

MEMORANDUM

TO: Appointment Committee

DATE: August 12, 2014

SUBJECT: **Boards/Committees, 2014-2018 Term of Council**

ORIGIN: Ted Horton, AMCTO Intern / Legislative Services

Purpose

The purpose of this memorandum is to outline the proposed approach for determining the board/committee structure and recruiting for boards/committees in the 2014-2018 term of Council for feedback from the Appointment Committee. The Appointment Committee's mandate includes "providing input on staff recommendations related to the recruitment, selection and orientation processes for boards and committees".

Background

On May 27, 2013 Council approved a staff recommendation "that a Special Committee of the Whole meeting be scheduled at the beginning of the new term of Council (2014-2018) to review and recommend a board/committee structure reflecting Council's strategic priorities". At the same time, Council approved the current Appointment Policy, adopted the Canadian Code for Volunteer Management and established and appointed the current Appointment Committee.

Approach for the 2014-2018 Council

- Board/Committee Survey & Interviews

In order to recommend a board/committee structure for the new term of Council, feedback from current board/committee members, Councillors and staff supporting boards/committees to identify challenges and opportunities for improvement is desirable. This will take the form of the attached draft survey to be distributed to current board/committee members and interviews with individual Councillors and board/committee chairs to be scheduled. Interviews have already been held or are in the process of being scheduled with key staff.

- Recruitment of Required Boards/Committees

Citizen/stakeholder recruitment of those boards/committees required to be established by legislation (statute or Town by-law) or those which are required to continue because of their role with priority projects or mandate are proposed to be recruited from September through November, 2014, including:

- Accessibility Advisory Committee
- Appeal Committee
- Audit Committee
- Committee of Adjustment

- Heritage Newmarket Advisory Committee
- Main Street Business Improvement Area Board of Management (recommended by BIA membership)
- Newmarket Public Library Board
- Newmarket Sports Hall of Fame Committee
- Property Standards Committee
- Newmarket Economic Development Advisory Committee (recommended by nominating committee)

Following organization of the 2014-2018 Council, if Council is in a position to do so, it may make Councillor appointments to those boards/committees listed above, in addition to boards/committees without citizen representatives (Appointment Committee, Old Town Hall Construction Budget Control Task Force, Joint Council Committee (JCC), VivaNext Strategy Task Force) and any external or arms-length boards/committees or bodies requiring Council Member representatives (Joint Theatre Board, Newmarket Seniors' Meeting Place Advisory Board, Newmarket Historical Society, Nokiidaa Committee, Santa Claus Parade Committee, York Region Road Watch Committee) at the Inaugural Council meeting (December 1, 2014) or December 15 Council meeting.

The Mayor may represent the Town on some boards/committees by virtue of office, so a Council appointment is not required.

Once the Appointment Committee has been established, pending response to recruitment efforts and schedule coordination, recommendations for citizen appointments to required boards/committees listed above can occur by the February 9, 2015 Council meeting.

- Board/Committee Operating Policy

A board/committee operating policy will be developed and presented at the January 12, 2015 Committee of the Whole meeting. The policy will provide for operating standards for boards/committee and address issues such as:

- Governance and reporting processes
- Roles and responsibilities
- Meeting procedures and protocols
- Committee administration including budget approval, communications and staff support

The report introducing the policy will also address staff resourcing issues and volunteer management best practice, recognizing the principles of the Canadian Code for Volunteer Management.

The policy will help to set the framework for the boards/committees recruited for (where other operating guidelines do not take precedent) as well as for the boards/committees which may be established following approval of Council's strategic priorities.

- Further Review of Boards/Committees

Remaining boards/committees appointed in the current term which should be reviewed relative to Council's strategic priorities in the 2014-2018 term of Council include:

- Bogart Creek Restoration Committee
- Community Centre Lands Task Force
- Community Urban Space Project Task Force
- Downtown Newmarket Parking Review Task Force
- Graffiti Abatement Task Force
- Inclusivity Advisory Committee

- Newmarket Environmental Advisory Committee
- Museum Board
- Street Naming Committee

Once Council has developed its strategic priorities (at least preliminarily) early in the new term, a review of the remaining boards/committees should be undertaken to ensure alignment and any required recruitment can follow. This review will include consideration of alternative structures/methods for public engagement.



Andrew Brouwer, Director of Legislative Services/Town Clerk