

Committee of the Whole (2) Report

DATE: Monday, December 12, 2022

WARD(S): ALL

TITLE: STATUTORY COMMITTEES AND BOARDS FOR THE 2022-2026
TERM OF COUNCIL

FROM:

Wendy Law, Deputy City Manager, Legal and Administrative Services & City Solicitor

ACTION: DECISION

Purpose

To seek Council's approval of the updated Terms of References for Statutory Advisory Committees and Boards, appointment of Council representatives, and to commence the recruitment process of citizen members for the 2022-2026 term.

Report Highlights

- Staff is seeking Council's approval for the updated Terms of References and confirmation of Council appointments for Statutory Advisory Committees and Boards for 2022-2026 Term.
- The Office of the City Clerk will commence the citizen recruitment process for appointment upon Council's approval and direction. A further report with applicants will be provided early 2023.

Recommendations

1. THAT the updated Terms of References for Statutory Advisory Committees and Boards (Attachment 2) for the 2022-2026 term be approved;
2. THAT direction be provided regarding the appointment of Council members to the following; and
 - a. Accessibility Advisory Committee
 - b. Audit Committee
 - c. Heritage Vaughan Committee
 - d. Vaughan Public Library Board

3. THAT staff be directed to commence recruitment of citizen members for all Statutory Advisory Committees and Boards and report back early 2023.

Background

As per section 1.4 of the City's Procedure by-law, Council shall at the beginning of each term of Council make appointments to such advisory committees or other bodies that it is obliged by law to make, which include:

1. Accessibility Advisory Committee
2. Audit Committee;
3. Committee of Adjustment;
4. Heritage Vaughan Committee;
5. Property Standards Committee; and
6. Vaughan Public Library Board.

The term of office for the above noted Statutory Committees and Boards is based on the term of Council, or until successors are appointed to ensure business continuity.

Previous Reports/Authority

[Committee of the Whole Meeting Item 1 - AUDIT COMMITTEE CITIZEN MEMBER APPOINTMENTS, dated November 22, 2022](#)

[Committee of the Whole Meeting Item 14 - UPDATES TO COMMITTEE OF ADJUSTMENT PROCEDURE BY-LAW AND TERMS OF REFERENCE, dated November 22, 2022](#)

Analysis and Options

1. Accessibility Advisory Committee

As required by the *Accessibility for Ontarians with Disabilities Act, 2005* (the AODA), the Accessibility Advisory Committee is appointed to provide advice to Council on the elimination of barriers faced by people with disabilities, 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.

Based on the existing Terms of Reference, the Accessibility Advisory Committee shall be composed of one member of Council and nine 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.

Action required: Appoint one member of Council and direct staff to commence recruitment of citizen members.

2. Audit Committee

On October 21, 2020, Council approved the establishment of an Audit Committee consisting of a maximum of four members of Council. The City's Procedure by-law was amended to include the Audit Committee. On April 20, 2021, Council approved further amendments to the Audit Committee Charter and Terms of Reference to facilitate the addition of two qualified members of the public to the Audit Committee. On November 29, 2022, Council re-appointed John Glicksman and Geneviève Grenier as the two citizen members to serve on the Audit Committee.

Action required: Appoint a maximum of four members of Council.

3. Committee of Adjustment

The Committee of Adjustment is an administrative, statutory tribunal established under the *Planning Act*, which operates independently and is autonomous from City Council. The Committee of Adjustment is intended to hold public hearings for the purposes of considering and making decisions with respect to:

- Minor Variances from the provisions of the Zoning By-law;
- Permissions, which include enlargements or extensions of a structure that may be legally non-conforming, or a change in non-conforming use;
- Consents; and
- Validation of Title and Power of Sale.

In accordance with the its [Procedure By-law no. 069-2019](#), as amended, the Committee shall comprise of five citizen members; members of Council are not appointed to this committee.

Action required: Direct staff to commence recruitment of citizen members.

4. Heritage Vaughan

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

In accordance with the Terms of Reference, the Heritage Vaughan Committee shall be composed of up to 18 members, which may include members of Council. Two members of Council were appointed for the 2018-2022 term.

Action required: Appoint member(s) of Council, if desirable, and direct staff to commence recruitment of citizen members.

5. Property Standards Committee

The Property Standards Committee hears appeals by a property owner regarding an order issued under the Property Standards by-law. In accordance with the Terms of Reference, the committee shall be comprised of five citizen members; members of Council are not appointed to this committee.

Action required: Direct staff to commence recruitment of citizen members.

6. Vaughan Public Library Board

Section 10(4) of the *Public Libraries Act* states: “The first appointment of members of a new board shall be made at a regular meeting of council and the member shall take office as soon as possible thereafter, and thereafter appointments shall be made at the first council in each term, but if the council fails to make the appointments at its first meeting, it shall do so at any regular or special meeting held within 60 days after its first meeting.”

Section 9.1 of the *Public Libraries Act* provides for a public library board to be composed of at least five members appointed by the Municipal Council. The number of Council members appointed to a board is provided for under section 10 (2) as follows:

10(2) The appointing council shall not appoint more of its own members to a board than the number that is,

(a) In the case of a public library board or union board, one less than a majority of the board.

As per the Vaughan Public Library Board By-law, the Board shall be comprised of a minimum of nine members. In the 2018-2022 Term of Council, four Council members were appointed to the Board.

Action required: Appoint a maximum of four members of Council, if desirable, and direct staff to commence recruitment of citizen members.

Attachment 1 provides the list of Statutory Committees and Boards for reference.

Financial Impact

Costs associated with advertising vacancies on various Statutory Boards and Committees are covered under the current operational budget; no new funding is

required.

Broader Regional Impacts/Considerations

None.

Conclusion

Direction is required to confirm appointment of Council members to four Statutory Boards and Committees:

- a. Audit Committee
- b. Accessibility Advisory Committee
- c. Heritage Vaughan Committee
- d. Vaughan Public Library Board

Upon Council's approval of the updated Terms of References, Office of the City Clerk will commence recruitment for all six Statutory Boards and Committees as listed in Attachment 1 with support from Corporate and Strategic Communications Department. A report back with all applications received will be submitted for consideration and appointment by early 2023.

For more information, please contact: Todd Coles, City Clerk, ext. 8281.

Attachments

1. List of Statutory Boards and Committees
2. Updated Terms of References for Accessibility Advisory Committee, Heritage Vaughan Committee; and Property Standards Committee 2022-2026.

Prepared by

Isabel Leung, Deputy City Clerk & Manager, Administrative Services, ext. 8190.

Approved by

A handwritten signature in black ink, appearing to read "Wendy Law", with a stylized, cursive script.

Wendy Law
Deputy City Manager, Legal and
Administrative Services & City Solicitor

Reviewed by

A handwritten signature in black ink, appearing to read "Nick Spensieri", with a stylized, cursive script and a long horizontal line extending to the right.

Nick Spensieri, City Manager