



Town of Newmarket

Agenda

Council Workshop

Date: Monday, February 25, 2019
Time: 9:00 AM
Location: Council Chambers
Municipal Offices
395 Mulock Drive
Newmarket, ON L3Y 4X7

Pages

1. Notice

In accordance with the Town's Procedure By-law, no decisions are to be made but rather this meeting is an opportunity for Council to have informal discussion regarding various matters.

2. Additions & Corrections to the Agenda

3. Declarations of Pecuniary Interest

4. Items

4.1 Committee Structure Review Presentation

2

Note: Kiran Saini, Acting Director of Legislative Services/Town Clerk will be in attendance to provide a presentation on this matter.

5. Adjournment



Committee Structure Review

Council Workshop
February 25, 2019

Themes

- Best Practices
- Volunteerism Trends & Community Engagement
- Committee Survey & Review
- Next Steps

Best Practices

- Appointment Policy
- Canadian Code of Volunteer Involvement
- Appointment Committee
- Recruitment Open House
- Orientation & On-boarding
- Screening tools for Appointment Committee
- Review Committee Structure each term

Best Practices, Cont'd

- Committee Administration Policy
- Code of Conduct for Local Boards and Adjudicative Boards
- Electronic Participation Policy



Volunteerism Trends

- 2018 Community Survey found a high level of Citizen Engagement in the Town of Newmarket
- Aging group of volunteers traditionally contributing majority of volunteer time shrinking
- Trend towards short term, goal-oriented opportunities
- “Leadership” volunteers tend to be older
- New Canadians seeking volunteer opportunities
- Employer-based volunteers increasing
- Engagement through technology
- Shift from cause-based motivation to mutual benefit
- Volunteerism is personal & changes through each generation



Volunteerism Trends, Cont'd

- Motivations vary by group:
 - Youth: volunteering with friends, connecting with issues of their generation on a short term basis
 - Generation X, Families: activities that engage personal interests & children, goal-oriented
 - Boomers: driven by cause, loyalty
 - Employer-supported volunteers see benefit of “equalizing” effect among co-workers
- Negative factors affecting volunteerism:
 - Perceived politics
 - Under-utilized skills
 - Feeling they were not making a difference
 - Lack of organization

Volunteerism Trends, Cont'd

- Optimal formula for volunteer engagement:
 - Define role, but allow for volunteers to shape experience, recognizing their position in life & interests
 - Be organized, but not overly bureaucratic
 - Match skills with needs, but volunteer may want experience different from work skills

Community Engagement

Effective Committees:

- ✓ Clear mandate set by municipality
- ✓ Integrated within organization, understood role
- ✓ Regular reporting & outcomes evaluated
- ✓ Clear roles: members, Councillors & staff
- ✓ Well prepared: training
- ✓ Well resourced
- ✓ Work is recognized

Community Engagement

Range of tactics:

- ✓ Committee
- ✓ Task Force
- ✓ Focus Group / Forum
- ✓ Open House / Public Information Centre (PIC)
- ✓ Information Booth, Community Event Outreach
- ✓ Survey
- ✓ Online Tools
 - HeyNewmarket
 - Virtual Focus Group
 - Webinar
- ✓ Events



Community Engagement



Committee Survey

- Online survey: 21 Committee Members
 - Support staff and Council representatives were also surveyed separately
- Questions related to:
 - Participation
 - Effectiveness of mandate
 - Committee operations
 - Alternative engagement options

Committee Survey Results

- Surveys
 - Committee Members
 - Committee Chairs
 - Support Staff
 - Council Representatives



Committee Survey & Review

- Themes
 - Overall high satisfaction with Member roles
 - More members interested in electronic participation than in 2017
- 2017 Mid-term survey
 - Staff found very similar responses across all questions

Committee Survey & Review

- Committee Chair Responses
 - Adequate Support by Staff
 - Received Adequate Training
 - Identified issues with attaining quorum
 - Unclear relationship between Committee Mandate and Council Priorities

Committee Survey & Review

- Support Staff Responses
 - Unclear relationship between Committee Mandate and Council Priorities
 - Committees have clear mandates
 - High satisfaction with role supporting the Committee

Committee Survey & Review

- Council Representative Responses
 - Clear Mandates
 - Believe Committee Members are aware of Council's plans and actions
 - Adequate staff support and training

Committee Survey & Review

- Identified Challenges and Opportunities
 - Relationship with Council and Committees
 - Cancellation of meetings due to lack of quorum
 - Support for alternative types of public engagement opportunities

Committee Structure Options

(attached chart)

Statutory Committees/Boards

- Required by provincial legislation or by-law
- Review and update Terms of Reference/Mandate, as required
- Maintain (recruitment and appointment process is underway)

Committee Structure Options

(attached chart)

Advisory Committees

- Established to provide advice to Council on specific issues
- Committee activities should align with Council's Strategic Priorities
- Is the traditional committee structure the best way to engage residents in offering input and advice to Council?

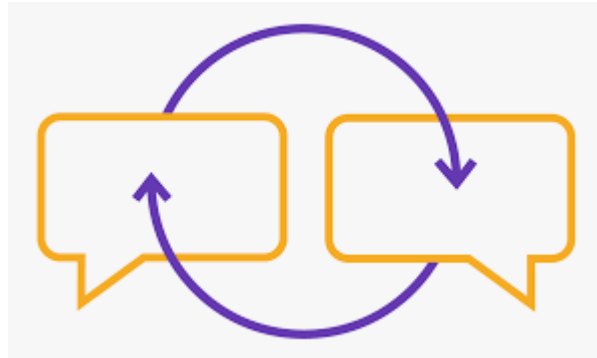
Committee Structure Options

(attached chart)

- **Alternative Engagement Opportunities**
 - Stakeholder Advisory Group
 - Example: Newmarket Energy Efficiency Retrofit Stakeholder Advisory Group
 - Annual Forum
 - Task Forces
 - Focused Sessions



Council Feedback on Committees (Attached Chart)



Next Steps

- Insight from Council's strategic priorities
- Report to future Committee of the Whole meeting
- Review of Terms of Reference and Relevant Policies
- Recruitment & appointment process to follow

**Thank you
Questions?**



End of 2014 - 2018 Term Survey of Local Boards & Committees

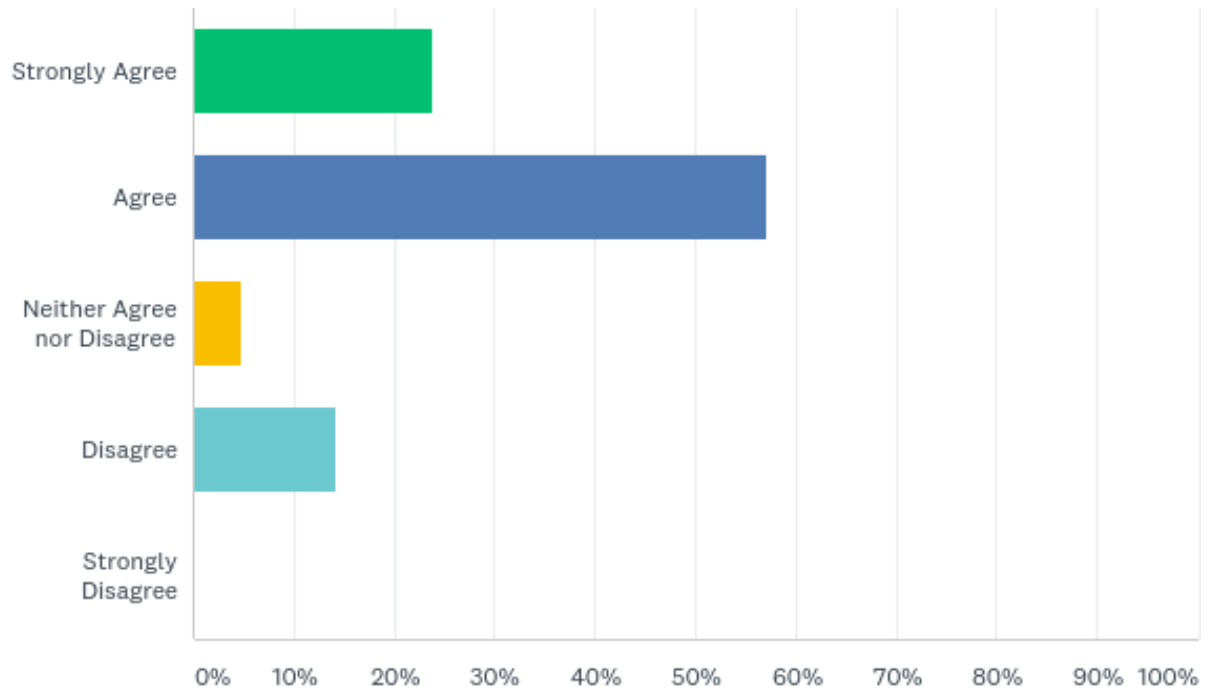
Presented at the February 25, 2019 Council Workshop

These results represent a summary of responses from 21 Members from the following Local Boards & Committees:

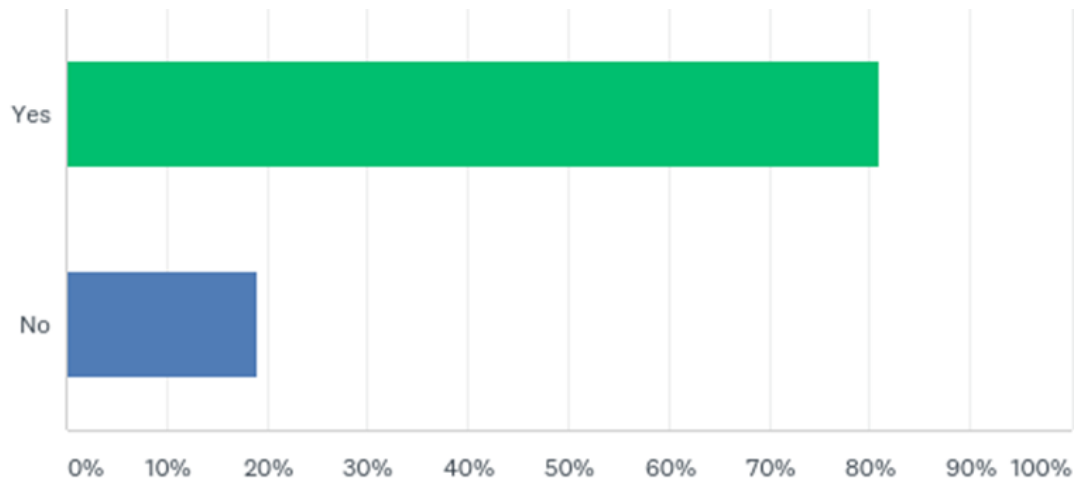
- Accessibility Advisory Committee
- Appeal Committee
- Audit Committee
- Committee of Adjustment
- Elman W. Campbell Museum Board
- Heritage Newmarket Advisory Committee
- Newmarket Economic Advisory Committee
- Newmarket Environmental Advisory Committee
- Property Standards Committee

Note: The survey was sent to all Committee Members, but not all completed the survey.

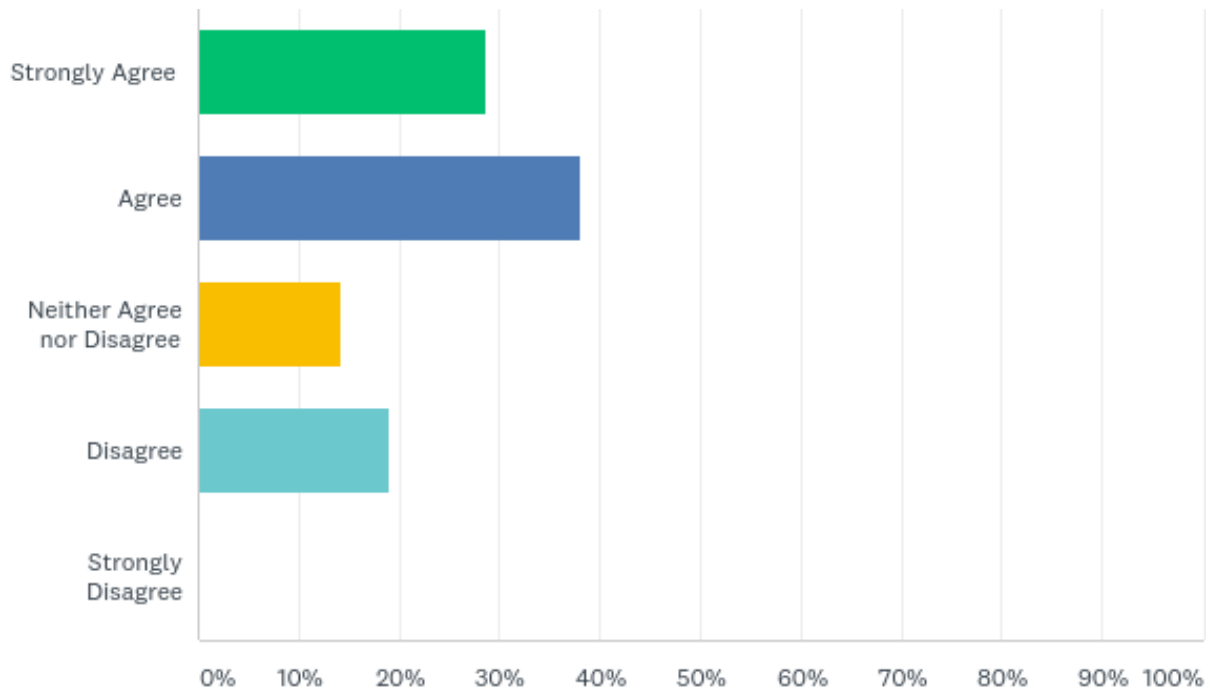
The mandate of my Committee is clear.



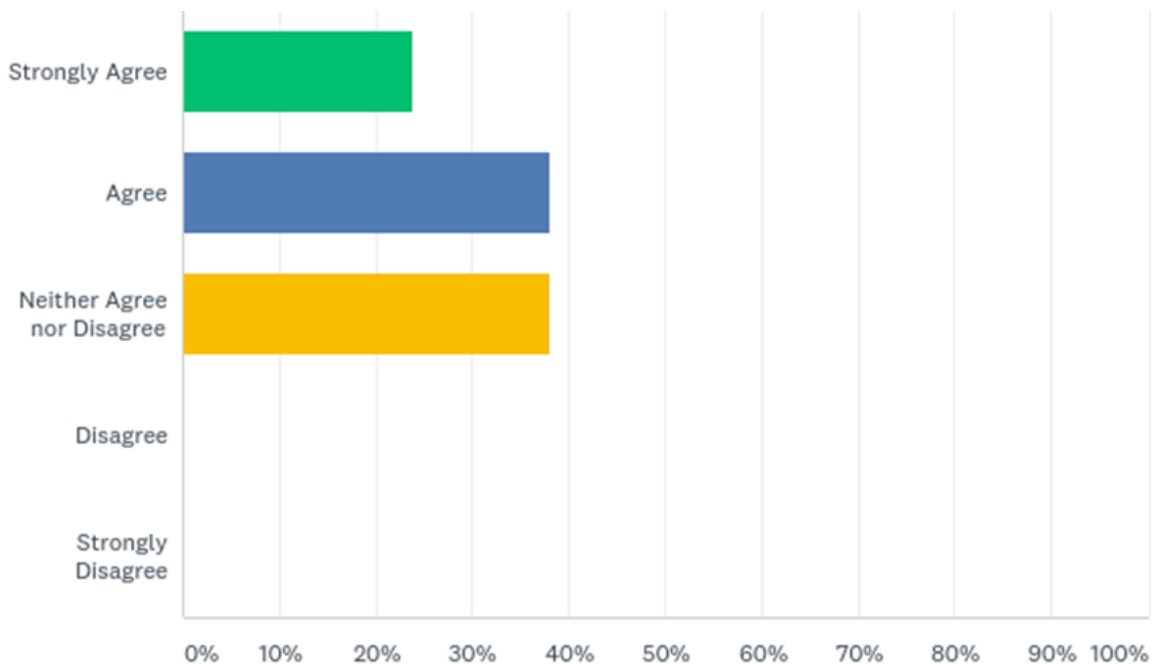
Is the Committee completing work in accordance with its mandate?



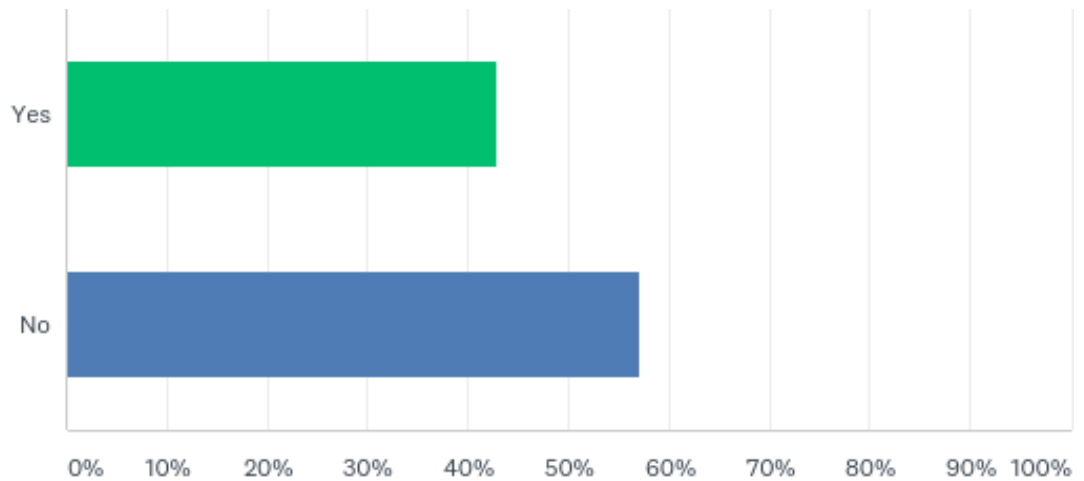
The Committee Members are aware of Council's plans and actions.



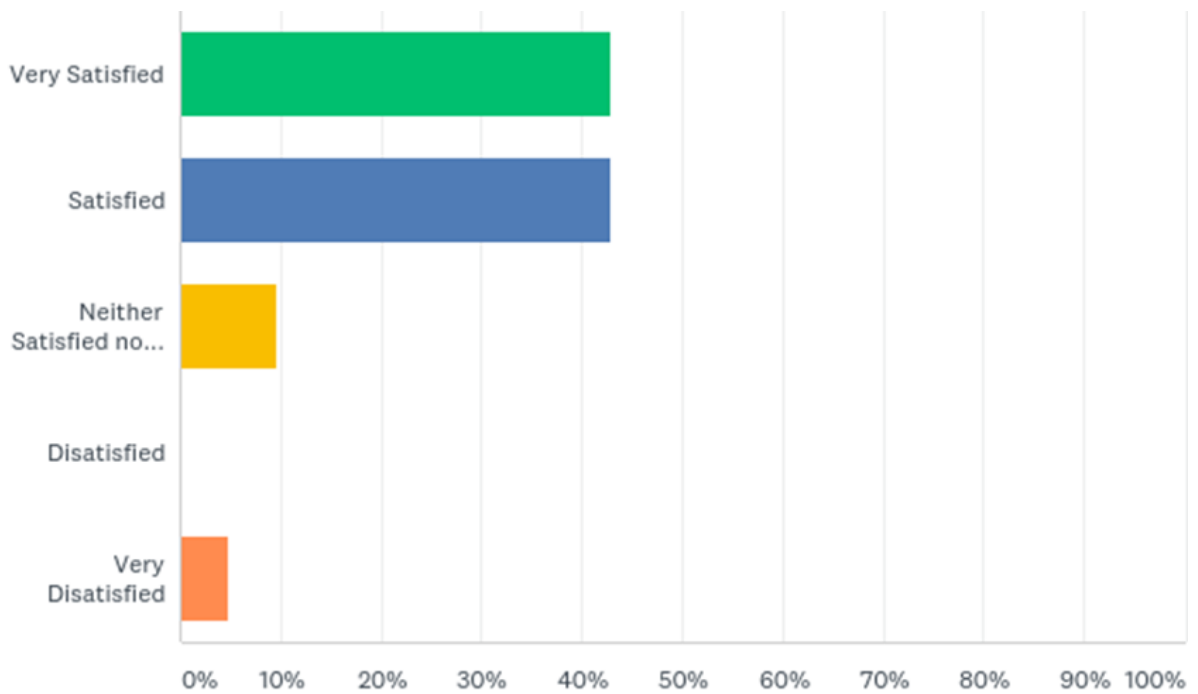
The Committee considers Council's plans in determining its recommendations.



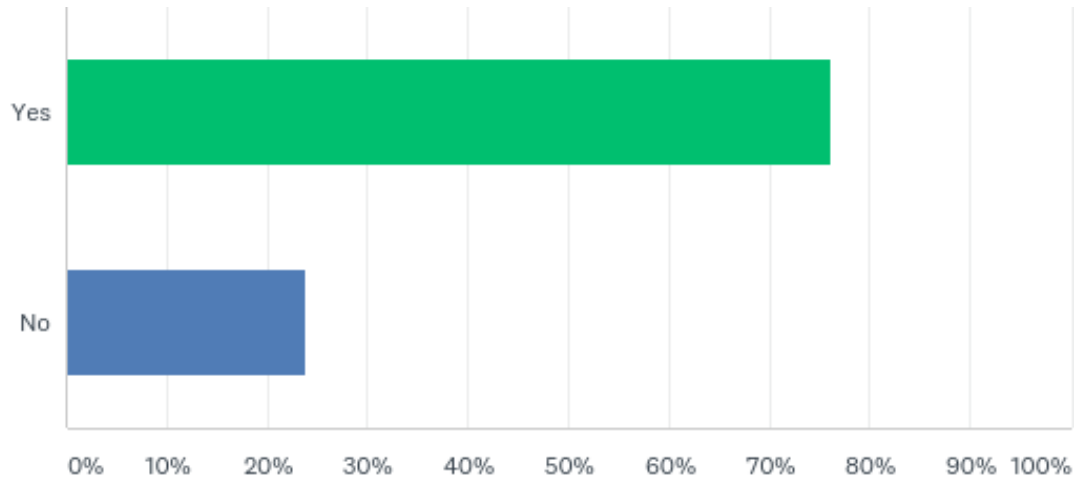
Would you recommend any amendments to the mandate of the Board/Committee you serve on?



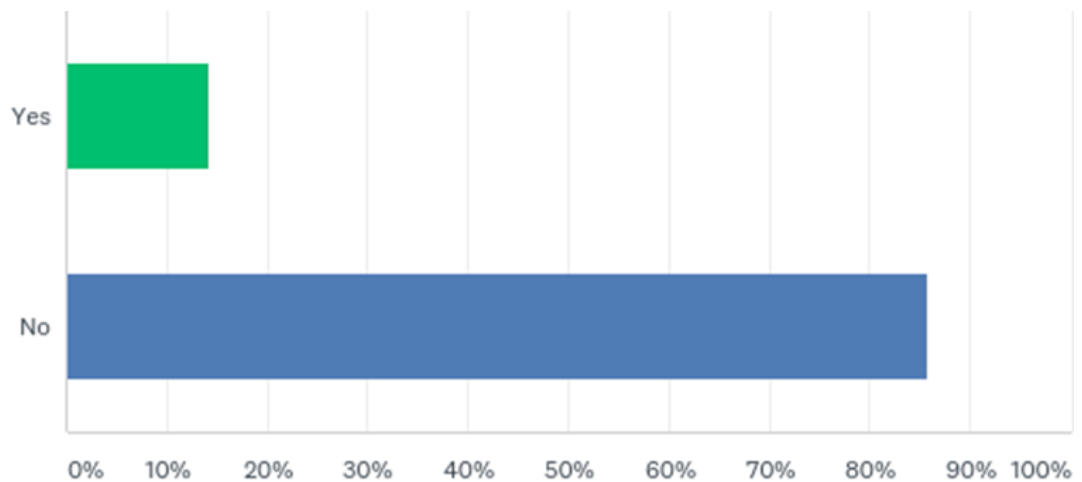
How satisfied are you with your role as a Committee Member?



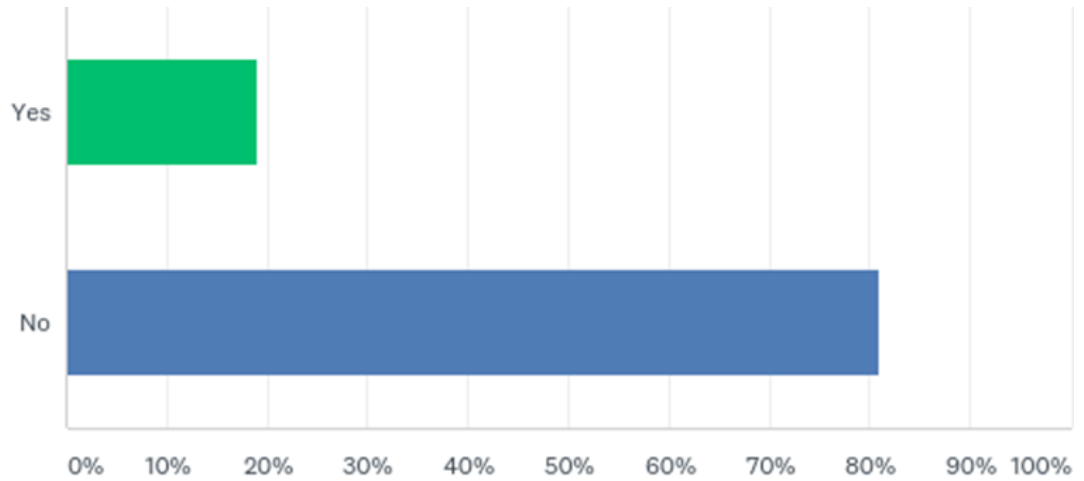
Do you believe the Committee is being adequately supported by staff?



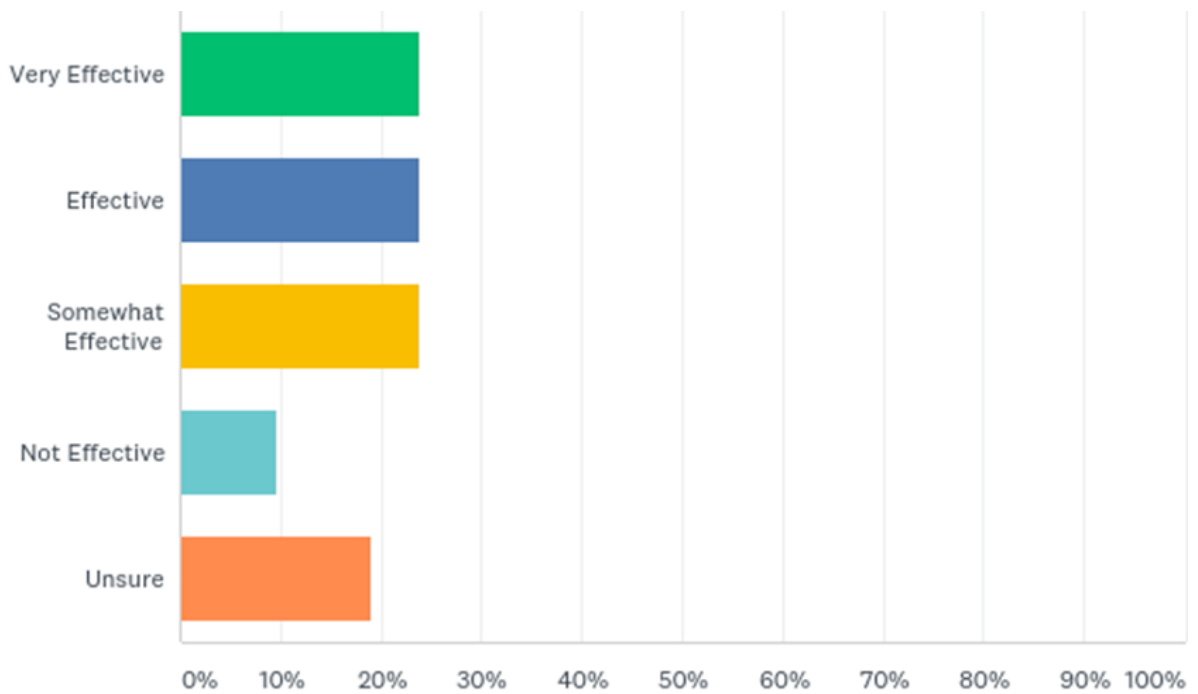
Do you require an additional training as it relates to your role as a Member?



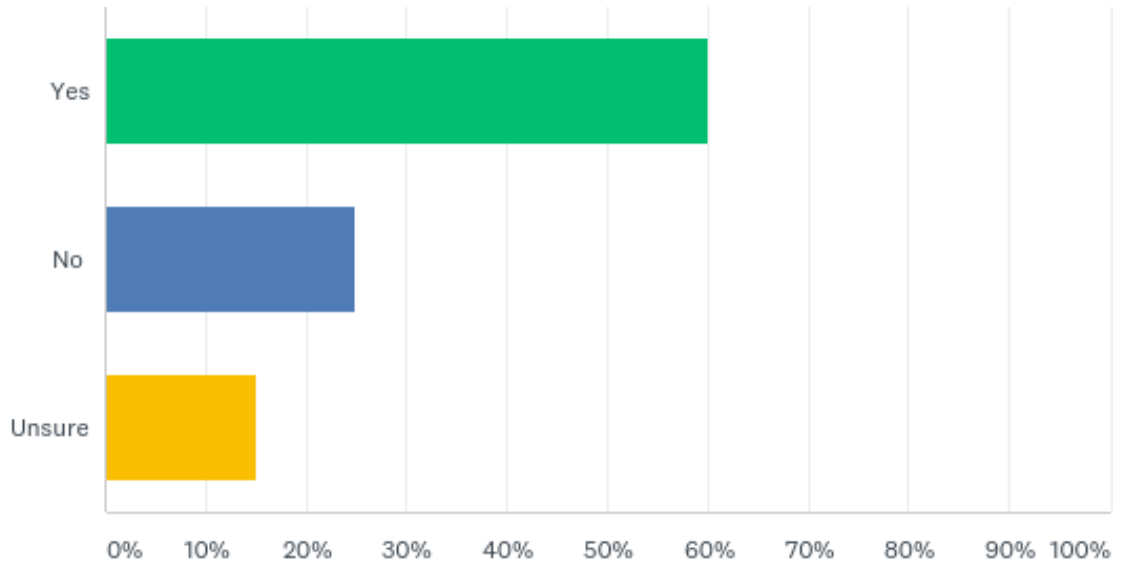
Do you feel that additional training related to meeting procedures is required?



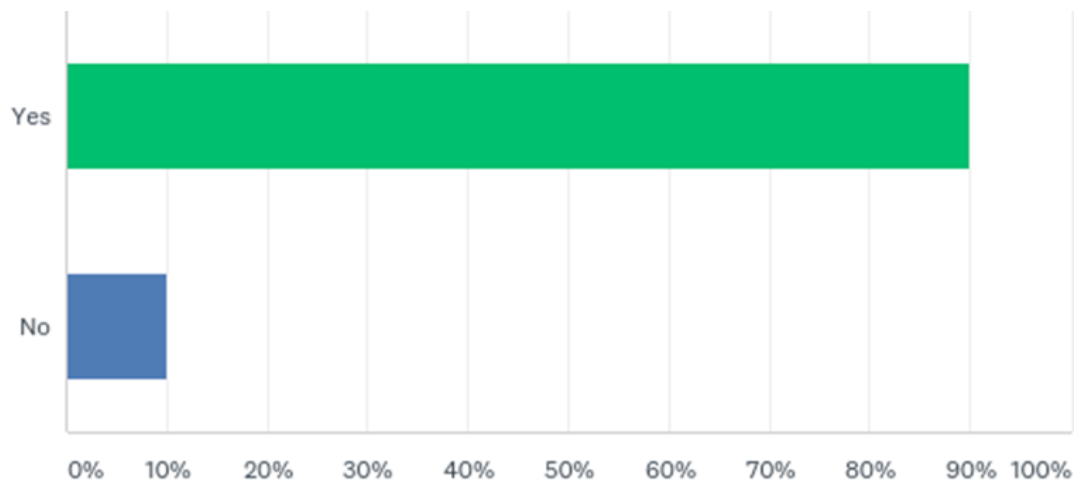
How effective would different kinds of public events be in engaging the public?



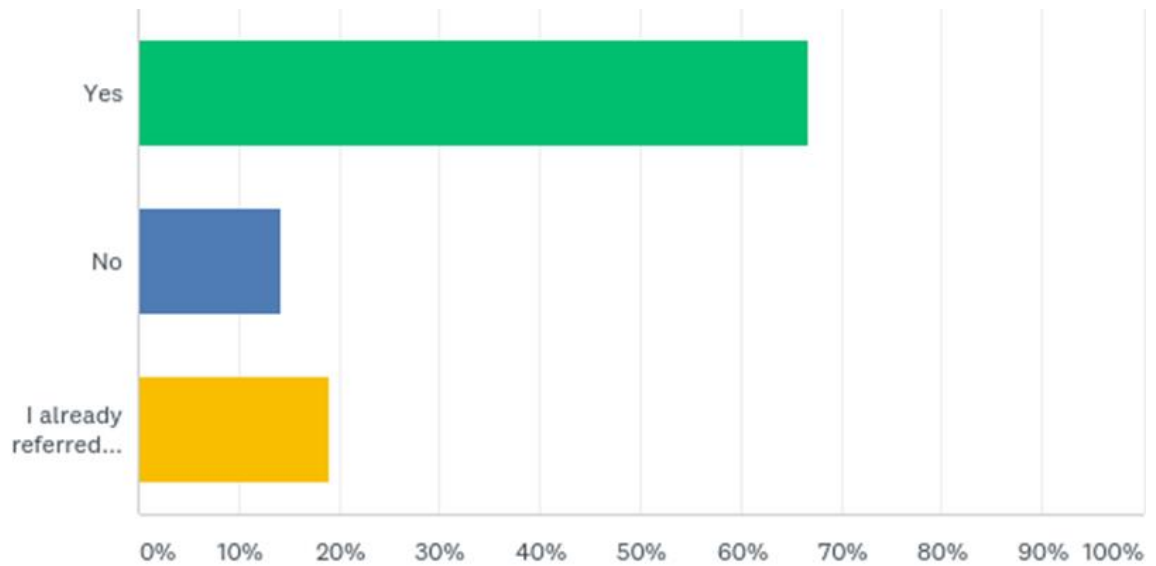
Would you be interested in participating in meetings electronically?



Would you consider another term as a Committee Member in the future?



Would you refer another person to serve as a Member on one of Newmarket's Committees?



Current Local Boards & Committees of Newmarket Council

Board or Committee name	Statutory/ required by legislation	Recruitment underway?
Accessibility Advisory Committee	Yes	Yes
Appeal Committee	Yes	Yes
Audit Committee	No	No, pending review as part of Committee structure review
Central York Fire Services Joint Council Committee	Yes	Complete
Committee of Adjustment	Yes	Yes
Elman W. Campbell Museum Board	Yes	Yes
Heritage Newmarket Advisory Committee	Yes	Yes
Main Street District Business Improvement Area (BIA) Board of Management	No	Complete
Newmarket Downtown Development Committee	No	No, pending review as part of Committee structure review
Newmarket Economic Development Advisory Committee	No	No, pending review as part of Committee structure review
Newmarket Environmental Advisory Committee	No	No, pending review as part of Committee structure review
Newmarket Public Library Board	Yes	Yes
Property Standards Committee	Yes	Yes