



Town of Newmarket

Agenda

Appointment Committee

Date: Wednesday, October 9, 2019
Time: 12:00 PM
Location: Davis Room
Municipal Offices
395 Mulock Drive
Newmarket, ON L3Y 4X7

Pages

1. **Additions and Corrections**
2. **Declarations of Pecuniary Interest**
3. **Presentations and Deputations**
4. **Approval of Minutes**
 - 4.1 Appointment Committee Meeting Minutes of September 3, 2019 2
 - 4.2 Appointment Committee Meeting (Closed) Minutes of September 3, 2019
5. **Items for Discussion**
 - 5.1 Item from the draft minutes of the September 30, 2019 Council Meeting 6
6. **Closed Session**
 - 6.1 Personal matters about an identifiable individual, including municipal or local board employees, as per Section 239 (2) (b) of the Municipal Act, 2001 - Applications to the Newmarket Economic Development Advisory Committee (NEDAC)
7. **New Business**
8. **Adjournment**



Town of Newmarket

Minutes

Appointment Committee

Date: Tuesday, September 3, 2019

Time: 1:30 PM

Location: Cane Room
Municipal Offices
395 Mulock Drive
Newmarket, ON L3Y 4X7

Members Present: Mayor Taylor
Deputy Mayor & Regional Councillor Vegh, Vice Chair

Members Absent: Councillor Twinney, Chair

Staff Present: K. Saini, Deputy Town Clerk
D. Schellenberg, Manager of Accounting & Finance

The meeting was called to order at 1:30 PM.
Deputy Mayor & Regional Councillor Vegh in the Chair.

1. Additions and Corrections

None.

2. Declarations of Pecuniary Interest

None.

3. Presentations and Deputations

None.

4. Approval of Minutes

4.1 Appointment Committee Meeting Minutes of June 10, 2019

Moved by: Mayor Taylor

Seconded by: Deputy Mayor & Regional
Councillor Vegh

1. That the Appointment Committee Meeting Minutes of June 10, 2019 be approved.

Carried

4.2 Appointment Committee Meeting (Closed) Minutes of June 10, 2019

Moved by: Deputy Mayor & Regional
Councillor Vegh

Seconded by: Mayor Taylor

1. That the Appointment Committee Meeting (Closed) Minutes of June 10, 2019 be approved.

Carried

5. Items for Discussion

None.

6. Closed Session

6.1 Personal matters about an identifiable individual, including municipal or local board employees, as per Section 239 (2) (b) of the Municipal Act, 2001 - Applications to the Audit Committee

Moved by: Deputy Mayor & Regional
Councillor Vegh

Seconded by: Mayor Taylor

That the Appointment Committee resolve into a Closed Session for the purpose of discussing personal matters about identifiable individuals as per Section 239 (2) (b) of the Municipal Act.

Carried

The Appointment Committee resolved into Closed Session at 1:38 PM.

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

The Appointment Committee resumed into Open Session at 1:48 PM.

7. New Business

None.

8. Adjournment

Moved by: Mayor Taylor

Seconded by: Deputy Mayor & Regional Councillor Vegh

- 1. That the Appointment Committee meeting adjourn at 1:49 PM.

Carried

Deputy Mayor & Regional Councillor Vegh, Vice Chair

Date



**Town of Newmarket Council Extract
Council**

Title: Item from the draft minutes of September 26, 2019 Newmarket Economic Development Advisory Committee (NEDAC) Meeting
Date: 09/30/2019
Time: 7:00 PM

Moved by: Deputy Mayor & Regional Councillor Vegh

Seconded by: Councillor Kwapis

Council refers the following motion to the Appointment Committee:

1. That the Newmarket Economic Development Advisory Committee recommends to Council that their membership be increased by one (1) to attract a candidate with experience in the new media and millennial marketing sector.

YES: 8

NO: 0

ABSENT: 1

Carried

YES: 8

Mayor Taylor	Deputy Mayor &	Councillor Woodhouse	Councillor Twinney
Councillor Morrison	Regional Councillor	Councillor Broome	Councillor Bisanz
	Vegh		
	Councillor Kwapis		

NO: 0

ABSENT: 1

Councillor Simon



Town of Newmarket

TERMS OF REFERENCE

NAME:	Newmarket Economic Development Advisory Committee
REPORTS TO:	Council
STATUS:	Advisory
ESTABLISHED:	February 12, 2007

ENABLING LEGISLATION/AUTHORIZING BY-LAW

Legal and Development Services – Economic Development Report 2007-02 provided the framework for the establishment of the Newmarket Economic Development Advisory Committee and was adopted by Council on February 12, 2007.

The Newmarket Economic Development Advisory Committee (NEDAC) is required to adhere to the provisions outlined in the Town's Procedural By-Law 2015-50, as amended from time to time, Committee Public Appointment Policy, and Committee Administration Policy.

MANDATE

NEDAC will provide Council and staff with strategic advice on facilitating and promoting balanced, sustainable, long-term economic growth that will benefit Newmarket and its residents through the attraction, expansion and retention of businesses.

The Committee will be responsible for the following:

- Liaise with the business community to identify potential opportunities for business development.
- Provide guidance and feedback to Council and the Economic Development Officer (EDO) on strategic directions for economic development.

Deliverables

The Committee will accomplish its mandate through:

- Agenda planning meetings coordinated through the Economic Development Officer that includes the Mayor, NEDAC Chair, NEDAC Vice-Chair, CAO, Commissioner of Community Services and the EDO
- Regular quarterly meetings (or at the call of the Chair as required to deal with urgent Committee business);
- Coordination of an annual Community Economic Development Congress;
- Participation in economic development promotional events/activities as required.

Strategic Plan Linkages

This mandate meets the following Corporate Strategic Goals:

- *Well-equipped and well-managed:* by focusing on an appropriate mix of jobs to population and people to industry while providing an ideal mix of residential, commercial, industrial and institutional land use;
- *Well-balanced:* by encouraging a sense of community through an appropriate mix of land uses and amenities;
- *Well-planned and connected:* by promoting downtown and neighbourhood revitalization as well as a long term strategy for growth matched with short term action plans.

This mandate meets the following Council Strategic Priority:

- *Economic Leadership and Job Creation:* Attracting, retaining and expanding jobs through innovation, collaboration and urbanization

COMMITTEE COMPOSITION AND STAFF RESOURCES

NEDAC will be composed of:

- Up to ~~Thirteen (13)~~ Fourteen (14) residents, local business owners, or key stakeholders
- Two (2) Members of Council (Mayor, Deputy Mayor & Regional Councillor)
- One (1) representative from Chamber of Commerce

NEDAC will be supported by:

- Chief Administrative Officer
- Commissioner of Community Services and staff resources from the Economic Development Office
- Legislative Services staff.

Qualifications

Consideration shall be given to inclusion of the following individuals with experience in the following sections during the appointment process:

- Health Sector Innovation
- Business Services
- Information and Communication Technology Industries, including Digital Media
- Post-Secondary Education
- Industrial Commercial Institutional (ICI)
- Manufacturing
- Software Development
- New Media and Millennial Marketing Sector

FREQUENCY OF MEETINGS

- Quarterly (or at the call of the Chair as required to deal with urgent Committee business);
- One (1) annual Economic Development Congress

BUDGET CONSIDERATION

The fiscal year of the Committee shall be from January 1 to December 31. Any expenses required to support this Committee will be provided through the annual Economic Development budget.

WORK PLAN

A report or presentation summarizing the Committee's accomplishments shall be provided to Council in the fourth quarter annually.

REMUNERATION

None.

TERM OF OFFICE

A Member's term on the Committee shall be concurrent with the Term of Council, unless otherwise indicated in the Committee's Mandate, or until a successor is appointed.

COMMITTEE REVIEW/SUNSET DATE

Every four years to coincide with the Term of Council or when a change to legislation impacts the obligations and responsibilities of the Committee.