



Town of Newmarket

TERMS OF REFERENCE

NAME: Accessibility Advisory Committee

REPORTS TO: Council

STATUS: Statutory

ESTABLISHED: August 19, 2002

ENABLING LEGISLATION/AUTHORIZING BY-LAW

The Accessibility Advisory Committee is authorized under the *Ontarians with Disabilities Act, 2001* and the *Accessibility for Ontarians with Disabilities Act, 2005*.

The Accessibility Advisory Committee is required to adhere to the provisions outlined in the Town's Procedure [By-Law 2013-46](#) ~~2015-50~~, as amended from time to time, Committee Public Appointment Policy, and Committee Administration Policy.

MANDATE

The Accessibility Advisory Committee will encourage and facilitate accessibility for all persons with disabilities in the Town of Newmarket.

The Committee will be responsible for the following:

- Providing advice, recommendations and assistance to Council to develop and facilitate strategies for the identification and elimination of barriers for citizens with disabilities.
- Promoting accessibility related public outreach, education and awareness initiatives.

Deliverables

The Committee will accomplish its mandate by:

- Advising Council on the Multi-year Accessibility Plan as required by the Act. The Multi-year Accessibility Plan will work to identify, remove and prevent barriers to persons with disabilities.
- Providing comments and recommendations related to the accessibility of a building, structure and premise (or parts thereof) that the Town purchases, constructs, significantly renovates and/or leases.
- Providing comments and recommendations related to accessibility for selected site plan drawings and subdivision agreements. (For example building accessibility, curb cuts on roadways, audible traffic signals, etc.)

- Providing comments and recommendations on such things as selected designated parking, existing by-laws, services, practices, programs and policies of the Town and how they relate to persons with disabilities.
- Providing comments and recommendations on how the needs of persons with disabilities can be better served through the Town's purchasing of goods and/or services.
- Reviewing federal and provincial government directives and regulations in order to give Council advice about these directives and regulations.
- Consulting other municipalities, York Region government and local stakeholder groups on accessibility issues, policies and committee guidelines.
- Perform other duties that may be in the Regulations to the Act as they are developed.

Strategic Plan Linkages

The Accessibility Advisory committee meets the following Corporate Strategic Goals:

- *Living Well:* By centering on safety and security.
- *Well Balanced:* Due to its focus on increased accessibility for people with disabilities.

The Accessibility Advisory committee meets the following Council Strategic Priorities:

- ~~• *Efficiency/Financial Management:* By ensuring effective and efficient services.~~
- ~~• *Enhanced Recreational Opportunities:* By enhancing the Town of Newmarket's recreation and community facilities.~~
- Extraordinary Places and Spaces: Creating the environment for an engaged, accessible, inclusive community.
- Safe Transportation: Providing exceptional transportation experiences across all modes through continuous improvement of accessibility, safety and speed reduction.

COMMITTEE COMPOSITION AND STAFF RESOURCES

The Accessibility Advisory Committee will be composed of:

- A minimum of ~~six~~seven (67) residents, a majority of who must have a disability and consideration of the appointment of additional members with disabilities not represented.
- One (1) Member of Council

The Accessibility Advisory Committee will be supported by:

- Legislative Services Staff
- Recreation Programmer, Family & Special Needs
- Inclusion Base Director, Recreation & Culture Services

Qualifications

Consideration shall be given to inclusion of the following qualifications during the appointment process:

- Persons with physical disabilities (visual, speech, hearing, deaf, brain injury, use of wheelchair etc.)
- Persons with cognitive disabilities (intellectual impairments)
- Persons with perceptual disabilities (learning disabilities)
- Persons with mental health disabilities
- Persons with an interest in disability awareness or support people with disabilities

FREQUENCY OF MEETINGS

Six (6) times annually during the day.

BUDGET CONSIDERATION

The fiscal year of the Committee shall be from January 1 to December 31. The Committee will work with the assigned staff resource to submit a budget request that reflects their upcoming year's operating and capital needs, in keeping with corporate budget directions and timelines.

WORK PLAN

A report or presentation summarizing the Committee's accomplishments shall be provided to Council in the fourth quarter annually.

REMUNERATION

None.

TERM OF OFFICE

~~A Member's term on the Committee shall be two years, with the option to keep the committee going an additional two years if membership or attendance is maintained.~~

A Member's term on the Committee shall be concurrent with the Term of Council, unless otherwise indicated in the Committee's Mandate, or until a successor is appointed.

COMMITTEE REVIEW/SUNSET DATE

Every four years to coincide with the Term of Council or when a change to legislation impacts the obligations and responsibilities of the Committee.



Town of Newmarket

TERMS OF REFERENCE

NAME: Appeal Committee

REPORTS TO: Council

STATUS: Statutory

ESTABLISHED: June 23, 1980

ENABLING LEGISLATION/AUTHORIZING BY-LAW

The Appeal Committee is a quasi-judicial body that shall meet and deliberate as required by the legislation pursuant to which the by-laws have been enacted, and when necessary in order to hear appeals pursuant to these by-laws.

~~The Appeal Committee will also serve as fence-viewers under the authority of the *Line Fences Act, 1990, as amended.*~~

MANDATE

The Appeal Committee is established for the purpose of hearing appeals pursuant to the following Town of Newmarket by-laws:

- Animal Control By-law ~~2008-61~~, as amended [from time to time](#)
- Fence By-law, [as amended 2000-63 from time to time](#)
- Fireworks By-law ~~2015-18~~, [as amended from time to time](#)
- Refreshment Vehicle Licensing By-law ~~2014-11~~, as amended [from time to time](#)
- Sign By-law ~~2014-11~~, as amended [from time to time](#)
- Taxicab Licensing By-law, [as amended from time to time 2013-28](#)
- [Driving Instructor Licensing By-law, as amended from time to time 2018-39](#)

The Committee will be responsible for the following:

- To hear and determine all applications made, proceedings instituted and matters brought before it and for such purpose to make such orders, give such directions, issue such approvals, deny or vary applications and otherwise do and perform all such acts, matters, deeds and things as may be necessary or incidental to the exercise of the powers conferred upon the Appeal Committee.
- To perform such other functions and duties as are now or hereafter conferred upon or assigned to the Appeal Committee by municipal By-law or under statutory authority.

- To make, give or issue or refuse to make, give or issue any order, directions, regulation, rule, permission, approval, certificate or direction, which it has power to make, give or issue.

Deliverables

The Committee will accomplish its mandate by:

- Conducting hearings, as required, to determine matters within the Appeal Committee's jurisdiction in accordance with by-laws listed under Mandateas required.
- ~~Arbitrating fence dispatches between property owners~~

Strategic Plan Linkages

The Appeal Committee meets the following Corporate Strategic Goals:

- *Living Well:* By focusing on health, safety and the environment to promote activity and enrich lives.
- *Efficiency/financial Management.* By ensuring effective and efficient services.

The Appeal Committee meets the following Council Strategic Priority:

- ~~*Efficiency/financial Management.* By ensuring effective and efficient services.~~
- *Safe Transportation:* Providing exceptional transportation experiences across all modes through continuous improvement of accessibility, safety and speed reduction.

COMMITTEE COMPOSITION AND STAFF RESOURCES

The Appeal Committee will be composed of:

- Five (5) residents

Qualifications

Consideration shall be given to inclusion of the following qualifications during the appointment process:

- Persons with legal tribunal governance experience;
- Persons with land use experience;
- Persons with real estate experience.

FREQUENCY OF MEETINGS

Meetings are held on an as required basis monthly.

BUDGET CONSIDERATION

The fiscal year of the Committee shall be from January 1 to December 31. The Committee will work with the assigned staff resource to submit a budget request that reflects their upcoming year's operating and capital needs, in keeping with corporate budget directions and timelines.

WORK PLAN

~~A report or presentation summarizing the Committee's accomplishments shall be provided to Council in the fourth quarter annually.~~ Not applicable.

REMUNERATION

~~\$5080~~.00 per member per meeting

TERM OF OFFICE

A Member's term on the Committee shall be concurrent with the Term of Council, unless otherwise indicated in the Committee's Mandate, or until a successor is appointed.

COMMITTEE REVIEW/SUNSET DATE

Every four years to coincide with the Term of Council or when a change to legislation impacts the obligations and responsibilities of the Committee.



Town of Newmarket

TERMS OF REFERENCE

NAME: Audit Committee

REPORTS TO: Council

STATUS: Advisory

ESTABLISHED: June 19, 1995

ENABLING LEGISLATION/AUTHORIZING BY-LAW

The Audit Committee is authorized under the *Municipal Act, 2001*, ~~Section 296~~ and was established by Council resolution on June 19, 1995.

The Audit Committee is required to adhere to the provisions outlined in the Town's Procedural By-Law ~~2013-46~~2015-50, as amended from time to time, Committee Public Appointment Policy, and Committee Administration Policy.

MANDATE

The Audit Committee shall assist the Council in maintaining the financial integrity of the municipality.

The Committee will be responsible for the following:

- To provide advice and recommendations to Council with respect to the financial control framework including financial reporting, accounting policies, information systems integrity, approval processes and the safeguard of assets.
- ~~To provide advice and recommendations to Council with respect to the appointment of the External Auditor, the scope and timing of the audit.~~
- Reviewing and making recommendations on external auditor's Request For Proposal scope documents, subject to the following conditions:
 - The recommendations must come from the committee collectively and not from individual members; and,
 - Committee members must sign a confidentiality agreement with acknowledges the importance of strict confidentiality regarding the scope of a request for proposal document prior to its release; and,
 - Committee members must sign a declaration confirming they do not have a conflict of interest related to the matter, including specifically that no committee member participating in providing recommendations has a connection to any potential proponent.
- To provide advice and recommendations to Council with respect to the scope of the audit
- To review and provide recommendations to Council regarding the annual report and management letter of the External Auditor.

- To make recommendations with respect to the work plan of the Internal Auditor and to provide comment and advice with respect to the recommendations of the Internal Auditor ~~respecting the on~~ issues of internal financial control.
- ~~To provide advice and recommendations to Council with respect to any special project or issue as requested by Council.~~
- To meet with internal auditors at Audit Committee meetings to review reports of a financial nature.

Deliverables

The Committee will accomplish its mandate by:

- Recommending approval of the annual financial statements.
- Reviewing the newly issued external auditors' management letter with Senior Management.
- Reviewing and approving the scope of the external audit.
- Following up with senior management on disposition of the previous year's external auditors' management letter points.

Strategic Plan Linkages

The mandate meets the following Corporate Strategic Goals:

- *Well-equipped and managed:* By focusing on Fiscal Responsibility, Leadership excellence and leading edge management, efficient management of capital assets and municipal services to meet existing and future operational needs.

The mandate meets the following Council Strategic Priorities:

- ~~*Efficiency/Financial Management:* By ensuring effective and efficient services and measuring the Town's performance.~~
- *Long-term Financial Sustainability: Maintaining long-term financial sustainability while ensuring a thriving community.*

COMMITTEE COMPOSITION AND STAFF RESOURCES

The Audit Committee will be composed of:

- Three (3) residents
- Three (3) Members of Council ~~(Mayor and two (2) Councillors)~~

The Audit Committee shall be supported by:

- Chief Administrative Officer
- Chief Executive Officer of the Newmarket Library

- Commissioner of Corporate Services
- Director of Financial Services/Treasurer

Quorum

A quorum will be the attendance of three (3) members at a Committee meeting.

Qualifications

Consideration shall be given to inclusion of the following qualifications during the appointment process:

- Persons with knowledge of accounting policies
- Persons with knowledge of risk management
- Persons with knowledge of financial auditing

FREQUENCY OF MEETINGS

Three (3) times annually (or as required)

BUDGET CONSIDERATION

The fiscal year of the Committee shall be from January 1 to December 31. The Committee will work with the assigned staff resource to submit a budget request that reflects their upcoming year's operating and capital needs, in keeping with corporate budget directions and timelines.

WORK PLAN

A report or presentation summarizing the Committee's accomplishments shall be provided to Council in the fourth quarter annually.

REMUNERATION

None.

TERM OF OFFICE

A Member's term on the Committee shall be concurrent with the Term of Council, unless otherwise indicated in the Committee's Mandate, or until a successor is appointed.

COMMITTEE REVIEW/SUNSET DATE

Every four years to coincide with the Term of Council or when a change to legislation impacts the obligations and responsibilities of the Committee.



Town of Newmarket

TERMS OF REFERENCE

NAME: Committee of Adjustment

REPORTS TO: Council

STATUS: Statutory

ESTABLISHED: January 11, 1971

ENABLING LEGISLATION/AUTHORIZING BY-LAW

The Committee of Adjustment is authorized under the *Planning Act R.S.O, c. P.13, s.44 (1)* and By-law Number 1971-2. The Committee was reestablished by By-law 1987-22.

The Committee of Adjustment is required to adhere to the provisions outlined in the *Planning Act*, Town's Procedure ~~By-Law 2013-46~~ 2015-50, as amended from time to time, Committee Public Appointment Policy, and Committee Administration Policy.

MANDATE

The Newmarket Committee of Adjustment is a quasi-judicial body that considers applications from property owners. Council does not ratify the decisions of the Committee. If any individual (or the Town Council) wishes to appeal a decision of the Committee, it must do so to the ~~Ontario Municipal Board~~ Local Planning Appeal Tribunal.

The Committee will be responsible for considering applications for the following:

- Minor Variances from the provisions of the Zoning By-law.
- Extensions, enlargements or variations of existing legal non-conforming uses under the Zoning By-law.
- Land Division (severing a new lot from an existing lot, adding land to an existing lot, easements, mortgages or leases in excess of 21 years).
- Determine whether a particular use conforms with the provisions of the Zoning By-law where the uses of land, building or structures permitted in the by-law are defined in general terms.

Deliverables

The Committee will accomplish its mandate by:

- Reviewing the merits of the application, the documentation and evidence put forward and rendering decisions on the applications, in accordance with the requirements of the Planning Act.
- Hearing presentations from property owner(s), applicants, or authorized agents(s)

- Making a decision based on the presentation by the property owner(s), authorized agent(s), and the staff report to the Committee of Adjustment.
- Approving, refusing, tabling, deferring or modifying the recommendations of the staff report to the Committee of Adjustment.

Strategic Plan Linkages

This mandate meets the following Corporate Strategic Goal:

- *Well-equipped and managed.* By ensuring an ideal mix of residential, commercial, industrial and institutional land use.

This mandate meets the following Council Strategic Priority:

- ~~Efficiency/ Financial Management. Ensuring effective and efficient services.~~
- Extraordinary Places and Spaces: Creating the environment for an engaged, accessible, inclusive community

COMMITTEE COMPOSITION AND STAFF RESOURCES

The Committee of Adjustment will be composed of:

- Five (5) residents
- One (1) resident alternate

The Committee of Adjustment will be supported by:

- Planning Staff

Qualifications

Consideration shall be given to inclusion of the following qualifications during the appointment process:

- Residents/property owners;
- Commitment and interest in the community;
- Persons with knowledge of planning and planning legislation;
- Persons with knowledge of building and building legislation;
- Knowledge and interest in the subject area;
- Skills functioning as members of a team;
- Problem solving skills, interpersonal communication skills;

- Facilitation skills.

FREQUENCY OF MEETINGS

Once (1) per month as required, during the day.

BUDGET CONSIDERATION

The fiscal year of the Committee shall be from January 1 to December 31. ~~The Committee will work with the assigned staff resource to submit a budget request that reflects their upcoming year's operating and capital needs, in keeping with corporate budget directions and timelines.~~

WORK PLAN

~~A report or presentation summarizing the Committee's accomplishments shall be provided to Council in the fourth quarter annually. Not applicable.~~

REMUNERATION

- Committee Chair - \$~~90~~110.00 per meeting
- Member - \$~~75~~100.00 per meeting

TERM OF OFFICE

A Member's term on the Committee shall be concurrent with the Term of Council, unless otherwise indicated in the Committee's Mandate, or until a successor is appointed.

COMMITTEE REVIEW/SUNSET DATE

Every four years to coincide with the Term of Council or when a change to legislation impacts the obligations and responsibilities of the Committee.



Town of Newmarket

TERMS OF REFERENCE

NAME: Elman W. Campbell Museum Board

REPORTS TO: Council

STATUS: Statutory

ESTABLISHED: February 7, 1983

ENABLING LEGISLATION/AUTHORIZING BY-LAW

The Elman W. Campbell Museum Board was established through the adoption of By-law 1983-17.

The Elman W. Campbell Museum Board is required to adhere to the provisions outlined in the Town's Procedure [By-Law 2013-2015-4650](#), as amended from time to time, Committee Public Appointment Policy, and Committee Administration Policy.

MANDATE

The Elman W. Campbell Museum Board is responsible for advising on the development of policies and programs for the operation of the Elman W. Campbell Museum at 134 Main Street South.

Deliverables

The Board will accomplish its mandate by:

- Attending regular meetings.
- Dedicating additional time to projects outside of regular meeting times.

Strategic Plan Linkages

This mandate meets the following Corporate Strategic Goals:

- *Well-balanced:* By focusing on arts, culture, entertainment and heritage preservation.

This mandate meets the following Council Strategic Priorities:

- ~~*Enhanced recreational Opportunities: By enhancing our recreation and community facilities.*~~
- ~~*Efficiency/ Financial Management: By ensuring effective and efficient services.*~~
- Extraordinary Places and Spaces: Creating the environment for an engaged, accessible, inclusive community

- Long-term Financial Sustainability: Maintaining long-term financial sustainability while ensuring a thriving community

BOARD COMPOSITION AND STAFF RESOURCES

The Elman W. Campbell Museum Board will be composed of:

- Four (4) Newmarket residents
- One (1) member of Council
- One (1) member of Heritage Newmarket
- One (1) member of Newmarket Historical Society
- One (1) member of the Friends of the Museum

The Elman W. Campbell Museum Board will be supported by:

- Recreation and Culture Department.

Qualifications

Consideration shall be given to inclusion of the following qualifications during the appointment process:

- Persons with knowledge of museum services.
- Persons who have experience with board governance.
- Persons who have experience with recreation programming.
- Persons who have experience with event planning.

FREQUENCY OF MEETINGS

Board meets once per month in the evening.

BUDGET CONSIDERATION

The fiscal year of the Board shall be from January 1 to December 31. The Board will work with the assigned staff resource to submit a budget request that reflects their upcoming year's operating and capital needs, in keeping with corporate budget directions and timelines.

The Museum Board should make formal annual capital requests for the use of the Museum Fund's income.

WORK PLAN

A report or presentation summarizing the Committee's accomplishments shall be provided to Council in the fourth quarter annually.

REMUNERATION

None.

TERM OF OFFICE

A Member's term on the Board shall be concurrent with the Term of Council, unless otherwise indicated in the Board's Mandate, or until a successor is appointed.

BOARD REVIEW/SUNSET DATE

Every four years to coincide with the Term of Council or when a change to legislation impacts the obligations and responsibilities of the Board.



Town of Newmarket

TERMS OF REFERENCE

NAME:	Heritage Newmarket Advisory Committee
REPORTS TO:	Council
STATUS:	Statutory
ESTABLISHED:	July 21, 1980 (Local Architectural Conservation Advisory Committee) November 12, 2001 (Heritage Newmarket Advisory Committee)

ENABLING LEGISLATION/AUTHORIZING BY-LAW

The Heritage Newmarket Advisory Committee is authorized under the *Ontario Heritage Act*, Part IV, S. 27 and By-laws 1980-74 and 2001-132.

The Heritage Newmarket Advisory Committee is required to adhere to the provisions outlined in the Town's Procedure ~~By-law 2013-2015-50-46~~, as amended from time to time, Committee Public Appointment Policy, and Committee Administration Policy.

MANDATE

The Heritage Newmarket Advisory Committee has been created to assist the Town of Newmarket in achieving its goals for the documentation and preservation of historical structures, buildings, properties and artifacts.

The Committee will be responsible for the following:

- Advising and assisting Council on matters related to designation under Parts IV and V of the *Ontario Heritage Act*, the conservation of historic structures and the architectural and natural heritage of the community.

Deliverables

The Committee will accomplish its mandate by:

- Providing recommendations to Council with respect to the designation of buildings or sites under the *Ontario Heritage Act* as being of Cultural Heritage Value or interest.
- Reviewing applications for the completion of works on designated sites in order to ensure the features of the structure or site that are of Cultural Heritage Value or interest are preserved.
- Reviewing development applications involving sites or structures of Cultural Heritage Value or interest to make recommendations to Council on measures to incorporate or preserve these features in the development proposals.
- Conducting research on the community and creating reference materials regarding the history related to the structures and features of the community.

- ~~• Participating in the planning and carrying out of education programs such as tours of the municipality outlining these significant features.~~

Strategic Plan Linkages

This mandate meets the following Corporate Strategic Goals:

- *Living Well:* By centering on Environmental protection and natural heritage preservation.
- *Well-balanced:* By focusing on arts, culture, entertainment and heritage preservation.

This mandate meets the following Council Strategic Priorities:

- ~~• *Enhanced Recreational Activities:* By supporting community and neighbourhood projects.~~
- *Extraordinary Places and Spaces: Creating the environment for an engaged, accessible, inclusive community*

COMMITTEE COMPOSITION AND STAFF RESOURCES

The Heritage Newmarket Advisory Committee will be composed of:

- Six (6) Newmarket residents
- One (1) Member of Council

The Heritage Newmarket Advisory Committee will supported by:

- Senior Planner

Qualifications

Consideration shall be given to inclusion of the following qualifications during the appointment process:

- Knowledge of heritage legislation
- Heritage architectural design and research skills
- Skills functioning as members of a team
- Problem solving skills, interpersonal communication skills
- Facilitation skills
- Interest in the community

FREQUENCY OF MEETINGS

~~Once per month in the evening.~~ Six times per year, or as needed to address urgent matters.

BUDGET CONSIDERATION

The fiscal year of the Committee shall be from January 1 to December 31. The Committee will work with the assigned staff resource to submit a budget request aligned with the work plan that reflects their upcoming year's operating and capital needs, in keeping with corporate budget directions and timelines.

WORK PLAN

A report or presentation summarizing the Committee's accomplishments and/or workplan shall be provided to Council in the fourth quarter annually.

REMUNERATION

None.

TERM OF OFFICE

A Member's term on the Committee shall be concurrent with the Term of Council, unless otherwise indicated in the Committee's Mandate, or until a successor is appointed.

COMMITTEE REVIEW/SUNSET DATE

Every four years to coincide with the Term of Council or when a change to legislation impacts the obligations and responsibilities of the Committee.



Town of Newmarket

TERMS OF REFERENCE

NAME: Newmarket Economic Development Advisory Committee

REPORTS TO: Council

STATUS: Advisory

ESTABLISHED: February 12, 2007

ENABLING LEGISLATION/AUTHORIZING BY-LAW

Legal and Development Services – Economic Development Report 2007-02 provided the framework for the establishment of the Newmarket Economic Development Advisory Committee and was adopted by Council on February 12, 2007.

The Newmarket Economic Development Advisory Committee (NEDAC) is required to adhere to the provisions outlined in the Town's Procedural By-Law ~~2013-46~~2015-50, as amended from time to time, Committee Public Appointment Policy, and Committee Administration Policy.

MANDATE

NEDAC will provide Council and staff with strategic advice on facilitating and promoting balanced, sustainable, long-term economic growth that will benefit Newmarket and its residents through the attraction, expansion and retention of businesses.

The Committee will be responsible for the following:

- Liaise with the business community to identify potential opportunities for business development.
- Provide guidance and feedback to Council and the Economic Development Officer (EDO) on strategic directions for economic development.

Deliverables

The Committee will accomplish its mandate through:

- Agenda planning meetings coordinated through the Economic Development Officer that includes the Mayor, NEDAC Chair, NEDAC Vice-Chair, CAO, Commissioner of Community Services and the EDO
- Regular quarterly meetings (or at the call of the Chair as required to deal with urgent Committee business);
- Coordination of an annual Community Economic Development Congress;
- Participation in economic development promotional events/activities as required.

Strategic Plan Linkages

This mandate meets the following Corporate Strategic Goals:

- *Well-equipped and well-managed:* by focusing on an appropriate mix of jobs to population and people to industry while providing an ideal mix of residential, commercial, industrial and institutional land use;
- *Well-balanced:* by encouraging a sense of community through an appropriate mix of land uses and amenities;
- *Well-planned and connected:* by promoting downtown and neighbourhood revitalization as well as a long term strategy for growth matched with short term action plans.

This mandate meets the following Council Strategic Priority:

- ~~*Economic Development/Jobs: by supporting innovative projects and partnerships with various sectors.*~~
- *Economic Leadership and Job Creation: Attracting, retaining and expanding jobs through innovation, collaboration and urbanization*

COMMITTEE COMPOSITION AND STAFF RESOURCES

NEDAC will be composed of:

- ~~*Seven (7) residents Up to Twelve (12) residents, local business owners, or key stakeholders*~~
- Two (2) Members of Council (Mayor, Deputy Mayor & Regional Councillor)
- One (1) representative from Chamber of Commerce
- ~~CAO~~

NEDAC will be supported by:

- *Chief Administrative Officer*
- Commissioner of Community Services and staff resources from the Economic Development Office
- Legislative Services staff.

Qualifications

Consideration shall be given to inclusion of the following individuals with experience in the following sections during the appointment process:

- Health Sector Innovation
- Business Services
- Information and Communication Technology Industries, including Digital Media
- Post-Secondary Education
- Industrial Commercial Institutional (ICI)

- Manufacturing

- Software Development

FREQUENCY OF MEETINGS

- Quarterly (or at the call of the Chair as required to deal with urgent Committee business);
- One (1) annual Economic Development Congress
- ~~One (1) annual NEDAC/Community Stakeholder group representatives meeting.~~

BUDGET CONSIDERATION

The fiscal year of the Committee shall be from January 1 to December 31. Any expenses required to support this Committee will be provided through the annual Economic Development budget.

WORK PLAN

A report or presentation summarizing the Committee's accomplishments shall be provided to Council in the fourth quarter annually.

REMUNERATION

None.

TERM OF OFFICE

~~Each Committee member shall sit for a two year term coinciding with the beginning of a new term of Council. At the expiration of the first two year term, each member is eligible to continue for an additional two year period, to the end of the term of Council. In accordance with the Appointment Policy, each member may only sit for four consecutive two year terms.~~

A Member's term on the Committee shall be concurrent with the Term of Council, unless otherwise indicated in the Committee's Mandate, or until a successor is appointed.

COMMITTEE REVIEW/SUNSET DATE

Every four years to coincide with the Term of Council or when a change to legislation impacts the obligations and responsibilities of the Committee.



Town of Newmarket

TERMS OF REFERENCE

NAME: Property Standards Committee

REPORTS TO: Council

STATUS: Statutory

ESTABLISHED: June 23, 1980

ENABLING LEGISLATION/AUTHORIZING BY-LAW

The Property Standards Committee is established under the authority of the *Building Code Act, 1992 SO. 1992 c. 23* and the Town's Property Standards By-law 1999-34, as amended.

The Property Standards Committee is required to adhere to the provisions outlined in the Town's Procedure ~~By-Law 2013-46~~ ~~2015-50~~, as amended from time to time, Committee Public Appointment Policy, and Committee Administration Policy.

MANDATE

The Property Standards Committee is a quasi-judicial body that hears appeals by property owners or their agents who have received an order of the Property Standard Officer from the Town.

The Committee will be responsible to:

- Confirm the Property Standards Order; or
- Modify the Property Standards Order; or
- Quash the Property Standards Order; or
- Extend the time for complying with the order provided that, in the opinion of the Committee, the general intent and purpose of the Property Standards By-law is maintained.

Deliverables

The Committee will accomplish its mandate by:

- Conducting hearings, as required

Strategic Plan Linkages

The Property Standards Committee meets the following Corporate Strategic Goals:

- *Living Well:* By focusing on health, safety and the environment to promote activity and enrich lives.

- *Efficiency/financial Management.* By ensuring effective and efficient services.

The Property Standards Committee meets the following Council Strategic Priorities:

- ~~*Efficiency/financial Management.* By ensuring effective and efficient services.~~
 - Extraordinary Places and Spaces: Creating the environment for an engaged, accessible, inclusive community

COMMITTEE COMPOSITION AND STAFF RESOURCES

The Property Standards Committee will be composed of:

- Five (5) residents

Qualifications

Consideration shall be given to inclusion of the following qualifications during the appointment process:

- Persons with legal tribunal governance experience
- Persons with land use experience
- Persons with real estate experience

FREQUENCY OF MEETINGS

As required, on as-needed basis (at the availability of the individuals involved)

BUDGET CONSIDERATION

The fiscal year of the Committee shall be from January 1 to December 31. The Committee will work with the assigned staff resource to submit a budget request that reflects their upcoming year's operating and capital needs, in keeping with corporate budget directions and timelines.

WORK PLAN

~~A report or presentation summarizing the Committee's accomplishments shall be provided to Council in the fourth quarter annually.~~ Not applicable

REMUNERATION

~~\$5080.00~~ per meeting per member.

TERM OF OFFICE

A Member's term on the Committee shall be concurrent with the Term of Council, unless otherwise indicated in the Committee's Mandate, or until a successor is appointed.

COMMITTEE REVIEW/SUNSET DATE

Every four years to coincide with the Term of Council or when a change to legislation impacts the obligations and responsibilities of the Committee.