Only Council can initiate any amendment and/or expansion of the Terms of Reference.

## **HERITAGE VAUGHAN TERMS OF REFERENCE**

### **Mandate / Objectives**

Heritage Vaughan is an Advisory Committee established by Council for the purpose of encouraging community involvement and recommendations to Council on the identification, conservation and preservation of buildings and landscapes of cultural heritage value or interest, as individual properties or as heritage conservation districts pursuant to the Ontario Heritage Act.

#### **The Role of Municipal Heritage Committees:**

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

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

The *Ontario Heritage Act* (s. 28) defines the committee's statutory role as follows:

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

#### **Other Responsibilities of Heritage Vaughan**

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

- Researching, identifying and evaluating all the properties and areas that may deserve protection by maintaining an inventory of listed heritage properties (structures);
- Issues related to designated or listed properties under the Ontario Heritage Act;
- Grants and funding supporting the preservation of heritage properties;
- Promoting heritage conservation as well as advising property owners on appropriate conservation and maintenance practices;
- The development of community recognition for architectural preservation through commemorative initiatives such as plaquing, awards for restoration and sympathetic infill development;
- Advising Council of new heritage legislation and funding initiatives
- Advising Council with regard to provincially-owned heritage properties and National Historic Sites.

### **Term**

Public members are appointed for a four-year term, coinciding with the term of City Council and serve until their successors are appointed.

### **Membership**

The Heritage Vaughan Committee shall be composed of up to eighteen (18) members, which may include Members of Council, with the Mayor as ex-officio.

The majority of members shall be qualified professionals with the following expertise:

- Architecture
- Cultural landscapes
- Archaeology
- Urban design and planning
- Natural heritage
- Land development
- Law
- Local history
- Culture
- Education

Members of Council may not serve as Chair or Vice Chair.

Members are to be appointed by Council. Any changes to the membership will require Council approval.

### **Remuneration**

All Heritage Vaughan Committee members shall be paid an honorarium of \$50 per meeting attended with the Chair receiving \$60 per meeting attended.



## **Meeting Procedures**

The proceedings of the committee are to be governed by the City's Procedural By-law.

## **Agendas and Reporting**

Reports shall be prepared by the Urban Design and Cultural Heritage Division of Planning. Agendas shall be prepared and posted on the City's website at least one week prior to the scheduled date of meeting.

After each meeting of the Committee, a minute document shall be submitted to the Committee of the Whole, under the agenda item "Consideration of Statutory/Ad Hoc Committee Reports".

## **Meetings**

Meeting dates are brought forward by the Office of the City Clerk and approved by the committee. Meetings are usually held on the third Wednesday of each month at 7:00 p.m., either in-person or virtually, unless otherwise noted.

Meetings are to be open to the public in accordance with the *Municipal Act, 2001*.

## **Notice of Meetings**

Meetings will be noted on the City's website on the Agendas, Minutes and Extracts.

## **Quorum**

A majority of members including the Chair shall constitute quorum.

## **Staff Resources**

The role of Staff is to act as a resource to the committee, but not to be members of the Committee, or to deliberate or draft the findings of the Committee.

Staff from the Urban Design and Cultural Heritage Division of Planning will provide advisory and technical support specific to the mandate and objectives of the Heritage Vaughan Committee.

The Office of the City Clerk will be responsible for agenda production and distribution. The City Clerk's Office will be responsible for the giving of procedural advice and the recording of the proceedings of the Committee.



### **Authority**

On May 2, 1977, Council established Heritage Vaughan with the enactment of By-law No.86-77 pursuant to Section 28 of the Ontario Heritage Act. The Committee's statutory role is advisory to Council and is recognized as the legitimate vehicle for coordinating and conveying community concerns respecting heritage conservation activities. The *Ontario Heritage Act* defines the statutory role of municipal heritage committees, but also states that other responsibilities may be assigned to these committees through by-laws passed by the municipal council. The establishment of a municipal heritage committee enables a municipality to encourage community participation in local heritage conservation.

The Committee may not exercise decision-making powers, or commit expenditures save for those specifically delegated by Council. The Committee may not direct staff to undertake activities without authority from Council.

### **Amendment / Expansion of Terms of Reference**

Only Council can initiate any amendment and/or expansion of the Terms of Reference.



## **PROPERTY STANDARDS COMMITTEE**

### **TERMS OF REFERENCE**

#### **Governing Acts**

Ontario Building Code Act (BCA)  
City of Vaughan By-law 231-2011

#### **Mandate / Objectives**

The Property Standards Committee hears appeals by registered owners of property who have received a Property Standards Order regarding a component(s) of their property that does not conform to the Property Standards By-law.

This Committee is authorized by the Building Code Act and operates according to the Statutory Powers and Procedures Act.

#### **The Role of Property Standards Committee:**

The Property Standards Committee members are appointed under the authority of the Building Code Act, 1992, S.O. 1992, c.23 ("BCA") section 15.1 at the beginning of each new term of Council. It is a quasi-judicial tribunal that hears appeals made to a Property Standards Order which was issued by a Property Standards Officer of the By-Law Department. The Committee hears evidence from both sides (the City and the appellant) and then has authority to confirm, modify or rescind a Property Standards Order, or to extend the time for complying, as per the BCA.

#### **Membership**

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

#### **Remuneration**

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

#### **Term**

Public members are appointed for a four-year term, coinciding with the term of City Council and serve until their successors are appointed.

#### **Agendas and Reporting**

Agenda items are determined by the appeals received. Agendas shall be prepared and posted on the City's website at least one week prior to the scheduled date of meeting.





## **Meetings**

Meetings are held on an as required basis. Meetings are to be open to the public in accordance with the *Municipal Act, 2001*.

## **Notice of Meetings**

Meetings will be noted on the City's website on the Agendas, Minutes and Extracts.

## **Quorum**

A majority of members including the Chair shall constitute quorum.

## **Staff Resources**

By-Law and Compliance, Licensing and Permit Services  
Legal Services  
Office of City Clerk