



Town of Newmarket
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Councillor Appointments to Committees & Committee Structure Review Staff Report

Report Number: 2018-73

Department(s): Legislative Services

Author(s): Kiran Saini, Deputy Town Clerk

Meeting Date: December 10, 2018

Recommendations

1. That the report entitled Councillor Appointments to Committees & Committee Structure Review dated December 10, 2018 be received; and,
2. That Council determine and appoint the Member(s) of Council to the following committees:
 - a. Accessibility Advisory Committee (1 Member);
 - b. Appointment Committee (3 Members);
 - c. Audit Committee [3 Members (Mayor and 2 Councillors)];
 - d. Central York Fire Service Joint Council Committee (3 Members);
 - e. Elman W. Campbell Museum Board (1 Member);
 - f. Heritage Advisory Committee (1 Member);
 - g. Main Street District Business Improvement Area Board of Management (2 Members);
 - h. Newmarket Historical Society (1 Member);
 - i. Newmarket Public Library Board (3 Members);
 - j. Newmarket Seniors' Meeting Place Board (1 Member);
 - k. SmartCommute – Central York (1 Member); and,

3. That Council recommend 1 representative to York Region Council for appointment to the Lake Simcoe Region Conservation Authority's Board of Directors; and,
4. That statutory Boards and Committees, as outlined in **Attachment A**, of this report be permitted to meet to fulfill their duties until the appointment of their successors; and,
5. That should a time sensitive or legislated matter requiring the consideration by a Board or Committee prior to their successors being appointed, that Board or Committee be authorized to meet; and,
6. That staff be directed and authorized to do all things necessary to give effect to this resolution.

Purpose

The purpose of this report is to seek Council direction on appointments to boards and committees and to advise Council on the recruitment of various statutory committees.

Background

Committees provide input and recommendations on a variety of community, policy and strategic issues. They also assist with event planning and some undertake statutory responsibilities. Volunteer service contributes to the quality of the Town's decisions, programs, services and events and provides an altruistic opportunity for volunteers.

In this report, the term "Committee" refers to any Committee of Council, board, task force or other body of volunteers established by the Town to fulfill a mandate outlined in legislation, by-law, terms of reference or in a Council resolution.

In September 2018, Legislative Services' staff report 2018-55 outlined the scheduling and recruitment processes for the 2018-2022 term of Council's Committees. That report received Council approval to not fill any Advisory Committee vacancies in anticipation of the Committees Members' terms ending. Additionally, it would also allow an opportunity for Council to review its Committee structure.

Discussion

Recruitment of Citizen Members to Statutory Committees

Certain Committees were either established by law, or have a mandate to fulfill a regulatory or administrative function set out in Town by-laws. These Committees are the: Accessibility Advisory Committee; Appeal Committee; Committee of Adjustment;

Heritage Newmarket Advisory Committee; Newmarket Public Library Board; and, Property Standards Committee.

Advertising for these 6 Committees has already commenced and will remain open until January 11, 2019.

Once applications have been received and reviewed by staff, the Appointment Committee will short list, interview and recommend a slate of individuals for appointment to these committees by Council, which will likely occur in February 2019. To ensure the business of these 6 Committees can continue, staff have recommended that citizen members be authorized to meet to fulfill statutory duties until the appointment of their successors. It should be noted that the authority for citizen members appointed in the 2014-2018 term of Council to meet to fulfill statutory duties until the appointment of their successors is already provided for in legislation for the Committee of Adjustment and Newmarket Public Library Board.

Committee Structure Review

As with past terms, Council takes the opportunity to review its committee structure to ensure it:

1. Reflects the Council and administrative priorities;
2. Aligns with Council's strategic priorities; and,
3. Operates effectively and has a well-defined relationship to the work of Council and/or the Town's administration.

A review of the Committee structure will also provide Council the opportunity to consider alternate forms of public engagement. To help prepare staff for the review, a survey and interviews with Committee chairs and staff supporting committees will be undertaken.

A Council Workshop will be scheduled in the first quarter of 2019 to review options related to Council's committee structure. Accordingly, all non-statutory Advisory Committees shall be suspended until such time Council has had an opportunity to review its Committee structure.

Once Council has provided direction on its committee structure for the term, and has established its strategic priorities, staff will prepare the required terms of reference for Council's approval and the required recruitment process will commence.

Councillor Appointments

The table contained in **Attachment A** to this report demonstrates the timelines for Councillor appointments to various internal and external Boards and Committees. At this time, staff are recommended that all Town of Newmarket statutory Committees and external agencies that have a Newmarket Council representative, be appointed immediately. This will allow for the business of these Committees to continue while Council conducts its committee structure review in 2019.

Main Street District Business Improvement Area (“BIA”) Board of Management

On November 20, 2018, the BIA held their Annual General Meeting. At this meeting, the membership nominated a slate of 8 candidates for Council’s consideration for appointment to the Board for the 2018-2022 term of Council.

The BIA’s constitution sets out that the board is comprised of 10 members; 8 members recommended by the Board to Council, and 2 members directly appointed to the Board by Council. For the 2014-2018 term, the ward 5 Councillor and a citizen member were appointed by Council to the Board.

Council has the following options in relation to the BIA appointments:

1. Appoint 2 Members of Council;
2. Appoint 1 Member of Council and 1 citizen member; or,
3. Leave 1 or both positions vacant.

Lake Simcoe Region Conservation Authority (LSRCA)

The Regional Municipality of York appoints 7 representatives to the LSRCA’s Board of Directors. Representatives can be either elected officials or citizen representatives. The term for the LSRCA Board of Directors begins in January 2019. Town Council may wish to use this opportunity to suggest that York Region Council appoint a specific representative to the Board.

Conclusion

Following the close of the recruitment in January 2019, an Appointment Committee meeting will be scheduled to recommend citizen members for the following 6 Committees: Accessibility Advisory Committee; Appeals Committee; Committee of Adjustment; Heritage Newmarket Advisory Committee; Newmarket Public Library Board; and, Property Standards Committee.

In the first quarter of 2019, a Council Workshop will be scheduled for the purposes of obtaining Council feedback on the Committee structure. Following this Workshop and Council’s establishment of its strategic priorities, staff will report back to Council with the required terms of reference for Council’s approval and the recruitment process will commence thereafter.

Business Plan and Strategic Plan Linkages

This report relates to the Well-equipped and Managed link of the Town’s Community vision – implementing policy and processes that reflect sound and accountable governance.

Consultation

Members of the Strategic Leadership Team and Operational Leadership Team were consulted.

Human Resource Considerations

None.

Budget Impact

None.

Attachments

Attachment A - Councillor Appointments to Boards and Committees

Approval

Lisa Lyons

Director of Legislative Services/Town Clerk

Esther Armchuk

Commissioner of Corporate Services

Contact

For more information please contact Kiran Saini, Deputy Town Clerk at ksaini@newmarket.ca or at 905-953-5300 extension 2203.