



## **TERMS OF REFERENCE TASK FORCE ON RESIDENTIAL CONDOMINIUMS**

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### **Mandate / Objectives**

The Task Force on Residential Condominiums shall consider the variety of issues important to residents living in condominiums (including but not limited to service levels, taxation, safety, environmental sustainability, etc.).

### **Term**

The Task Force on Residential Condominiums shall submit a findings report with recommendations by June 2013.

The Task Force, in its report, will give consideration to: (1) the current situation of condominium residents; (2) issues that may arise with the increasing popularity of this form of residential intensification; (3) how the City of Vaughan may better address issues related to residential condominiums.

### **Membership**

The membership shall be composed of up to 17 members:

- Three (3) Members of Council: Regional Councillor Rosati, and Councillors Carella and Shefman.
- Ten (10) residents living in condominiums from across the City (preferably with at least one member from each of the City's wards and including members of the boards of condominiums).
- Four (4) members of the public who have expertise and experience dealing with issues relevant to condominium residents, one being a professional property manager.

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

### **Meeting Procedures**

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

### **Agendas and Reporting**

Agendas shall be prepared by the City Clerk's Office in consultation with the Task Force Chair.

Agendas shall be posted on the City's web site one week prior to the scheduled date of meeting, or as soon as practicable

After each meeting of the Task Force, the City Clerk shall submit a report in the City's Committee report format to the Committee of the Whole.

### **Meetings**

Meeting dates will be determined at the first meeting of the Task Force. The Task Force 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**

The quorum for the Task Force shall be six (6) members.

**Staff Resources**

*Commissioner of Planning or designate, Commissioner of Engineering and Public Works or designate, City Clerk or designate.*

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

**Authority**

The Task Force may not exercise decision-making powers, or commit expenditures save for those specifically delegated by Council. The Task Force 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.

Adopted at the Council meeting of May 29, 2012, Item No. 28, CW Report No. 21