



TOWN OF NEWMARKET
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November 26, 2014

JOINT CAO/COMMISSIONERS REPORT – 2014-16

TO: Council

SUBJECT: 2014 – 2018 Council Term of Office

ORIGIN: CAO and Commissioners

RECOMMENDATIONS

THAT Joint CAO/Commissioners Report - 2014-16 dated November 26, 2014 regarding 2014 – 2018 Council Term of Office be received.

COMMENTS

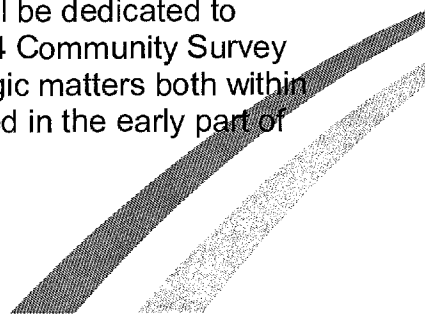
The purpose of this report is to provide Members of Council with a high level outline of each of the following areas:

- Orientation Program: updates on the most recent schedule
- Strategic Priorities for Council: setting Council's goals for the term
- 2015 Budget Process: update on the budget process and next steps
- New initiatives and Referrals: including strategic properties, the Outstanding Matters list and list of items referred to this term of Council

Orientation Program:

The Orientation Program is well underway. The CAO has met individually with all Members of Council and the new Members of Council have met individually with each Commission and had one on ones with the Director, Legislative Services to review the Council process and Council Chambers equipment. One on one sessions with the Director, Financial Services will be scheduled specifically with new Members, on the budget process/municipal finance primer and these sessions will also be available to all returning Members upon request. Members of Council Reference binders have been given to new Members; returning Members will receive them on or before December 1st and all documentation (reference binder material + commission PowerPoint presentations) will be available on Town Central by December 1st.

An orientation workshop is scheduled for Wednesday December 10. It will be dedicated to providing information on Council's legal/legislative framework and the 2014 Community Survey Results. A bus tour will follow in the afternoon focusing on current strategic matters both within and outside of Newmarket. Various other workshops have been scheduled in the early part of



2015 and as updated, the schedule will be circulated. If there is an area that Members of Council feel that orientation would be beneficial, staff would welcome that input.

Strategic Priorities for the 2014-2018 Term

Through an RFP, staff has retained a consultant to assist Council with capturing and prioritizing goals for the coming term. The selected consultant (WCM Consulting Inc.) is experienced with facilitating similar processes with municipal Councils and corporate Boards of Directors. The approach for this current process will be to build on the Town's current Vision and Mission to reach consensus on strategic priorities as a new Council early in the term. Familiar table formats and scorecards will be suggested for use as much as possible to capture priorities, actions, milestones and timelines in an efficient and timely way.

The consultant will be contacting the Mayor and Members of Council in the next couple of weeks to schedule one-on-one interviews during the month of January. Following these interviews, a facilitated workshop will be held at the end of January to review and discuss a summary of the ideas captured during the individual Mayor and Councillor sessions so that on a high-level, consensus can be built on Town-wide priorities and then action plan elements/goals can be aligned with these priorities. After this first workshop, the consultant will work with staff to document and refine the list of priorities, flesh out actions, and return to Council for a second workshop to verify priorities and agree on any adjustments or any resulting further work required. Ultimately, a staff report and consultant presentation will be prepared at the conclusion of the Council Strategic Priorities process for endorsement by Council as a guiding document for the 2014-2018 term.

2015 Budget Process

Staff has begun preparing the draft 2015 budget getting it ready for Council's consideration. An internal Budget Coordinating Committee has been formed comprising of staff representing all three Commissions. The committee Chair is the Director of Financial Services/Treasurer and there is also an SLT liaison - the Commissioner, Community Services - working closely with the Budget Committee.

A Special Committee of the Whole is scheduled for Monday, December 15 at which time the overall approach and plan for the 2015 budget will be presented. The plan will include the proposed schedule, the communication plan, and outline the 2015 budget drivers.

New Initiatives and Referrals

There are a number of current initiatives and referrals from the previous term that the new Council should be aware of and consider as part of the work plan and strategic priorities for the term. These include the following:

- Outstanding Matters/Pending List:

A standing item on each Committee of the Whole agenda is the Outstanding Matters list. It is a list of items summarizing direction provided to staff on various matters that require staff to report back on. The purpose of this document is to track items referred to staff which staff use for resource scheduling keeping Council members apprised of target dates for reporting back to Council.

- Referred Items to 2014-2018 Term of Office List:

Attached to this report is a list of items referred to this term of office – it is being provided at this point in time strictly as a matter of information. At an upcoming meeting, Members of Council will be reviewing both this list and the Outstanding Matters list to ensure that the items identified are still relevant to and meet with, this Council's strategic priorities.

- Current Initiatives:

There are a number of current initiatives in progress resulting from, for the most part, previous strategic direction. These include major initiatives associated with municipal planning such as the Secondary Plan; master plans such as the Cultural Master Plan and the Fire Master Plan; financial and organizational planning; Economic Development matters such as the Intelligent Communities initiative as well as strategic property acquisitions and disposals. A broad summary of these matters will be provided by way of a power point presentation at the Committee of the Whole meeting.

BUSINESS PLAN AND STRATEGIC PLAN LINKAGES

This initiative supports the Town's Community Vision of a well-equipped, managed and respected municipality by implementing policy and processes that reflect sound and accountable governance.

CONSULTATION

Consultation has occurred with the CAO, Commissioners and various members of the Operational Leadership Team.

HUMAN RESOURCE CONSIDERATIONS

None.

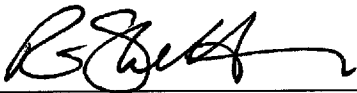
BUDGET IMPACT

None.

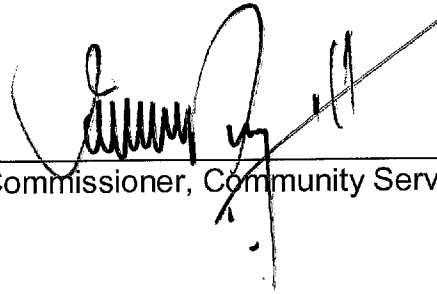
CONTACT

For more information on this report, contact Bob Shelton, CAO at bshelton@newmarket.ca or at 905 953-5300, ext. 2031.

Respectfully submitted,



Chief Administrative Officer



Commissioner, Community Services



Commissioner, Corporate Services



Commissioner, Development and Infrastructure
Services



TOWN OF NEWMARKET
Outstanding Matters
Reviewed by Operational Leadership Team
Referred Items to 2014-2018 Term of Council

Item Subject	Recommendation	Date to come back to Committee	Staff Comments
1. Special Committee of the Whole (Budget) Minutes – April 4, 2011 Item 2C) Community Services Report Public Works Services 2011-30 Update – Partners for Climate Protection	<ul style="list-style-type: none"> • THAT the proposed strategies be referred back to the PCP Committee Working Group to provide a further report to a future Committee of the Whole meeting. 	To be dealt with at Council Priority Setting – New Term of Council	
2. Committee of the Whole Minutes – September 23, 2013 – Item 25 Keeping of Egg Laying Hens	<ul style="list-style-type: none"> • THAT the Town of Newmarket continue to prohibit the keeping of chickens (including egg laying hens) as provided for in the Animal Control By-law (By-law 2008-61); • AND THAT the matter be referred to the 2014-2018 term of Council 	2014-2018 Term of Council	
3. Committee of the Whole Minutes – April 8, 2013 – Item 10 Community Services – Recreation & Culture; Corporate Services Legislative Services and Legal Services; Development and Infrastructure Services – Planning & Building Services and Public Works Services Joint Report 2013-08 – Proposed Parks By-law	<ul style="list-style-type: none"> • THAT the proposed Municipal Parks By-law be amended to allow traditional e-bikes on the trails system; • AND THAT the matter be revisited after two years; 	April 2015	E-bikes on trails matter to be revisited after two years
4. Committee of the Whole Minutes – June 9, 2008 – Item 25 Legal & Development Services Report – Building & By-laws 2008-09 Draft Noise By-law	<ul style="list-style-type: none"> • THAT Legal and Development Services Report – Building and By-laws 2008-09 dated June 3, 2008 regarding the Draft Noise By-law be received and referred to a Strategic Directions Workshop. 	Deferred by Council on Nov 23/09 to next term of Council – will be placed on that O/S list Research in Progress	Draft by-law developed Report will address infill development protocol This will follow Sign By-law Date TBD

Strikethrough indicates that the item will be removed from the outstanding list prior to the next OLT meeting
 Bold indicates that the item will be on the upcoming agenda

Item Subject	Recommendation	Date to come back to Committee	Staff Comments
5. Corporate Services - Joint Legislative Services & Information Technology Services Report 2013-43 dated November 29, 2013 regarding "Voting Method Options, 2014 Municipal Election".	<ul style="list-style-type: none"> AND THAT Council refer Option 2, "Use of Internet Voting" to the 2018 election to be reviewed within the first 12 months of the next term of Council. 		
6. Committee of the Whole Minutes – May 21, 2013 – Item 30 Corporate Services Report – Legislative Services 2013-12 Committee Review – Structure and Proposed Policies	<ul style="list-style-type: none"> THAT the Committee Structure Review Status Report be received; AND THAT a Special Committee of the Whole meeting be scheduled at the beginning of the new term of Council (2014-2015) to review and recommend a Committee structure reflecting Council's Strategic Priorities; AND THAT the Newmarket Arts Council Task Force, Operations Centre Budget Task Force, Health Sciences Commission, Holland River and Newmarket Trails Committee, Halton Recycling Community Liaison Committee and Old Town Hall Renovation Task Force be formally dissolved; AND THAT Council adopt the Canadian Code of Volunteer Involvement; AND THAT the Committee Public Appoint Policy be approved. 	Q1 2015	
7. Committee of the Whole Minutes – February 3, 2014 Joint CAO/Commissioner - Corporate Services Report 2014-04 dated January 23, 2014 regarding the Draft Council Code of Conduct	<ul style="list-style-type: none"> THAT the draft Council Code of Conduct be referred to the new term of Council and an Integrity Commissioner be appointed on an as needed basis. 		
8. Committee of the Whole Minutes – February 3, 2014 – Item 25 - Motion	<ul style="list-style-type: none"> THAT the motion by Councillor Di Muccio regarding not-for-profit minor sports organizations and a phase out of user fees as per specific criteria be referred to staff to review through the Recreation Master Plan process and the Service Pricing Policy review. 		

Item Subject	Recommendation	Date to come back to Committee	Staff Comments
<p>9. Committee of the Whole Minutes – February 24, 2014 – Item 52 – Deputation of Mr. Gary Worters regarding restructuring of Council to provide for 4 full time Councillors</p>	<ul style="list-style-type: none"> • THAT the deputation by Mr. Gary Worters regarding restructuring of Council to provide for 4 full time Councillors be received; • AND THAT the matter be referred to the next term of Council for general governance review and that such review be undertaken within the first twelve months of the term. 	Q4 2015	
<p>10 Committee of the Whole Minutes – April 28, 2014 – Item 14 Item 6 of the Environmental Advisory Committee Minutes of March 5, 2014 – Environmental Vision Follow-Up.</p>	<ul style="list-style-type: none"> • THAT the recommendations contained within item 6 of the Newmarket Environmental Advisory Committee Minutes of March 5, 2014 regarding the Environmental Vision Follow-Up be referred to staff as part of the overall Committee review to be undertaken in the new term of Council. 		
<p>11 Committee of the Whole Minutes – June 16, 2014 – Item 16 Item 9b) of the Heritage Newmarket Advisory Committee Minutes of April 1, 2014 – New Business</p>	<ul style="list-style-type: none"> • The Operational Leadership Team recommends that the following recommendation be referred to Council's review of its boards and committees in the 2014-2018 term of Council: Having consulted with the Planning Department, the Heritage Newmarket Advisory Committee recommends to Council that as the Heritage District is imminent and many of the applications to the subcommittee are within the district boundaries, that Council direct the membership of the NDDS be revised to include a member of the Heritage Newmarket Advisory Committee to begin in the 2014 term. 		