

## **CITY OF VAUGHAN**

### **EXTRACT FROM COUNCIL MEETING MINUTES OF NOVEMBER 29, 2022**

Item 13, Report No. 38, of the Committee of the Whole, which was adopted without amendment by the Council of the City of Vaughan on November 29, 2022.

#### **13. COUNCIL - APPOINTED ADVISORY COMMITTEES POLICY**

**The Committee of the Whole recommends approval of the recommendations contained in the report of the Deputy City Manager, Legal and Administrative Services & City Solicitor, dated November 22, 2022:**

##### **Recommendations**

1. That the proposed Council-appointed Advisory Committees Policy be approved as set out in Attachment 1 of this report; and,
2. That Guidelines and Procedures for Statutory and Non-statutory Committees and Boards (Policy no. CL-005), be rescinded.

# Committee of the Whole (1) Report

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**DATE:** Tuesday, November 22, 2022

**WARD(S):** ALL

**TITLE:** COUNCIL-APPOINTED ADVISORY COMMITTEES POLICY

**FROM:**

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

**ACTION:** DECISION

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## **Purpose**

To seek Council's approval of the Council-appointed Advisory Committees Policy, which will replace the current "Guidelines and Procedures for Statutory and Non-Statutory Committees and Boards" that was established in 2005.

## **Report Highlights**

- Staff conducted a comprehensive review of the existing "Guidelines and Procedures for Statutory and Non-Statutory Committees and Boards" that was approved by Council in 2005 and last revised in 2007.
- Staff is proposing an updated "Council-Appointed Advisory Committees Policy" to establish a standardized, transparent and efficient process for the advertising and recruitment; selection and appointment; and the administration of Statutory and Non-Statutory Committees for the new term of Council.
- A number of Diversity, Equity and Inclusion principles and best practices are also included in the new policy.

## **Recommendations**

1. That the proposed Council-appointed Advisory Committees Policy be approved as set out in Attachment 1 of this report; and,
2. That Guidelines and Procedures for Statutory and Non-statutory Committees and Boards (Policy no. CL-005), be rescinded.

## **Background**

The existing “Guidelines and Procedures for Statutory and Non-Statutory Committees and Boards” was approved by Council in 2005 and last revised in 2007. An updated policy is proposed for the new Term of Council to establish a standardized, transparent and efficient process for the advertising and recruitment; selection and appointment; and the administration of Statutory and Non-Statutory Committees.

Several updates were also incorporated to address action items from the City’s Diversity, Equity and Inclusion (DEI) Plan, such as the inclusion of DEI definitions, removing barriers to participation, DEI data collection and reporting, etc. to promote diversity and inclusion in Council-appointed Advisory Committees. A policy working group was established with staff representatives from Council Secretariat, Policy Analyst and the Diversity and Inclusion Office.

The proposed policy applies to all Council-appointed Statutory and Non-statutory Advisory Committees, Task forces, Ad-hoc and Sub-committees established under the procedure by-law 7-2011, as amended. The policy is generally not applicable to the Vaughan Public Library Board and quasi-judicial Boards, such as Committee of Adjustment and Property Standards Committee, which are governed by different provincial legislations. However, this policy may act as a guideline for areas not addressed in their respective by-laws and procedures.

## **Previous Reports/Authority**

None.

## **Analysis and Options**

### **Current Process**

#### **1. Advertising and Recruitment**

When Council approves the Terms of Reference and directs staff to commence recruitment for an Advisory Committee, vacancies are typically posted on the City’s website, local newspaper, social media, digital signs and other corporate media channels. Eligibility requirements indicate that an applicant must be 18 years of age or older, a Canadian citizen that lives and/or owns property in Vaughan, and must not be employed by the municipality. Qualifications are not specified in all Terms of Reference or during recruitment.

## **2. Selection and Appointment**

After the application deadline, Office of the City Clerk staff assemble all applications and provide an application package for consideration at a Committee of the Whole meeting through a staff report. Discussion of applications may be discussed in Closed Session. Appointments are made public after Council ratification and applicants are notified of their appointment after the Council Meeting.

## **3. Meeting Procedures**

Quorum, which is the majority of Advisory Committee members, is required to hold a meeting as per the *Municipal Act*. Office of the City Clerk staff have expressed challenges in achieving quorum at times when one or more members have submitted their resignation. The vacancy may persist over a long period of time due to the recruitment and appointment process. To ensure business continuity, staff would submit a report to Council seeking authorization to temporarily lower the quorum requirement.

The current policy states that when a member is absent for three consecutive regularly scheduled meetings, the individual may be removed pending Council's decision. Members of Council and staff have expressed frustration over the lack of participation of some absentee members and there are no clear procedures in place to deal with absenteeism.

## **Proposed Process**

### **1. Diversity, Equity and Inclusion (DEI)**

The City depends upon citizen Boards, Advisory Committees, and Task Forces to advise the elected body and the administration. These groups play a crucial role of making recommendations on issues relating to policies impacting the welfare and quality of life in the community. A diverse committee brings together people with different experiences, skills, perspectives, and insights to consider and solve problems for better decision-making.

To promote greater diversity, equity and inclusion, a policy statement has been included to outline the City's commitment to removing barriers and to ensuring equity-deserving groups have equal opportunities to facilitate meaningful democratic input and participate in City building. DEI definitions are also included in the proposed policy to increase awareness.

## **2. Eligibility and Qualifications**

To remove barriers to participation, staff is proposing to remove citizenship requirement. The proposed policy also provides clearer guidelines to establish specific qualifications for each Advisory Committee. In addition to members with technical expertise, applicants with “lived experiences” are encouraged to apply to help increase diversity and representation from equity-deserving communities.

## **3. Advertising and Recruitment**

A list of advertising methods is included in the policy to establish a standard framework during recruitment. More information regarding recruitment timeline, approval process and appointment should also be made available to the public for greater transparency and communication.

## **4. Selection and Appointment**

To assist with Council’s decision-making, staff is proposing a standard “pre-screening” process to be completed by the respective Staff Liaison(s) for each Advisory Committee prior to Council’s review. This process has been in place for some Advisory Committees, which has proved to be effective in facilitating Council deliberations. Council will still receive all applications, but staff would provide recommended candidates for consideration based on their evaluation. For greater efficiency, it is recommended that Council select a “Reserved List” of candidates for appointment when a vacancy arises during the term.

## **5. Meeting Procedures**

The new policy provides the delegated authority to the Advisory Committees to temporarily lower quorum requirement to exclude members who have submitted resignation. It helps with business continuity when a vacancy arises. Technical or industry representatives are also permitted to appoint a delegate to attend meetings on their behalf that counts towards quorum.

A clear protocol to deal with absenteeism has been established. If a member is absent for two consecutive regularly scheduled meetings, the City Clerk or their designate shall contact and advise the member, in writing, that three absences may result in a forfeiture of their position on the Advisory Committee. If the member does not attend the next regularly scheduled meeting after written notification and no reasonable explanation is provided, the position will be deemed vacant by the City Clerk or their designate. The vacancy will then be filled in accordance with the policy.

## **6. Data Collection and Reporting**

It is important to collect data and report on progress to measure the City's efforts in promoting DEI initiatives among publicly appointed boards and committees. A new voluntary confidential diversity questionnaire will be introduced as part of the application process. The City will report on DEI statistics collected in summary form only and identities of candidates will be kept confidential.

## **Financial Impact**

There are no financial impacts associated with this report.

## **Broader Regional Impacts/Considerations**

None.

## **Conclusion**

The current "Guidelines and Procedures for Statutory and Non-Statutory Committees and Boards", last revised in 2007, does not reflect the current practices dealing with the City's Statutory and Non-Statutory Committees. Gaps in the existing policy have led to inconsistent processes and sometimes inefficiencies.

The proposed policy introduces a standardized, transparent and efficient process for the advertising and recruitment; selection and appointment; and the administration of Statutory and Non-Statutory Committees. It has incorporated feedback from Members of Council, staff and best practices from other municipalities. It also addresses action items from the City's DEI Plan, which are important in promoting diversity and inclusion in all Advisory Committees.

Upon approval of this report, recruitment and appointment of Advisory Committee members for the new term of Council will commence under a new policy framework.

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

## **Attachment**

1. CL-00X – Proposed Council-Appointed Advisory Committees Policy

## **Prepared by**

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

**Approved by**

A handwritten signature in black ink, appearing to read "Wendy Law".

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

**Reviewed by**

A handwritten signature in black ink, appearing to read "Nick Spensieri".

Nick Spensieri, City Manager

# THE CORPORATION OF THE CITY OF VAUGHAN

## CORPORATE POLICY

**POLICY TITLE:** COUNCIL-APPOINTED ADVISORY COMMITTEES POLICY

**POLICY NO.:** Policy number to be assigned by Policy Coordinator.

<b>Section:</b>	Council & Committees		
<b>Effective Date:</b>	Click or tap to enter a date.	<b>Date of Last Review:</b>	Click or tap to enter a date.
<b>Approval Authority:</b> Council	<b>Policy Owner:</b> DCM, Administrative Services & City Solicitor		

### POLICY STATEMENT

A commitment to community engagement, participation and service is considered key to the City of Vaughan's ("City") future. Part of that commitment is fulfilled by selecting and recruiting Vaughan residents who will provide high caliber direction and/or advice as Statutory, Advisory and Ad-hoc Committee members.

The appointment of citizen members to serve on Committees is important to the City in order to:

- meet the business needs of City Council and City staff;
- provide a variety of perspectives, reflecting the diversity of the community;
- represent stakeholder groups;
- bring specific skills and expertise that contribute to good governance; and,
- represent specific groups of service users.

The City is committed to identifying and removing barriers to ensure that Indigenous and equity-deserving groups have equal opportunities to facilitate meaningful democratic input and participate in City building.

### PURPOSE

To provide a consistent and transparent framework for the recruitment, appointment, governance and operations of Statutory, Advisory and Ad-hoc Committees of Council pursuant to section 1.4 of the Procedure By-law 7-2011, as amended. It outlines meeting procedures that facilitate efficient and effective decision-making processes that are accountable and transparent.



**POLICY TITLE: COUNCIL-APPOINTED ADVISORY COMMITTEES POLICY**

**POLICY NO.:** Policy number assigned by Policy Coordinator.

**SCOPE**

This policy applies to all Council-appointed Statutory and Non-statutory Advisory Committees, Task forces, Ad-hoc and Sub-committees established pursuant to section 1.4 of the Procedure By-law 7-2011, as amended.

This policy is generally not applicable to the Vaughan Public Library Board, and quasi-judicial tribunals, such as the Committee of Adjustment and Property Standards Committee, which are governed by their respective by-laws and/ or procedures. It may provide guidelines for these board and committees.

**LEGISLATIVE REQUIREMENTS**

- *Municipal Act, 2001, S.O. 2001, c.25*

**DEFINITIONS**

1. **Chair:** An individual appointed by Council or the Advisory Committee to act as the Chair of the Advisory Committee at any given meeting.
2. **Advisory Committee:** Includes Statutory committees required by legislation and Non-statutory committees, Task forces, Ad-hoc and Sub-committees established at the discretion of Council pursuant to section 1.4 of the Procedure by-law 7-2011, as amended. Advisory Committees provides advice and recommendations to Council as requested on areas within their mandate with no authority for decision making or independent actions.
3. **Committee of the Whole:** A Standing Committee that consists of all Members of Council.
4. **Council:** The Council of the City of Vaughan.
5. **Equity:** An equity approach recognizing that distinct groups may need varied treatment in order to share the same advantages. Equity initiatives seek to create conditions for a “level playing field” by addressing these exclusions.
6. **Equity-deserving Groups:** Communities that experience significant collective barriers in participating in society. This could include attitudinal, historic, social and environmental barriers based on age, ethnicity, disability, economic status, gender, nationality, race, sexual orientation and transgender status, etc. Equity-deserving groups are those that identify barriers to equal access, opportunities and resources due to disadvantage and discrimination, and actively seek social justice and reparation.

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- 7. Inclusion:** Acknowledging and valuing people's differences to enrich social planning, decision-making and quality of life for everyone. In an inclusive municipality, we each have a sense of belonging, acceptance and are recognized as valued and contributing members of society. An inclusive environment accepts each individual's differences, embraces their strengths, and provides opportunities for all people to achieve their full potential.
- 8. Indigenous Group:** An individual who is First Nations, Métis and or Inuk (Inuit). A person may be included in more than one of these three specific groups.
- 9. Lived Experience:** Personal knowledge about the world gained through direct, first-hand involvement in everyday events rather than through representations constructed by other people. It also refers to the experiences of people on whom a social issue or combination of issues has had a direct impact.
- 10. Member:** An individual who is appointed by Council as a member of an Advisory Committee.
- 11. Quorum:** A majority of Members of an Advisory Committee.
- 12. Staff Liaison:** City staff member(s) from departments other than the Office of the City Clerk who provide/s subject matter expertise to the Advisory Committee.
- 13. Terms of Reference:** Council-approved mandate, objectives, deliverables, structure, and reporting of an Advisory Committee.
- 14. Vacancy:** When a Member submits a resignation that is received by the Clerk or when a Member is removed from the Advisory Committee due to lack of attendance in accordance with section 6 of the policy.

**POLICY**

**1. General**

**1.1 Term of Office**

The term of appointments to Advisory Committees is four years; concurrent with the term of Council commencing from the start of the term of Council, and expiring at the end of the Council term, unless otherwise noted in the approved Terms of Reference (TOR).

**1.2 Authority of Advisory Committees**

- a) Notwithstanding the mandate established by Council for each Advisory Committee, any order to do any business, including directions to Staff, shall

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be in the form of a Transmittal Report to the Committee of the Whole and shall receive final Council approval before such actions are carried out.

- b) An Advisory 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 Advisory 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.

## **2. Eligibility and Qualifications**

### **2.1 Eligibility**

- a) Unless otherwise specified in the TOR, applicants must be residents or owners of property in the City of Vaughan and be at least 18 years of age.
- b) Specific skills and experience for membership on each Advisory Committee shall be established by the TOR.
- c) Appointees are required to maintain their eligibility and qualifications throughout the term of their appointment.
- d) City staff are not permitted to serve as Members.
- e) Disclosure (or non-disclosure) of any conflicts of interest or ineligibility is the responsibility of the applicant. Disclosure of potential conflicts and ineligibility will not result in automatic ineligibility. The nature of the conflict will be considered in determining whether the applicant should be appointed.
- f) Other membership eligibility may be established in accordance with legislative requirements, or as deemed necessary to fulfill an Advisory Committee's mandate and will be reflected in the TOR.

### **2.2 Guidelines for Establishing Eligibility**

- a) Qualifications for Advisory Committees may vary and are to be established in the TOR. The following guidelines may be considered in establishing any such qualifications:
  - i. Applicable legislative requirements.
  - ii. Ability to perform the duties of the Advisory Committee, including any complementary skills and/or competencies.
  - iii. Areas of specialization where required, experience or community service.

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- iv. Geographic location within the City.
- v. Individuals with lived experience and/or expertise in issues impacting equity-deserving communities and reflecting the diversity within those communities.
- vi. Increase representation from equity-deserving communities.

### **3. Advertising and Recruitment**

#### **3.1 Recruitment Occurrences**

- a) There are three specific occasions when recruitment occurs:
  - i. Initial recruitment immediately after a municipal election;
  - ii. Upon approval of the establishment of an Advisory Committee; or,
  - iii. As vacancies occur throughout the year.

#### **3.2 Advertising**

- a) Advertisements will be placed at the start of a new term of council for statutory Advisory Committees, or upon approval of the establishment of non-statutory Advisory Committees.
- b) Advertisements will include relevant information, such as:
  - i. Name of the Advisory Committee and a brief description of its mandate.
  - ii. Approximate number of meetings per year.
  - iii. Usual meeting date and time.
  - iv. Eligibility criteria and key qualifications.
  - v. Process for submitting applications and deadline for receipt of applications.
  - vi. Direction for more detailed information and Staff contact.
  - vii. Notice regarding the confidential voluntary disclosure of diversity information.
  - viii. General appointment timeframe and next steps.
- c) The following measures may be used to advertise recruitment of Advisory Committees:
  - i. Advertisements in local newspapers;
  - ii. City website;
  - iii. Public service announcements to the media;
  - iv. Mail outs or newsletters;
  - v. Digital signs at City facilities, parks and community centres;
  - vi. Posts on corporate social media channels; and,
  - vii. Phone recording message via Access Vaughan.

#### **3.3 Application Submission**

- a) Applicants must complete an Advisory Committee Application Form.

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- b) Applicants may apply for more than one Advisory Committee but are only eligible to serve on one Advisory Committee at a time.
- c) Applications may be submitted by completing an on-line application, regular mail, email to [clerks@vaughan.ca](mailto:clerks@vaughan.ca) or in-person at City Hall to the attention of the City Clerk.
- d) Applications received after the submission deadline and for non-advertised vacancies may not be considered.

**4. Public Appointments**

**4.1 Application Review and Recommendations**

- a) Staff Liaisons will be provided with all applications submitted to the Office of the City Clerk.
- b) Staff Liaisons will manage the initial review of all applications using an evaluation matrix.
- c) Staff Liaisons will provide a list of recommended applicants from the recruitment process and any industry representatives, if applicable, to the Office of the City Clerk.
- d) Consistent with the TOR and applicant skills, Staff Liaisons will give priority to qualified applicants from equity-deserving groups.

**4.2 Appointment and Selection Process**

- a) City Clerk's Office staff will prepare a confidential staff report including recommended names for Advisory Committee appointments.
- b) Committee of the Whole may convene in a closed meeting to consider the recommended applicants.
- c) Committee of the Whole may select a reserved list of candidates to fill a vacancy that arises during the term of an Advisory Committee.
- d) Approved appointments will be ratified at the following Council Meeting via Council resolution and names will be made public upon Council ratification.
- e) Re-appointments for a third consecutive term should be kept to a minimum, and only for the purpose of providing continuity, provided there are sufficient applicants.
- f) All applicants will be notified of Council's decision.

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- g) All appointed Members shall abide by the *Code of Ethics and the Municipal Conflict of Interest Act, 1990*.

**4.3 Filling a Vacancy**

- a) Vacancies may arise throughout the term when a Member submits a resignation and received by the City Clerk or their designate; or when a Member is removed from the Advisory Committee due to the lack of attendance in accordance with section 6 of this policy.
- b) The City Clerk or their designate shall fill the vacancy from the reserved list of candidates approved by Council. The Advisory Committee and Council will be informed of the vacancy and replacement through a Staff Communication.
- c) If no candidates on the reserved list are available or qualified to serve on the Advisory Committee, the Advisory Committee may recommend to Council to leave the position vacant or to commence recruitment to fill the vacancy.
- d) Should Council wish to fill a vacancy that arises during the term of an Advisory Committee, the recruitment and appointment process will be conducted as outlined in sections 3 and 4 of this policy.

**5. Meeting Procedures**

**5.1 Meeting Dates**

Meeting dates shall be determined at the beginning of each term of the Advisory Committee.

**5.2 Appointment of a Chair or Vice-Chair**

- a) Every Advisory Committee shall at its first meeting elect one of its members as the Chair and one of its members as the Vice-Chair, unless the positions have been appointed by Council.
- b) Members of Council are eligible to be appointed as Advisory Committee Chair and/or Vice-Chair.
- 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 an Acting Chair for that meeting who will discharge the duties of the Chair during the meeting or until the arrival of either the Chair or the Vice-Chair.

**5.3 Quorum**

- a) A majority of the Members of any Advisory Committee shall constitute a quorum. (e.g., 12 members – quorum is 7, 11 members – quorum is 6).

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- b) To ensure continuity of business, Members who have submitted a resignation and received by the City Clerk or their designate, and Members who are removed from the Advisory Committee due to the lack of attendance in accordance with section 6 of this policy shall not be counted in determining the number required for a quorum.
- c) Should the composition of the Advisory Committee include the Mayor as 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 achieved at that meeting.
- d) If no quorum is achieved 30 minutes after the scheduled start time of a meeting, the City Clerk or their designate 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.

**5.4 Confirmation Of Agenda**

At a regular meeting, upon call to order, the agenda shall be confirmed. If there are any addendum items, a motion shall be passed to add the addendum to the agenda and a further motion be moved and seconded to adopt the agenda as amended.

**5.5 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, 1990*. If in doubt, the member should consult their personal solicitor or the Integrity Commissioner. Members who have declared an interest on any matter may not move, second, vote or participate in the discussion of the matter.

**5.6 Order of Business**

All meetings are open to the public. The Advisory Committee shall deal with matters as outlined on the agenda, which shall include but not limited to the following:

- a) Confirmation of Agenda
- b) Disclosure of Interest
- c) Items for Discussion
- d) New Business
- e) Adjournment

**5.7** The Advisory Committee may hear speakers or presentations with reference to matters that have been defined as being the responsibility of that Advisory Committee, as outlined in the TOR's mandate.

**5.8 Minutes**

- a) Meeting Minutes are added to a Committee of the Whole agenda under the “Consideration of Statutory/ Ad Hoc Committee Reports” section.
- b) Receipt of Meeting Minutes at a Committee of the Whole does not constitute approval of the recommendations contained within the report. Approval of specific recommendations must be submitted for consideration via a Transmittal Report.

**5.9 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, refer, or defer has been made, until such motion has been decided, there shall be no discussion on the matter proposed to be adjourned, referred or deferred.
- c) 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.
- 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.

**6. Attendance**

- 6.1** Should a member not be able to attend a regular meeting of the Advisory Committee, the member shall advise the City Clerk or their designate as soon as possible, 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, the City Clerk



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or their designate shall notify the Chair and other members and cancel the meeting.

**6.2** If a member is absent from meetings of the Advisory Committee for two consecutive regularly scheduled meetings, the City Clerk or their designate shall contact and advise the member, in writing, that three absences may result in a forfeiture of their position on the Advisory Committee.

**6.3** If the member does not attend the next regularly scheduled meeting after written notification from the City Clerk or their designate and no reasonable explanation is provided, the position will be deemed vacant by the City Clerk or their designate. The vacancy will be filled in accordance with section 4.3, and quorum required is adjusted in accordance with section 5.3 of this policy.

**6.4** Industry or technical representatives can appoint delegates from the same organization to attend a meeting, which counts towards quorum.

## **7. Resignations**

**7.1** Member resignations shall be submitted in writing to the City Clerk or their designate.

**7.2** Resignations shall indicate the date upon which the resignation will commence.

## **8. Roles and Responsibilities**

**8.1** The Chair shall:

- a) Preside at every meeting and may vote on all questions submitted;
- b) 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) Put to a vote all motions which are regularly moved and seconded and announce the result;
- d) Enforce on all occasions, the observance of order and decorum among the members and participants; and
- e) Act as spokesperson for the Advisory Committee before Committee of the Whole or Council and other appropriate meetings.

**8.2** The City Clerk or their designate shall:

- a) Notify Members of the cancellation of meetings, including where there is no quorum;
- b) Prepare agendas in consultation with the appropriate support Staff and the Chair, if required;
- c) Circulate the agenda, supporting material, and minutes by email to be received no later than one week prior to the meeting, where practicable;
- d) Attend committee meetings and record the minutes;
- e) Be responsible for reading aloud the motions and any amendments when requested;
- f) Keep a record of the attendance of the members of the Advisory Committee;
- g) Prepare and forward to Committee of the Whole any recommendations of the Advisory Committee, in the form of a Transmittal Report; and,
- h) Not provide support to sub-committees, or informal meetings.

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

**9. Data Collection and Reporting**

**9.1** Council recognizes that the City of Vaughan is best served by boards and committees, which generally reflect the diversity of our community.

**9.2** Applicants are encouraged to complete a voluntary confidential diversity questionnaire as part of the application process. The information is used to help the City in achieving its objectives for access, equity, diversity, and inclusion. The City will report on the results of these responses in summary form only and will keep the identities of candidates confidential. This information will not be released for any other purpose without permission.

**9.3** The Office of the City Clerk collects this information in compliance with provisions of the *Municipal Freedom of Information and Protection of Privacy Act, 1990* and the *Ontario Human Rights Code, 1990*.

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#### 10. Remuneration

Advisory Committee members serve on a voluntary basis and do not receive any form of remuneration unless otherwise identified in the TOR.

#### 11. Governance

**11.1** Every Advisory Committee to which any matter has been referred or wishing to report a matter shall do so in a form of a Transmittal Report submitted to the Committee of the Whole.

**11.2** In accordance with the TOR, all non-statutory Advisory Committees shall submit to Committee of the Whole a Findings Report prior to the expiry of its term.

**11.3** The Council Procedure By-law shall be observed insofar as it is not inconsistent with the regulations set out herein.

**11.4** Upon adoption by Council, the rules herein shall govern the proceedings of all Advisory Committees appointed by Council.

#### ADMINISTRATION

*Administered by the Office of the City Clerk.*

<b>Review Schedule:</b>	SELECT If other, specify here	<b>Next Review Date:</b>	Click or tap to enter a date.
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<b>Related Policy(ies):</b>	
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<b>Related By-Law(s):</b>	
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<b>Procedural Document:</b>	
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#### Revision History

<b>Date:</b>	<b>Description:</b>
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