

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.

Declarations of Pecuniary Interest

Items

1. Committee Structure - 9:00 - 10:30 a.m. p. 1

The Director of Legislative Services/Town Clerk and Deputy Clerk to provide a PowerPoint presentation regarding the Committee Structure.

2. Recreation Playbook - 10:45 a.m. - 12:00 p.m.

The Director of Recreation and Culture provide a PowerPoint presentation regarding the Recreation Playbook.

Adjournment

Board and Committee Survey Findings

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Legislative Services
Fall 2014

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

Committee Name	Acronym	Response total	Response percent of total	Total committee membership
Accessibility Advisory Committee	AAC	1	3%	6
Main Street District Business Improvement Area	BIA	1	3%	9
Elman W. Campbell Museum Board	MB	4	12%	4
Heritage Newmarket Advisory Committee	HNAC	4	12%	6
Newmarket Downtown Development Sub-Committee	NDDS	2	6%	4
Newmarket Economic Development Advisory Committee	NEDAC	7	22%	13
Newmarket Environmental Advisory Committee	NEAC	5	16%	9
Audit Committee	AC	3	9%	3
Street Naming Committee	SNC	1	3%	
Inclusivity Advisory Committee	IAC	1	3%	8
Property Standards/Appeal/Fence Views Committee	PSC	4	12%	6
Committee of Adjustment	COA	6	19%	6

Committee	Would you recommend any amendments to the mandate of the Board/Committee you serve on?
AC	No change required
COA	That the planning department stop making recommendations to us
	It's structured very well. No changes
	No. Get rid of OMB
HNAC	<p>We need more members to carry out an expanded program such as information meetings for real estate community and citizens, research more potential sites for heritage designation and or identification with historical plaques and house plaques.</p> <p>The committee, all committees of the town with volunteers, needs to have a policy of mandatory attendance at meetings (within reason) and some mechanism for the committee to replace individuals who do not attend meetings and replace them. The Heritage committee ought to have representation on the Downtown Business/Building Improvement committee. I have enjoyed working on the committee and would like to continue.</p>
MB/HNAC	HAVE 12 MEMBERSON THE COMMITTEE TO ENSURE A QUARUM.
IAC	Shorten the term to maximum two years. After this mark, we all lost interest and members were not showing up to regular monthly meetings do to other commitments, work, etc.
NEAC	That it include in it some level of onus on the Town to engage or involve NEAC so that they are advised on Environmentally related issues. Currently, this is not taking place. NEAC is going to Council and Staff with projects and ideas and inquiries. it's very one-way and has been for a while.
	The term of the appointment is too long - 4 years is a large commitment and much unexpected can happen during that time. 2 years seems reasonable. As well, there should be some structure to overlap the committee at the end of the term since starting completely fresh with new personnel will undo much of the good done by the original members. Some continuity is needed to ensure that meaningful work can begin right away with the new committee rather than 2 years into the mandate. Although the mandate of the committee was to advise council, council rarely sought our opinion on environmental matters.
PS	Maintain some consistency in membership from one term to the next to ensure that some on the panel have experience in the appeal process.
	Property standards is a real learning curve,no training given,on job is the only option.Sometimes only 3 people if 2 are newbies hope you make right decision.

	Agree	Disagree	Strongly Disagree	Not Applicable	Response Total
The Committee's members are aware of Council's plans and actions related to its mandate.	60% (18)	13.33% (4)	3.33% (1)	0% (0)	30
The Committee considers Council's plans in determining its recommendations.	53.33% (16)	3.33% (1)	3.33% (1)	6.67% (2)	30
The mandate of my committee is clear.	53.33% (16)	10% (3)	0% (0)	0% (0)	30
The Committee's work clearly reflects the Town's strategic priorities.	56.67% (17)	3.33% (1)	3.33% (1)	10% (3)	30
The Committee's accomplishments are known to Council.	65.52% (19)	6.9% (2)	10.34% (3)	0% (0)	29
The Committee plans for what it will accomplish during its mandate.	56.67% (17)	20% (6)	0% (0)	16.67% (5)	30
The Committee seeks Council approval for its goals or work plan.	30% (9)	20% (6)	6.67% (2)	26.67% (8)	30
Total Respondents					30
(skipped this question)					2

Committee	Please provide any comments you have regarding your committee's mission and work.
AC	The mandate of the Audit Committee is clear. The output of this committee's work is sent to council for final approval
BIA/MB/NDD S	All the committees that I work on seem to work well and we always keep our mission in mind.
COA	I feel the committee should be blessed with is another alternate member. This alternate member should be a visible minority.
HNAC	The Heritage Committee has a mission of preserving heritage buildings in the community. It works towards this goal by providing an inventory of buildings with heritage value, now (2014) known as a Register of Non-Designated Buildings. The Committee also works to designate buildings under the Ontario Heritage Act, and keeps a Register of these buildings. The Committee has worked over 30 years to create a Heritage Conservation District for Main Street with a view to promoting economic development through heritage.
	The committee should have planning days to set a direction and goals for the term of appointment and a review of the term with a summary report to council
MB/HNAC	The committee should be larger and have more staff support as it's mandate and mission involve a lot of work.
NEAC	Great team of dedicated people. Need more transparency with council and more exposure to general public (I don't think many people know about the committees.
	There is a large gap between Council's and committee role to advise Council on environmental issues and the staff except for planning doing their own thing leaving the committee to often read in the paper about environmental issues The issue largely revolves around the lack of an environmental focus on staff to develop and evaluate environmental priorities and strategic plans for approval
	We consistently felt left out of council information and did not feel that we were being used to our potential. Many times we discovered town activities re: the environment through the media. We endeavoured to work with what we had and did some good work on several files despite the handicaps.
NDDS	Committee's work involves responding to applications as they are made- decisions are made on those applications relative to funding available and the overriding goal of downtown revitalization- some members of council are likely more aware than others of the Committee's activities
NEDAC	I think the Committee works hard to try to align its actions with Council's strategies and is overall fairly successful.
	I recognize that our mandate is visionary and that our recommendations are for the future growth of Newmarket and not necessarily ones that Council can act upon immediately.
	The appeal process is independent of council and directed by the Statutory Powers Act and the bylaws under while the appeal is being heard.

Committee	What do you think about merging committees with similar issues into a semi-annual public forum?
AC	The Audit Committee requires a certain skill set so that it may function appropriately - this does not lend itself to a semi-annual public forum
AAC	That would be a good idea allowing us to bounce ideas off each other. Sometimes having another perspective is a good thing.
COA	N/A
	Could be a good idea, depends on which committees
	I am against this
HNAC	I do not think that other committees have the same kind of mandate as the Heritage Committee. I think that participating in an annual public forum would be valuable.
	The committee needs to have a nucleus of appointed members but should be able to hold public forums related to issues within the mandate of the committee if it would relevant to do so.
IAC	This would work and avoid duplication between committees. Also, this would give other committees a chance to meet other members and have an opportunity to work together to make Newmarket a better place.
MB/HNAC	I don't think this would achieve the same function as the committees if this is intended as a substitute for the committee. Ongoing work is the crux of the committee. Such forums would be good as an addition to committees to obtain public input, particularly as to new issues that need attention.
	IN REGARDS TO THE MUSEUM AND HERITAGE NEWMARKET THESE COMMITTEES SHOULD REMAIN AS THEY ARE.
	T think this is a great idea. it is always good to get together with like minded people. We have done this before with the Museum Board and The Newmarket Historical Society and many ideas and plans were formulated.
MB/PS	Would need further detail about the purpose and objectives of the public forum before commenting.
NEAC	Need to know what this entails before providing comment.
	wouldn't hurt - as long as there was a staff member to liaise or lead the meeting.
	Worth giving it a try
	There are no similar committees to NEAC. Semi-annual forums seem like window dressing and not a genuine interest to work with citizen experts to advise council.
NEDAC	I think that could be a good idea.
	Likey not a good idea as it would delay the process
	This may assist the residents to better understand the activities of committees and the directions they rcommend to Council.
NDDS	I think that is an excellent idea- the more opportunities for public involvement in municipal issues the better- the public can often offer insights on problems and potential solutions that Committee members may not have considered.
	Not Applicable

	Strongly Agree	Agree	Disagree	Strongly Disagree	Not Applicable	Response Total
Committee members are aware of their role and responsibilities as committee members.	33.33% (10)	56.67% (17)	10% (3)	0% (0)	0% (0)	30
The meeting agenda of committee meetings is well planned so that we get through all necessary business.	37.93% (11)	55.17% (16)	3.45% (1)	0% (0)	3.45% (1)	29
The agenda is circulated in advance of the meeting.	63.33% (19)	33.33% (10)	3.33% (1)	0% (0)	0% (0)	30
The Committee meeting materials are relevant, useful and comprehensive.	50% (15)	46.67% (14)	3.33% (1)	0% (0)	0% (0)	30
All committee members participate in committee discussions.	30% (9)	60% (18)	6.67% (2)	0% (0)	3.33% (1)	30
The Committee decides most issues by consensus.	36.67% (11)	53.33% (16)	6.67% (2)	0% (0)	3.33% (1)	30
The Committee decides most issues by voting.	43.33% (13)	33.33% (10)	13.33% (4)	0% (0)	10% (3)	30
The Committee is an effective body.	36.67% (11)	56.67% (17)	6.67% (2)	0% (0)	0% (0)	30
The Committee received adequate training related to its meeting procedures.	20% (6)	46.67% (14)	23.33% (7)	0% (0)	10% (3)	30
It is often difficult to maintain quorum for meetings.	6.67% (2)	20% (6)	56.67% (17)	16.67% (5)	0% (0)	30
The Committee needs additional training related to its mandate and role.	6.67% (2)	40% (12)	50% (15)	3.33% (1)	0% (0)	30
The Committee encourages and acknowledges different points of view.	36.67% (11)	60% (18)	0% (0)	3.33% (1)	0% (0)	30
The Committee relies on Town Staff for guidance in understanding how to conduct the meeting.	16.67% (5)	40% (12)	40% (12)	3.33% (1)	0% (0)	30
The purpose of meeting is not always clear.	0% (0)	6.9% (2)	68.97% (20)	17.24% (5)	6.9% (2)	29
The Committee has discussed and understands the role and responsibilities of the Chair.	23.33% (7)	70% (21)	6.67% (2)	0% (0)	0% (0)	30
The Chair should receive more formal training in conducting meetings.	6.67% (2)	23.33% (7)	56.67% (17)	10% (3)	3.33% (1)	30
The process to select the Chair was clear to me.	30% (9)	56.67% (17)	6.67% (2)	0% (0)	6.67% (2)	30
More members should have the opportunity to act as the Chair during a term of the Committee.	6.9% (2)	48.28% (14)	37.93% (11)	3.45% (1)	3.45% (1)	29

Committee	Please provide any comments you have regarding how your committee has operated.
AC	The committee was very effective in fulfilling its mandate. Materials provided by Town staff are always excellent
AAC	Attendance can sometimes be a problem especially in the latter years of the committee. Something need to be in place so that some members remain committed to their initial committment. to their committee. Limiting the amount of absents in one year is an option. (unless of medical condition) Also, being able to break the term in half might draw more members as 4 years can be quite the commitment for some.
BIA/NDDS	My committees seem to run smoothly. I can only remember once when we didn't have a quorum. I would just like to clarify my answer to the last question. I think you need the same person in the Chair because you need the meetings to flow smoothly and you need the continuity.
COA	I am happy with our committee.
HNAC	The Heritage Committee has worked to accomplish as much as possible during its term from 2010 to 2014. The current group has worked togeather very well. One person, the former chair person, was chronically absent and finally resigned and it was fortunate we had a member with experience on the committee and with Heritage issues and municipal issues to take over. There needs to be a procedure to elect a new chair if needed.
MB/HNAC	The heritage committee has achieved a lot but is very dependent on members who are retired and available for significant periods of time. This is due to the large amount of research, drafting and communication that they are required to engage in. More support from town staff would greatly assist in this regard. The museum board has functioned well, given the parameters of it's mandate except that its recommendations should be given more weight than seems to be the case when these involve the town staff outside the museum.
NEAC	Rotating chair for our meetings. Learn by doing which is good. Could use more training but if its a supportive group its fine. Enjoyed my time on NEAC. NEAC has a formal Chair, however we do rotate chairs of our meetings, meaning we each take turns leading a meeting throughout the year. I think the chair no matter who it was (we rotated the last little while) was challenged at keeping us on time. A relatively short agenda took about as much time as a long agenda and I grew frustrated. Any person who is chairing should perhaps go through some sort of facilitation training to make the time at meetings for effective and efficient. Overall chair, with rotating meeting chairs to provide members experience. Additional member for volunteers and communications and a financial member to watch budget Overall I enjoyed working with members of NEAC. There was, for various reasons, a high turnover in members during my four years. Some of those members did not participate fully. As with many things there was a core group of members who did most of the work. I personally felt that there should be more public outreach with the committee - we did very little. On the other hand, I felt that council didn't really take our committee seriously. Having a council member on the committee was very helpful when she was there. Having town staff present at the meeting was also very helpful -when they were there. What the town needs is an environmental liason person to work with NEAC and coordinate environmental initiatives so that NEAC receives requests for comments and so that the town is aware of the committees work like many other EAC's do. Work on environmental issues at the town is currently a haphazard process and would benefit from coordination.
NEDAC	Overall I think the Committee has run fairly effectively.
PS	In-house training should be mandatory for anyone who is going to serve on a committee so that they have a clear understanding of the duties and powers of the committee they are appointed to. We have had a very effective committee.

	Strongly Agree	Agree	Disagree	Strongly Disagree	Not Applicable	Response Total
The work of the Committee helps to improve Newmarket.	43.33% (13)	56.67% (17)	0% (0)	0% (0)	0% (0)	30
Council values the input of the Committee.	20.69% (6)	48.28% (14)	17.24% (5)	3.45% (1)	10.34% (3)	29
The Committee's input is taken into account by Town staff.	20% (6)	53.33% (16)	16.67% (5)	3.33% (1)	6.67% (2)	30
The Committee fairly considers the input of members of the public.	36.67% (11)	43.33% (13)	3.33% (1)	0% (0)	16.67% (5)	30
Town staff sends appropriate and adequate matters for the Committee to offer input, where applicable.	23.33% (7)	56.67% (17)	10% (3)	6.67% (2)	3.33% (1)	30
The Committee receives adequate support from Town staff.	30% (9)	56.67% (17)	10% (3)	0% (0)	3.33% (1)	30
There is a clear understanding of the respective roles of the Committee, Town Staff, and Council.	13.33% (4)	73.33% (22)	13.33% (4)	0% (0)	0% (0)	30
There is good two-way communication regarding the actions of the Committee between the Committee and Council.	20.69% (6)	31.03% (9)	37.93% (11)	3.45% (1)	6.9% (2)	29
The Committee raises new issues before Council has considered them.	10% (3)	56.67% (17)	10% (3)	3.33% (1)	20% (6)	30
The Committee is a source of expertise.	42.86% (12)	53.57% (15)	0% (0)	0% (0)	3.57% (1)	28
The Committee supports Council's decisions and direction.	13.79% (4)	62.07% (18)	6.9% (2)	0% (0)	17.24% (5)	29
The Committee would benefit from giving more regular reports to Council.	13.79% (4)	34.48% (10)	34.48% (10)	0% (0)	17.24% (5)	29
Total Respondents						30
(skipped this question)						2

Committee	Please provide any comments you have regarding your committee's interactions with Council or Town Staff.
AC	The Committee receives information from Town Staff and provides recommendations to Council with regard to audited financial statements. Interaction with Council is limited to those Councillors that are members of the Committee.
AAC	There should always be a representative of Council at everyone of our meetings. Sometimes conflicts arise and council can not make our meetings. Consider appointing two members of council to better ensure at least one of them is able to attend.
BIA/NDDS	My committees has always found the staff and council easy to work with. WE don't always agree but they do listen to us and are very good at explaining why we can't do certain things.
COA	I think town staff rumbler stamps applications Communication is very good.
HNAC	Council and Staff need to have more consideration for the work of Committee members. Staff needs to be better informed about the work of the Heritage Committee. Staff needs to realize that it is not a good idea for the economic development of the Main Street to hire consultants who are against heritage.
MB/PS	There is a clear understanding of the respective roles of the Committee, Town Staff, and Council. Yes in relation to the Property Standards Committee, a bit more clarification/formalization of reporting relationships would be helpful in relation to the Museum Board
NEAC	There has only been one meeting of more than 15 mins (i.e. other than delegations) between Council and committee and second planned followup never happened Planning involves NEAC and values advisory input but other departments have not generally been using NEAC as an advisory committee. They see that as staff responsibility There is a disconnect between Town staff and environmentally-related issues of a lot of projects that are not even brought to NEAC for advice/input/expert opinion. The committee is extremely under utilized. We had one meeting as a committee with council during the term and although some council members expressed thanks for the work, there seemed to be a lack of understanding as to what NEAC was supposed to do. If the committees mandate is to advise council then it would be really useful to know what the town is considering so that NEAC can comment. NEAC was kept in the dark by council and town staff. Improvements occurred in the last 18 months of the term.
PS	Town staff are an invaluable resource to our committee

Committee	How do you think that the Town could better engage with the residents of Newmarket regarding the matters that your committee deals with?
AC	The Town should publicize the fact that there is an Audit Committee with citizen members on it - I am not aware of any other municipality that uses such a structure. With respect to the output (financial statements) they are available to the public
AAC	Besides word of mouth advertising on a regular basis should be taking place so that more members of our community are aware of our committee and this will also make more people aware to volunteer to be on the committee. Of course this all comes down to giving the AAC an operating budget for awareness advertising and event advertising.
BIA/NDDS	I think the Town does a good job at trying to engage the public. The trouble is that when the town does have a public meeting hardly anyone shows up. I guess they are all satisfied. I would suggest that the Town keep having public meetings to discuss issues and hopefully the residents will start coming out.
COA	Our committee offers to the public excellent access. Circulate the notices to more neighbours
HNAC	Information days/events regarding heritage issues. Handout material regarding heritage issues and legislation. Continue the activity of Heritage with the ARCH committee to plan educational and fun historical events such as the Rebellion of 1837, Historical reenactment participation by committee members and community members to showcase Newmarket's interest and commitment to the preservation and promotion of local heritage, Newmarket history and Canadian history. Many people are not aware of the pivotal role of Newmarket in the early history of Upper Canada. Having some money to fund reenactors in period dress to visit schools to promote knowledge of Newmarket history and its pivotal role in Upper Canada and the formation of responsible government in Canada. Perhaps an annual information forum might help.
IAC	More awareness through the electronic signs, separate ads in the newspaper, more marketing efforts.
MB/HNAC	The town could do so by communicating more information to the public about the benefits to the town provided by the heritage committee and by supporting the museum's need for space in which to expand. The preservation of town history is part of making the town a pleasant and attractive place to live, thus improving property values.
MB/PS	In relation to the Property Standards Committee the Town could produce and publish more information about the role of the committee in helping residents to mediate property related issues with neighbours, appealing Town By-Law rulings, etc. A much needed expansion of Museum facilities would go along way towards better engaging residents of the Town as it would allow for better display and presentation of the Town's history and artifacts.
NEAC	let us work with the Town on issues and to get feedback from the community at community events. Moving forward with the PCP community environmental plan that was deferred for lack of funding for at least four years The website for NEAC needs refreshing and updating. Comments to that effect have been ignored by town staff. A survey of environmental attitudes needs to be circulated to residents to gauge interest and determine where work needs to be done. Employ someone responsible for environmental matters (sustainability). At the moment there is no environmental department (like in the other local municipalities). If a resident wants to discuss environmental matters they are referred to various departments. I would be happy to discuss this, and the benefits of a dedicated staff member, in regards to better engagement with the residents of Newmarket.
NDDS	I think the public forum idea is a good one- anyone who is interested in a particular issue would have the opportunity to attend.
PS	Clearer publication of the appeal process in the event of orders to comply before an order is received.

	Strongly Agree	Agree	Disagree	Strongly Disagree	Not Applicable	Response Total
I am aware of what is expected of me as a committee member.	33.33% (10)	63.33% (19)	3.33% (1)	0% (0)	0% (0)	30
I am currently unable to attend committee meetings due to mobility or accessibility requirements.	0% (0)	0% (0)	26.67% (8)	50% (15)	23.33% (7)	30
I am unable to attend committee meetings due to transportation expenses or other financial costs.	0% (0)	0% (0)	26.67% (8)	53.33% (16)	20% (6)	30
The timing of meetings often prevents me from attending.	3.33% (1)	3.33% (1)	40% (12)	36.67% (11)	16.67% (5)	30
The four-year term to serve on a committee is too long.	6.67% (2)	10% (3)	46.67% (14)	33.33% (10)	3.33% (1)	30
I am encouraged by other committee members to express my opinions at committee meetings.	16.67% (5)	70% (21)	6.67% (2)	0% (0)	6.67% (2)	30
When I have a different opinion than the majority, I raise it.	30% (9)	70% (21)	0% (0)	0% (0)	0% (0)	30
I support committee decisions once they are made even if I do not agree with them.	31.03% (9)	62.07% (18)	6.9% (2)	0% (0)	0% (0)	29
I am involved in the Newmarket community outside of my committee role.	36.67% (11)	46.67% (14)	3.33% (1)	6.67% (2)	6.67% (2)	30
I stay informed about issues relevant to our mandate and goals and bring information to the attention of the Committee.	40% (12)	56.67% (17)	3.33% (1)	0% (0)	0% (0)	30
Total Respondents						30

Committee	Please provide any comments you have regarding your role on your committee.
AAC	Making the AAC more accessible is important. It would allow vulnerable citizens to attend electronically when movement out of there home is impossible at times. Also promoting that our meetings are public with proper advertising would encourage citizens to attend our meetings especially when they have an accessibility concern in our town
BIA/NDDS	We do have some people who miss a lot of meetings and I think that if a person misses 3 consecutive meetings they should be asked to leave the committee unless there is a health issue. If there is a health issue then the leave of absence can be worked on.
COA	I am an alternate member. Even if my participation is minimal, i support strongly the introduction of a second alternate member. The emphasis should be placed on visible minority. The benefits to the individual as well as the committee are many.
HNAC	I provide a solid background of information from many decades of professional work in the heritage field.
	A paid part-time archivist in the Heritage office would be very useful to seek out, update and verify information regarding the heritage buildings, burial sites, and local history and to support the committees work.
IAC	Term was too long and this made me lost interest.
MB/HNAC	HAVING SERVED ON MANY MUNICIPAL HERITAGE COMMITTEES I ENJOY WORKING WITH THE COMMITTEES I AM ASSOCIATED WITH.
	Because I work full-time, I have not been able to contribute to the degree that the retired members of the heritage committee have been able, however, it is still important that people in various ages, stages and life situations be represented on boards and committees so as to provide a range of perspectives.
MB/PS	I often travel out of the Country and would like to be able to attend/participate in Board meetings by remote technology. I am a member of several other private and charitable Boards and I am able to participate in those meetings through the use of technology like GoToMeeting or conference call. The Town should review and update it's policies to facilitate and enable/allow this type of participation as well.
NEAC	I truly enjoy the role on the committee but still believe there is more to be done internally to be more effective. Again, happy to discuss anytime.
	Overall chair.
PS	I have enjoyed serving on this committee and look for an opportunity to serve again.

How effective would these different kinds of public events be in engaging the residents regarding the issues your committee is concerned with?

	Very Effective	Effective	Not Effective	Not at all Effective	Not Applicable	Response Total	Response Average
Open houses (Single issue drop-in consultations)	16.67% (5)	30% (9)	20% (6)	10% (3)	23.33% (7)	30	2.93
Town halls (Semi-annual public forums)	16.67% (5)	36.67% (11)	16.67% (5)	6.67% (2)	23.33% (7)	30	2.83
Public meetings (Structured presentations with Q&A session)	6.67% (2)	40% (12)	20% (6)	6.67% (2)	26.67% (8)	30	3.07
Short-term task forces (Defined-membership meetings to deal with specific issues)	17.24% (5)	34.48% (10)	6.9% (2)	10.34% (3)	31.03% (9)	29	3.03
Standard committee	35.71% (10)	17.86% (5)	7.14% (2)	7.14% (2)	32.14% (9)	28	2.82
Total Respondents							30
(skipped this question)							2

Committee Structure Options

Committee	Mandate	Key Issues	Staff Feedback/Considerations	Options	Budget Considerations
Statutory Committees (Required by provincial legislation or by regulatory by-law)					
Accessibility Advisory Committee	Yes <i>Accessibility for Ontarians with Disabilities Act (AODA)</i> 1 Councillor 6 Citizens	<ul style="list-style-type: none"> • Quorum • Length of term • Budget • Meeting frequency • Communication • Video conference attendance requested 	<ul style="list-style-type: none"> • Budget to expand National Access Awareness Week (NAAW) event • Corporate collaboration required • Improve collaboration and communication between committee and staff 	1. Statutory through provincial legislation – maintain with improvements through Operating Policy	<p>✓</p> <p>\$1,500.00</p> <p>(extra for NAAW)</p>
Property Standards/Appeal Committee/Fence Viewers (Signs, Licensing and Dog appeals)	Yes <i>Building Code Act, Planning Act, Line Fences Act</i> , and various regulatory by-laws 5 Citizens	<ul style="list-style-type: none"> • Orientation and training • Posting of agendas and minutes 		1. Quasi-judicial committee – maintain with improvements through Operating Policy 2. Could consider appointing same members as Committee of Adjustment given similar quasi-judicial responsibilities	<p>✓</p> <p>Current Annual Budget:</p> <p>Remuneration</p> <p>\$50.00 per meeting</p>

Committee Structure Options

Committee	Mandate	Key Issues	Staff Feedback/Considerations	Options	Budget Considerations
Committee of Adjustment	<p>Yes</p> <p><i>Planning Act</i></p> <p>5 Citizens + 1 alternate</p>	<ul style="list-style-type: none"> Orientation and training Posting of agendas and minutes 	<ul style="list-style-type: none"> Could provide members with additional training through OACA conference 	<ol style="list-style-type: none"> Quasi-judicial committee – maintain with improvements through Operating Policy Combine mandate with Property Standards/Appeal/Fence Viewers 	<p>✓</p> <p>Current Annual Budget:</p> <p>Remuneration</p> <p>\$90.00/meeting/Chair</p> <p>\$75.00/meeting/memb</p>
Newmarket Public Library Board	<p>Yes</p> <p><i>Public Libraries Act</i></p> <p>3 Councillors</p> <p>4 Citizens</p>	<ul style="list-style-type: none"> Board creates Library advocates and educates about the value of library Consider mid-term reconfirmation Board/Town relationship working very well 		<ol style="list-style-type: none"> Statutory Board- maintain existing structure with updates to Governance Policy 	
Heritage Newmarket	<p>Yes</p> <p><i>Ontario Heritage Act</i></p>	<ul style="list-style-type: none"> Consider a dedicated heritage resource Citizen appointments 	<ul style="list-style-type: none"> Annual budget not always fully spent Heritage budget should 	<ol style="list-style-type: none"> Maintain existing committee structure with improvements through Operating Policy 	<p>✓</p>

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	1 Councillor 7 Citizens	<ul style="list-style-type: none"> should be based on required skills Increased membership required to support workload Procedure to remove members for non-attendance Improve communication between staff and council to allow for more proactive input on heritage matters 	be administered by staff <ul style="list-style-type: none"> Create policy for distribution of heritage grants Heritage files – further review required to identify roles/relationships between Heritage Newmarket, Historical Society and Museum in relation to long term archival record management 	2. Approve heritage planning resource	Current Annual Budget: \$7,890.00 Current Heritage Reserve: \$22,630.00 Additional budget impact if heritage planning resource approved
Elman W. Campbell Museum Board	Yes 1 Councillor 4 Citizens 1 Heritage Newmarket 1 Historical Society	<ul style="list-style-type: none"> Lack of clarity of roles/responsibilities between Town, Board, Historical Society and Friends of Museum Governing by-law requires review with current provincial 		1. Maintain in accordance with By-law 2. Further review of governing by-law required	

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	1 Friends of the Museum	standards <ul style="list-style-type: none"> • Posting of Agendas and Minutes 			
Advisory Committees					
Audit Committee	Yes Mayor 2 Councillors 3 Citizens	<ul style="list-style-type: none"> • Quorum 	<ul style="list-style-type: none"> • Valuable staff resource • Provides peer review function • Reinforces public confidence by providing addition financial oversight 	1. Maintain committee	
Inclusivity Advisory Committee	Yes 2 Councillors 9 Citizens	<ul style="list-style-type: none"> • Quorum • Length of term • No budget • Lack of mandate clarity or purpose 	<ul style="list-style-type: none"> • May benefit from a broader network and work with institutions, Region, Social Services etc. • Community group meeting to review Terms of Reference and make 	<ol style="list-style-type: none"> 1. Refer to Strategic Priority discussions 2. Maintain existing structure with review/update to Terms of Reference and Operating Policy 3. Dissolve and encourage creation of independent community group and hold 	

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			recommendations	semi-annual public forums	
Newmarket Environmental Advisory Committee	Yes 1 Councillor 9 Citizens	<ul style="list-style-type: none"> Consider a dedicated sustainability or environmental staff Quorum Length of term Focused work plan Improve communication between committee, staff and council to allow for more proactive input on relevant matters Decisions made in departmental silos Volunteer recognition 	<ul style="list-style-type: none"> Work Plan must align with Council strategic priorities and appropriate resources must be considered to support initiatives Staff expertise currently in place to provide advice to council on technical matters Roles/responsibilities of members must be clearly communicated and set out in Terms of Reference 	<ol style="list-style-type: none"> Refer to Strategic Priority discussions Maintain existing structure with review/update to Terms of Reference and Operating Policy Approve one dedicated sustainability coordinator position Dissolve and implement other methods of community engagement (taskforces, forums) 	<div>√</div> <div>19</div> <p>Current Annual Budget: \$5,900.00</p> <p>Additional budget impact if sustainability coordinator position approved</p>

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			<ul style="list-style-type: none"> Independent community advocacy groups may better meet citizen members' expectations 		
Newmarket Economic Development Advisory Committee	<p>Yes</p> <p>Mayor</p> <p>Regional Councillor</p> <p>13-15 Citizens (including various community stakeholders by invitation)</p>		<ul style="list-style-type: none"> Staff reviewing membership requirements, scope of work, community engagement and governance structure Align with Appointment Policy 	<p>1. Independent review currently underway through Commissioner of Community Services. Refer to later date for further discussion.</p>	20
Newmarket Downtown Development Sub-Committee	<p>Yes</p> <p>1 Councillor</p> <p>1 Downtown Rep</p> <p>3 Citizens (downtown property owners or</p>	<ul style="list-style-type: none"> Sub-committee of NEDAC but functionally has no real overlap Confusing roles between NEDAC and NDDS Range of downtown 	<ul style="list-style-type: none"> NDDS should function as committee independent of NEDAC Align with appointment policy 	<p>1. Maintain existing sub-committee</p> <p>2. Modify to make NDDS independent of NEDAC and amend Terms of Reference to align with Appointment Policy</p>	

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	tenants)	related committees			
Lower Main Street South Heritage Conservation District Advisory Group	Yes Senior Planner Chief Building Official Economic Development Officer BIA Member Heritage Newmarket Member			1. Maintain committee	21
Street Naming Committee	Yes 3 Citizens (including 1 Rep. from Heritage Newmarket	<ul style="list-style-type: none"> Quorum Agendas and Minutes not on website 	<ul style="list-style-type: none"> Most greenfield development is completed; therefore not many more new streets are to be created. There is not really a need for a complex process on 	1. Maintain existing committee 2. Dissolve committee and staff can make recommendations directly to Council 3. Street Naming process can be delegated to staff	

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			adding names to the reserve list <ul style="list-style-type: none"> Process is complicated and difficult to explain 		
Bogart Creek Restoration Committee	Yes 1 Councillor Various Citizens	<ul style="list-style-type: none"> Agendas or Minutes not available 		1. Maintain existing committee and wind down through 2015 2. Refer to Strategic Priority discussions	
Newmarket Sports Hall of Fame Committee	Yes 1 Councillor 7 Citizens maximum	<ul style="list-style-type: none"> Include Agenda and Minutes on Website 		1. Maintain existing committee	
Task Forces					
Community Urban Space Project (CUSP)	Yes Council and Staff		<ul style="list-style-type: none"> Task force no longer meeting 	1. Dissolve task force	

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Community Centre Lands Task Force	Yes Mayor 1 Councillor Staff		<ul style="list-style-type: none"> Task force has recently been reinstituted and is reviewing and updating the mandate 	1. Maintain task force with updated Terms of Reference	
Downtown Newmarket Parking Review Task Force	Yes Mayor Regional Councillor Ward 5 Councillor BIA Rep. Staff		<ul style="list-style-type: none"> To be included as part of the Community Centre Lands Task Force 	1. Dissolve task force	
Graffiti Abatement Task Force	Yes 1 Councillor 2 Citizens 1 Rep. for each	<ul style="list-style-type: none"> Task force established September 18, 2009 with a term of six months 	<ul style="list-style-type: none"> Task force has not met 	1. Dissolve existing task force and examine need for staff task force	

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	(Chamber, Business Community, Police, each utility company)				
Newmarket Public Library/Town of Newmarket Joint Task Force	Yes Mayor 1 Councillor 2 Citizens Staff	<ul style="list-style-type: none"> To identify and drive administrative efficiencies and synergies between the Library and Town Library requires Board and Council support 	<ul style="list-style-type: none"> Has met regularly and found efficiencies through Customer Service and the Leisure Guide 	1. Provide specific outcomes to dissolve task force	24
Nokiidaa Committee	No 3 Councillors Rep. from East Gwillimbury, York Region, Lake Simcoe Conservation Authority		<ul style="list-style-type: none"> Recommendations on last agenda (May 7, 2013) to dissolve committee. Meeting was cancelled, no formal dissolution 	1. Further investigation required with partners	
Old Town Hall Construction Budget	Yes		<ul style="list-style-type: none"> Monthly meetings are not required, meet on 	1. Maintain task force until	

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Control Task Force	Mayor 2 Councillors Staff		an as needed basis	completion of project	
VivaNext Implementation Strategy Task Force And Staff Task Force	Yes Mayor Regional Councillor 1 Councillor (all councillors are invited to attend task force meetings) Staff			1. Maintain task forces	