



**STAFF REPORT  
ACTION REQUIRED  
Confidential Attachment**

**Recommended Candidates for the Etobicoke York  
Community Preservation Panel**

<b>Date:</b>	October 2, 2007
<b>To:</b>	Etobicoke York Community Council
<b>From:</b>	Director, Policy and Research, City Planning Division
<b>Wards:</b>	1, 2, 3, 4, 5, 6, 7, 11, 12, 13, and 17
<b>Reason for Confidential Information:</b>	This report deals with personal matters about identifiable individuals. It is recommended that the confidential attachment be made public once City Council has dealt with this item.
<b>Reference Number:</b>	

**SUMMARY**

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This report summarizes the process followed to recruit and evaluate candidates for the Etobicoke York Community Preservation Panel and recommends that Council nominate the individuals listed in confidential Attachment 1 to the Panel. The four Community Preservation Panels act as heritage advocates in their communities. The Panels report to the Toronto Preservation Board on local heritage matters and on issues relating to the Ontario Heritage Act.

City planning staff received 45 applications from individuals volunteering to serve on the Panels. All of the eligible candidates were offered interviews. Candidates were scored by a selection committee on their ability to answer predetermined interview questions. Based on their interview scores the selection committee compiled a list of qualified candidates and recommends that Council nominate these candidates to serve on the Panel.

## **RECOMMENDATIONS**

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### **The City Planning Division recommends that:**

1. Council nominate the candidates listed in the confidential Attachment 1 effective January 1, 2008 to the Etobicoke York Community Preservation Panel for a term coincident with Council or until their successors are appointed; and
2. Council authorize the release of the confidential Attachment 1 once it has dealt with this staff report.

### **Financial Impact**

There are no financial implications resulting from the adoption of this report.

### **DECISION HISTORY**

The Toronto Community Preservation Panels are governed under Section 103-18 of the Municipal Code. In 2003 City Council transferred responsibility for managing the Panel recruitment process from the City Clerk's Office to Heritage Preservation Services. Heritage Preservation Services organized the recruitment process for the current Panel and members were nominated by Council in 2004.

At its April 23 and 24, 2007 meeting, Toronto City Council considered the report Divisional Policy and Process Governing the Toronto Preservation Board. Through the adoption of this report Council made a number of minor amendments to Section 103-18 of the Municipal Code, including clarifying the number of terms Panel members are allowed to serve and increasing the size of the Panels from eleven to fifteen volunteer members.

<http://www.toronto.ca/legdocs/mmis/2007/sc/bgrd/backgroundfile-3479.pdf>

### **ISSUE BACKGROUND**

The four Toronto Community Preservation Panels act as heritage advocates in their communities. They report to the Toronto Preservation Board on local heritage matters and issues pertaining to the Ontario Heritage Act. The Panels are made up of a maximum of fifteen and minimum of five volunteer members and up to two City Councillors. The terms of the Panels are coincident with Council or until their successors are appointed. The chair or designate of each Panel also sits as a member of the Toronto Preservation Board.

The current Community Preservation Panels have been serving since 2004. Now that Council has amended the policy and process governing the Panels it is time for the Panels to be reconstituted.

## **COMMENTS**

City Planning staff began the recruitment process by sending letters to all of the current Panel members outlining the process and inviting them to reapply for positions on the Panels. Application forms and background was distributed to City Councillors and to the Mayor's Office. A press release was sent to community newspapers and posted on the City's website. Planning staff worked with our partners at Heritage Toronto to compile a targeted stakeholders list. Heritage Toronto sent an eblast soliciting volunteers for the Panels to over 500 stakeholders. Flyers were distributed to all City of Toronto Libraries, Community Centres and Access Toronto Desks. The Panel members were updated on the progress of the recruitment process through their chairs at the Toronto Preservation Board.

Applications were accepted until the June 29, 2007 deadline. Forty two applications were received prior to the deadline. Three applications were received after the deadline and staff deemed them to be ineligible.

A selection committee comprised of a former Toronto Preservation Board member, a current Toronto Preservation Board member and Panel chair, the Executive Director of Heritage Toronto, and a Heritage Preservation Services staff member was established to interview the eligible applicants. The selection committee met on six occasions and travelled to North York, Scarborough, Etobicoke York, and Toronto and East York. All of the eligible applicants were offered interviews. The applicants were asked three predetermined questions relating to the role of the Panels and of Panel members. Points were awarded for each answer and the committee recommends that the applicants that scored above a predetermined pass mark be nominated to serve on the Panel. Seven applicants are being recommended for nomination to the Etobicoke York Community Preservation Panel.

The individuals recommended in Attachment 1 all have relevant professional skills that apply to heritage preservation and/or have years of experience serving their community as community advocates. All have an abiding interest in heritage preservation.

Pending Council's approval, all of the applicants will be notified of the results of the recruitment process and the reconstituted Community Preservation Panels will take their seats in January 2008. Planning staff will hold a mandatory orientation session for all Panel members, both new and returning, in their communities.

## **CONTACT**

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## **SIGNATURE**

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Barbara Leonhardt  
Director, Policy and Research

## **ATTACHMENTS**

Attachment No. 1: Individuals Recommended for the Etobicoke York Preservation Panel