

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

## **Declarations of Pecuniary Interest**

## **Deputations/Presentations**

## **Approval of Minutes**

1. Appointment Committee Minutes of August 26, 2014. p. 1

Recommendation:

THAT the Appointment Committee Minutes of August 26, 2014 be approved.

## **Items for Discussion**

2. Verbal Overview by the Director of Legislative Services/Town Clerk regarding the Appointment Committee Terms of Reference. (Refer to p. 18 - 19)
3. Selection of Chair of the Appointment Committee
4. Appointments to the Main Street District Business Improvement Area Board of Management. p. 4

Recommendation:

THAT the following people be appointed to the Main Street District Business Improvement Area Board of Management:

Anne Martin  
Siegfried Wall  
Glenn Wilson  
Olga Paiva  
Carmina Pereira  
Elizabeth Buslovich  
Rory Rodrigo  
Jackie Playter

5. Verbal Overview by the Director of Legislative Services/Town Clerk and Deputy Clerk regarding the January 19, 2015 Council Workshop addressing the Committee Structure Options. p. 9

### **Closed Session (if required)**

6. Personal matters about an identifiable individual, including municipal or local board employees - Main Street District Business Improvement Area Board of Management Directors recommended for appointment. (if required)

### **New Business**

### **Adjournment**

The meeting of the Appointment Committee was held on Tuesday, August 26, 2014 in Cane B, 395 Mulock Drive, Newmarket.

Members Present: Mayor Van Bynen (10:20 – 11:00 a.m.)  
Regional Councillor Taylor  
Councillor Twinney

Staff Present: A. Brouwer, Director of Legislative Services/Town Clerk  
L. Lyons, Deputy Clerk  
T. Horton, AMCTO Intern  
C. Finnerty, Council/Committee Co-ordinator

The meeting was called to order at 10:05 a.m.

Councillor Twinney in the Chair

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

None.

### **Declarations of Pecuniary Interest**

None.

### **Approval of Minutes**

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

Moved by: Regional Councillor Taylor  
Seconded by: Councillor Twinney

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

**Carried**

## Items for Discussion

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

The Director of Legislative Services/Town Clerk provided an overview of the current Committee review, as approved by Council in May, 2013. Through the Committee review process, the intent is to commence recruitment for statutory boards and Committees, followed by a discussion and policy regarding the operation of Committees and a workshop regarding public engagement. An operating policy outlining the governance process is currently being drafted and different approaches to obtaining public engagement, including task forces, community forums and use of new technologies are being reviewed.

Discussion ensued regarding current Committee reporting mechanisms and structures, length of appointment terms, the role of technology in obtaining public engagement, including telephone town halls and webinars, operating policies and best practices. Information generated from research of best practices for municipal Committees and public engagement to be brought forward to a workshop for Council's consideration.

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

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

### Carried

3. Questionnaire for Board and Committee Members.

The Director of Legislative Services/Town Clerk advised that a questionnaire regarding Boards and Committees has been prepared for circulation to current Committee members in order to obtain feedback on their experience on a Newmarket Committee. One-on-one meetings will be arranged with Committee Chairs and Council Members, as required and where available.

Discussion ensued regarding the questionnaire and additional questions for inclusion on the survey were proposed. The Appointment Committee was provided until Friday, August 29, 2014 to provide any additional feedback on the questionnaire prior to its circulation to Committee Members.

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

THAT the questionnaire for Board and Committee Members be received.

**Carried**

## **New Business**

- a) The Committee discussed the structure of the Newmarket Economic Development Advisory Committee and recommended developing a roster of candidates with decisions on Committee appointments to be made by the new Council.
- b) The Director of Legislative Services/Town Clerk advised that he is currently reviewing the appointment process and other governance requirements relative to the Municipal Act for the Main Street District Business Improvement Area Board of Management.

## **Adjournment**

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

THAT the meeting adjourn.

**Carried**

There being no further business, the meeting adjourned at 11:00 a.m.

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Date

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Councillor Twinney

**MAIN STREET DISTRICT  
BUSINESS IMPROVEMENT AREA  
MEMBERSHIP  
ANNUAL GENERAL MEETING**

Monday, November 10, 2014  
Hall # 3 Community Centre  
200 Doug Duncan Drive

The Main Street District Business Improvement Area Membership Annual General Meeting was held on Monday, November 10, 2014 at 7:30 p.m. in the Hall # 3, Newmarket Community Centre and Lions Hall, 200 Doug Duncan Drive, Newmarket.

**Members**

**Present:**

Heather Burling, H & K Enterprises  
Elisabeth Buslovich, Glama Gal Tween Spa  
Michele Brunet, Unwind Yarn House  
Steve Bruno, Stamp & Hammer  
Patricia Carmichael, Carmichael Hair & Spa  
Kristi Cross, NOMI  
Michelina D'Agrosa, Eves Ladies Wear  
Tom Dier, Covernotes  
Megan Fisher, Nutmeg Bakeshop  
Boris Fong, Hungry Brew Hops  
Vicky Han, Café Hessed  
Ted Heald, Haven  
Elisabeth Hempen, 222 Main Street  
Kirsten Hempen, Hempen Jewellers  
Debbie Hill, The Maid's Cottage  
David Hunter, Lemon Lime Design  
Koneswaran Ketheswaran, Econo Pizza  
Joe Mariconda, GEM Patent Services  
Olga Paiva, Canada T  
Carmina Pereira, 252 Main Street  
Farzaneh Peterson, Roger White Academy  
Anne Robins, Robins Pharmacy  
Rory Rodrigo, Just Brunch  
Tony Salim, MTS  
Mitch Sauder, Stamp & Hammer  
Ken Sparks, Good Vibes on Main  
Victoria Sparks, Good Vibes on Main  
Janet Walker, Made in Mexico  
Peter Webster, Abex Group  
Glenn Wilson, Canada T  
Karla Wilson, Haven  
Jon Wright, JW By Design  
Stan Yavorsky, Yavorsky Studio

Board of Management

Members:

Nancy Barnard  
 Adrian Cammaert  
 Nancy Gerry  
 Steven Gilbert  
 Anne Martin  
 Jackie Playter (Chair)  
 Siegfried Wall  
 Councillor Sponga

Absent:

James Elliott

Staff:

C. Kallio, Economic Development Officer  
 L. Lyons, Deputy Clerk  
 L. Moor, Council/Committee Coordinator

The meeting was called to order at 7:45 p.m.

Jackie Playter in the Chair.

The Chair advised of an addition to the agenda being New Business.

**1. MAIN STREET DISTRICT BUSINESS IMPROVEMENT AREA MEMBERSHIP  
 ANNUAL GENERAL MEETING MINUTES – NOVEMBER 10, 2014 – ITEM 1  
WELCOME AND INTRODUCTIONS**

The Chair welcomed those present and introduced Members of the Main Street District Business Improvement Area Board of Management and Town of Newmarket staff.

**2. MAIN STREET DISTRICT BUSINESS IMPROVEMENT AREA MEMBERSHIP  
 ANNUAL GENERAL MEETING MINUTES – NOVEMBER 10, 2014 – ITEM 2  
APPROVAL OF MINUTES**

Main Street District Business Improvement Area Board of Management Minutes of November 13, 2013 Annual General Meeting.

**Moved by Nancy Gerry  
 Seconded by Anne Robins**

**THAT the Main Street District Business Improvement Area Board of Management Minutes of November 13, 2013 Annual General Meeting be approved.**

**CARRIED**

**3. MAIN STREET DISTRICT BUSINESS IMPROVEMENT AREA MEMBERSHIP  
ANNUAL GENERAL MEETING MINUTES – NOVEMBER 10, 2014 – ITEM 3  
2013 FINANCIAL STATEMENT**

The Economic Development Officer provided a verbal update regarding the financial position and balance of the Main Street District Business Improvement Area Board of Management and advised that copies of the financial statements had been distributed with the agenda.

**Moved by Steven Gilbert  
Seconded by Siegfried Wall**

**THAT the Main Street District Business Improvement Area Board of Management financial statements for the year ended 2013 be approved.**

**CARRIED**

**4. MAIN STREET DISTRICT BUSINESS IMPROVEMENT AREA MEMBERSHIP  
ANNUAL GENERAL MEETING MINUTES – NOVEMBER 10, 2014 – ITEM 4  
2014 REVIEW**

The Chair provided a PowerPoint presentation and verbal status update regarding the events held in 2014.

Discussion ensued regarding advertising strengths and consistent messaging with various advertising outlets and the economic effects on Main Street businesses during events that are intended to enhance the exposure of Main Street. Further discussion ensued regarding various advertising opportunities on Facebook accounts.

**5. MAIN STREET DISTRICT BUSINESS IMPROVEMENT AREA MEMBERSHIP  
ANNUAL GENERAL MEETING MINUTES – NOVEMBER 10, 2014 – ITEM 5  
PROPOSED 2015 BUDGET**

The Chair provided a PowerPoint presentation highlighting various aspects the proposed 2015 budget. Discussion ensued regarding advertising costs, event expenditures, social media methods of communication and advertising and available resources.

**Moved by Ted Heald  
Seconded by Elisabeth Hempen**

**THAT the 2015 Main Street District Business Improvement Area Budget be approved as follows:**

<b>Administration</b>	<b>\$</b>	<b>5,000.00</b>
<b>Advertising</b>		<b>12,000.00</b>
<b>Events</b>		<b>12,000.00</b>
<b>Miscellaneous</b>		<b><u>1,000.00</u></b>
		<b>30,000.00</b>

**CARRIED**



**6. MAIN STREET DISTRICT BUSINESS IMPROVEMENT AREA MEMBERSHIP  
ANNUAL GENERAL MEETING MINUTES – NOVEMBER 10, 2014 – ITEM 6  
NOMINATIONS TO BOARD OF MANAGEMENT**

The Chair advised of the qualifications required to vote for membership to the Board of Management. The Economic Development Officer provided clarification to business owner/property owner/tenant voting eligibility.

The Chair requested nomination of a scrutineer for the purpose of the voting procedures of the Main Street District Business Improvement Area Board of Management membership.

**Moved by Ted Heald  
Seconded by Glenn Wilson**

**THAT Mr. Peter Webster of Abex Group is appointed a scrutineer for the purpose of the voting procedures of the Main Street District Business Improvement Area Board of Management membership.**

**CARRIED**

**7. MAIN STREET DISTRICT BUSINESS IMPROVEMENT AREA MEMBERSHIP  
ANNUAL GENERAL MEETING MINUTES – NOVEMBER 10, 2014 – ITEM 7  
VOTING PROCEDURES**

The Chair introduced Lisa Lyons, Deputy Clerk, Town of Newmarket who provided a verbal presentation regarding the voting process. She read aloud the list of current nominees and called upon those present for any additional names. She read aloud a third and final time, the call for any further submissions; hearing none, the Deputy Clerk henceforth opened the vote and requested those members in attendance to obtain a ballot from Clerk's Department staff.

The Deputy Clerk, along with Mr. Webster and Clerk's Department staff tallied the vote results and the following individuals were chosen by ballot:

Anne Martin  
Siegfried Wall  
Glenn Wilson  
Olga Paiva  
Carmina Pereira  
Elizabeth Buslovich  
Rory Rodrigo  
Jackie Playter

The Deputy Clerk advised of the following excerpt from the *Ontario Municipal Act*, Part V S. 205 (3) (c) (9) regarding Council's authority on behalf of the municipality with respect to appointment of a person selected by the members of an improvement area. She further advised that appointments would be made in January, 2015.

**8. MAIN STREET DISTRICT BUSINESS IMPROVEMENT AREA MEMBERSHIP  
ANNUAL GENERAL MEETING MINUTES – NOVEMBER 10, 2014 – ITEM 8  
NEW BUSINESS**

The Chair presented Nancy Gerry with a token of appreciation for serving on the Main Street District Business Improvement Area Board of Management as she is not seeking re-election due to retirement.

The Chair thanked all who participated.

**Moved by Nancy Gerry  
Seconded by Steven Gilbert**

**THAT the meeting adjourn.**

**CARRIED**

There being no further business, the meeting adjourned at 9:02 p.m.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Jackie Playter, Chair



**CORPORATE SERVICES – LEGISLATIVE SERVICES – CLERK'S**  
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 395 Mulock Drive  
 P.O. Box 328  
 Newmarket, ON L3Y 4X7

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 info@newmarket.ca  
 905.895.5193

November 24, 2014

**CORPORATE SERVICES – LEGISLATIVE SERVICES 2014-21**

TO: Committee of the Whole

SUBJECT: Councillor Appointments to Committees & Committee Structure Review

ORIGIN: Director of Legislative Services/Town Clerk

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**RECOMMENDATIONS**

THAT Corporate Services – Legislative Services Report 2014-21 dated November 24, 2014 regarding “Councillor Appointments to Committees & Committee Structure Review” be received and the following recommendations be adopted:

1. THAT Council determine and appoint the Member(s) of Council to the following committees:
  - a. Appointment Committee (3 Members); and,
  - b. Central York Fire Service Joint Council Committee (3 Members)
2. AND THAT to maintain continuity, Councillor appointments to active task forces in the 2010-2014 term (VivaNext Implementation Strategy Task Force – Strategy Group and Old Town Hall Construction Budget Control Task Force) continue in the current term;
3. AND THAT citizen members of the following committees appointed in the 2010-2014 term of Council continue their appointment and be authorized to meet to fulfil statutory duties until the appointment of their successors, including:
  - a. Accessibility Advisory Committee;
  - b. Appeals Committee;
  - c. Committee of Adjustment;
  - d. Heritage Newmarket Advisory Committee;
  - e. Newmarket Public Library Board; and,
  - f. Property Standards Committee.
4. AND THAT committees which are not required to meet to fulfil statutory duties in (2.) be suspended pending the review of Council's committee structure.

## **COMMENTS**

Committees provide input and recommendations on a variety of community, policy and strategic issues. They also assist with event planning and some undertake statutory responsibilities. Volunteer service contributes to the quality of the Town's decisions, programs, services and events and provides an altruistic opportunity for volunteers. Please note that the term "committee" in this report is meant to imply committee, board, task force or other body of volunteers established by the Town to fulfill a mandate outlined in legislation, by-law, terms of reference or Council resolution.

### **Committee Appointment Process Review**

In the previous term of Council, a review of the Town's committee appointment process was undertaken which resulted in the adoption of the Committee Public Appointment Policy (Attachment A), establishment of the Appointment Committee (see Terms of Reference, Attachment B), adoption of the Canadian Code for Volunteer Involvement (see Appendix C), and direction to review the committee structure with the 2014-2018 Council. These initiatives were established by the municipality to enhance fairness and equity in the committee application and selection process; and provide for a best practice standards for committee volunteer involvement.

It should be noted that the following sections of the Committee Public Appointment Policy come into effect in this term of Council, which will not be applied retroactively:

1i)	No employees of the Town of Newmarket or a local board are eligible to serve as a Member.
2ii)	Members shall not be appointed to more than two Committees at a single time.
2iii)	Members shall not serve more than two consecutive terms on any single Committee.

### **Appointment Committee**

As set out in the Appointment Committee Terms of Reference (Attachment B), the committee is responsible for recommending individuals for appointment to committees by Council among other things. Therefore, Council is requested to determine and appoint three Members of Council to the Appointment Committee.

### **Central York Fire Service Joint Council Committee**

The Town of Aurora and the Town of Newmarket consolidated their fire departments in January 2002 through the "Consolidated Fire and Emergency Services Agreement". The Agreement established an oversight body, Central York Fire Service Joint Council Committee ("JCC") comprised of three (3) Members of Council from the Town of Newmarket and three (3) Members of Council from the Town of Aurora. The Joint Council Committee provides and administers a borderless, single tier of fire protection and prevention services throughout Newmarket and Aurora in accordance with the *Fire Protection and Prevention Act*. JCC has typically met monthly.

### **Active Internal Task Forces**

A number of internal task forces comprised of Members of Council, Town staff and key stakeholder representatives have been created over time to provide direction on projects and initiatives.

The two active task forces include:

- VivaNext Implementation Strategy Task Force - Strategy Group. Created to facilitate the planning and implementation of the Town of Newmarket components of the VivaNext project on Yonge Street and Davis Drive in the Town of Newmarket. Members include Mayor Van Bynen, Regional Councillor Taylor and Councillor Hempen (along with Town staff).
- Old Town Hall Construction Budget Control Task Force. Created to monitor and examine all financial and budgetary aspects of the Old Town Hall project during its construction phase and the spending of project contingency. Members include Mayor Van Bynen, Councillor Kerwin and Councillor Sponga (along with Town staff).

For the sake of continuity for these active projects, it is recommended that Councillor appointments made in the 2010-2014 term continue in the current term. Inactive internal task forces will be addressed through the committee structure review outlined below.

#### Recruitment of Required Committees

In consultation with the 2010-2014 Council Appointment Committee, staff initiated recruitment in November, 2014 for those committees required to be established by law, or those whose mandates fulfill a regulatory or administrative function set out in Town by-laws (Accessibility Advisory Committee, Appeals Committee, Committee of Adjustment, Heritage Newmarket Advisory Committee, Newmarket Public Library Board and Property Standards Committee). An open house will be held January 14, 2015 (7 p.m. – 9 p.m. in the Council Chamber) to provide an opportunity for those interested in applying to learn more about these committees. The deadline for receiving applications is currently January 23, 2015.

Once established the Appointment Committee will short list, interview and recommend a slate of individuals for appointment to these committees by Council, which will likely occur in February, 2015. In the interim, it is recommended that citizen members appointed in the 2010-2014 term of Council be authorized to meet to fulfill statutory duties until the appointment of their successors. The authority for citizen members appointed in the 2010-2014 term of Council to meet to fulfill statutory duties until the appointment of their successors is already provided for in legislation for the Committee of Adjustment and Newmarket Public Library Board.

Other committees are therefore suspended pending the review of Council's committee structure outlined below.

#### Committee Structure Review

As recommended by the preceding Council and as supported by staff, it is recommended that Council take the opportunity to review the committee structure to ensure it:

- Reflects the Council and administrative priorities; and,
- Operates effectively and has a well-defined relationship to the work of Council and/or the Town's administration.

A review of the committee structure will also provide Council the opportunity to consider alternate forms of public engagement. To help prepare staff for the review, an online survey of committee members was administered and interviews with committee chairs and staff supporting committees was undertaken, in addition to research on current and best practices.

A Council Workshop be scheduled on January 19, 2014 (9 a.m.) to review options related to Council's committee structure.

Once Council has provided direction on its committee structure for the term, staff will prepare the required terms of reference for Council's approval and the required recruitment process will commence. In the interim, Council may also be requested to approve appointments of Council Members to outside committees or represent the Town on a particular organization. As well, recommendations related to some committees may form a part of a broader policy matter review.

#### Committee Operations Policy

Staff are in the process of drafting a committee operations policy to address such matters as roles and responsibilities; meeting procedures and protocols; and administrative matters such as budgeting and communications. It is anticipated that the policy will be presented at the January 12, 2015 Committee of the Whole meeting and if approved implemented in time for new committee orientation.

#### **BUSINESS PLAN AND STRATEGIC PLAN LINKAGES**

The recommendations in this report supports the Town's Vision, Mission and Community Strategic Plan goal of being well-equipped and managed by implementing policies and processes that reflect sound and accountable governance and fiscal responsibility in achieving service excellence.

#### **CONSULTATION**

Members of the Town's Strategic Leadership Team and Operational Leadership Team were consulted.

#### **HUMAN RESOURCE CONSIDERATIONS**

There are no human resource considerations related to this report.

#### **BUDGET IMPACT**

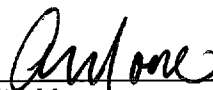
There are no budget impact considerations related to this report.

#### **CONTACT**

For more information on this report please contact: Andrew Brouwer, Director of Legislative Services/Town Clerk at [abrouwer@newmarket.ca](mailto:abrouwer@newmarket.ca) or ext. 2211.



Andrew Brouwer  
Director of Legislative Services/Town Clerk



Anita Moore  
Commissioner of Corporate Services



## CORPORATE POLICY

Sub Topic:	Committee Public Appointment Policy	Policy No. CORP.3-01
Topic:	Municipal Governance	Applies To: Newmarket Committee Members
Section:	Corporate Services	Council Adoption Date: May 27, 2013
Effective Date:	Partially May 27, 2013 Remainder January 2015	Revision No:                      Date:

### Policy Statement & Strategic Plan Linkages

Boards, Committees, Task Forces and other bodies appointed by the Town of Newmarket (hereafter referred to as Committees) assist municipal government service delivery and provide community members a way to engage in civil service providing advice, expertise and oversight to municipal decision making. Committees and volunteers must be governed by fair and equitable policies, and consistent procedures.

This Policy relates to the key areas of focus: “Well-Equipped and Managed” and “Well-Respected” of the Strategic Plan. Establishing transparent and equitable procedures will ensure that committees established by Council are managed in a way that will encourage community involvement and inspire cooperation.

### Purpose

This Policy provides guidance to Council, staff and applicants on the principles and procedures governing the recruitment and appointment practices for all Committees of the Town of Newmarket, to make sure that a fair and equitable application and selection process is in place.

Boards and committees which are subject to separate legislative requirements, governing by-laws and/or any other legal requirements regarding committee appointments, and internal staff committees and task forces are not bound by this policy.

### Definitions

**Chair** - means the Presiding Officer of a Committee;

**Clerk** - means the Clerk of the Town or his/her designate;

**Committee** - means a Committee, Board or Task Force or other body constituted and appointed by Council;

**Member** - means a Member of a Committee;

**Term of Council** - means the period of time for which Council is elected to serve, as governed by applicable legislation.

**Terms of Reference** - means a document outlining the mandate and committee operational details. Terms of Reference must be approved by Council including any amendments.

## **Procedures**

### **1. Eligibility to serve**

To serve on a Committee of Council, an applicant or member must be:

- i. a resident of Newmarket or own property within Newmarket unless Council deems it appropriate in order to acquire specialized knowledge, experience or representation, to maintain continuity or any other reason Council deems appropriate;
- ii. 18 years or older unless otherwise specified in the Terms of Reference for the applicable Committee;
- iii. employed by an organization other than the Town of Newmarket or the Newmarket Public Library.
- iv. a Canadian citizen where required by law or the Committee's Terms of Reference;

### **2. Term and length of service**

Appointed Members shall:

- i. serve for a period of time equal to a full Term of Council unless specified in the Terms of Reference or one of the following scenarios occurs:
  - The appointment is revoked by Council;
  - They no longer meet the eligibility requirements;
  - They voluntarily resign;
  - The Committee is dissolved by Council.
- ii. only be eligible for appointment to a maximum of two Committees at one time. A member may, however, be selected to represent their Committee on another Committee or board as a non-voting liaison.
- iii. serve a maximum of two consecutive terms on any one Committee.



- iv. fill a vacancy for a partially completed term and be appointed to the end of that term. If appointed for an interim term of less than one year the member is still eligible for re-appointment for two consecutive terms on the same Committee.

### **3. Recruitment**

- i. Recruitment commences with each new Term of Council, where vacancies are required to be filled, and if applicable, following any changes to Terms of Reference, or after the establishment of any new Committee.
- ii. Council may fill vacant Committee positions identified in the Terms of Reference requiring specialized knowledge, experience or representation by invitation, by seeking the assistance of a recruitment agency or through outreach to specific organizations or other means deemed appropriate by Council or staff. Activities with respect to filling these positions will follow the regular application process outlined in this policy.

### **4. Vacancies**

- i. Vacancies created when a Member resigns or vacates the position are effective the date:
  - a. the resignation letter is received by the Clerk;
  - b. specified by the Member in the resignation letter;
  - c. the Member is removed by Council resolution;
  - d. the Member no longer qualifies for the position;
  - e. of the death or incapacitation of the Member;
- ii. Committees may pass a resolution requesting that a Member's position be declared vacant when a member has been absent without good reason for three consecutive meetings or half of the scheduled meetings in any calendar year.

### **5. Appointment Committee**

An Appointment Committee shall be:

- i. established at the beginning of each new term of Council, composed of three members of Council, governed by the Terms of Reference.

### **Cross-References**

Procedure By-law 2013-46  
Canadian Code for Volunteer Involvement

### **Appendices**

Appendix A – Procedures

**Appendix 'A' - Procedures**  
to  
Town of Newmarket  
Board and Committee Public Appointment Policy CORP.3.01

**1. Recruitment – New Term of Council**

- i. Legislative Services Staff who prepare advertisements for recruitment will ensure the ads contain the following information:
  - a. Member eligibility;
  - b. Committee meeting frequency and time;
  - c. Information on how to obtain an application form, and the terms of reference;
  - d. Details with respect to submitting an application including, the application deadline and where and how to submit the application;
  - e. A Notice of Collection as outlined in the Protection of Personal Information Policy and the *Municipal Freedom of Information and Protection of Privacy Act*;
  - f. A note that the vacancy is a volunteer position.
- ii. Advertisements will be placed in appropriate locations determined by the Clerk in conjunction with the Director, Communications.
- iii. Positions requiring specialized recruitment shall be advertised appropriately in accordance with section 3(ii) of the Policy.
- iv. Provided the applicant's consent is provided, the Clerk will maintain a list of applicants (referred to as the "Roster") for future consideration.
- v. The Clerk together with applicable staff will review all applications and prepare a recommended short list of candidates to interview and/or select based on required skillset, representation or other desirable criteria.
- vi. The staff recommended short-list of candidates, together with all eligible applications will be presented to the Appointment Committee for review, interviews and/or selection.

**2. Recruitment – Mid-term Vacancies**

- i. Vacancies will be identified by the Town Clerk as per section 4 of the Policy.
- ii. All available positions will be advertised as in the same manner as per the recruitment process for a new term of Council.
- iii. The Clerk together with applicable staff will review all applications and prepare a recommended short list of candidates to interview and/or select based on the required skillset, representation or other desirable criteria.
- iv. The staff recommended short-list of candidates, together with all eligible applications will be presented to the Appointment Committee for review, interviews and/or selection.

**Appendix 'A' - Procedures**  
to  
Town of Newmarket  
Board and Committee Public Appointment Policy CORP.3.01

### **3. Application Procedures**

- i. All applicants will submit to the Clerk a completed application, together with a resume or other supporting information as required.
- ii. Completed applications must be submitted before the deadline prescribed by the Clerk in order to be considered for appointment.
- iii. In accordance with section 2(ii) of this policy, applicants applying to more than one vacancy will be requested to prioritize their preference.
- iv. Members eligible for re-appointment must complete an application form and submit it to the Clerk.

### **4. Appointment Procedures**

- i. The Appointment Committee operates according to their Terms of Reference and reviews and evaluates the received applications and recommends one applicant per vacancy.
- ii. The Clerk will place information regarding applicants recommended by the Appointment Committee on a Confidential Agenda for consideration by Council in camera, in accordance with Section 239 (b) of the *Municipal Act, 2001 S.O. 2001, c.25*.
- iii. Once Council makes its appointments, the Clerk will send a letter to all successful and unsuccessful applicants.
- iv. The Clerk will notify the applicable staff of the appointment and provide them with information on how to contact the new Member.
- v. The Clerk will maintain a roster of other qualified applicants to fill future vacancies for the current Term of Council. All listed applicants shall be advised of their status.

### **5. Resignation Procedures**

- i. A Member who is resigning from their appointed position will submit a written letter of resignation to the Clerk.
- ii. Resignation of Members shall be effective at the date of receipt of the letter, or on a date specified in the letter. Council will be informed of the resignation in whatever manner the Clerk deems appropriate.
- iii. Members who do not submit their resignation but who are no longer eligible to serve will be deemed to have resigned at the date they become ineligible.

## **TERMS OF REFERENCE ROLES AND MANDATES FOR COUNCIL COMMITTEE**

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### **Appointment Committee**

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#### **1. Alignment with Strategic Plan**

The 2012-14 Council Strategic Priority directions include being Well-Equipped and Managed. Transparent, equitable and consistent procedures for public appointments to Boards and Committees will ensure that they are managed in a way that encourages community involvement.

#### **2. Mandate**

The Appointment Committee is a committee of Council responsible for recommending a candidate/slate of candidates for appointment to boards, committees, task forces and other bodies appointed by the Town of Newmarket (hereafter Committee) and for ensuring consistency, fairness and professionalism in the recruitment, selection and orientation process.

#### **3. Responsibilities**

- i. Once an adequate number of applications have been received, review the applications and create a short list of applicants to interview;
- ii. Provide input on specialized recruitment, including recruitment by invitation, through a recruitment agency or through outreach to specific organizations;
- iii. Have regard to a short-list of particularly suitable applicants to interview provided by staff and suggested candidate evaluation criteria provided by the committee, where applicable;
- iv. Request an extension to the application submission deadline when there are an insufficient number of applications deemed appropriate;
- v. Attend interviews and ensure the process is fair and professional, including the requirement to ask all applicants to the same committee vacancy the same questions and to execute a scored or measured approach to applicant interviews;
- vi. Ensure compliance with statutory and special vacancy requirements including criminal record checks, vulnerable sector screening and composition requirements;

- vii. Recommend one applicant per vacancy to Council;
- viii. Recommend short-listed applicants for future vacancies to the Clerk;
- ix. Provide input on staff recommendations related to the recruitment, selection and orientation processes for boards and committees;
- x. Attend Recruitment Information Session(s), where available if appropriate;
- xi. Ensure the confidentiality of personal information, including returning application and interview materials to the Clerk after interviews have concluded; and
- xii. Undertake other responsibilities determined by Council.

#### **4. Composition**

The Appointment Committee shall be composed of a three members of Council who are appointed for a term concurrent with the current term of Council.

#### **5. Meetings**

- i. The Appointment Committee shall operate its business meetings according to the Procedure Bylaw regulating the operation of the meetings of Council and its Committees.
- ii. Legislative Services staff will attend all Meetings of the Appointment Committee to record and report its recommendations to Council, and provide administrative support with the proceedings.
- iii. Prior to conducting interviews for a particular committee, board or authority, if required, appropriate technical staff may attend the meeting to provide information about any special qualifications or expertise that might be discussed with the applicants.
- iv. If applicable the current Chair or another Member of the particular committee seeking to fill a vacancy may be invited to attend the Appointment Committee interviews, or to provide input on candidate selection criteria at the discretion of the Appointment Committee.
- v. The interviews of applicants conducted by the Appointment Committee will be held in Closed Session in accordance with Section 239 (b) of the *Municipal Act, 2001 S.O. 2001, c.25*.



## **CANADIAN CODE FOR VOLUNTEER INVOLVEMENT**

### **THE VALUE OF VOLUNTEER INVOLVEMENT**

Volunteer involvement has a powerful impact on Canadian society, communities, organizations, and individuals.

#### **Volunteer involvement is fundamental to a healthy and democratic society in Canada**

- It promotes civic engagement and active participation in shaping the society we want
- It gives everyone a voice and the space to contribute to the quality of life in communities

#### **Volunteer involvement is vital for strong, inclusive, and resilient communities**

- It promotes change and development through the collective efforts of those who know the community best
- It identifies and supports local strengths and assets to respond to community challenges while strengthening the social fabric

#### **Volunteer involvement builds the capacity of organizations**

- It provides organizations with the skills, talents, and perspectives that are essential to their relevance, vitality, and sustainability
- It increases the capacity of organizations to accomplish their goals through programs and services that respond to and are reflective of the unique characteristics of their communities

#### **Volunteer involvement is personal**

- It promotes a sense of belonging and general wellbeing
- It provides the opportunity for individuals to engage according to their personal preferences and motivations

#### **Volunteering is about building relationships**

- It connects people to the causes they care about, and allows community outcomes and personal goals to be met within a spectrum of engagement
- It creates opportunities for non-profit organizations to accomplish their goals by engaging and involving volunteers, and it allows volunteers an opportunity to engage with and contribute to building community

## GUIDING PRINCIPLES FOR VOLUNTEER INVOLVEMENT

**Volunteers have rights. Non-profit organizations recognize that volunteers are a vital human resource and will commit to the appropriate infrastructure to support volunteer engagement.**

- The organization's practices ensure effective volunteer involvement.
- The organization commits to providing a safe and supportive environment for volunteers.

**Volunteers have responsibilities. Volunteers make a commitment and are accountable to the organization.**

- Volunteers will act with respect for the cause, the stakeholders, the organization, and the community.
- Volunteers will act responsibly and with integrity.

## ORGANIZATION STANDARDS FOR VOLUNTEER INVOLVEMENT

### *Mission-based Approach*

The organization's Board of Directors and senior staff acknowledge, articulate, and support the vital role of volunteers in achieving the organization's purpose or mission. Volunteer roles are clearly linked to the organization's mission.

### *Human Resources*

Volunteers are welcomed and treated as valued and integral members of the organization's human resources team. The organization has a planned and integrated approach for volunteer involvement that includes providing appropriate resources to support volunteer involvement.

### *Policies and Procedures*

A policy framework that defines and supports the involvement of volunteers is adopted by the organization.

### *Volunteer Administration*

The organization has a clearly designated individual(s) with appropriate qualifications responsible for supporting volunteer involvement.

### *Risk Management and Quality Assurance*

Risk management procedures are in place to assess, manage, or mitigate potential risks to the volunteers, the organization and its clients, members and participants that may result from the delivery of a volunteer-led program or service. Each volunteer role is assessed for level of risk as part of the screening process.

### *Volunteer Roles*

Volunteer roles contribute to the mission or purpose of the organization and clearly identify the abilities needed. Volunteer roles involve volunteers in meaningful ways that reflect their skills, needs, interests, and backgrounds.

### *Recruitment*

Volunteer recruitment incorporates a broad range of internal and external strategies to reach out to diverse sources of volunteers.

### *Screening*

A clearly communicated and transparent screening process, which is aligned with the risk management approach, is adopted and consistently applied across the organization.



### *Orientation and Training*

Volunteers receive an orientation to the organization, its policies, and practices, appropriate to each role. Each volunteer receives training specific to the volunteer role and the needs of the individual volunteer.

### *Support and Supervision*

Volunteers receive the level of support and supervision required for the role and are provided with regular opportunities to give and receive feedback.

### *Records Management*

Standardized documentation and records management practices and procedures are followed and are in line with current relevant legislation.

### *Technology*

Volunteers are engaged and supported within the organization through the integration and intentional use of current technology. New opportunities to strengthen volunteer engagement and capacity through the use of technology are evaluated continually.

### *Recognition*

The contributions of volunteers are acknowledged by the organization with ongoing formal and informal methods of recognition, applicable to the volunteer role. The value and impact of volunteer contributions are understood and acknowledged within the organization and communicated to the volunteer.

### *Evaluation*

An evaluation framework is in place to assess the performance of volunteers and gauge volunteer satisfaction. The effectiveness of the volunteer engagement strategy in meeting the organization's mandate is also evaluated.