



CORPORATE SERVICES – LEGISLATIVE SERVICES – CLERK'S
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November 24, 2014

CORPORATE SERVICES – LEGISLATIVE SERVICES 2014-21

TO: Committee of the Whole

SUBJECT: Councillor Appointments to Committees & Committee Structure Review

ORIGIN: Director of Legislative Services/Town Clerk

RECOMMENDATIONS

THAT Corporate Services – Legislative Services Report 2014-21 dated November 24, 2014 regarding “Councillor Appointments to Committees & Committee Structure Review” be received and the following recommendations be adopted:

1. THAT Council determine and appoint the Member(s) of Council to the following committees:
 - a. Appointment Committee (3 Members); and,
 - b. Central York Fire Service Joint Council Committee (3 Members)
2. AND THAT to maintain continuity, Councillor appointments to active task forces in the 2010-2014 term (VivaNext Implementation Strategy Task Force – Strategy Group and Old Town Hall Construction Budget Control Task Force) continue in the current term;
3. AND THAT citizen members of the following committees appointed in the 2010-2014 term of Council continue their appointment and be authorized to meet to fulfil statutory duties until the appointment of their successors, including:
 - a. Accessibility Advisory Committee;
 - b. Appeals Committee;
 - c. Committee of Adjustment;
 - d. Heritage Newmarket Advisory Committee;
 - e. Newmarket Public Library Board; and,
 - f. Property Standards Committee.
4. AND THAT committees which are not required to meet to fulfil statutory duties in (2.) be suspended pending the review of Council's committee structure.

COMMENTS

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. Please note that the term "committee" in this report is meant to imply committee, 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 Council resolution.

Committee Appointment Process Review

In the previous term of Council, a review of the Town's committee appointment process was undertaken which resulted in the adoption of the Committee Public Appointment Policy (Attachment A), establishment of the Appointment Committee (see Terms of Reference, Attachment B), adoption of the Canadian Code for Volunteer Involvement (see Appendix C), and direction to review the committee structure with the 2014-2018 Council. These initiatives were established by the municipality to enhance fairness and equity in the committee application and selection process; and provide for a best practice standards for committee volunteer involvement.

It should be noted that the following sections of the Committee Public Appointment Policy come into effect in this term of Council, which will not be applied retroactively:

1i)	No employees of the Town of Newmarket or a local board are eligible to serve as a Member.
2ii)	Members shall not be appointed to more than two Committees at a single time.
2iii)	Members shall not serve more than two consecutive terms on any single Committee.

Appointment Committee

As set out in the Appointment Committee Terms of Reference (Attachment B), the committee is responsible for recommending individuals for appointment to committees by Council among other things. Therefore, Council is requested to determine and appoint three Members of Council to the Appointment Committee.

Central York Fire Service Joint Council Committee

The Town of Aurora and the Town of Newmarket consolidated their fire departments in January 2002 through the "Consolidated Fire and Emergency Services Agreement". The Agreement established an oversight body, Central York Fire Service Joint Council Committee ("JCC") comprised of three (3) Members of Council from the Town of Newmarket and three (3) Members of Council from the Town of Aurora. The Joint Council Committee provides and administers a borderless, single tier of fire protection and prevention services throughout Newmarket and Aurora in accordance with the *Fire Protection and Prevention Act*. JCC has typically met monthly.

Active Internal Task Forces

A number of internal task forces comprised of Members of Council, Town staff and key stakeholder representatives have been created over time to provide direction on projects and initiatives.

The two active task forces include:

- VivaNext Implementation Strategy Task Force - Strategy Group. Created to facilitate the planning and implementation of the Town of Newmarket components of the VivaNext project on Yonge Street and Davis Drive in the Town of Newmarket. Members include Mayor Van Bynen, Regional Councillor Taylor and Councillor Hempen (along with Town staff).
- Old Town Hall Construction Budget Control Task Force. Created to monitor and examine all financial and budgetary aspects of the Old Town Hall project during its construction phase and the spending of project contingency. Members include Mayor Van Bynen, Councillor Kerwin and Councillor Sponga (along with Town staff).

For the sake of continuity for these active projects, it is recommended that Councillor appointments made in the 2010-2014 term continue in the current term. Inactive internal task forces will be addressed through the committee structure review outlined below.

Recruitment of Required Committees

In consultation with the 2010-2014 Council Appointment Committee, staff initiated recruitment in November, 2014 for those committees required to be established by law, or those whose mandates fulfill a regulatory or administrative function set out in Town by-laws (Accessibility Advisory Committee, Appeals Committee, Committee of Adjustment, Heritage Newmarket Advisory Committee, Newmarket Public Library Board and Property Standards Committee). An open house will be held January 14, 2015 (7 p.m. – 9 p.m. in the Council Chamber) to provide an opportunity for those interested in applying to learn more about these committees. The deadline for receiving applications is currently January 23, 2015.

Once established 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, 2015. In the interim, it is recommended that citizen members appointed in the 2010-2014 term of Council be authorized to meet to fulfill statutory duties until the appointment of their successors. The authority for citizen members appointed in the 2010-2014 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.

Other committees are therefore suspended pending the review of Council's committee structure outlined below.

Committee Structure Review

As recommended by the preceding Council and as supported by staff, it is recommended that Council take the opportunity to review the committee structure to ensure it:

- Reflects the Council and administrative priorities; and,
- 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, an online survey of committee members was administered and interviews with committee chairs and staff supporting committees was undertaken, in addition to research on current and best practices.

A Council Workshop be scheduled on January 19, 2014 (9 a.m.) to review options related to Council's committee structure.

Once Council has provided direction on its committee structure for the term, staff will prepare the required terms of reference for Council's approval and the required recruitment process will commence. In the interim, Council may also be requested to approve appointments of Council Members to outside committees or represent the Town on a particular organization. As well, recommendations related to some committees may form a part of a broader policy matter review.

Committee Operations Policy

Staff are in the process of drafting a committee operations policy to address such matters as roles and responsibilities; meeting procedures and protocols; and administrative matters such as budgeting and communications. It is anticipated that the policy will be presented at the January 12, 2015 Committee of the Whole meeting and if approved implemented in time for new committee orientation.

BUSINESS PLAN AND STRATEGIC PLAN LINKAGES

The recommendations in this report supports the Town's Vision, Mission and Community Strategic Plan goal of being well-equipped and managed by implementing policies and processes that reflect sound and accountable governance and fiscal responsibility in achieving service excellence.

CONSULTATION

Members of the Town's Strategic Leadership Team and Operational Leadership Team were consulted.

HUMAN RESOURCE CONSIDERATIONS

There are no human resource considerations related to this report.

BUDGET IMPACT

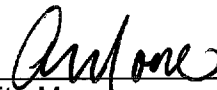
There are no budget impact considerations related to this report.

CONTACT

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