

Additions & Corrections to the Agenda

Declarations of Pecuniary Interest

Approval of Minutes

1. Appointment Committee Minutes of July 6, 2015. p. 1
2. Appointment Committee (Closed Session) Minutes of July 6, 2015.

Items for Discussion

3. Terms of Reference Review.

Amended Terms of Reference for the following Committees:

- a) Accessibility Advisory Committee p. 4
- b) Appeal Committee p. 11
- c) Audit Committee p. 17
- d) Committee of Adjustment p. 24
- e) Elman W. Campbell Museum Board p. 31
- f) Heritage Newmarket Advisory Committee p. 37
- g) Newmarket Downtown Financial Incentive Committee (formerly NDDS) p. 43
- h) Newmarket Economic Development Advisory Committee p. 50
- i) Property Standards Committee p. 57

Closed Session

4. Personal matters about identifiable individuals as per Section 239 (2)(b) of the Municipal Act - Interview Results for the following Committees:
 - a) Audit Committee
 - b) Newmarket Economic Development Advisory Committee

New Business

Adjournment

The meeting of the Appointment Committee was held on Monday, July 6, 2015 in Cane A & B, 395 Mulock Drive, Newmarket.

Members Present: Mayor Van Bynen
Councillor Bisanz

Absent: Councillor Twinney

Staff Present: I. McDougall, Commissioner of Community Services
M. Mayes, Director of Financial Services/Treasurer
C. Service, Director of Recreation and Culture
C. Kallio, Economic Development Officer
L. Lyons, Deputy Clerk
C. Schritt, Traffic Technician

The meeting was called to order at 2:04 p.m.

Councillor Bisanz in the Chair.

Additions & Corrections to the Agenda

None.

Declarations of Pecuniary Interest

Councillor Bisanz declared an interest in the applications to the Audit Committee, as a family member has applied.

Deputations/Presentations

None.

Approval of Minutes

1. Appointment Committee Minutes of April 20, 2015.

Moved by: Mayor Van Bynen

Seconded by: Councillor Bisanz

THAT the Appointment Committee Minutes of April 20, 2015 be approved.

Carried

2. Appointment Committee (Closed Session) Minutes of April 20, 2015.

Moved by: Mayor Van Bynen

Seconded by: Councillor Bisanz

THAT the Appointment Committee (Closed Session) Minutes of April 20, 2015 be approved.

Carried

Closed Session

3. Personal matters about identifiable individuals as per Section 239 (2)(b) of the Municipal Act - Applications to the following Committees:
 - a) Audit Committee
 - b) Elman W. Campbell Museum Board
 - c) Newmarket Downtown Development Subcommittee
 - d) Newmarket Economic Development Advisory Committee
 - e) Newmarket Environmental Advisory Committee

Moved by: Mayor Van Bynen

Seconded by: Councillor Bisanz

THAT the Appointment Committee resolve into 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 2:11 p.m.

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

The Appointment Committee resumed into Public Session at 3:17 p.m.

Items for Discussion

4. Verbal Update from the Deputy Clerk regarding Committee Terms of Reference.

The Deputy Clerk provided a status update on revisions to the Terms of Reference for each Committee and advised that staff are currently aiming to have the Committee appointments and amended Terms of Reference before Council for consideration at the August 10, 2015 Special Committee of the Whole meeting.

5. Schedule of Upcoming Meetings and Interviews.

The Deputy Clerk inquired whether the Committee was able to set upcoming meeting dates. Staff will work with the Executive Assistant to the Mayor and Executive Assistant to Councillors in order to determine an interview schedule.

New Business

None.

Adjournment

Moved by: Mayor Van Bynen

Seconded by: Councillor Bisanz

THAT the meeting adjourn.

Carried

There being no further business, the meeting adjourned at 3:26 p.m.

Date

Christina Bisanz, Chair



Town of Newmarket

TERMS OF REFERENCE

NAME: Accessibility Advisory Committee

REPORTS TO: Council

STATUS: Statutory

ESTABLISHED: August 19, 2002

ENABLING LEGISLATION/AUTHORIZING BY-LAW

The Accessibility Advisory Committee is authorized under the *Ontarians with Disabilities Act, 2001* and the *Accessibility for Ontarians with Disabilities Act, 2005*.

The Accessibility Advisory Committee is required to adhere to the provisions outlined in the Town's Procedural By-Law 2013-46, as amended from time to time, Committee Public Appointment Policy, and Committee Administration Policy.

MANDATE

The Accessibility Advisory Committee will encourage and facilitate accessibility for all persons with disabilities in the Town of Newmarket.

The Committee will be responsible for the following:

- Providing advice, recommendations and assistance to Council to develop and facilitate strategies for the identification and elimination of barriers for citizens with disabilities.
- Promoting accessibility related public outreach, education and awareness initiatives.

Deliverables

The Committee will accomplish its mandate by:

- Advising Council on the Multi-year Accessibility Plan as required by the Act. The Multi-year Accessibility Plan will work to identify, remove and prevent barriers to persons with disabilities.
- Providing comments and recommendations related to the accessibility of a building, structure and premise (or parts thereof) that the Town purchases, constructs, significantly renovates and/or leases.
- Providing comments and recommendations related to accessibility for selected site plan drawings and subdivision agreements. (For example building accessibility, curb cuts on roadways, audible traffic signals, etc.)

- Providing comments and recommendations on such things as selected designated parking, existing by-laws, services, practices, programs and policies of the Town and how they relate to persons with disabilities.
- Providing comments and recommendations on how the needs of persons with disabilities can be better served through the Town's purchasing of goods and/or services.
- Reviewing federal and provincial government directives and regulations in order to give Council advice about these directives and regulations.
- Consulting other municipalities, York Region government and local stakeholder groups on accessibility issues, policies and committee guidelines.
- Perform other duties that may be in the Regulations to the Act as they are developed.

Strategic Plan Linkages

The Accessibility Advisory committee meets the following Corporate Strategic Goals:

- *Living Well*: By centering on safety and security.
- *Well Balanced*: Due to its focus on increased accessibility for people with disabilities.

The Accessibility Advisory committee meets the following Council Strategic Priorities:

- *Efficiency/Financial Management*: By ensuring effective and efficient services.
- *Enhanced Recreational Opportunities*: By enhancing the Town of Newmarket's recreation and community facilities.

COMMITTEE COMPOSITION AND STAFF RESOURCES

The Accessibility Advisory Committee will be composed of:

- Six (6) residents, a majority of whom must have a disability
- One (1) Member of Council

The Accessibility Advisory Committee will be supported by:

- Legislative Services Staff
- Recreation Programmer, Family & Special Needs

Qualifications

Consideration shall be given to inclusion of the following qualifications during the appointment process:

- Persons with physical disabilities (visual, speech, hearing, deaf, brain injury, use of wheelchair etc.)
- Persons with cognitive disabilities (intellectual impairments)

- Persons with perceptual disabilities (learning disabilities)
- Persons with mental health disabilities
- Persons with an interest in disability awareness or support people with disabilities

FREQUENCY OF MEETINGS

Six (6) times annually during the day.

BUDGET CONSIDERATION

The fiscal year of the Committee shall be from January 1 to December 31. The Committee will work with the assigned staff resource to submit a budget request that reflects their upcoming year's operating and capital needs, in keeping with corporate budget directions and timelines.

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 two years, with the option to keep the committee going an additional two years if membership or attendance is maintained.

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.

Accessibility Advisory Committee: Term of Reference Amendments

Type	Previous Terms of Reference	Proposed Amendments
Format (by sub-headings)	<ol style="list-style-type: none"> 1. Purpose 2. Membership 3. Chair/Vice Chair or CO-Chairs 4. Term 5. Duties 6. Member Responsibility 7. Reporting 8. Meeting Times and Locations 	<ol style="list-style-type: none"> 1. Name 2. Reports to 3. Status 4. Established 5. Enabling Legislation/ Authorizing By-law 6. Mandate 7. Deliverables 8. Strategic Plan Linkages 9. Committee Composition and Staff Resources 10. Qualifications 11. Frequency of Meetings 12. Budget Consideration 13. Work Plan 14. Remuneration 15. Term of Office 16. Committee Review/ Sunset Date
Purpose/Mandate	<p>The Accessibility Advisory Committee will encourage and facilitate accessibility for all persons with disabilities in the Town of Newmarket by:</p> <ul style="list-style-type: none"> • Teaching the public about accessibility so that they may be more sensitive to the need for accessibility. • Advise Council about accessibility and enjoyment of facilities and services. 	<p>The Accessibility Advisory Committee will encourage and facilitate accessibility for all persons with disabilities in the Town of Newmarket.</p> <p>The Committee will be responsible for the following:</p> <ul style="list-style-type: none"> • Promoting accessibility-related public outreach, education and awareness initiatives. • Providing advice, recommendations and assistance to Council in developing and facilitating strategies to identify and eliminate barriers for citizens with disabilities.
Legislation	<p>The Committee will help Council improve opportunities for persons with disabilities by encouraging the use of the Ontarians with Disabilities Act, 2001. The Committee will advise Council on its yearly Accessibility Plan as required by the Act.</p>	<p>The Town of Newmarket Accessibility Advisory Committee is authorized under the Ontarians with Disabilities Act, 2001 and the Accessibility for Ontarians with Disabilities Act, 2005.</p> <p>The Accessibility Advisory Committee is required to adhere to the provisions outlined in the Town's Procedural By-Law 2013-46, as amended from time to time, Committee Public Appointment Policy, and Committee Administration Policy.</p>

Accessibility Advisory Committee: Term of Reference Amendments

Type	Previous Terms of Reference	Proposed Amendments
Membership/ Committee Composition and Staff Resources.	<p>The Committee will consist of up to ten members so that:</p> <ul style="list-style-type: none"> • Five to seven members are citizens of the Town. Most of these people will have disabilities. • One to three members are Members of Council. <p>Some members of the Committee will only give advice and they will not have voting rights. These members will be:</p> <ul style="list-style-type: none"> • Staff For example the Director of Planning, Manager of Facilities, Town Clerk (or their designate) and any other staff that may be required by the Committee to help with matters in their department. • Interested community stakeholders (school boards, hospital) 	<p>The Accessibility Advisory Committee will be composed of:</p> <ul style="list-style-type: none"> • Six (6) residents (majority of members must have a disability) • One (1) Member of Council <p>The Accessibility Advisory Committee will be supported by:</p> <ul style="list-style-type: none"> • Legislative Services Staff • Recreation Programmer for Inclusion Services
Chair/ Vice Chair or Co-Chairs.	<p>The Members of the Committee will choose the Chair/Vice Chair or Co-Chairs. When the Chair/Vice Chair or Co-Chairs are absent, the Committee will choose another Member to act as Chair of the meeting</p>	Not included.
Term/Term of Office	<p>A Committee member will hold office for a term of four years (to coincide with Council's term of office). The first term of the Committee will be the same as the term of the current Council.</p>	<p>A Member's term on the Committee shall be two years, with the option to keep the committee going an additional two years if membership or attendance is maintained.</p>
Duties/ Deliverables	<p>The Committee will be responsible to:</p> <ol style="list-style-type: none"> 1. Give advice to Council about the Yearly Accessibility Plan to make sure that it includes finding, removing and preventing barriers in the Town's by-laws, policies, programs, practices and services. 2. Give comments about and make recommendations on the accessibility of a building, structure and premise (or parts thereof) that the Town purchases, constructs, significantly renovates, leases. Give comments about the accessibility of any other facility used as a Town building. 3. Do other duties that may be in the Regulations to the Act as they are developed. 4. Give comments about and make recommendations on accessibility for selected site plan drawings and subdivision agreements. (For example building accessibility, curb cuts on roadways, audible traffic signals, etc.) 5. Give comments about and make recommendations on such things as selected designated parking, existing by-laws, services, practices, programs and policies of the Town and how they relate to persons with disabilities. 6. Give comments about and make recommendations on how the needs of persons with disabilities can be better served through the Town's purchasing of goods and/or services. 7. Check federal and provincial government directives and regulations. Give Council advice about federal and provincial government directives and regulations. 8. Talk to other towns, York Region government and local stakeholder groups on 	<p>The Committee will accomplish its mandate by:</p> <ul style="list-style-type: none"> • Advise council on the Multi-year Accessibility Plan as required by the Act. The Multi-year Accessibility Plan will work on finding, removing and preventing barriers to people with disabilities. • Provide comments about, and make recommendations on the accessibility of a building, structure and premise (or parts thereof) that the Town purchases, constructs, significantly renovates and/or leases. • Provide comments about and make recommendations on accessibility for selected site plan drawings and subdivision agreements. (For example building accessibility, curb cuts on roadways, audible traffic signals, etc.) • Provide comments about and make recommendations on such things as selected designated parking, existing by-laws, services, practices, programs and policies of the Town and how they relate to persons with disabilities. • Provide comments about and make recommendations on how the needs of persons with disabilities can be better served through the Town's purchasing of goods and/or services. • Review federal and provincial government directives and regulations in order to give Council advice about these directives and regulations. • Consult other towns, York Region government and local stakeholder groups on accessibility issues, policies and committee guidelines. • Perform other duties that may be in the Regulations to the Act as they are developed.

Accessibility Advisory Committee: Term of Reference Amendments

Type	Previous Terms of Reference	Proposed Amendments
Member Responsibility	<p>1. Members will know about the Ontarians with Disabilities Act, 2001 and the Committee's Mandate.</p> <p>2. Each member of the Committee is independent and does not represent the concerns of only one disability or group. The members will work together to develop a common approach that is reasonable and practical.</p>	Not included.
Reporting/ Report Plan	Staff will provide information and expertise to the Committee. The Committee will give comments and/or recommendations for Council to consider. Minutes of the Accessibility Advisory Committee meetings will be given to Committee of the Whole.	A report or presentation summarizing the Committee's accomplishments shall be provided to Council in the fourth (4th) quarter annually.
Meeting Times and Location/ Frequency of Meetings	The Committee will meet bi-monthly	<ul style="list-style-type: none"> • Meet bi-monthly during the day.
Strategic Plan Linkages	Not included.	<p>The Accessibility Advisory committee meets the following Corporate Strategic Goals:</p> <ul style="list-style-type: none"> • <i>Living Well</i> : By Centering on safety and security. • <i>Well Balanced</i> : Due to its focus on increased accessibility for people with disabilities. <p>The Accessibility Advisory committee meets the following Council Strategic Priorities:</p> <ul style="list-style-type: none"> • <i>Efficiency/Financial Management</i> : By ensuring effective and efficient services. • <i>Enhanced Recreational Opportunities</i> : By enhancing the Town of Newmarket's recreation and community facilities.
Qualifications	Not included.	<p>Consideration shall be given to inclusion of the following qualifications during the appointment process:</p> <ul style="list-style-type: none"> • Persons with physical disabilities (visual, speech, hearing, deaf, brain injury, use of wheelchair etc.). • Persons with cognitive disabilities (intellectual impairments). • Persons with perceptual disabilities (learning disabilities). • Persons with mental health disabilities. • Persons with an interest in disability awareness or support people with disabilities.
Budget Consideration	Not included.	<p>The fiscal year of the Committee shall be from January 1 to December 31.</p> <p>The Committee will work with the assigned staff resource to submit a budget request that reflects their upcoming year's operating and capital needs, in keeping with corporate budget directions and timelines.</p>
Remuneration	Not included.	•No remuneration.
Work Plan	Not included.	A report or presentation summarizing the Committee's accomplishments shall be provided to Council in the fourth (4th) quarter annually.

Accessibility Advisory Committee: Term of Reference Amendments

Type	Previous Terms of Reference	Proposed Amendments
Committee Review/ Sunset Date	Not included.	Every four years to coincide with the Term of Council or when a change to legislation impacts the obligations and responsibilities of the Committee.



Town of Newmarket

TERMS OF REFERENCE

NAME: Appeal Committee

REPORTS TO: Council

STATUS: Statutory

ESTABLISHED: June 23, 1980

ENABLING LEGISLATION/AUTHORIZING BY-LAW

The Appeal Committee is a quasi-judicial body that shall meet and deliberate as required by the legislation pursuant to which the by-laws have been enacted, and when necessary in order to hear appeals pursuant to these by-laws.

The Appeal Committee will also serve as fence-viewers under the authority of the *Line Fences Act, 1990*, as amended.

MANDATE

The Appeal Committee is established for the purpose of hearing appeals pursuant to the following Town of Newmarket by-laws:

- Animal Control By-law 2008-61, as amended
- Fence By-law 2000-63
- Fireworks By-law 2015-18
- Refreshment Vehicle Licensing By-law 2014-11, as amended
- Sign By-law 2014-11, as amended
- Taxicab Licensing By-law 2013-28

The Committee will be responsible for the following:

- To hear and determine all applications made, proceedings instituted and matters brought before it and for such purpose to make such orders, give such directions, issue such approvals, deny or vary applications and otherwise do and perform all such acts, matters, deeds and things as may be necessary or incidental to the exercise of the powers conferred upon the Appeal Committee.
- To perform such other functions and duties as are now or hereafter conferred upon or assigned to the Appeal Committee by municipal By-law or under statutory authority.
- To make, give or issue or refuse to make, give or issue any order, directions, regulation, rule, permission, approval, certificate or direction, which it has power to make, give or issue.

Deliverables

The Committee will accomplish its mandate by:

- Conducting hearings as required
- Arbitrating fence dispatches between property owners

Strategic Plan Linkages

The Appeal Committee meets the following Corporate Strategic Goals:

- *Living Well:* By focusing on health, safety and the environment to promote activity and enrich lives.
- *Efficiency/financial Management.* By ensuring effective and efficient services.

The Appeal Committee meets the following Council Strategic Priority:

- *Efficiency/financial Management.* By ensuring effective and efficient services.

COMMITTEE COMPOSITION AND STAFF RESOURCES

The Appeal Committee will be composed of:

- Five (5) residents

Qualifications

Consideration shall be given to inclusion of the following qualifications during the appointment process:

- Persons with legal tribunal governance experience;
- Persons with land use experience;
- Persons with real estate experience.

FREQUENCY OF MEETINGS

Meetings are held on an as required basis monthly.

BUDGET CONSIDERATION

The fiscal year of the Committee shall be from January 1 to December 31. The Committee will work with the assigned staff resource to submit a budget request that reflects their upcoming year's operating and capital needs, in keeping with corporate budget directions and timelines.

WORK PLAN

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

REMUNERATION

\$50.00 per member per meeting

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.

Appeal Committee: Terms of Reference Amendments

Type	Previous Terms of Reference	Proposed Amendments
Format (by sub-heading)	<ol style="list-style-type: none"> 1. Composition 2. Term of Office 3. Remuneration 4. Frequency of Meetings 	<ol style="list-style-type: none"> 1. Name 2. Reports to 3. Status 4. Established 5. Enabling Legislation/ Authorizing By-law 6. Mandate 7. Deliverables 8. Strategic Plan Linkages 9. Committee Composition and Staff Resources 10. Qualifications 11. Frequency of Meetings 12. Budget Consideration 13. Work Plan 14. Remuneration 15. Term of Office 16. Committee Review/ Sunset Date
Mandate	<p>The Town of Newmarket utilizes a Committee to conduct Fenceviewings and hear appeals of Property Standards Orders, Fence By-law Variances, Sign By-law Variances, Vicious dog Orders and Taxi Cab Violations.</p>	<p>The Appeal Committee is established for the purpose of hearing appeals pursuant to the following Town of Newmarket by-laws:</p> <ul style="list-style-type: none"> • Animal Control By-law 2008-61, as amended • Taxicab Licensing By-law 2013-28 • Sign By-law 2014-11, as amended • Fireworks By-law 2015-18 • Refreshment Vehicle Licensing By-law 2014-11, as amended • Fence By-law 2000-63 <p>The Committee will be responsible for the following:</p> <ul style="list-style-type: none"> • To hear and determine all applications made, proceeding instituted and matters brought before it and for such purpose to make such orders, give such directions, issue such approvals, deny of vary applications and otherwise do and perform all such acts, matters, deeds and things as may be necessary or incidental to the exercise of the powers conferred upon the Appeal Committee. • To perform such other functions and duties as are now or hereafter conferred upon or assigned to the Appeal Committee by Municipal By-law or under statutory authority. • To make, give or issue or refuse to make, give or issue any order, directions, regulation, rule, permission, approval, certificate or direction, which it has power to make, give or issue
Composition	<p>The Composition of the Committee is five citizen members.</p> <p>Legislative Requirements: Composition shall not be fewer than three members.</p>	<p>The Appeal Committee will be composed of:</p> <ul style="list-style-type: none"> • Five (5) residents.

Appeal Committee: Terms of Reference Amendments

Type	Previous Terms of Reference	Proposed Amendments
Term of Office	Expiring November 30, 2010.	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
Remuneration	\$50.00 per meeting	<ul style="list-style-type: none"> • \$50.00 per member per meeting
Frequency of Meetings	The Property Standards/ Fenceviewers/ By-law Appeal Committee meets less than 10 times per year as required. Meetings of the Committee are held on a as-needed basis on a weekday evening. Fenceviewings are conducted on weekday evenings between April and November at the location of the property owners.	<ul style="list-style-type: none"> • Meetings are held on an as required basis monthly.
Legislation	Not Included.	<p>The Appeal Committee is a quasi-judicial body that shall meet and deliberate as required by the legislation pursuant to which the by-laws have been enacted, and when necessary in order to hear appeals pursuant to these by-laws.</p> <p>The Appeal Committee will also serve as Fence viewers under the authority of the Line Fences Act, 1990, as amended.</p>
Deliverables	Not Included.	<p>The Committee will accomplish its mandate by:</p> <ul style="list-style-type: none"> • Conducting hearings as required • Arbitrating fence dispatches between property owners
Strategic Plan Linkages	Not Included.	<p>The Appeal Committee meets the following Corporate Strategic Goals:</p> <ul style="list-style-type: none"> • Living Well: By focusing on health, safety and the environment to promote activity and enrich lives. • Efficiency/financial Management. By ensuring effective and efficient services. <p>The Appeal Committee meets the following Council Strategic Priorities:</p> <ul style="list-style-type: none"> • Efficiency/financial Management. By ensuring effective and efficient services.

Appeal Committee: Terms of Reference Amendments

Type	Previous Terms of Reference	Proposed Amendments
Qualifications	Not Included.	<p>Consideration shall be given to inclusion of the following qualifications during the appointment process:</p> <ul style="list-style-type: none"> • Persons with legal tribunal governance experience • Persons with land use experience • Persons with real estate experience
Budget Consideration	Not Included.	The fiscal year of the Committee shall be from January 1 to December 31. The Committee will work with the assigned staff resource to submit a budget request that reflects their upcoming year's operating and capital needs, in keeping with corporate budget directions and timelines.
Work Plan	Not Included.	A report or presentation summarizing the Committee's accomplishments shall be provided to Council in the fourth (4th) quarter annually.
Committee Review/ Sunset Date	Not Included.	Every four years to coincide with the Term of Council or when a change to legislation impacts the obligations and responsibilities of the Committee.



Town of Newmarket

TERMS OF REFERENCE

NAME: Audit Committee

REPORTS TO: Council

STATUS: Advisory

ESTABLISHED: June 19, 1995

ENABLING LEGISLATION/AUTHORIZING BY-LAW

The Audit Committee is authorized under the *Municipal Act, 2001, Section 296* and was established by Council resolution on June 19, 1995.

The Audit Committee is required to adhere to the provisions outlined in the Town's Procedural By-Law 2013-46, as amended from time to time, Committee Public Appointment Policy, and Committee Administration Policy.

MANDATE

The Audit Committee shall assist the Council in maintaining the financial integrity of the municipality.

The Committee will be responsible for the following:

- To provide advice and recommendations to Council with respect to the financial control framework including financial reporting, accounting policies, information systems integrity, approval processes and the safeguard of assets.
- To provide advice and recommendations to Council with respect to the appointment of the External Auditor, the scope and timing of the audit.
- To review and provide recommendations to Council regarding the annual report and management letter of the External Auditor.
- To make recommendations with respect to the work plan of the Internal Auditor and to provide comment and advice with respect to the recommendations of the Internal Auditor respecting the issues of internal financial control.
- To provide advice and recommendations to Council with respect to any special project or issue as requested by Council.

Deliverables

The Committee will accomplish its mandate by:

- Recommending approval of the annual financial statements.

- Reviewing the newly issued external auditors' management letter with Senior Management.
- Reviewing and approving the scope of the external audit.
- Following up with senior management on disposition of the previous year's external auditors' management letter points.

Strategic Plan Linkages

The mandate meets the following Corporate Strategic Goals:

- *Well-equipped and managed:* By focusing on Fiscal Responsibility, Leadership excellence and leading edge management, efficient management of capital assets and municipal services to meet existing and future operational needs.

The mandate meets the following Council Strategic Priorities:

- *Efficiency/Financial Management:* By ensuring effective and efficient services and measuring the Town's performance.

COMMITTEE COMPOSITION AND STAFF RESOURCES

The Audit Committee will be composed of:

- Three (3) residents
- Three (3) Members of Council (Mayor and two (2) Councillors)

The Audit Committee shall be supported by:

- Chief Administrative Officer
- Chief Executive Officer of the Newmarket Library
- Commissioner of Corporate Services
- Director of Financial Services/Treasurer

Qualifications

Consideration shall be given to inclusion of the following qualifications during the appointment process:

- Persons with knowledge of accounting policies
- Persons with knowledge of risk management
- Persons with knowledge of financial auditing

FREQUENCY OF MEETINGS

Three (3) times annually (or as required)

BUDGET CONSIDERATION

The fiscal year of the Committee shall be from January 1 to December 31. The Committee will work with the assigned staff resource to submit a budget request that reflects their upcoming year's operating and capital needs, in keeping with corporate budget directions and timelines.

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.

Audit Committee: Terms of Reference Amendments

Type	Previous Terms of Reference	Proposed Amendments
Format (sub-heading)	<ol style="list-style-type: none"> 1. Alignment with Corporate Strategic Plan 2. Heritage Newmarket Committee Mission 3. Governance (Roles, Responsibilities, Assignment) 4. Term 5. Recruitment 6. Work Plan 7. Support Services 8. Program Budget 9. Meetings. 	<ol style="list-style-type: none"> 1. Name 2. Reports to 3. Status 4. Established 5. Enabling Legislation/ Authorizing By-law 6. Mandate 7. Deliverables 8. Strategic Plan Linkages 9. Committee Composition and Staff Resources 10. Qualifications 11. Frequency of Meetings 12. Budget Consideration 13. Work Plan 14. Remuneration 15. Term of Office 16. Committee Review/ Sunset Date
Mission/ Mandate	The primary function of the Audit Committee is to assist the Council in maintaining the financial integrity of the municipality as outlined in the roles and responsibilities within the Committee Mandate	<p>The Audit Committee shall assist the Council in maintaining the financial integrity of the municipality.</p> <p>The Committee will be responsible for the following:</p> <ul style="list-style-type: none"> • To provide advice and recommendations to the Council on the financial control framework including financial policies, information systems integrity, approval of financial statements and safeguard of assets. • To provide advice and recommendations to the Council on the appointment of the External Auditor, the scope of the audit and the annual report and management letter of the External Auditor. • To make recommendations with respect to the appointment of the Internal Auditor and to provide comment and advice on the recommendations of the Internal Auditor respecting internal financial control. • To provide advice and recommendations to the Council on any special project or issue as requested by the Council.

Audit Committee: Terms of Reference Amendments

Type	Previous Terms of Reference	Proposed Amendments
Alignment with Corporate Strategic Plan/ Strategic Plan Linkages	<p>The 2004 Corporate Strategic Plan of the Town of Newmarket articulates the priority of the Town to be “well equipped and managed” by pursuing strategies of</p> <ul style="list-style-type: none"> • Fiscal responsibility • Leadership excellence and leading edge management • Efficient management of capital assets and municipal services to meet existing and future operational demands 	<p>The mandate meets the following Corporate Str</p> <ul style="list-style-type: none"> • Well-equipped and managed: By focusing on Leadership excellence and leading edge management of capital assets and municipal services and future operational needs. <p>The mandate meets the following Council Strategic</p> <ul style="list-style-type: none"> • Efficiency/Financial Management: By ensuring services and measuring the Town’s performance
Governance	<p>communication link between the Committee and Council. Assignment: Mayor and Members of Council</p> <p>Committee Chair Responsibilities: Chair meetings, facilitating group discussion and in cooperation with the Administration and Staff Resources ensuring an open and productive environment exists to meet the mandate of the group. Assignment: Appointed by the Committee from the citizen members</p> <p>Staff Resources Responsibilities: Provide advice and information to the Audit Committee regarding applicable legislation, Town policies, procedures and regulations. Provide secretarial support for the meetings of the Audit Committee. Assignment: Chief Administrative Officer, Commissioner of Corporate Services Director, Financial Services/Treasurer, Library CEO, Other Senior Management as required.</p> <p>Members of the Audit Committee Responsibilities: To provide advice and recommendations to Council with respect to the financial control framework including financial reporting, accounting policies, information systems integrity, approval processes and the safeguard of assets. To provide advice and recommendations to Council with respect to the appointment of the External Auditor, the scope and timing of the audit. To review and provide recommendations to Council regarding the annual report and management letter of the External Auditor. To make recommendations with respect to the work plan of the Internal Auditor and to provide comment and advice with respect to the recommendations of the Internal Auditor respecting the issues of internal financial control. To provide advice and recommendations to Council with respect to any special project or issue as requested by Council. Assignment: Mayor, Two Members of Council and Three Citizen Members.</p> <p>Communication and Reporting Relationships Responsibilities: Staff and Members of Council serving on the Committee are responsible to communicate the views and recommendations of Committee to Council and to provide feedback to the Committee regarding Council’s disposition of the Committee business. Assignment: Council Representatives if applicable and Assigned Staff Resource Persons</p>	Not Included.
Term	The members of the Committee will serve a four-year term coincident with the four-year term of the elected Council.	A Member’s term on the Committee shall be co of Council, unless otherwise indicated in the Co until a successor is appointed.
Recruitment/ Qualifications	Not Included.	<p>Consideration shall be given to inclusion of the following during the appointment process:</p> <ul style="list-style-type: none"> • Persons with knowledge of accounting policies • Persons with knowledge of risk management • Persons with knowledge of financial auditing

Audit Committee: Terms of Reference Amendments

Type	Previous Terms of Reference	Proposed Amendments
Support Services	The Departments listed in the Governance model shall provide support Services.	Not Included.
Program Budget/ Budget	Council has authorized a budget of \$0 for the Audit Committee.	The fiscal year of the Committee shall be from J 31. The Committee will work with the assigned a budget request that reflects their upcoming yr capital needs, in keeping with corporate budget
Meetings	<p>The Committee is to meet at least three (3) times annually, as set out below, and as many additional times as the Committee deems necessary. The Committee Chair should clear the content of the agenda for each meeting.</p> <p>April/May:</p> <ul style="list-style-type: none"> • To recommend approval of the annual financial statements. <p>June:</p> <ul style="list-style-type: none"> • To review the newly issued external auditors' management letter with senior management. <p>October/November:</p> <ul style="list-style-type: none"> • To review and approve the scope of the external audit; • To follow up with senior management on disposition of the previous year's external auditors' management letter points. <p>Committee members will strive to be present at all meetings. A quorum will be the attendance of three (3) members at a Committee meeting. Senior staff members including the Chief Administrative Officer (C.A.O.), the Chief Executive Officer (C.E.O.) of the Newmarket Library, the Commissioner of Corporate Services and the Director, Financial Services/Treasurer will attend Committee meetings as necessary.</p> <p>Note: Members of Council and citizen members are covered under the Town's policy under General Liability and Error and Omissions</p>	<ul style="list-style-type: none"> • Three (3) times annually (or as required)
Enabling Legislation	Not Included.	<p>The Audit Committee is authorized under the <i>M Section 296</i>.</p> <p>The Audit Committee is required to adhere to the Town's Procedural By-Law 2013-46, as amended, the Committee Public Appointment Policy, and Conflict of Interest Policy.</p>
Deliverables	Not Included.	<p>The Committee will accomplish its mandate by:</p> <ul style="list-style-type: none"> • Recommending approval of the annual financial statements • Reviewing the newly issued external auditors' management letter with senior management. • Reviewing and approving the scope of the external audit • Following up with senior management on disposition of the previous year's external auditors' management letter points

Audit Committee: Terms of Reference Amendments

Type	Previous Terms of Reference	Proposed Amendments
Committee Composition and Staff Resources	*See information under Governance	<p>The Audit Committee will be composed of:</p> <ul style="list-style-type: none"> • Three (3) citizen members • The Mayor • Two (2) Members of Council <p>The Audit Committee shall be supported by:</p> <ul style="list-style-type: none"> • Chief Administrative Officer • Chief Executive Officer of the Newmarket Library • Commissioner of Corporate Services • Director and the Financial Services/Treasurer
Work Plan	Not included.	A report or presentation summarizing the Committee's accomplishments shall be provided to Council in annually.
Remuneration	Not Included.	Audit Committee members shall not receive remuneration.
Committee Review/Sunset Date	Not Included.	Every four years to coincide with the Term of Council. Any change to legislation impacts the obligations and responsibilities of the Committee.



Town of Newmarket

TERMS OF REFERENCE

NAME: Committee of Adjustment

REPORTS TO: Council

STATUS: Statutory

ESTABLISHED: January 11, 1971

ENABLING LEGISLATION/AUTHORIZING BY-LAW

The Committee of Adjustment is authorized under the *Planning Act R.S.O, c. P.13, s.44 (1)* and By-law Number 1971-2.

The Committee of Adjustment is required to adhere to the provisions outlined in the *Planning Act*, Town's Procedural By-Law 2013-46, as amended from time to time, Committee Public Appointment Policy, and Committee Administration Policy.

MANDATE

The Newmarket Committee of Adjustment is a quasi-judicial body that considers applications from property owners. Council does not ratify the decisions of the Committee. If any individual (or the Town Council) wishes to appeal a decision of the Committee, it must do so to the Ontario Municipal Board.

The Committee will be responsible for considering applications for the following:

- Minor Variances from the provisions of the Zoning By-law.
- Extensions, enlargements or variations of existing legal non-conforming uses under the Zoning By-law.
- Land Division (severing a new lot from an existing lot, adding land to an existing lot, easements, mortgages or leases in excess of 21 years).
- Determine whether a particular use conforms with the provisions of the Zoning By-law where the uses of land, building or structures permitted in the by-law are defined in general terms.

Deliverables

The Committee will accomplish its mandate by:

- Reviewing the merits of the application, the documentation and evidence put forward and rendering decisions on the applications, in accordance with the requirements of the Planning Act.
- Hearing presentations from property owner(s), applicants, or authorized agents(s)

- Making a decision based on the presentation by the property owner(s), authorized agent(s), and the staff report to the Committee of Adjustment.
- Approving, refusing, tabling, deferring or modifying the recommendations of the staff report to the Committee of Adjustment.

Strategic Plan Linkages

This mandate meets the following Corporate Strategic Goal:

- *Well-equipped and managed.* By ensuring an ideal mix of residential, commercial, industrial and institutional land use.

This mandate meets the following Council Strategic Priority:

- *Efficiency/ Financial Management.* Ensuring effective and efficient services.

COMMITTEE COMPOSITION AND STAFF RESOURCES

The Committee of Adjustment will be composed of:

- Five (5) residents
- One (1) resident alternate

The Committee of Adjustment will be supported by:

- Planning Staff

Qualifications

Consideration shall be given to inclusion of the following qualifications during the appointment process:

- Residents/property owners;
- Commitment and interest in the community;
- Persons with knowledge of planning and planning legislation;
- Persons with knowledge of building and building legislation;
- Knowledge and interest in the subject area;
- Skills functioning as members of a team;
- Problem solving skills, interpersonal communication skills;
- Facilitation skills.

FREQUENCY OF MEETINGS

Once (1) per month as required, during the day.

BUDGET CONSIDERATION

The fiscal year of the Committee shall be from January 1 to December 31. The Committee will work with the assigned staff resource to submit a budget request that reflects their upcoming year's operating and capital needs, in keeping with corporate budget directions and timelines.

WORK PLAN

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

REMUNERATION

- Committee Chair - \$90.00 per meeting
- Member - \$75.00 per meeting

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.

Committee of Adjustment: Terms of Reference Amendments

Type	Previous Terms of Reference	Proposed Amendments
Format (by sub-headings)	1. Composition 2. Term of Office 3. Remuneration 4. Frequency of Meetings	1. Name 2. Reports to 3. Status 4. Established 5. Enabling Legislation/ Authorizing By-law 6. Mandate 7. Deliverables 8. Strategic Plan Linkages 9. Committee Composition and Staff Resources 10. Qualifications 11. Frequency of Meetings 12. Budget Consideration 13. Work Plan 14. Remuneration 15. Term of Office 16. Committee Review/ Sunset Date
Mandate	<p>The Newmarket Committee of Adjustment considers applications from property owners for minor variances from the provisions of the zoning by-laws of the Municipality. The Committee also considers applications to sever or divide land. Council does not ratify the decisions of the Committee. If any individual (or the Town Council) wishes to appeal a decision of the Committee, it must do so to the Ontario Municipal Board.</p>	<p>The Newmarket Committee of Adjustment is a quasi-judicial body that considers applications from property owners. Council does not ratify the decisions of the Committee. If any individual (or the Town council) wishes to appeal a decision of the committee, it must do so to the Ontario Municipal Board.</p> <p>The Committee will be responsible considering applications for the following:</p> <ul style="list-style-type: none"> • Minor Variances from the provisions of the Zoning By-law • Extensions, enlargements or variations of existing legal non-conforming uses under the Zoning By-law • Land Division (severing a new lot from an existing lot, adding land to an existing lot, easements, mortgages or leases in excess of 21 years) • Minor Variances from the provisions of the fence By-law • Minor Variances from the provisions of the sign By-law • Determine whether a particular use conforms with the provisions of the Zoning By-law where the uses of land, building or structures permitted in the by-law are defined in general terms.

Committee of Adjustment: Terms of Reference Amendments

Composition/ Committee Composition and Staff Resources	The composition of the Committee is five citizen members and one citizen alternate.	<p>The Committee of Adjustment will be composed of:</p> <ul style="list-style-type: none"> • Five (5) residents. • One (1) resident alternate <p>The Committee of Adjustment will be supported by:</p> <ul style="list-style-type: none"> • Planning Staff
Term of Office	Expiring November 30th, 2010.	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
Remuneration	<p>Chair- \$90.00 per meeting</p> <p>All other members- \$75.00 per meeting.</p>	<ul style="list-style-type: none"> • Chair \$90.00 per meeting. • Member \$75.00 per meeting
Frequency of Meetings	At least once each month on a weekday morning.	<ul style="list-style-type: none"> • Once (1) per month as required, during the day.
Deliverables	Not Included.	<p>The Committee will accomplish its mandate by:</p> <ul style="list-style-type: none"> • Reviewing the merits of the application, the documentation and evidence put forward and rendering decisions on the applications, in accordance with the requirements of the Planning Act. • Hearing presentations from property owner(s), applicants, or authorized agents(s) • Making a decision based on the presentation by the property owner (s), authorized agent(s), and the staff report to the Committee of Adjustment. • Approving, refusing, tabling, deferring or modifying the recommendations of the staff report to the Committee of Adjustment.

Committee of Adjustment: Terms of Reference Amendments

Strategic Plan Linkages	Not Included.	<p>This mandate meets the following Corporate Strategic Goals:</p> <ul style="list-style-type: none"> • <i>Well-equipped and managed:</i> By ensuring an ideal mix of residential, commercial, industrial and institutional land use. <p>This mandate meets the following Council Strategic Priorities:</p> • <i>Efficiency/ Financial Management:</i> By ensuring effective and efficient services.
Qualifications	Not Included.	<p>Consideration shall be given to inclusion of the following qualifications during the appointment process:</p> <ul style="list-style-type: none"> • Residents/property owners • Commitment and interest in the Community • Persons with knowledge of planning • Persons with knowledge of building • Knowledge and interest in the subject area; • Skills functioning as members of a team; • Problem solving skills, interpersonal communication skills; • Facilitation skills
Budget Consideration	Not Included.	<p>The fiscal year of the Committee shall be from January 1 to December 31. The Committee will work with the assigned staff resource to submit a budget request that reflects their upcoming year's operating and capital needs, in keeping with corporate budget directions and timelines.</p>
Work Plan	Not Included.	<p>A report or presentation summarizing the Committee's accomplishments shall be provided to Council in the fourth (4th) quarter annually.</p>

Committee of Adjustment: Terms of Reference Amendments

Committee Review/ Sunset Date	Not Included.	Every four years to coincide with the Term of Council or when a change to legislation impacts the obligations and responsibilities of the Committee
Legislation	Not Included.	<p>The Committee of Adjustment is authorized under the <i>Planning Act R.S.O, c. P.13, s.44 (1)</i> and By-law Number 1971-2.</p> <p>The Committee of Adjustment is required to adhere to the provisions outlined in the Town's Procedural By-Law 2013-46, as amended from time to time, Committee Public Appointment Policy, and Committee Administration Policy.</p>



Town of Newmarket

TERMS OF REFERENCE

NAME: Elman W. Campbell Museum Board

REPORTS TO: Council

STATUS: Statutory

ESTABLISHED: February 7, 1983

ENABLING LEGISLATION/AUTHORIZING BY-LAW

The Elman W. Campbell Museum Board was established through the adoption of By-law 1983-17.

The Elman W. Campbell Museum Board is required to adhere to the provisions outlined in the Town's Procedural By-Law 2013-46, as amended from time to time, Committee Public Appointment Policy, and Committee Administration Policy.

MANDATE

The Elman W. Campbell Museum Board is responsible for advising on the development of policies and programs for the operation of the Elman W. Campbell Museum at 134 Main Street South.

Deliverables

The Board will accomplish its mandate by:

- Attending regular meetings.
- Dedicating additional time to projects outside of regular meeting times.

Strategic Plan Linkages

This mandate meets the following Corporate Strategic Goals:

- *Well-balanced:* By focusing on arts, culture, entertainment and heritage preservation.

This mandate meets the following Council Strategic Priorities:

- *Enhanced recreational Opportunities:* By enhancing our recreation and community facilities.
- *Efficiency/ Financial Management:* By ensuring effective and efficient services.

BOARD COMPOSITION AND STAFF RESOURCES

The Elman W. Campbell Museum Board will be composed of:

- Four (4) Newmarket residents
- One (1) member of Council
- One (1) member of Heritage Newmarket
- One (1) member of Newmarket Historical Society

The Elman W. Campbell Museum Board will be supported by:

- Recreation and Culture Department.

Qualifications

Consideration shall be given to inclusion of the following qualifications during the appointment process:

- Persons with knowledge of museum services.
- Persons who have experience with board governance.
- Persons who have experience with recreation programming.
- Persons who have experience with event planning.

FREQUENCY OF MEETINGS

Board meets once per month in the evening.

BUDGET CONSIDERATION

The fiscal year of the Board shall be from January 1 to December 31. The Board will work with the assigned staff resource to submit a budget request that reflects their upcoming year's operating and capital needs, in keeping with corporate budget directions and timelines.

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 Board shall be concurrent with the Term of Council, unless otherwise indicated in the Board's Mandate, or until a successor is appointed.

BOARD 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 Board.

Elman W. Campbell Museum Board: Terms of Reference Amendments

Type	Previous Terms of Reference	Proposed Amendments
Format (by sub-heading)	<ol style="list-style-type: none"> 1. Composition 2. Term of Office 3. Remuneration 4. Frequency of Meetings 	<ol style="list-style-type: none"> 1. Name 2. Reports to 3. Status 4. Established 5. Enabling Legislation/ Authorizing By-law 6. Mandate 7. Deliverables 8. Strategic Plan Linkages 9. Committee Composition and Staff Resources 10. Qualifications 11. Frequency of Meetings 12. Budget Consideration 13. Work Plan 14. Remuneration 15. Term of Office 16. Committee Review/ Sunset Date
Composition	The composition of the board is four citizen members, one member of Council, one member of the Historical Society, one member of Heritage Newmarket, and one member of the friends of the museum.	<p>The Elman W. Campbell Museum Board will be composed of:</p> <ul style="list-style-type: none"> • Four (4) Newmarket residents • One (1) member of Council • One (1) member of Heritage Newmarket • One (1) member of Newmarket Historical Society <p>The Elman W. Campbell Museum Board will be supported by:</p> <ul style="list-style-type: none"> • Parks, Recreation and Culture Department
Term of Office	Expiring November 30, 2010	A Member's term on the Board shall be concurrent with the Term of Council, unless otherwise indicated in the Board's Mandate, or until a successor is appointed.
Remuneration	No remuneration.	None.
Frequency of Meetings	Once each month on a weekday morning.	Board shall meet once per month in the evening.

Elman W. Campbell Museum Board: Terms of Reference Amendments

Type	Previous Terms of Reference	Proposed Amendments
Enabling Legislation	Not included.	<p>The Elman W. Campbell Museum Board is authorized under By-law 1983-17.</p> <p>The Elman W. Campbell Museum Board is required to adhere to the provisions outlined in the Town's Procedural By-Law 2013-46, as amended from time to time, Committee Public Appointment Policy, and Committee Administration Policy.</p>
Deliverables	Not included.	<p>The Board will accomplish its mandate by:</p> <ul style="list-style-type: none"> • Attending regulars meetings • Dedicating additional times to projects outside of regular meeting times.
Strategic Plan Linkages	Not included.	<p>This mandate meets the following Corporate Strategic Goals:</p> <ul style="list-style-type: none"> • <i>Well-balanced</i> . By focusing on arts, culture, entertainment and heritage preservation. <p>This mandate meets the following Council Strategic Priorities:</p> <ul style="list-style-type: none"> • <i>Enhanced recreational Opportunities</i> : By enhancing our recreation and community facilities. • <i>Efficiency/ Financial Management</i> : By ensuring effective and efficient services.
Qualifications	Not included.	<p>Consideration shall be given to inclusion of the following qualifications during the appointment process:</p> <ul style="list-style-type: none"> • Persons with knowledge of museum services • Persons who have experience with board governance • Persons who have experience with recreation programming • Persons who have experience with event planning.
Budget Consideration	Not included.	<p>The fiscal year of the Board shall be from January 1 to December 31. The Board will work with the assigned staff resource to submit a budget request that reflects their upcoming year's operating and capital needs, in keeping with corporate budget directions and timelines.</p>

Elman W. Campbell Museum Board: Terms of Reference Amendments

Type	Previous Terms of Reference	Proposed Amendments
Work Plan	Not included.	A report or presentation summarizing the Committee's accomplishments shall be provided to Council in the fourth (4th) quarter annually.
Board Review/ Sunset Date	Not included.	Every four years to coincide with the Term of Council or when a change to legislation impacts the obligations and responsibilities of the Board.



Town of Newmarket

TERMS OF REFERENCE

NAME:	Heritage Newmarket Advisory Committee
REPORTS TO:	Council
STATUS:	Statutory
ESTABLISHED:	July 21, 1980 (Local Architectural Conservation Advisory Committee) November 12, 2001 (Heritage Newmarket Advisory Committee)

ENABLING LEGISLATION/AUTHORIZING BY-LAW

The Heritage Newmarket Advisory Committee is authorized under the *Ontario Heritage Act*, Part IV, S. 27 and By-laws 1980-74 and 2001-132.

The Heritage Newmarket Advisory Committee is required to adhere to the provisions outlined in the Town's Procedural By-law 2013-46, as amended from time to time, Committee Public Appointment Policy, and Committee Administration Policy.

MANDATE

The Heritage Newmarket Advisory Committee has been created to assist the Town of Newmarket in achieving its goals for the documentation and preservation of historical structures, buildings, properties and artifacts.

The Committee will be responsible for the following:

- Advising and assisting Council on matters related to designation under Parts IV and V of the *Ontario Heritage Act*, the conservation of historic structures and the architectural and natural heritage of the community.

Deliverables

The Committee will accomplish its mandate by:

- Providing recommendations to Council with respect to the designation of buildings or sites under the *Ontario Heritage Act* as being of Cultural Heritage Value or interest.
- Reviewing applications for the completion of works on designated sites in order to ensure the features of the structure or site that are of Cultural Heritage Value or interest are preserved.
- Reviewing development applications involving sites or structures of Cultural Heritage Value or interest to make recommendations to Council on measures to incorporate or preserve these features in the development proposals.
- Conducting research on the community and creating reference materials regarding the history related to the structures and features of the community.

- Participating in the planning and carrying out of education programs such as tours of the municipality outlining these significant features.

Strategic Plan Linkages

This mandate meets the following Corporate Strategic Goals:

- *Living Well*: By centering on Environmental protection and natural heritage preservation.
- *Well-balanced*: By focusing on arts, culture, entertainment and heritage preservation.

This mandate meets the following Council Strategic Priorities:

- *Enhanced Recreational Activities*: By supporting community and neighbourhood projects.

COMMITTEE COMPOSITION AND STAFF RESOURCES

The Heritage Newmarket Advisory Committee will be composed of:

- Six (6) Newmarket residents
- One (1) Member of Council

The Heritage Newmarket Advisory Committee will supported by:

- Senior Planner

Qualifications

Consideration shall be given to inclusion of the following qualifications during the appointment process:

- Knowledge of heritage legislation
- Heritage architectural design and research skills
- Skills functioning as members of a team
- Problem solving skills, interpersonal communication skills
- Facilitation skills
- Interest in the community

FREQUENCY OF MEETINGS

Once per month in the evening.

BUDGET CONSIDERATION

The fiscal year of the Committee shall be from January 1 to December 31. The Committee will work with the assigned staff resource to submit a budget request aligned with the work plan that reflects their upcoming year's operating and capital needs, in keeping with corporate budget directions and timelines.

WORK PLAN

A report or presentation summarizing the Committee's accomplishments and/or workplan 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.

Heritage Newmarket Advisory Committee: Terms of Reference Amendments

Type	Previous Terms of Reference	Amendments
Format (by sub-heading)	<ol style="list-style-type: none"> 1. Alignment with Corporate Strategic Plan 2. Heritage Newmarket Committee Mission 3. Governance (Roles, Responsibilities, Assignment) 4. Term 5. Recruitment 6. Work Plan 7. Support Services 8. Program Budget 9. Meetings. 	<ol style="list-style-type: none"> 1. Name 2. Reports to 3. Status 4. Established 5. Enabling Legislation/ Authorizing By-law 6. Mandate 7. Deliverables 8. Strategic Plan Linkages 9. Committee Composition and Staff Resource 10. Qualifications 11. Frequency of Meetings 12. Budget Consideration 13. Work Plan 14. Remuneration 15. Term of Office 16. Committee Review/ Sunset Date
Mission/ Mandate	Heritage Newmarket has been created to assist the Town of Newmarket in achieving its goals for the documentation and preservation of historical structures, buildings, properties and artifacts.	<p>The Heritage Newmarket Advisory Committee assist the Town of Newmarket in achieving its documentation and preservation of historical structures, buildings, properties and artifacts.</p> <p>The Committee will be responsible for the following:</p> <ul style="list-style-type: none"> • Advising and assisting Council on matters relating to the documentation and preservation of historical structures and the architectural and historical environment of the community.
Alignment with Corporate Strategic Plan/ Strategic Plan Linkages	<p>The Corporate Strategic Plan for the Town of Newmarket articulates the organization's goal to strive to preserve our heritage and to provide and be recognized for our community-centered arts, recreation and culture opportunities</p> <p>The Strategic Plan also articulates goals to:</p> <ol style="list-style-type: none"> 1. Heighten appreciation for Newmarket's cultural identity through preservation of historical buildings and artifacts. 	<p>This mandate meets the following corporate strategic goals:</p> <ul style="list-style-type: none"> • Living Well: By centering on Environmental Protection and Heritage Preservation. • Well-balanced: By focusing on arts, culture, and recreation. <p>This mandate meets the following Council strategic goals:</p> <ul style="list-style-type: none"> • Enhanced Recreational Activities: By supporting and enhancing recreational activities and projects.

Heritage Newmarket Advisory Committee: Terms of Reference Amendments

Type	Previous Terms of Reference	Amendments
Governance	<p>Sponsor Responsibilities: • Responsible for making decisions regarding the program of the preservation of historic or architecturally significant structures and properties • Responsible for the allocation of the budget and resources for the Program. • Council Members participate as a member on the Committee and also provide a communication link between the Committee and Council. Assignment: Mayor and Members of Council</p> <p>Committee Chair Responsibilities: • Chair meetings, facilitating group discussion and in cooperation with the Administration and Staff Resources ensuring an open and productive environment exists to meet the mandate of the group. Assignment: Citizen Member of the Committee.</p> <p>Staff Resource Responsibilities: • Provide advice and information to Heritage Newmarket regarding applicable legislation, Town policies, procedures and regulations and specific development or property issues. • Provide secretarial support for the meetings of the Heritage Newmarket Committee. Assignment: Director of Planning or Designate, Town Clerk's Office provides committee secretarial support</p> <p>Citizen members of Heritage Newmarket Committee Responsibilities : • Provide recommendations to Council with respect to the designation of buildings or sites under the Ontario Heritage Act as being of architectural or historical significance. • Review applications for the completion of works on designated sites in order to ensure the features of the structure or site that are of historical or architectural importance are preserved. • Review development applications involving sites or structures of historical or architectural significance to make recommendations to Council on measures to incorporate or preserve these features in the development proposals. • Conducts research on the community and create reference materials regarding the history related to the structures and features of the community and participates in the conduct of education programs such as tours of the municipality outlining these significant features • Other responsibilities as set out through Bylaw. Assignment: Citizen Volunteers and Designated Member(s) of Council.</p> <p>Communication and Reporting Relationships Responsibilities: • Staff and Members of Council serving on the group are responsible to communicate the views and recommendations of Advisory Committees to Council and to provide feedback to the Advisory Committee regarding Council's disposition of the Committee business. Assignment: Council Representative if applicable and Assigned Staff Resource Persons</p>	Not Included.
Term	The Advisory Committee will be appointed for the term of Council and shall serve at the pleasure of Council.	A Member's term on the Committee shall be c the Term of Council, unless otherwise indicat Mandate, or until a successor is appointed.
Recruitment/ Qualifications	<p>The Town will seek individuals who are eligible electors in the municipality to serve as members on this group that exhibit:</p> <ul style="list-style-type: none"> • Knowledge and interest in the subject area; • Skills functioning as members of a team; • Problem solving skills, interpersonal communication skills; • Facilitation skills; • Interest in the community 	<p>Consideration shall be given to inclusion of the qualifications during the appointment process</p> <ul style="list-style-type: none"> • Knowledge of Heritage Legislation • Heritage architectural design and research sl • Skills functioning as members of a team; • Problem solving skills, interpersonal commu • Facilitation skills; • Interest in the community
Work Plan	Not Applicable	A report or presentation summarizing the Con accomplishments and/or work plan shall be pr the fourth (4th) quarter annually.
Support Services	The Departments listed in the Governance model shall provide support Services.	Not Included.
Program Budget/ Budget Consider:	To be determined by Council.	The fiscal year of the Committee shall be from 31. The Committee will work with the assigne submit a budget request that reflects their up and capital needs, in keeping with corporate b timelines.
Meetings	The Heritage Newmarket Committee shall conduct such meetings as are deemed necessary by the Members to complete their objectives.	<ul style="list-style-type: none"> • Committee shall meet typically one (1) per n <p>(As this Committee maintains an office, an adc commitment of three hours per week staffing</p>

Heritage Newmarket Advisory Committee: Terms of Reference Amendments

Type	Previous Terms of Reference	Amendments
Enabling Legislation	Not Included.	<p>The Heritage Newmarket Advisory Committee the <i>Ontario Heritage Act, Part IV, S. 27</i> and B) and 2001-132.</p> <p>The Heritage Newmarket Advisory Committee to the provisions outlined in the Town's Process as amended from time to time, Committee Policy, and Committee Administration Policy.</p>
Deliverables	Not Included.	<p>The Committee will accomplish its mandate by</p> <ul style="list-style-type: none"> • Providing recommendations to Council with designation of buildings or sites under the Ont being of architectural or historical significance • Reviewing applications for the completion of sites in order to ensure the features of the stru historical or architectural importance are pres • Reviewing development applications involvir historical or architectural significance to make Council on measures to incorporate or preserv development proposals. • Conducting research on the community and materials regarding the history related to the : of the community • Participating in the planning and carrying ou programs such as tours of the municipality out features.
Committee Composition and Staff Resources	*See information under Governance	<p>The Heritage Newmarket Advisory Committee</p> <ul style="list-style-type: none"> • Six (6) Newmarket residents • One (1) Member of Council <p>The Heritage Newmarket Advisory Committee</p> <ul style="list-style-type: none"> • Senior Planner
Remuneration	Not Included.	•No remuneration
Committee Review/Sunset Date	Not Included.	Every four years to coincide with the Term of (a change to legislation impacts the obligations the Committee.



Town of Newmarket **TERMS OF REFERENCE**

NAME: Newmarket Downtown Financial Investment Committee

REPORTS TO: Council

STATUS: Advisory

ESTABLISHED: July 14, 2003

ENABLING LEGISLATION/AUTHORIZING BY-LAW

The Newmarket Downtown Financial Investment Committee, formerly the Newmarket Downtown Development Committee (NDDC) and the Newmarket Downtown Development Sub-Committee (NDDS) was authorized by Council in July 2003 through By-law 2003-90.

The Newmarket Downtown Financial Investment Committee is required to adhere to the provisions outlined in the Town's Procedural By-Law 2013-46, as amended from time to time, Committee Public Appointment Policy, and Committee Administration Policy.

MANDATE

The Newmarket Downtown Financial Investment Committee's goal is undertake the economic development, growth and revitalization of Newmarket's Historic Downtown as defined in the Community Improvement Plan (CIP) and to improve the economic and social well-being of the community as a whole.

The Committee will be responsible for the following:

- Working to revitalize and sustain the Downtown community.
- Creating stimulating partnerships using municipal and other public/private incentives.

Deliverables

The Committee will accomplish its mandate by:

- Reviewing and making recommendations to the CAO regarding funding application requests under the Community Improvement Plan's Financial Incentives Program.
- Helping determine future uses of vacant buildings.
- Supporting the improvement and expansion of downtown properties.
- Acting as an information source for the area.
- Promoting design, improvements and re-development that respects our environment and heritage.

- Support recommendations of the Newmarket Heritage Conservation District Committee where applicable, during deliberations of funding requests.

Strategic Plan Linkages

This mandate meets the following Corporate Strategic Goals:

- *Living Well:* Environmental protection and natural heritage protection.
- *Well-equipped and managed:* Fiscal Responsibility, Clear vision of the Future and aligned corporate/business plans.

This mandate meets the following Council Strategic Priorities:

- *Economic Development/Jobs:* Supporting innovative projects and partnerships with various sectors.

COMMITTEE COMPOSITION AND STAFF RESOURCES

The Newmarket Downtown Financial Investment Committee will be composed of:

- Four (4) citizen members
- Ward 5 Councillor

The Newmarket Downtown Financial Investment Committee will be supported by:

- Economic Development staff resources.

Qualifications

Consideration shall be given to inclusion of the following qualifications during the appointment process:

- Property owners or business tenants located within the downtown Community Improvement Plan Area are preferred.

FREQUENCY OF MEETINGS

- Monthly, subject to the submission of sufficient Financial Incentive Program Applications.

BUDGET CONSIDERATION

The fiscal year of the Committee shall be from January 1 to December 31. The Committee will work with the assigned staff resource to submit a budget request that reflects their upcoming year's operating and capital needs, in keeping with corporate budget directions and timelines.

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.

Newmarket Downtown Financial Investment Committee

Type	Previous Terms of Reference	Amendments
Format (by sub-heading)	Role established within NEDAC Terms of Reference under governance.	<ol style="list-style-type: none"> 1. Name 2. Reports to 3. Status 4. Established 5. Enabling Legislation/ Authorizing By-law 6. Mandate 7. Deliverables 8. Strategic Plan Linkages 9. Committee Composition and Staff Resources 10. Qualifications 11. Frequency of Meetings 12. Budget Consideration 13. Work Plan 14. Remuneration 15. Term of Office 16. Committee Review/ Sunset Date
Mission/ Mandate	Not Included.	<p>The Newmarket Downtown Financial Investment Committee's goal is undertake the economic development, growth and revitalization of Newmarket's Historic Downtown as defined in the Community Improvement Plan (CIP) and to improve the economic and social well-being of the community as a whole.</p> <p>The Committee will be responsible for the following:</p> <ul style="list-style-type: none"> • Working to revitalize and sustain the Downtown community. • Creating stimulating partnerships using municipal and other public/private incentives.
Alignment with Corporate Strategic Plan/ Strategic Plan Linkages	Not Included.	<p>This mandate meets the following Corporate Strategic Goals:</p> <ol style="list-style-type: none"> 1. Living Well: Environmental protection and natural heritage protection. 2. Well-equipped and managed: Fiscal Responsibility, Clear vision of the Future and aligned corporate/business plans. <p>This mandate meets the following Council Strategic Priorities:</p> <ol style="list-style-type: none"> 1. Economic Development/Jobs: Supporting innovative projects and partnerships with various sectors.

Newmarket Downtown Financial Investment Committee

Type	Previous Terms of Reference	Amendments
Governance	<ul style="list-style-type: none"> •Review and make recommendations to the CAO regarding funding applications results under the Community Improvement Plans Financial Incentives Program. •Provide general advice and input on Downtown EconomicDevelopment issues through the representative on NEDAC. •Sub-committee minutes circulated to NEDAC. 	Not Included.
Term	Not Included.	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.
Recruitment/ Qualifications	<ul style="list-style-type: none"> •Property owners or business tenants located within the downtown CIP area. 	<p>Consideration shall be given to inclusion of the following qualifications during the appointment process:</p> <ul style="list-style-type: none"> • Property owners or business tenants located within the downtown CIP area are preferred.
Work Plan	Not Included.	A report or presentation summarizing the Committee's accomplishments shall be provided to Council in the fourth (4th) quarter annually.
Support Services	Not Included.	Not Included.
Program Budget/ Budget Consideration	Not Included.	The fiscal year of the Committee shall be from January 1 to December 31. The Committee will work with the assigned staff resource to submit a budget request that reflects their upcoming year's operating and capital needs, in keeping with corporate budget directions and timelines.
Meetings	<ul style="list-style-type: none"> •Downtown Advisory Sub-committee meeting would also be held monthly, subject to Financial Assistance applications and/or other downtown issues requiring immediate attention. 	<ul style="list-style-type: none"> • Monthly, subject to the submission of sufficient Financial Incentive Program Applications.

Newmarket Downtown Financial Investment Committee

Type	Previous Terms of Reference	Amendments
Enabling Legislation	Not Included.	<p>The Newmarket Downtown Financial Investment Committee-former Newmarket Downtown Development Committee (NDDC), renamed Newmarket downtown Development Sub-committee (NDDS) - was authorized by Council in July 2003 through By-law 2003-90.</p> <p>The Newmarket Downtown Financial Investment Committee is required to adhere to the provisions outlined in the Town's Procedural By-Law 2013-46, as amended from time to time, Committee Public Appointment Policy, and Committee Administration Policy.</p>
Deliverables	See under Governance.	<p>The Committee will accomplish its mandate by:</p> <ul style="list-style-type: none"> • Reviewing and making recommendations to the CAO regarding funding application requests under the Community Improvement Plan's financial Incentives Program. • Helping determine future uses of vacant buildings. • Initiating infrastructure and aesthetic improvements. • Supporting the improvement and expansion of downtown properties. • Acting as an information source for the area. • Promoting design, improvements and re-development that respects our environment and heritage. • Consider recommendations of the Newmarket Heritage Conservation District Committee where applicable, during deliberations of funding requests.
Committee Composition and Staff Resources	<p>Total=5: Quorum is 3.</p> <p>Chaired by NEDAC Downtown representative; Ward 5 Councillor; 3 property owners or business tenants located within the downtown CIP area.</p>	<p>The Newmarket Downtown Financial Investment Committee will be composed of:</p> <ul style="list-style-type: none"> • Three (3) citizen members • Ward 5 Councillor <p>The Newmarket Downtown Financial Investment Committee will be supported by:</p> <ul style="list-style-type: none"> • Economic Development staff resources.
Remuneration	Not Included.	<ul style="list-style-type: none"> • No remuneration

Newmarket Downtown Financial Investment Committee

Type	Previous Terms of Reference	Amendments
Committee Review/Sunset Date	Not Included.	Every four years to coincide with the Term of Council or when a change to legislation impacts the obligations and responsibilities of the Committee.



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 2013-46, 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 on strategic directions for economic development.

Deliverables

The Committee will accomplish its mandate through:

- 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 Development/Jobs:* by supporting innovative projects and partnerships with various sectors.

COMMITTEE COMPOSITION AND STAFF RESOURCES

NEDAC will be composed of:

- Seven (7) citizens
- Two (2) Members of Council (Mayor, Deputy Mayor & Regional Councillor)
- One (1) representative from Chamber of Commerce
- CAO

NEDAC will be supported by:

- 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

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
- One (1) annual NEDAC/Community Stakeholder group representatives meeting.

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

Each new non-political Committee member shall sit for a four (4) year term coinciding with a new term of Council. In the event a Committee member must be replaced during this term, it will be coordinated through the Appointment Committee. All members may be reappointed for a maximum of two (2) terms (a total of eight years), but then must retire from the Committee for a minimum of one (1) year before being considered for reappointment.

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.

Newmarket Economic Development Advisory Committee: Terms of Reference Amendments

Type	Previous Terms of Reference	Proposed Amendments
Format (Sub-heading)	<ol style="list-style-type: none"> 1. Alignment with Corporate Strategic Plan 2. Newmarket Economic Development Advisory Committee Mandate 3. Governance (Roles, Responsibilities, Assignment) 4. Term 5. Nomination Committee 6. Resignation and the appointment of new members 7. Meetings 8. Procedure 9. Support Services 10. Program Budget 	<ol style="list-style-type: none"> 1. Name 2. Reports to 3. Status 4. Established 5. Enabling Legislation/ / 6. Mandate 7. Deliverables 8. Strategic Plan Linkage: 9. Committee Composition 10. Qualifications 11. Frequency of Meeting 12. Budget Consideration 13. Work Plan 14. Remuneration 15. Term of Office 16. Committee Review/ /
Mandate	<p>The Newmarket Economic Development Advisory Committee (NEDAC), comprised of a diverse cross-section of business and community leaders, 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.</p>	<p>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.</p> <p>The Committee will be responsible for:</p> <ul style="list-style-type: none"> • Liaise with the business community for business development • Provide guidance and support to the Economic Development Officer on
Alignment with Corporate Strategic Plan/ Strategic Plan Linkages	<p>The Community Strategic Plan for the Town of Newmarket articulates the goals of:</p> <ul style="list-style-type: none"> • Well-equipped and well-managed...which focuses 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...which encourages a sense of community through an appropriate mix of land uses and amenities; • Well-planned and connected...which promotes downtown and neighbourhood revitalization as well as a long term strategy for growth matched with short term action plans. 	<p>This mandate meets the following criteria:</p> <p>Well-equipped and well-managed...which focuses 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;</p> <p>Well-balanced: by encouraging a sense of community through an appropriate mix of land uses and amenities;</p> <p>Well-planned and connected...which promotes downtown and neighbourhood revitalization as well as a long term strategy for growth matched with short term action plans.</p> <p>This mandate meets the following criteria:</p> <p>Economic Development/Job Creation with various sectors.</p>

Newmarket Economic Development Advisory Committee: Terms of Reference Amendments

Type	Previous Terms of Reference	Proposed Amendments
Governance	<p>Sponsor • Accountable to the Public for making decisions consistent with the economic development objectives of the Newmarket Strategic Plan. • Responsible for the allocation of the budget and resources for the economic development program. Assignment: • Mayor and One (1) Councillor to participate as Committee members and provide a communication link between the Committee and Council. Mayor and Members of Council Administration • NEDAC will be administered through the resources of the Corporation in accordance with the strategic priorities and direction of Council. Assignment: Chief Administrative Officer</p> <p>Committee Chair • Chair meetings, facilitating group discussion and, in cooperation with the Administration and Staff Resources, ensure an open and productive environment exists to meet mandate. Assignment: Recommended and appointed by full Committee; selected from community and business sector members</p> <p>Committee Vice-Chair and Second Vice-Chair • Fulfill the duties of the Chair in his/her absence. Assignment: Recommended and appointed by full Committee; selected from community and business sector members</p> <p>Nomination Committee • Recruit, select and recommend to NEDAC qualified candidates to serve on NEDAC</p> <p>• Ensure candidates/continuity of Chair and Vice Chair positions. Assignment: Mayor, Economic Development Officer (EDO), and one (1) non-political NEDAC member.</p> <p>Staff Resources • Provide professional resources, presentations, and/or information requirements to NEDAC with respect to strategic planning and annual work plans. • Provide information on Town policies, applicable legislation, and procedures affecting business growth in Newmarket. • Administer NEDAC meeting schedule. • Liaise with the Committee and Community stakeholders as required to achieve desired economic development results. • Provide secretarial support for NEDAC meetings. Assignment: EDO, Commissioner, Legal & Development Services, EDO, and other staff resources as required, EDO, EDO, community organizations as necessary, Clerk's Office</p> <p>NEDAC members • Liaise with the business community to identify potential opportunities for business development. • Provide guidance to the Economic Development Officer and Council on strategic directions for economic development and annual work plans. • Participate in economic development promotional events/activities as required. • Receive economic development policy recommendations emanating from the Downtown Development Sub-Committee and take action where appropriate. Assignment: Total = 13-15 members, plus CAO as an ex-officio member. Quorum is a majority of current members. NEDAC members include: Mayor and One (1) Councillor; Two (2) Professional/Knowledge sector; One (1) Chamber of Commerce; One (1) Culture/tourism; One (1) Downtown; Two (2) Manufacturing; One (1) Education; One (1) Health Care; balance of NEDAC members (up to 4) representing community/business sector.</p> <p>Newmarket Downtown Development Sub-Committee (NDDS) members • Review and make recommendation to the CAO regarding funding application requests under the Community Improvement Plan's Financial Incentives Program. • Provide general advice and input on downtown economic development issues through the Downtown representative on NEDAC. • NDDS minutes circulated to NEDAC. Assignment: Total = 5; Quorum is 3. Chaired by NEDAC Downtown representative; Ward 5 Councillor; 3 property owners or business tenants located within the downtown CIP area. Communication and Reporting Relationships • Members of Council serving on NEDAC and staff are responsible for communicating the views and recommendations of NEDAC to Council and to provide feedback to NEDAC regarding Council's disposition of Committee business. • Committee minutes circulated to Council for information. • NEDAC to submit written comments to Council on significant economic development initiatives or when requested by Council. • Joint NEDAC/Council information workshops will be scheduled annually. Assignment: Mayor, Council representative and ED Chair and Vice Chair</p>	Not Included.
Term	<p>NEDAC is comprised of 13-15 members, including the Mayor and one (1) Councillor of the Town of Newmarket. In addition, the CAO shall be an ex-officio member of NEDAC.</p> <p>Each new non-political Committee member shall sit for a two (2) year term coinciding with a new term of Council, and may be reappointed at the mid term of Council for another (2) year team. All members may be reappointed for a maximum of five (5) terms (a total of ten years), but then must retire from the Committee for a minimum of one (1) year before being considered for reappointment.</p> <p>A Chair and Vice Chair shall be appointed by NEDAC. The Vice Chair will chair meetings if the Chair is absent or otherwise unable to act, Should both the Chair and Vice Chair be absent or unable to act, another NEDAC member may serve as Chair.</p>	Each new non-political C term coinciding with a n the mid-term of Council · reappointed for a maxim then must retire from th before being considered
Recruitment/ Qualifications	Not included.	<p>Consideration shall be gi experience in the followi</p> <ul style="list-style-type: none"> • Health Sector Innovativ • Business Services • Information and Commr Digital Media • Post-Secondary Educat • Industrial Commercial I • Manufacturing
Support Services	The Economic Development Officer shall provide primary support services to NEDAC. Staff from other municipal departments would provide additional resources on an as-needed and/or project specific basis. The clerk's office would provide all recording/minute keeping of NEDAC activities.	Not Included.
Program Budget/ Budget Consideration	NEDAC meeting and related expenses will be allocated from the existing Economic Development budget to be approved by Council annually.	The fiscal year of the Comm Committee will work with t that reflects their upcoming corporate budget direction
Meetings	The Environmental Advisory Committee shall conduct quarterly meetings with the Members of Council and the Sponsor and Staff Resource Person to receive information regarding the service levels, policies, procedures and practices of the Town and to provide input regarding same. • THAT Council approve a revision to the NEAC mandate to include 10 Formal NEAC meetings a year with secretarial support and that senior support staff continue to be required to attend on a quarterly basis; AND THAT the minutes of the NEAC meetings be brought forward to Council through Committee of the Whole.	<ul style="list-style-type: none"> • Meet quarterly (or at the committee business) additi • One(1) annual Economic I • One (1) annual NEDAC/Cc

Newmarket Economic Development Advisory Committee: Terms of Reference Amendments

Type	Previous Terms of Reference	Proposed Amendments
Enabling Legislation	Not Included.	<p>Legal and Development Services provided the framework for Development Advisory Committee 2007.</p> <p>The Newmarket Economic Development Committee is required to adhere to the provisions of the Act, 2013-46, as amended from time to time and Committee Administration.</p>
Deliverables	Not Included.	<p>The Committee will accomplish the following:</p> <ul style="list-style-type: none"> • Preparation and completion of the annual report • Coordination of an annual meeting with the Mayor and Council • Coordination of at least one meeting with established community groups forward (i.e. Innovation Team, etc.) • Participation in economic development initiatives as required.
Committee Composition and Staff Resources	*See information under Governance	<p>NEDAC will be composed of:</p> <ul style="list-style-type: none"> • Seven (7) citizens. • Two (2) Members of Council • One (1) representative from the business community • CAO <p>NEDAC will be supported by:</p> <ul style="list-style-type: none"> • Commissioner of Community Development Office • Legislative Services staff.
Remuneration	Not Included.	<ul style="list-style-type: none"> • No remuneration.
Committee Review/Sunset Date	Not Included.	<p>Every four years to coincide with the review of the legislation impacts the obligation of the Committee.</p>

Newmarket Economic Development Advisory Committee: Terms of Reference Amendments

Type	Previous Terms of Reference	Proposed Amendments
Procedure	<p>NEDAC and any Sub-Committee meetings shall be carried out in accordance with the procedural by-law of the Town of Newmarket. NEDAC members shall take action and make recommendations based on consensus. Should a consensus on any particular action or recommendation not be possible, NEDAC members shall then vote on the matter, with a one-person, one-vote rule in effect. A majority vote would be necessary for any action to be taken or recommendation made. Only NEDAC members in attendance at the meeting are eligible to vote, however, members may participate in all NEDAC matters via external telecommunications sources, such as teleconferencing.</p> <p>To take effect, all decisions require a quorum comprising a majority of current voting members.</p> <p>Minutes of meetings will be reviewed by the Chair of NEDAC. Upon his/her “sign-off”, these will be sent to the next meeting of the Committee of the Whole of Town Council (or directly to Town Council in case of urgency) for information.</p> <p>Minutes of the Downtown Development Sub-Committee meetings will be reviewed by its Chair. Upon his/her “sign-off”, these will be sent to the next meeting of the Committee of the Whole of Town Council (or directly to Town Council in case of urgency) and to NEDAC for information.</p>	Not Included
Resignations and the appointment of New Members	<p>In the event a Committee member resigns from NEDAC, either during or at the end of his/her term, the nomination committee shall recommend to Council a replacement candidate from the roster of eligible candidates. Vacant positions will be replaced at the beginning or at the mid-point of a Council four year term as necessary. Candidates should have a strong interest in the future development of Newmarket and bring specific strengths in one of the identified strategic sectors for economic growth.</p> <p>The failure of a member to attend three consecutive regular meetings without reasonable cause may be treated by NEDAC as a formal resignation. In such case, the Chair may request the Nomination Committee to recommend a replacement candidate to Council. The new member is eligible to fully participate in the next scheduled NEDAC meeting following his/her appointment by Council.</p>	Not Included
Nomination Committee	<p>A nomination committee shall be struck consisting of the Mayor, Regional Councillor, Chair of NEDAC, Vice Chair of NEDAC (or alternate) and the CAO (or alternate). The duties of the nomination committee shall be to:</p> <ul style="list-style-type: none"> • Maintain a roster of eligible candidates to serve on NEDAC at the beginning of a new term of Council and after 2 years (mid-term). The nomination committee would seek and receive names broadly from Council members, NEDAC members, and through general advertising. • Provide the roster of eligible candidates to Council and recommend candidates for vacant appointments and/or reappointments. • Elect a Chair and Vice Chair. At the end of the Chair and Vice Chair’s two year term, determine NEDAC’s interest in a) retaining these individuals in their current position for another two year term, and b) identifying the Chair and Vice Chair’s interest in retaining their respective positions for an additional two year term. Should both these conditions be satisfied, the Chair and Vice Chair will be appointed for an additional two year term. <p>In the event the Chair wishes to step down, either during or at the end of his/her term, the Vice Chair shall be approached by the nomination committee to serve as Chair. Should either of these positions become vacant at any time, the nomination committee will seek interested candidates from NEDAC to fill the vacant position. In the case where more than one member is nominated and has consented to let his/her name stand for any of these positions, a vote shall be held by the Nomination Committee to determine the successful candidate.</p> <p>The Mayor, Town Councillor and CAO are ineligible to sit as Chair or Vice-Chair of NEDAC, but are eligible to vote for each position in the event a vote is required.</p>	Not Included



Town of Newmarket

TERMS OF REFERENCE

NAME: Property Standards Committee

REPORTS TO: Council

STATUS: Statutory

ESTABLISHED: June 23, 1980

ENABLING LEGISLATION/AUTHORIZING BY-LAW

The Property Standards Committee is established under the authority of the *Building Code Act, 1992 SO. 1992 c. 23* and the Town's Property Standards By-law 1999-34, as amended.

The Property Standards Committee is required to adhere to the provisions outlined in the Town's Procedural By-Law 2013-46, as amended from time to time, Committee Public Appointment Policy, and Committee Administration Policy.

MANDATE

The Property Standards Committee is a quasi-judicial body that hears appeals by property owners or their agents who have received an order of the Property Standard Officer from the Town.

The Committee will be responsible to:

- Confirm the Property Standards Order; or
- Modify the Property Standards Order; or
- Quash the Property Standards Order; or
- Extend the time for complying with the order provided that, in the opinion of the Committee, the general intent and purpose of the Property Standards By-law is maintained.

Deliverables

The Committee will accomplish its mandate by:

- Conducting hearings, as required

Strategic Plan Linkages

The Property Standards Committee meets the following Corporate Strategic Goals:

- *Living Well:* By focusing on health, safety and the environment to promote activity and enrich lives.

- *Efficiency/financial Management:* By ensuring effective and efficient services.

The Property Standards Committee meets the following Council Strategic Priorities:

- *Efficiency/financial Management:* By ensuring effective and efficient services.

COMMITTEE COMPOSITION AND STAFF RESOURCES

The Property Standards Committee will be composed of:

- Five (5) residents

Qualifications

Consideration shall be given to inclusion of the following qualifications during the appointment process:

- Persons with legal tribunal governance experience
- Persons with land use experience
- Persons with real estate experience

FREQUENCY OF MEETINGS

As required, on as-needed basis (at the availability of the individuals involved)

BUDGET CONSIDERATION

The fiscal year of the Committee shall be from January 1 to December 31. The Committee will work with the assigned staff resource to submit a budget request that reflects their upcoming year's operating and capital needs, in keeping with corporate budget directions and timelines.

WORK PLAN

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

REMUNERATION

\$50.00 per meeting per member.

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.

Property Standards: Terms of Reference Amendments

Type	Previous Terms of Reference	Proposed Amendments
Format (by sub-heading)	<ol style="list-style-type: none"> 1. Composition 2. Term of Office 3. Remuneration 4. Frequency of Meetings 	<ol style="list-style-type: none"> 1. Name 2. Reports to 3. Status 4. Established 5. Enabling Legislation/ Authorizing By-law 6. Mandate 7. Deliverables 8. Strategic Plan Linkages 9. Committee Composition and Staff Resources 10. Qualifications 11. Frequency of Meetings 12. Budget Consideration 13. Work Plan 14. Remuneration 15. Term of Office 16. Committee Review/ Sunset Date
Mandate	The Town of Newmarket utilizes a Committee to conduct Fenceviewings and hear appeals of Property Standards Orders, Fence By-law Variances, Sign By-law Variances, Vicious dog Orders and Taxi Cab Violations.	<p>The Property Standards Committee is a quasi-judicial body that hears appeals by property owners or their agents who have received an order of the Property Standard Officer from the Town.</p> <p>The committee will be responsible to:</p> <ul style="list-style-type: none"> • Confirm the Property Standards Order; or • Modify the Property Standards Order; or • Quash the Property Standards Order; or • Extend the time for complying with the order provided that in the opinion of the Committee, the general intent and purpose of the Property Standards By-law are maintained.
Composition	The Composition of the Committee is five citizen members. Legislative Requirements: Composition shall not be fewer than three members.	<p>The Property Standards Committee will be composed of:</p> <ul style="list-style-type: none"> • Five (5) residents.
Term of Office	Expiring November 30, 2010.	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
Remuneration	\$50.00 per meeting	• \$50.00 per meeting per member.
Frequency of Meetings	The Property Standards/ Fenceviewers/ By-law Appeal Committee meets less than 10 times per year as required. Meetings of the Committee are held on a as-needed basis on a weekday evening. Fenceviewings are conducted on weekday evenings between April and November at the location of the property owners.	• As required, on as-needed basis (at the availability of the individuals involved)

Property Standards: Terms of Reference Amendments

Type	Previous Terms of Reference	Proposed Amendments
Legislation	Not Included.	<p>The Property Standards Committee is established under the authority of the Building Code Act, 1992 SO. 1992 c. 23, as amended, and Town of Newmarket Property Standards By-law number 1999-34, as amended.</p> <p>The Property Standards Committee is required to adhere to the provisions outlined in the Town's Procedural By-Law 2013-46, as amended from time to time, Committee Public Appointment Policy, and Committee Administration Policy.</p>
Deliverables	Not Included.	<p>The Committee will accomplish its mandate by:</p> <ul style="list-style-type: none"> • Hearing appeals of Property Standard Orders
Strategic Plan Linkages	Not Included.	<p>The Property Standards Committee meets the following Corporate Strategic Goals:</p> <ul style="list-style-type: none"> • <i>Living Well</i> : By focusing on health, safety and the environment to promote activity and enrich lives. • <i>Well-planned and connected</i> : Through revitalization of neighbourhoods starting with the downtown area. • <i>Efficiency/financial Management</i> : By ensuring effective and efficient services <p>The Appeal Committee meets the following Council Strategic Priorities:</p> <ul style="list-style-type: none"> • <i>Efficiency/financial Management</i> : By ensuring effective and efficient services

Property Standards: Terms of Reference Amendments

Type	Previous Terms of Reference	Proposed Amendments
Qualifications	Not Included.	<p>Consideration shall be given to inclusion of the following qualifications during the appointment process:</p> <ul style="list-style-type: none"> • Persons with legal tribunal governance experience. • Persons with land use experience. • Persons with real estate experience.
Budget Consideration	Not Included.	<p>The fiscal year of the Committee shall be from January 1 to December 31. The Committee will work with the assigned staff resource to submit a budget request that reflects their upcoming year's operating and capital needs, in keeping with corporate budget directions and timelines.</p>
Work Plan	Not Included.	<p>A report or presentation summarizing the Committee's accomplishments shall be provided to Council in the fourth (4th) quarter annually.</p>
Committee Review/ Sunset Date	Not Included.	<p>Every four years to coincide with the Term of Council or when a change to legislation impacts the obligations and responsibilities of the Committee.</p>