



APPLICATION PACKAGE FOR APPOINTMENTS TO:

- ACCESSIBILITY ADVISORY COMMITTEE
- COMMITTEE OF ADJUSTMENT
- HERITAGE VAUGHAN
- PROPERTY STANDARDS COMMITTEE
- VAUGHAN PUBLIC LIBRARY BOARD

November 2018

Dear City of Vaughan Resident:

The City of Vaughan is seeking community-minded residents to sit on the following Boards and Statutory Committees:

<ul style="list-style-type: none">• Accessibility Advisory Committee• Committee of Adjustment• Heritage Vaughan	<ul style="list-style-type: none">• Property Standards Committee• Vaughan Public Library Board
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This application package has been prepared for residents who wish to be considered for appointment. Appointments will be considered by Vaughan City Council in January 2019.

To be eligible for appointment, applicants must be:

- ✓ 18 years of age or over;
- ✓ a Canadian Citizen;
- ✓ a resident of the City of Vaughan; and
- ✓ not be employed by the municipality.

The application package contains the following information for each board and committee:

- ✓ Composition;
- ✓ Criteria – applicable to Accessibility Advisory Committee and Heritage Vaughan;
- ✓ Term of Office;
- ✓ Duties and Functions;
- ✓ Remuneration, where applicable; and
- ✓ Frequency of Meetings.

Members who have served on previous City of Vaughan boards/committees may re-apply to be considered for re-appointment. Applicants selected for appointment are required to sign and adhere to the Code of Ethics and the Declaration of Office (see attached sample).

A separate Application Form must be completed for each committee you wish to apply for. Additional Application Forms are available in the City Clerk's Office (first floor), City of Vaughan, 2141 Major Mackenzie Drive, City of Vaughan Libraries, Community Centres and on the City of Vaughan website at www.vaughan.ca/council/committees.

Applications may be submitted in person, by mail to the City Clerk, City of Vaughan, 2141 Major Mackenzie Drive, Vaughan, L6A 1T1, emailed to clerks@vaughan.ca or faxed to 905-832-8535. **The deadline for receipt of applications is 4:30 p.m., Friday, December 7, 2018. Applications will not be accepted after this date.**

For further information, please contact Adelina Bellisario, Council/Committee Administrator, at 905-832-8585 ext. 8698.

Todd Coles
City Clerk



Application for Appointment to
BOARDS/STATUTORY COMMITTEES

I am applying for (Name of Committee:
(Please submit a separate application for each committee you wish to apply for)

PERSONAL INFORMATION (PLEASE PRINT)
[] Mr. [] Mrs. [] Ms.
Name:
Address: City: Postal Code:
Telephone (Home): (Cell): (Business):
Email:
Occupation: Length of residency in Vaughan _____ years
Note: A resume or synopsis outlining any additional information may be attached for the following questions:
PREVIOUS EXPERIENCE (additional sheets may be used, if required)
If you have previously served on a Committee or Board in the City of Vaughan or any other Municipality, please provide details:
Please state in detail your experience: work related, community service oriented, or other volunteer activities which illustrate the interest, skills or abilities you may contribute:
Please provide details of your interest in, qualifications and experience for this position:

Please indicate your availability to attend meetings:

I am available to attend evening meetings

I am available to attend meetings during business hours

Please complete this section only if you are applying for the Accessibility Advisory Committee

I am a person with disability

I am familiar with issues affecting people with disabilities

I hereby acknowledge and agree that if appointed to a City of Vaughan Board/Statutory Committee, I will adhere to the Code of Ethics and Declaration of Office established by Council as per the sample attached with this application; and

I hereby declare that I am a City of Vaughan resident and/or property owner, a Canadian citizen, 18 years of age or older, and am not employed by the Municipality.

Signature

Personal information on this form is collected under the legal authority of the Municipal Act, R.S.O. 1990, c.M.45, as amended. This information will be used to process applications to determine an applicant's suitability to be appointed and serve on various statutory and non-statutory committees. Questions about this collection should be directed to the City Clerk, City of Vaughan, 2141 Major Mackenzie Drive, Vaughan, Ontario, L6A 1T1, Phone: 905-832-8504.

Please submit your application to:

The City Clerk, 2141 Major Mackenzie Drive, Vaughan, ON, L6A 1T1, clerks@vaughan.ca or FAX to 905-832-8535. The deadline for receipt of applications is 4:30 p.m., December 7, 2018. Applications will not be accepted after this date.

ACCESSIBILITY ADVISORY COMMITTEE

COMPOSITION, QUALIFICATIONS AND CRITERIA:

The majority of committee members, pursuant to the *Accessibility for Ontarians with Disabilities Act (AODA) 2005*, shall include people with disabilities. The Act defines a disability as follows:

- Any degree of physical disability, infirmity, malformation or disfigurement that is caused by bodily injury, birth defect or illness and, without limiting the generality of the foregoing, includes diabetes mellitus, epilepsy, a brain injury, any degree of paralysis, amputation, lack of physical co-ordination, blindness or visual impediment, deafness or hearing impediment, muteness or speech impediment, or physical reliance on a guide dog or other animal or on a wheelchair or other remedial appliance or device;
- A condition of mental impairment or a developmental disability;
- A learning disability, or a dysfunction in one or more of the processes involved in understanding or using symbols or spoken language;
- A mental disorder; or
- Any injury or disability for which benefits were claimed or received under the insurance plan established under the Workplace Safety and Insurance Act, 1997; (“handicap”).

TERM OF OFFICE:

Four (4) year term, expiring on November 30, 2022 or until a successor is appointed.

DUTIES AND FUNCTIONS:

The Accessibility Advisory Committee shall assist in the preparation and implementation of an Accessibility Plan, provide guidance and address and identify the needs of the community by the removal and prevention of barriers in the City of Vaughan’s by-laws, policies, programs, practices and services.

REMUNERATION:

No remuneration.

FREQUENCY OF MEETINGS:

Meetings are held one evening per month at 7:00 pm (subject to change). There are no meetings in July and August. The following are tentative dates for 2019:

Tuesday, February 26, 2019	Wednesday, September 25, 2019
Tuesday, April 30, 2019	Wednesday, November 27, 2019
Tuesday, June 25, 2019	

In addition to regular meetings, committee members may be required to allocate additional hours to work on specific committee initiatives.

IMPORTANT NOTE: To apply for a position on the Accessibility Advisory Committee, you must complete the specified section indicated in the Application Form.

HERITAGE VAUGHAN

COMPOSITION, QUALIFICATIONS AND CRITERIA:

The committee shall be composed of up to seventeen (17) members, which may include Members of Council, with the Mayor as ex-officio. Eligible candidates must demonstrate the following:

- ✓ A strong interest in the complexities and challenges of heritage preservation within the context of buildings in the City of Vaughan; and
- ✓ Have a special interest or knowledge in one or more of the following: architecture, cultural landscapes, archaeology, urban design and planning, natural heritage, land development, law, local history, culture and education.

TERM OF OFFICE:

Four (4) year term, expiring on November 30, 2022 or until a successor is appointed.

DUTIES AND FUNCTIONS:

The 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*.

REMUNERATION:

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

FREQUENCY OF MEETINGS:

Meetings are held one evening per month at 7:00 pm (subject to change). The following are tentative dates for 2019:

Wednesday, January 23, 2019	July & August (<i>to be scheduled if required</i>)
Wednesday, February 13, 2019	Wednesday, September 18, 2019
Wednesday, March 20, 2019	Wednesday, October 16, 2019
Wednesday, April 17, 2019	Wednesday, November 20, 2019
Wednesday, May 15, 2019	Wednesday, December 4, 2019
Wednesday, June 19, 2019	

VAUGHAN PUBLIC LIBRARY BOARD**COMPOSITION:**

The committee shall be composed of a minimum of five (5) members appointed by Council.

TERM OF OFFICE:

Four (4) year term, expiring on November 30, 2022, or until a successor is appointed.

DUTIES AND FUNCTIONS:

The Board is responsible for the provision of library services by the establishment, maintenance and support of libraries and determination of library policies.

REMUNERATION:

No remuneration, however, members are entitled to certain allowable expenses.

FREQUENCY OF MEETINGS:

Meetings are held one evening per month at 7:00 pm (subject to change). The following are tentative dates for 2019. There are no meetings in July and August.

Thursday, January 17, 2019	Thursday, June 20, 2019
Thursday, February 21, 2019	Thursday, September 19, 2019
Thursday, March 28, 2019	Thursday, October 17, 2019
Thursday, April 18, 2019	Thursday, November 21, 2019
Thursday, May 16, 2019	Thursday, December 19, 2019

COMMITTEE OF ADJUSTMENT**COMPOSITION:**

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

TERM OF OFFICE:

Four (4) year term, expiring November 30, 2022, or until a successor is appointed.

DUTIES AND FUNCTIONS:

The committee deals with applications to sever parcels of land and authorizes minor variances to land, buildings, or structures, which are affected by Zoning By-laws and Official Plan Amendments.

REMUNERATION:

\$200.00 per meeting attended with the Chair receiving \$234.00 per meeting attended.

FREQUENCY OF MEETINGS:

Meetings are held in the evenings, every second Thursday of the month (subject to change). The following are tentative dates for 2019:

Thursday, January 10, 2019	Thursday, July 11, 2019
Thursday, January 24, 2019	Thursday, July 25, 2019
Thursday, February 7, 2019	Thursday, August 8, 2019
Thursday, February 21, 2019	Thursday, August 22, 2019
Thursday, March 7, 2019	Thursday, September 5, 2019
Thursday, March 21, 2019	Thursday, September 19, 2019
Thursday, April 4, 2019	Thursday, October 3, 2019
Thursday, April 18, 2019	Thursday, October 17, 2019
Thursday, May 2, 2019	Thursday, October 31, 2019
Thursday, May 16, 2019	Thursday, November 14, 2019
Thursday, May 30, 2019	Thursday, November 28, 2019
Thursday, June 13, 2019	Thursday, December 12, 2019
Thursday, June 27, 2019	

PROPERTY STANDARDS COMMITTEE**COMPOSITION:**

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

TERM OF OFFICE:

Four (4) year term, expiring November 30, 2022.

DUTIES AND FUNCTIONS:

The purpose of the Property Standards Committee is to hear any appeals by a property owner regarding an order issued under the Property Standards By-law. The committee may confirm, modify, quash, or may extend the time for compliance of the order.

REMUNERATION:

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

FREQUENCY OF MEETINGS:

Meetings are held on an as required basis.

**THE CORPORATION OF THE CITY OF VAUGHAN
CODE OF ETHICS**

I, _____, having been appointed _____ to the _____ office of _____ do swear that I will

adhere to the Corporation of the City of Vaughan's Code of Ethics, as follows:

Recognizing responsibilities to the people, desiring to inspire public confidence and respect for government and believing that honesty, integrity, loyalty, justice and courtesy form the basis of ethical conduct, as a representative of the City of Vaughan, I will:

- put public interest above individual, group or special interest, and consider the position as an opportunity to serve society.
- recognize that government service is a public trust that imposes responsibility to conserve public resources, funds and materials.
- recognize that, while serving as a member of an advisory committee, such individual is seen to be a representative of the City of Vaughan and the Committee of which they are a member.
- recognize the potential implication and interpretations that may be given to their statements and actions while serving as committee members and ensure that at all times the public interest is not only served but seen to be served.
- never offer, give, nor accept any gifts, favours or service that might tend to influence the discharge of duties.
- never use the position to secure advantage or favour for self, family or friends.
- never disclose confidential information gained by reason of position, nor use such information for personal gain.
- never make recommendations, while serving as a committee member, on any matter that involves a business in which there is a personal direct or indirect financial interest.
- never engage in supplemental employment, business or professional activity, which impairs the efficiency of service, or while serving as a committee member become involved in work, which would come before the City for inspection.

DECLARATION OF OFFICE
(Section 232 of the *Municipal Act, 2001*)

I, (*name of person*) _____, having been elected or appointed to the office of (*name of office*) _____ in the City of Vaughan, do solemnly promise and declare that:

1. I will truly, faithfully and impartially exercise this office to the best of my knowledge and ability.
2. I have not received, and will not receive any payment or reward, or promise thereof, for the exercise of this office in a biased, corrupt or in any other improper manner.
3. I will disclose any pecuniary interest, direct or indirect, in accordance with the *Municipal Conflict of Interest Act*.
4. I will be faithful and bear true allegiance to Her Majesty Queen Elizabeth the Second (or the reigning sovereign for the time being).

And I make this solemn promise and declaration conscientiously believing it to be true and knowing that it is of the same force and effect as if made under oath.