

CITY OF VAUGHAN

EXTRACT FROM COUNCIL MEETING MINUTES OF DECEMBER 13, 2022

Item 12, Report No. 46, of the Committee of the Whole, which was adopted, as amended, by the Council of the City of Vaughan on December 13, 2022, as follows:

By approving that the Committee's decision be amended as follows:

- 1. *By also appointing Councillor Volpentesta to the Audit Committee; and***
- 2. *By removing Regional Councillor Rosati from the Vaughan Public Library Board.***

12. STATUTORY COMMITTEES AND BOARDS FOR THE 2022-2026 TERM OF COUNCIL

The Committee of the Whole recommends:

- 1. That the Recommendations 1 and 3 contained in the following report of the Deputy City Manager, Legal and Administrative Services & City Solicitor, dated December 12, 2022, be approved; and**
- 2. That Members of Council be appointed to the Statutory Committees and Boards for the 2022-2026 Term of Council as follows:**
 - a. Councillor Martow (Chair) be appointed to the Accessibility Advisory Committee;**
 - b. Councillor DeFrancesca (Chair), Councillor Ainsworth (Vice Chair) and Regional Councillor Rosati be appointed to the Audit Committee;**
 - c. Regional Councillor Racco and Councillor Iafrate be appointed to the Heritage Vaughan Committee; and,**
 - d. Regional Councillor Ferri, Regional Councillor Rosati, Regional Councillor Racco, Councillor Volpentesta, Councillor Iafrate and Councillor Ainsworth be appointed to the Vaughan Public Library Board.**

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**

CITY OF VAUGHAN

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

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

List of Statutory Boards and Committees

Attachment 1

	Name	Membership	Chair/ Vice Chair 2018-2022 Term	Other Council Members Appointed 2018-2022 Term	Frequency of Meeting	Action Required
1	Accessibility Advisory Committee	1 member of Council + 9 citizen members	R. Councillor Jackson, Chair Brenndon Goodman, Vice Chair		Every other month	Appoint 1 member of Council Commence recruitment of citizen members
2	Audit Committee	A maximum of 4 members of Council plus a maximum of 2 citizen members	R. Councillor Rosati, Chair Councillor Shefman, Vice-Chair		A minimum of five times a year - January, April, June, September and November	Appoint a maximum of 4 members of Council
3	Committee of Adjustment	5 citizen members	Robert Buckler, Chair Assunta (Sue) Perrella, Vice Chair		Every 3 weeks	Commence recruitment of citizen members
4	Heritage Vaughan Committee	Up to 18 members	Giacomo Parisi, Chair Antonella Strangis, Vice Chair	Councillor Iafrate, Member Councillor Shefman, Member	Every month	Appoint member(s) of Council Commence recruitment of citizen members
5	Property Standards Committee	5 citizen members	Brian Risman, Chair		As required based on Appeal Applications	Commence recruitment of citizen members
6	Vaughan Public Library Board	A minimum of 9 members	Rose Savage, Chair Gary Thompson, Vice Chair	R. Councillor Ferri, Member R. Councillor Rosati, Member Councillor Iafrate, Member Councillor Yeung Racco, Member	Every month	Appoint a maximum of 4 members of Council Commence recruitment of citizen members

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 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