



## **Additions & Corrections to the Agenda**

## **Declarations of Pecuniary Interest**

## **Approval of Minutes**

1. Appointment Committee Minutes of January 21, 2014 and Appointment Committee (Closed Session) Minutes of January 21, 2014. p. 1

Recommendation:

THAT the Appointment Committee Minutes of January 21, 2014 and Appointment Committee (Closed Session) Minutes of January 21, 2014 be approved.

## **Items for Discussion**

2. Legislative Services Memorandum dated August 12, 2014 regarding Boards/Committees, 2014-2018 Term of Council. p. 3

Recommendations:

THAT the Legislative Services Memorandum dated August 12, 2014 regarding Boards/Committees, 2014-2018 Term of Council be received.

3. Questionnaire for Board and Committee Members. p. 6

Recommendation:

THAT the questionnaire for Board and Committee Members be received.

## **New Business**

## **Adjournment**



The meeting of the Appointment Committee was held on Tuesday, January 21, 2014 at 2:00 p.m. in the Cane Room, 395 Mulock Drive, Newmarket.

Members Present: Mayor Van Bynen  
Regional Councillor Taylor  
Councillor Twinney

Staff: L. Lyons, Deputy Clerk

Councillor Twinney in the Chair.

The meeting was called to order at 2:00 p.m.

**ADDITIONS TO THE AGENDA**

None.

**DECLARATIONS OF INTEREST**

None.

**CLOSED SESSION**

**Moved by Mayor Van Bynen  
Seconded by Regional Councillor Taylor**

**THAT the Appointment Committee resolve into a Closed Session for the purpose of discussing personal matters about an identifiable individual, including municipal employees or local board employees (Accessibility Advisory Committee Appointment).**

**CARRIED**

The Appointment Committee resolved into a Closed Session at 2:05 p.m.

The Appointment Committee (Closed Session) Minutes are recorded under separate cover.

The Appointment Committee resumed into public session at 2:33 p.m.

1. **APPOINTMENT COMMITTEE MINUTES – JANUARY 21, 2014 – ITEM 1  
VACANCIES**

**Moved by Regional Councillor Taylor  
Seconded by Mayor Van Bynen**

**THAT the Appointment Committee recommends that Council maintain consistency with the past practice of not filling vacancies on any boards and committees during the last year of the term unless an appointment is needed to meet the committee’s quorum requirements.**

**CARRIED**

**Moved by Mayor Van Bynen  
Seconded by Regional Councillor Taylor**

**THAT the meeting adjourn.**

**CARRIED**

There being no further business the meeting adjourned at 2:35 p.m.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Councillor Twinney, Chair



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## MEMORANDUM

TO: Appointment Committee

DATE: August 12, 2014

SUBJECT: **Boards/Committees, 2014-2018 Term of Council**

ORIGIN: Ted Horton, AMCTO Intern / Legislative Services

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### Purpose

The purpose of this memorandum is to outline the proposed approach for determining the board/committee structure and recruiting for boards/committees in the 2014-2018 term of Council for feedback from the Appointment Committee. The Appointment Committee's mandate includes "providing input on staff recommendations related to the recruitment, selection and orientation processes for boards and committees".

### Background

On May 27, 2013 Council approved a staff recommendation "that a Special Committee of the Whole meeting be scheduled at the beginning of the new term of Council (2014-2018) to review and recommend a board/committee structure reflecting Council's strategic priorities". At the same time, Council approved the current Appointment Policy, adopted the Canadian Code for Volunteer Management and established and appointed the current Appointment Committee.

### Approach for the 2014-2018 Council

#### - Board/Committee Survey & Interviews

In order to recommend a board/committee structure for the new term of Council, feedback from current board/committee members, Councillors and staff supporting boards/committees to identify challenges and opportunities for improvement is desirable. This will take the form of the attached draft survey to be distributed to current board/committee members and interviews with individual Councillors and board/committee chairs to be scheduled. Interviews have already been held or are in the process of being scheduled with key staff.

#### - Recruitment of Required Boards/Committees

Citizen/stakeholder recruitment of those boards/committees required to be established by legislation (statute or Town by-law) or those which are required to continue because of their role with priority projects or mandate are proposed to be recruited from September through November, 2014, including:

- Accessibility Advisory Committee
- Appeal Committee
- Audit Committee
- Committee of Adjustment

- Heritage Newmarket Advisory Committee
- Main Street Business Improvement Area Board of Management (recommended by BIA membership)
- Newmarket Public Library Board
- Newmarket Sports Hall of Fame Committee
- Property Standards Committee
- Newmarket Economic Development Advisory Committee (recommended by nominating committee)

Following organization of the 2014-2018 Council, if Council is in a position to do so, it may make Councillor appointments to those boards/committees listed above, in addition to boards/committees without citizen representatives (Appointment Committee, Old Town Hall Construction Budget Control Task Force, Joint Council Committee (JCC), VivaNext Strategy Task Force) and any external or arms-length boards/committees or bodies requiring Council Member representatives (Joint Theatre Board, Newmarket Seniors' Meeting Place Advisory Board, Newmarket Historical Society, Nokiidaa Committee, Santa Claus Parade Committee, York Region Road Watch Committee) at the Inaugural Council meeting (December 1, 2014) or December 15 Council meeting.

The Mayor may represent the Town on some boards/committees by virtue of office, so a Council appointment is not required.

Once the Appointment Committee has been established, pending response to recruitment efforts and schedule coordination, recommendations for citizen appointments to required boards/committees listed above can occur by the February 9, 2015 Council meeting.

- Board/Committee Operating Policy

A board/committee operating policy will be developed and presented at the January 12, 2015 Committee of the Whole meeting. The policy will provide for operating standards for boards/committee and address issues such as:

- Governance and reporting processes
- Roles and responsibilities
- Meeting procedures and protocols
- Committee administration including budget approval, communications and staff support

The report introducing the policy will also address staff resourcing issues and volunteer management best practice, recognizing the principles of the Canadian Code for Volunteer Management.

The policy will help to set the framework for the boards/committees recruited for (where other operating guidelines do not take precedent) as well as for the boards/committees which may be established following approval of Council's strategic priorities.

- Further Review of Boards/Committees

Remaining boards/committees appointed in the current term which should be reviewed relative to Council's strategic priorities in the 2014-2018 term of Council include:

- Bogart Creek Restoration Committee
- Community Centre Lands Task Force
- Community Urban Space Project Task Force
- Downtown Newmarket Parking Review Task Force
- Graffiti Abatement Task Force
- Inclusivity Advisory Committee

- Newmarket Environmental Advisory Committee
- Museum Board
- Street Naming Committee

Once Council has developed its strategic priorities (at least preliminarily) early in the new term, a review of the remaining boards/committees should be undertaken to ensure alignment and any required recruitment can follow. This review will include consideration of alternative structures/methods for public engagement.



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Andrew Brouwer, Director of Legislative Services/Town Clerk

**Questionnaire for Board and Committee Members**

Thank you for participating in a Town committee, advisory committee, board, task force, or body of volunteers during the 2012-2014 term of Council. It is the volunteers like you who help to make Newmarket even better through the good work that you do in serving the community.

As part of an effort for continuous improvement, this survey seeks your feedback to improve the work of boards and committees for future terms of Council. The survey aims to answer the question: *what are the Town’s boards and committees currently doing well and what can be done to help them do better?*

Your responses to this survey and your identity in responding will be kept confidential.

Please take a few minutes to complete the following questionnaire.

**Terminology:**

‘The Committee’ means a board, task force, advisory committee, or other meeting body that you have been a part of.

‘Town’ means the Town of Newmarket as a corporation.

‘Council’ means the Council of the Town of Newmarket.

1. What Board/Committee(s) do you currently serve on for the 2012-2014 term of Council?

\_\_\_\_\_

2. Would you recommend any amendments to the mandate of the Board/Committee you serve on? If so, please explain.

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

*Circle the response that best reflects your opinion. The rating scale for each statement is: (1) Strongly Agree; (2) Agree; (3) Disagree; (4) Strongly Disagree; (N/A) Not Applicable.*

**A. Mission and Strategic Plan Alignment**

The Committee’s members are aware of Council’s plans and actions related to its mandate.	1 2 3 4 N/A
The Committee considers Council’s plans in determining its recommendations.	1 2 3 4 N/A
The mandate of my committee is clear.	1 2 3 4 N/A
The Committee’s work clearly reflects the Town’s strategic priorities.	1 2 3 4 N/A
The Committee’s accomplishments are known to Council.	1 2 3 4 N/A
The Committee sets annual goals or a work plan.	1 2 3 4 N/A
The Committee has a clear work plan.	1 2 3 4 N/A
The Committee seeks Council approval for its goals or work plan.	1 2 3 4 N/A
The Committee makes every effort to meet its goals.	1 2 3 4 N/A

Please provide any comments you have regarding your committee's mission and work.

Circle the response that *best* reflects your opinion. The rating scale for each statement is:  
(1) Strongly Agree; (2) Agree; (3) Disagree; (4) Strongly Disagree; (N/A) Not Applicable.

### B. Committee procedures and conduct

Committee members are aware of their role and responsibilities as committee members.	1	2	3	4	N/A
The meeting agenda of committee meetings is well planned so that we get through all necessary business.	1	2	3	4	N/A
The agenda is circulated in advance of the meeting.	1	2	3	4	N/A
The Committee meeting materials are relevant, useful and comprehensive.	1	2	3	4	N/A
Committee members come to meetings prepared.	1	2	3	4	N/A
All committee members participate in committee discussions.	1	2	3	4	N/A
The Committee decides most issues by consensus.	1	2	3	4	N/A
The Committee decides most issues by voting.	1	2	3	4	N/A
The Committee is an effective body.	1	2	3	4	N/A
The Committee received adequate training related to its meeting procedures.	1	2	3	4	N/A
It is often difficult to maintain quorum for meetings.	1	2	3	4	N/A
The Committee needs additional training related to its mandate and role.	1	2	3	4	N/A
The Committee encourages and acknowledges different points of view.	1	2	3	4	N/A
The Committee relies on Town Staff for guidance in understanding how to conduct the meeting.	1	2	3	4	N/A
The purpose of meeting is not always clear.	1	2	3	4	N/A

Please provide any comments you have regarding how your committee has operated.

Circle the response that *best* reflects your opinion. The rating scale for each statement is:  
(1) Strongly Agree; (2) Agree; (3) Disagree; (4) Strongly Disagree; (N/A) Not Applicable.

### C. Committee interactions with Council and Town staff

The work of the Committee helps to improve Newmarket.	1	2	3	4	N/A
Council values the input of the Committee.	1	2	3	4	N/A
The Committee's input is taken into account by Town staff.	1	2	3	4	N/A
The Committee fairly considers the input of members of the public.	1	2	3	4	N/A
Town staff sends appropriate and adequate matters for the	1	2	3	4	N/A



Committee to offer input, where applicable.	
The Committee receives adequate support from Town staff.	1 2 3 4 N/A
There is a clear understanding of the respective roles of the Committee, Town Staff, and Council.	1 2 3 4 N/A
There is good two-way communication regarding the actions of the Committee between the Committee and Council.	1 2 3 4 N/A
There is a climate of mutual trust and respect that exists between the Committee and Council.	1 2 3 4 N/A
The Committee raises new issues before Council has considered them.	1 2 3 4 N/A
The Committee is a source of expertise.	1 2 3 4 N/A
The Committee is a diverse group.	
The Committee supports Council's decisions and direction.	1 2 3 4 N/A
The Committee offers input on issues Council asks it to consider.	1 2 3 4 N/A
The Committee would benefit from giving more regular reports to Council.	1 2 3 4 N/A

Please provide any comments you have regarding your committee's interactions with Council or Town Staff.

*Circle the response that best reflects your opinion. The rating scale for each statement is: (1) Strongly Agree; (2) Agree; (3) Disagree; (4) Strongly Disagree; (N/A) Not Applicable.*

#### **D. The Role of the Chair (if you are the chair, skip to section E)**

The Committee has discussed and understands the role and responsibilities of the Chair.	1 2 3 4 N/A
The Chair is well prepared for meetings.	1 2 3 4 N/A
The Chair should receive more formal training in conducting meetings.	1 2 3 4 N/A
The process to select the Chair was clear to me.	1 2 3 4 N/A
The Chair helps the Committee to stick to the agenda.	1 2 3 4 N/A
More members should have the opportunity to act as the Chair during a term of the Committee.	1 2 3 4 N/A
The Chair ensures that every committee member has an opportunity to be heard	1 2 3 4 N/A
The Chair is skilled at managing different points of view.	1 2 3 4 N/A
The Chair helps the Committee to attain consensus.	1 2 3 4 N/A
The Chair is direct with an individual committee member if their behavior interferes with the Committee's ability to function effectively.	1 2 3 4 N/A
The Chair helps the Committee work well together.	1 2 3 4 N/A
The Chair demonstrates good listening skills.	1 2 3 4 N/A
I am comfortable disagreeing with the Chair.	1 2 3 4 N/A
The Committee supports the Chair.	1 2 3 4 N/A

The Chair is effective in delegating responsibilities amongst committee members.	1 2 3 4 N/A
I am confident in the ability of the Chair to represent the Committee.	1 2 3 4 N/A

Please provide any comments you have regarding your committee's Chair.

*Circle the response that best reflects your opinion. The rating scale for each statement is: (1) Strongly Agree; (2) Agree; (3) Disagree; (4) Strongly Disagree; (N/A) Not Applicable.*

## E. Role of individual committee members

I am aware of what is expected of me as a committee member.	1 2 3 4 N/A
I am currently unable to attend committee meetings due to mobility or accessibility requirements.	1 2 3 4 N/A
I am unable to attend committee meetings due to transportation expenses or other financial costs.	1 2 3 4 N/A
The timing of meetings often prevents me from attending.	1 2 3 4 N/A
The four-year term to serve on a committee is too long.	1 2 3 4 N/A
The four-year term to serve on a committee is a sufficient length.	1 2 3 4 N/A
I read the meeting package in advance of our committee meetings.	1 2 3 4 N/A
I frequently encourage other committee members to express their opinions at committee meetings.	1 2 3 4 N/A
I am encouraged by other committee members to express my opinions at committee meetings.	1 2 3 4 N/A
I follow through on things I have said I would do.	1 2 3 4 N/A
When I have a different opinion than the majority, I raise it.	1 2 3 4 N/A
I support committee decisions once they are made even if I do not agree with them.	1 2 3 4 N/A
I am involved in the Newmarket community outside of my committee role.	1 2 3 4 N/A
I stay informed about issues relevant to our mandate and goals and bring information to the attention of the Committee.	1 2 3 4 N/A

Please provide any comments you have regarding your role on your committee.

How do you feel about the issues the Committee deals being addressed through alternative formats such as open houses, town halls, public meetings, short-term task forces, or other channels?

I would like to speak to a member of Town Staff involved in this review to share my thoughts.