

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

## **Declarations of Pecuniary Interest**

## **Approval of Minutes**

1. Appointment Committee Minutes of February 8, 2016. p. 1

Recommendation:

THAT the Appointment Committee Minutes of February 8, 2016 be approved.

## **Items for Discussion**

2. Discussion regarding a vacancy on the Main Street District Business Improvement Area Board of Management. p. 4

## **New Business**

## **Adjournment**

The meeting of the Appointment Committee was held on Monday, February 8, 2016 in the Davis Room, 395 Mulock Drive, Newmarket.

Members Present: Mayor Van Bynen  
Councillor Bisanz  
Councillor Twinney, Chair

Staff Present: L. Lyons, Deputy Clerk  
D. Ruggle, Senior Planner – Community Planning  
C. Finnerty, Council/Committee Coordinator

The meeting was called to order at 2:08 p.m.

Councillor Twinney in the Chair.

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

None.

### **Declarations of Pecuniary Interest**

None.

### **Deputations/Presentations**

None.

### **Approval of Minutes**

1. Appointment Committee Minutes of August 27, 2015 and Appointment Committee (Closed Session) Minutes of August 27, 2015.

Moved by: Mayor Van Bynen  
Seconded by: Councillor Bisanz

THAT the Appointment Committee Minutes of August 27, 2015 and Appointment Committee (Closed Session) Minutes of August 27, 2015 be approved.

**Carried**

## Items

2. Correspondence from Ms. Crystal Lamont dated October 15, 2015 regarding Resignation from the Newmarket Environmental Advisory Committee.

Moved by: Mayor Van Bynen  
Seconded by: Councillor Bisanz

THAT staff be directed to advertise the vacancy on the Newmarket Environmental Advisory Committee in accordance with the Committee Public Appointment Policy.

### Carried

3. New Business Item c) of the Accessibility Advisory Committee Minutes of November 19, 2015.

Moved by: Councillor Bisanz  
Seconded by: Mayor Van Bynen

THAT staff be directed to advertise the vacancy on the Accessibility Advisory Committee in accordance with the Committee Public Appointment Policy.

### Carried

4. Item 23 of the Council Minutes of December 14, 2015 being Item 7 of the Heritage Newmarket Advisory Committee Minutes of October 6, 2015 regarding workplan and membership (Recommendation b) referred to the Appointment Committee)

Discussion ensued regarding the Committee review and the recommendations that resulted from the review, the Heritage Newmarket Advisory Committee and the manageability of its workplan. The Appointment Committee confirmed that all Committees are encouraged to engage members of the community to assist with their work and to build capacity for future years.

Moved by: Councillor Bisanz  
Seconded by: Mayor Van Bynen

- a) THAT the Council Extract regarding Item 7 of the Heritage Newmarket Advisory Committee Minutes of October 6, 2015 be received;

b) AND THAT the current composition of Heritage Newmarket be maintained and that community volunteers be engaged to assist with special projects, where possible, to educate those volunteers on the role of Heritage Newmarket and in an effort to build capacity for future years.

### **Carried**

#### **5. Discussion regarding Committee Workplans.**

The Deputy Clerk provided an overview of the status of Committee workplans. Discussion ensued regarding options to present workplans to Council, being a Council Workshop, a Public Information Centre and/or other alternatives. It was suggested that a Council Workshop be held in April, prior to a Council meeting in order to have each Committee present their workplan.

### **New Business**

None.

### **Adjournment**

Moved by: Councillor Bisanz  
Seconded by: Mayor Van Bynen

THAT the meeting adjourn.

### **Carried**

There being no further business, the meeting adjourned at 2:27 p.m.

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Date

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Councillor Twinney, Chair

**From:** Brouwer, Andrew  
**Sent:** February-25-16 12:43 PM  
**To:** Kallio, Christopher  
**Cc:** McDougall, Ian; Lyons, Lisa  
**Subject:** BIA Vacancy Process - Follow up

Hello Chris,

To summarize our next steps from our meeting this morning:

1. Terms of reference provide that the Town appoint two (2) directors to the Board of Management. Recent practice has been to appoint only one, being the Ward 5 Councillor.
2. Legislative Services will schedule a meeting with the Appointment Committee (Mayor and Councillors Bisanz and Twinney) at the earliest opportunity.
3. Appointment Committee will be advised of staff's recommended approach:
  - o Staff recommend that the vacancies be filled by a Member of Council and a restaurateur
  - o Committee Public Appointment Policy provides:

Council may fill vacant Committee positions identified in the Terms of Reference requiring specialized knowledge, experience or representation by invitation, by seeking the assistance of a recruitment agency or through outreach to specific organizations or other means deemed appropriate by Council or staff. Activities with respect to filling these positions will follow the regular application process outlined in this policy.

4. Should the Appointment Committee concur:
  - o Mayor to solicit interest by a Member of Council
  - o Economic Development Officer to solicit interest by a restaurateur
  - o Legislative Services will require the selected restaurateur complete an application form at some point for the purpose of having their contact information for our database
  - o Minutes from the Appointment Committee will go to a future Council meeting, making the process public
5. Legislative Services will schedule a meeting with the Appointment Committee to consider appointing the recommended restaurateur (closed session).
6. Committee of the Whole will consider the recommended restaurateur (closed session) as part of the Appointment Committee minutes in 5. and Councillor (open session).
7. Council will consider the recommended restaurateur (reporting out from minutes of 6.) and Councillor, both in open session.

If you have any questions or require further assistance, please let me know.

Andrew Brouwer, Director of Legislative Services/Town Clerk  
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