

Committee Structure Options

Committee	Mandate	Key Issues	Staff Feedback/Considerations	Options	Budget Considerations
Statutory Committees (Required by provincial legislation or by regulatory by-law)					
Accessibility Advisory Committee	Yes <i>Accessibility for Ontarians with Disabilities Act (AODA)</i> 1 Councillor 6 Citizens	<ul style="list-style-type: none"> • Quorum • Length of term • Budget • Meeting frequency • Communication • Video conference attendance requested 	<ul style="list-style-type: none"> • Budget to expand National Access Awareness Week (NAAW) event • Corporate collaboration required • Improve collaboration and communication between committee and staff 	1. Statutory through provincial legislation – maintain with improvements through Operating Policy	<p>√</p> <p>\$1,500.00</p> <p>(extra for NAAW)</p>
Property Standards/Appeal Committee/Fence Viewers (Signs, Licensing and Dog appeals)	Yes <i>Building Code Act, Planning Act, Line Fences Act</i> , and various regulatory by-laws 5 Citizens	<ul style="list-style-type: none"> • Orientation and training • Posting of agendas and minutes 		1. Quasi-judicial committee – maintain with improvements through Operating Policy 2. Could consider appointing same members as Committee of Adjustment given similar quasi-judicial responsibilities	<p>√</p> <p>Current Annual Budget:</p> <p>Remuneration</p> <p>\$50.00 per meeting</p>

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Committee of Adjustment	Yes <i>Planning Act</i> 5 Citizens + 1 alternate	<ul style="list-style-type: none"> Orientation and training Posting of agendas and minutes 	<ul style="list-style-type: none"> Could provide members with additional training through OACA conference 	<ol style="list-style-type: none"> Quasi-judicial committee – maintain with improvements through Operating Policy Combine mandate with Property Standards/Appeal/Fence Viewers 	<p>√</p> <p>Current Annual Budget:</p> <p>Remuneration</p> <p>\$90.00/meeting/Chair</p> <p>\$75.00/meeting/members</p>
Newmarket Public Library Board	Yes <i>Public Libraries Act</i> 3 Councillors 4 Citizens	<ul style="list-style-type: none"> Board creates Library advocates and educates about the value of library Consider mid-term reconfirmation Board/Town relationship working very well 		<ol style="list-style-type: none"> Statutory Board- maintain existing structure with updates to Governance Policy 	
Heritage Newmarket	Yes <i>Ontario Heritage Act</i>	<ul style="list-style-type: none"> Consider a dedicated heritage resource Citizen appointments 	<ul style="list-style-type: none"> Annual budget not always fully spent Heritage budget should 	<ol style="list-style-type: none"> Maintain existing committee structure with improvements through Operating Policy 	<p>√</p>

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	1 Councillor 7 Citizens	<ul style="list-style-type: none"> should be based on required skills Increased membership required to support workload Procedure to remove members for non-attendance Improve communication between staff and council to allow for more proactive input on heritage matters 	be administered by staff <ul style="list-style-type: none"> Create policy for distribution of heritage grants Heritage files – further review required to identify roles/relationships between Heritage Newmarket, Historical Society and Museum in relation to long term archival record management 	2. Approve heritage planning resource	Current Annual Budget: \$7,890.00 Current Heritage Reserve: \$22,630.00 Additional budget impact if heritage planning resource approved
Elman W. Campbell Museum Board	Yes 1 Councillor 4 Citizens 1 Heritage Newmarket 1 Historical Society	<ul style="list-style-type: none"> Lack of clarity of roles/responsibilities between Town, Board, Historical Society and Friends of Museum Governing by-law requires review with current provincial 		1. Maintain in accordance with By-law 2. Further review of governing by-law required	

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	1 Friends of the Museum	standards <ul style="list-style-type: none"> • Posting of Agendas and Minutes 			
Advisory Committees					
Audit Committee	Yes Mayor 2 Councillors 3 Citizens	<ul style="list-style-type: none"> • Quorum 	<ul style="list-style-type: none"> • Valuable staff resource • Provides peer review function • Reinforces public confidence by providing addition financial oversight 	1. Maintain committee	
Inclusivity Advisory Committee	Yes 2 Councillors 9 Citizens	<ul style="list-style-type: none"> • Quorum • Length of term • No budget • Lack of mandate clarity or purpose 	<ul style="list-style-type: none"> • May benefit from a broader network and work with institutions, Region, Social Services etc. • Community group meeting to review Terms of Reference and make 	<ol style="list-style-type: none"> 1. Refer to Strategic Priority discussions 2. Maintain existing structure with review/update to Terms of Reference and Operating Policy 3. Dissolve and encourage creation of independent community group and hold 	

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			recommendations	semi-annual public forums	
Newmarket Environmental Advisory Committee	Yes 1 Councillor 9 Citizens	<ul style="list-style-type: none"> Consider a dedicated sustainability or environmental staff Quorum Length of term Focused work plan Improve communication between committee, staff and council to allow for more proactive input on relevant matters Decisions made in departmental silos Volunteer recognition 	<ul style="list-style-type: none"> Work Plan must align with Council strategic priorities and appropriate resources must be considered to support initiatives Staff expertise currently in place to provide advice to council on technical matters Roles/responsibilities of members must be clearly communicated and set out in Terms of Reference 	<ol style="list-style-type: none"> Refer to Strategic Priority discussions Maintain existing structure with review/update to Terms of Reference and Operating Policy Approve one dedicated sustainability coordinator position Dissolve and implement other methods of community engagement (taskforces, forums) 	<p>√</p> <p>Current Annual Budget: \$5,900.00</p> <p>Additional budget impact if sustainability coordinator position approved</p>

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			<ul style="list-style-type: none"> Independent community advocacy groups may better meet citizen members' expectations 		
Newmarket Economic Development Advisory Committee	<p>Yes</p> <p>Mayor</p> <p>Regional Councillor</p> <p>13-15 Citizens (including various community stakeholders by invitation)</p>		<ul style="list-style-type: none"> Staff reviewing membership requirements, scope of work, community engagement and governance structure Align with Appointment Policy 	<p>1. Independent review currently underway through Commissioner of Community Services. Refer to later date for further discussion.</p>	
Newmarket Downtown Development Sub-Committee	<p>Yes</p> <p>1 Councillor</p> <p>1 Downtown Rep</p> <p>3 Citizens (downtown property owners or</p>	<ul style="list-style-type: none"> Sub-committee of NEDAC but functionally has no real overlap Confusing roles between NEDAC and NDDS Range of downtown 	<ul style="list-style-type: none"> NDDS should function as committee independent of NEDAC Align with appointment policy 	<p>1. Maintain existing sub-committee</p> <p>2. Modify to make NDDS independent of NEDAC and amend Terms of Reference to align with Appointment Policy</p>	

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	tenants)	related committees			
Lower Main Street South Heritage Conservation District Advisory Group	Yes Senior Planner Chief Building Official Economic Development Officer BIA Member Heritage Newmarket Member			1. Maintain committee	
Street Naming Committee	Yes 3 Citizens (including 1 Rep. from Heritage Newmarket)	<ul style="list-style-type: none"> Quorum Agendas and Minutes not on website 	<ul style="list-style-type: none"> Most greenfield development is completed; therefore not many more new streets are to be created. There is not really a need for a complex process on 	1. Maintain existing committee 2. Dissolve committee and staff can make recommendations directly to Council 3. Street Naming process can be delegated to staff	

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			adding names to the reserve list <ul style="list-style-type: none"> • Process is complicated and difficult to explain 		
Bogart Creek Restoration Committee	Yes 1 Councillor Various Citizens	<ul style="list-style-type: none"> • Agendas or Minutes not available 		1. Maintain existing committee and wind down through 2015 2. Refer to Strategic Priority discussions	
Newmarket Sports Hall of Fame Committee	Yes 1 Councillor 7 Citizens maximum	<ul style="list-style-type: none"> • Include Agenda and Minutes on Website 		1. Maintain existing committee	
Task Forces					
Community Urban Space Project (CUSP)	Yes Council and Staff		<ul style="list-style-type: none"> • Task force no longer meeting 	1. Dissolve task force	

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Community Centre Lands Task Force	Yes Mayor 1 Councillor Staff		<ul style="list-style-type: none"> Task force has recently been reinstituted and is reviewing and updating the mandate 	1. Maintain task force with updated Terms of Reference	
Downtown Newmarket Parking Review Task Force	Yes Mayor Regional Councillor Ward 5 Councillor BIA Rep. Staff		<ul style="list-style-type: none"> To be included as part of the Community Centre Lands Task Force 	1. Dissolve task force	
Graffiti Abatement Task Force	Yes 1 Councillor 2 Citizens 1 Rep. for each	<ul style="list-style-type: none"> Task force established September 18, 2009 with a term of six months 	<ul style="list-style-type: none"> Task force has not met 	1. Dissolve existing task force and examine need for staff task force	

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	(Chamber, Business Community, Police, each utility company)				
Newmarket Public Library/Town of Newmarket Joint Task Force	Yes Mayor 1 Councillor 2 Citizens Staff	<ul style="list-style-type: none"> To identify and drive administrative efficiencies and synergies between the Library and Town Library requires Board and Council support 	<ul style="list-style-type: none"> Has met regularly and found efficiencies through Customer Service and the Leisure Guide 	1. Provide specific outcomes to dissolve task force	
Nokiidaa Committee	No 3 Councillors Rep. from East Gwillimbury, York Region, Lake Simcoe Conservation Authority		<ul style="list-style-type: none"> Recommendations on last agenda (May 7, 2013) to dissolve committee. Meeting was cancelled, no formal dissolution 	1. Further investigation required with partners	
Old Town Hall Construction Budget	Yes		<ul style="list-style-type: none"> Monthly meetings are not required, meet on 	1. Maintain task force until	

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Control Task Force	Mayor 2 Councillors Staff		an as needed basis	completion of project	
VivaNext Implementation Strategy Task Force And Staff Task Force	Yes Mayor Regional Councillor 1 Councillor (all councillors are invited to attend task force meetings) Staff			1. Maintain task forces	