



CORPORATE SERVICES – LEGISLATIVE SERVICES
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April 2, 2015

CORPORATE SERVICES – LEGISLATIVE SERVICES 2015-05

TO: Committee of the Whole

SUBJECT: Committee Administration Policy and Committee Structure Options

ORIGIN: Deputy Town Clerk

RECOMMENDATIONS

THAT Corporate Services – Legislative Services Report 2015-05 dated April 2, 2015 regarding “Committee Administration Policy and Committee Structure Options” be received and the following recommendations be adopted:

- 1. THAT the Committee Administration Policy (attached as Appendix ‘A’) be approved and immediately applied to all applicable committees;**
- 2. AND THAT Council approve Option A, as identified in this report as the committee structure for the 2014-2018 term;**
- 3. AND THAT with the exception of Statutory Committees, all Advisory Committee/Task Forces identified for dissolution in the Committee Structure Options Matrix (attached as Appendix ‘B’), be formally dissolved;**
- 4. AND THAT staff be directed to prepare and/or update all necessary terms of references for Council’s future approval and undertake recruitment activities as necessary;**
- 5. AND THAT the Audit Committee members from the 2010-2014 term be permitted to meet until new members have been appointed.**

COMMENTS

Reviewing and realigning the roles and responsibilities of the current structure of committees enhances stakeholder participation, community involvement and optimizes the contributions of the public and stakeholders in relation to Council’s strategic priorities or specific objectives.

This report provides an overview of the review of the committee structure (in place in the 2010-2014 term). The review revealed that the committee structure should enhance Council’s ability to achieve its priorities and other objectives of the municipality which may include the need to consider alternate forms of public engagement apart from traditionally-constituted committees.

Background

In the previous term of Council, staff was directed to conduct a review of the Town's current committee structure to ensure it is reflective of Council and administrative priorities and operates effectively and efficiently.

At the Council Workshop held January 19, 2015, staff outlined best practices the Town has adopted related to its committees; highlighted volunteerism trends and community engagement tools; and summarized a survey of committee members. This discussion and feedback provided by Council assisted staff in the development of the options outlined in this report.

Committee Administration Policy

To provide guidance to Council, staff and Committee Members, and to ensure consistent administrative practices in relation to roles and responsibilities, meeting procedures and protocols and budgeting and communications, staff recommends that Council adopt a Committee Administration Policy (attached as Appendix 'A'). The policy also addresses many of the areas of concern that were identified in the committee survey and review.

Factors to Consider in Re-designing the Structure

- Statutory Committees are required by provincial legislation or by by-law;
- Advisory Committees are established to provide advice to Council on specific issues and their activities should align with Council's Strategic Priorities to be effective and to provide volunteers with a meaningful experience;
- Task forces are established to provide review of a specific matter within a defined period of time, or where special expertise is required;
- The structure must be sustainable in terms of resources (costs, timing and staff support);
- Alternate engagement tactics should be explored where there is an interest in capturing a larger number of participants for a specific purpose over a shorter period of time;
- Clarity regarding purpose of committee; and
- Elimination of overlap or duplication.

These factors have been considered when evaluating the committee options for the proposed new term of Council.

It is also recognized that during the term of Council, individual members of Council may have key initiatives that they want to support or explore. These initiatives, where endorsed by Council and which align with Council's Strategic Priorities, may be supported by an Advisory Committee, Task Force or other engagement tool.

It is recommended that alternate forms of engagement be utilized for other areas that are important to Council and the community. Staff will organize annual forums and/or PIC's for the following:

- Parks and Trails;
- Municipal Energy Reduction;
- Storm Water Management and Low Impact Development;
- Youth; and
- Inclusivity.

These forums will provide the public with learning opportunities on projects or initiatives that are being planned or that are ongoing, while also allowing for dialogue and further engagement. In the near future, staff will bring forward an Community Engagement Policy that will provide a framework for alternate engagement opportunities.

Committee Structure

A matrix of the evaluation and options is set out in Appendix 'B', attached. It is recommended that Council adopt Option A, which will maintain the Statutory Committees, maintain those Advisory Committees that align with those priorities that have ranked highly at Council's Strategic Priority Workshop on January 26, 2015 and recently at the Special Committee of Whole meeting on March 30, 2015. Additionally, those Task Forces that are still engaged in ongoing activities will be maintained in addition to a new one related to Traffic Safety.

2010-2014 Committee Structure

Statutory Committee and Boards	
1	Accessibility Advisory Committee
2	Property Standards/Appeal Committee/Fence Viewers
3	Committee of Adjustment
4	Newmarket Public Library Board
5	Heritage Newmarket
6	Elman W. Campbell Museum Board

Advisory Committees	
7	Audit Committee
8	Inclusivity Advisory Committee
9	Newmarket Environmental Advisory Committee
10	Newmarket Economic Development Committee
11	Newmarket Downtown Development Sub-Committee
12	Lower Main Street South Heritage Conservation District Advisory Group
13	Street Naming Committee
14	Bogart Creek Restoration Committee
15	Newmarket Sports Hall of Fame Committee

Task Forces	
16	Community Urban Space Project (CUSP)
17	Community Centre Lands Taskforce
18	Downtown Newmarket Parking Review Task Force
19	Graffiti Abatement Task Force
20	Town of Newmarket/Newmarket Public Library Joint Task Force
21	Nokiidaa Committee
22	Old Town Hall Construction Budget Control Task Force
23	VivaNext Implementation Task Force and Staff Working Group

2014-2018 Committee Structure (Option A)

Statutory Committee and Boards	
1	Accessibility Advisory Committee
2	Property Standards Appeal Committee
3	Appeals Committee
4	Committee of Adjustment
5	Newmarket Public Library Board
6	Heritage Newmarket
7	Elman W. Campbell Museum Board

Advisory Committees	
8	Audit Committee
9	Newmarket Economic Development Committee
10	Newmarket Downtown Development Grant Advisory Committee
11	Lower Main Street South Heritage Conservation District Advisory Group

Task Forces	
12	Community Centre Lands Task Force
13	Town of Newmarket/Newmarket Public Library Joint Task Force
14	Old Town Hall Construction Budget Control Task Force
15	VivaNext Implementation Task Force and Staff Working Group
16	Traffic Safety Task Force

Next Steps

Once Council has approved a committee structure for the new term, the following actions will take place:

April, 2015

- April 20, 2015 - Appointments will be made to the Statutory Committees
- Staff will contact successful applicants and provide an orientation date, unsuccessful applicants will be contacted and encouraged to continue to watch for upcoming volunteer and engagement opportunities
- Terms of References will be created or updated as required and vetted through the Appointment Committee for recommendation to Council

May-June 2015

- Recruitment will commence for Advisory Committees and Task Forces, as required
- Open House to be held regarding upcoming volunteer opportunities
- Orientation and kick-off meetings for new Statutory Committee members to be held

BUSINESS PLAN AND STRATEGIC PLAN LINKAGES

The proposed committee structure, alternate forms of engagement and committee administration policy supports the Strategic Plan direction of “Well-Equipped and Managed” and “Well-Respected”. The committee review supports effective governance. Establishing a transparent and equitable policy for all committees ensures that committees are managed in a manner that fosters community involvement and encourages collaboration between the Town and its committee volunteers.

CONSULTATION

The committee review process and creation of the committee administration policy involved consultation with senior management and various staff members currently involved with committees. The Chairs, committee members, and Councillors of the previous term committees were consulted by interview and survey. Other municipalities were consulted and best practices reviewed. Additionally, current members of Council were engaged and provided feedback through a Council workshop.

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, however committees are supported and resourced by the Town of Newmarket. A realignment of the committee structure will ensure that the current and future demands on resources will be focused to assist Council in achieving their vision for the Town.

CONTACT

For more information on this report please contact: Andrew Brouwer, Director of Legislative Services/Town Clerk at abrouwer@newmarket.ca or ext. 2211.



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Deputy Town Clerk




Andrew Brouwer
Director of Legislative Services/Town Clerk



Anita Moore
Commissioner of Corporate Services



 Newmarket	<h2>CORPORATE POLICY</h2>	
Sub Topic:	Committee Administration Policy	Policy No.
Topic:	Municipal Governance	Applies To: Newmarket Committee Members
Section:	Corporate Services	Council Adoption Date:
Effective Date:	Revision No:	Date:

Policy Statement and Strategic Plan Linkages

Boards, Committees, Task Forces and other bodies appointed by the Town of Newmarket ("Committees") provide input and recommendations on a variety of community, policy and strategic issues and undertake statutory duties. It is essential that Committees be governed by fair and equitable policies and consistent procedures.

This policy relates to the key areas of focus: "Well-Equipped and Managed" and "Well-Respected" of the Strategic Plan. Establishment of transparent and equitable procedures ensures that Committees formed by Council are managed in a manner that fosters community involvement and encourages collaboration between the Town and its Committee volunteers.

Purpose

This policy provides guidance to Council, staff, and Committee Members on the establishment, amendments to and dissolution of all Committees of the Town of Newmarket, and the necessary framework to ensure consistent administrative practices.

This policy applies to all Committees, subject to legislative requirements and governing by-laws. The policy does not apply to internal bodies (e.g., staff committees and staff task forces).

Definitions

Advisory Committee – is a Committee established to provide advice to Council and staff as mandated in its Terms of Reference;

CAO – is the Chief Administrative Officer of the Town or his/her designate;

Chair – is the presiding officer and spokesperson of a Committee;

Clerk – is the Clerk of the Town or his/her designate;

Committee – is a body constituted and appointed by Council to fulfil a mandate;

Member – is a Member of a Committee;

Statutory Committee – is a Committee which undertakes responsibilities established by by-law and/or pursuant to legislation;

Sunset Clause – is a clause in the Terms of Reference which sets out when the Committee's mandate is anticipated to be completed;

Task Force – is a Committee established to review a specific matter within a defined period of time as mandated in its Terms of Reference;

Terms of Reference – is a document outlining a Committee's mandate, composition and administrative details, as approved by Council;

Town – is the Corporation of the Town of Newmarket;

Vice Chair – is the presiding officer of a Committee in the absence of the Chair.

Procedures

1. Establishment of Committees

- a. Where a Committee is required to be established as a result of a resolution of Council or a requirement of law, or where a Committee is recommended to be established by staff, a staff report will be prepared prior to recruitment of Members, outlining where applicable:
 - i. Proposed Terms of Reference, including the Committee's mandate (see template in Appendix A);
 - ii. The nature of the Committee being an Advisory Committee, Statutory Committee or Task Force, or a combination thereof;
 - iii. Alignment with the Corporate Strategic plan, Council's Strategic priorities and administrative goals/objectives;
 - iv. Public, financial and human resource considerations;
 - v. Proposed work plan, reporting mechanisms, Sunset Clause and means of evaluating the Committee's work;
 - vi. Alternative and/or additional means of community engagement, where applicable.

2. Amendments to the Terms of Reference

Where an amendment to the Terms of Reference is recommended by Council, the Committee or staff, a staff report will be prepared which addresses the proposed changes and any implications and further considerations.

3. Completion of Committee Mandate

- a. A Committee's mandate is deemed to be complete where:
 - i. The objectives identified in the Committee's Terms of Reference has been met;
 - ii. Issues requiring the specific expertise of the Committee has been resolved; and
 - iii. The legislated requirement to constitute a Committee no longer exists; and
 - iv. Other circumstances deemed appropriate by Council.
- b. Where the Committee has completed its mandate, a staff report will be prepared which provides an evaluation of the Committee's work. Where a Committee is no longer required, a recommendation to dissolve the Committee will be included in the staff report.
- c. Should Council formally dissolve a Committee, letters of appreciation will be sent by the Office of the Mayor (on behalf of the Town) to Members. The Town may also acknowledge the contributions of Members through a program of recognition.

4. Appointment of Members

Recruitment and appointment practices for all Committees of the Town are outlined in the Committee Public Appointment Policy CORP.3-01.

5. Confidentiality

Members appointed to any Committee must sign a Confidentiality Agreement (see Appendix B).

6. Commencement of Committees

- a. An orientation session will be provided to all newly appointed Committee Members at the earliest available opportunity following their appointment to the Committee. Members may also be required to take specialized training, depending on the Committee's mandate and operational needs.
- b. Members are required to complete any training required by law, such as training required under the *Accessibility for Ontarians with Disabilities Act* and *Occupational Health and Safety Act*.

- c. Members may be required to review information and/or execute any required forms related to conduct, insurance, health and safety and other on-boarding matters at the discretion of the Town.
- d. Members will select a Chair and Vice Chair, subject to their Terms of Reference.
 - i. To select a Chair, the Clerk or other assigned staff person will call on Members three (3) times to move a motion to nominate a Member as Chair, which must be duly seconded. The Committee will vote on the motions in the order in which they are made until a majority vote affirms the selection of the Chair.
 - ii. In the event that there is a tie, the Clerk or other assigned staff person will select the Chair by lot.
- e. The process outlined in 6.d.i and 6.d.ii. shall apply for the selection of the Vice Chair.

7. Meeting Schedule

- a. The number of meetings scheduled shall be sufficient to address the mandate of the committee and shall be determined at the first meeting of each year.
- b. Established meeting dates and times shall not be amended unless circumstances warrant special consideration.
- c. During a Municipal election year, meetings shall be cancelled where possible in the last quarter.

8. Rules of Procedure

Rules of Procedure for Committees are contained in the Town of Newmarket's Procedure By-law 2013-46, as amended, where applicable.

9. Appointment of Sub-Committees

- a. A Committee may appoint a sub-committee from among its Members to investigate and report on any matters related to the Committee's mandate, provided that the activities of the sub-committee are shared with the Committee and recorded in the Committee's minutes.
- b. Sub-committees do not have the authority to appoint other formal sub-committees.

10. Reporting to Council

- a. As provided for in the Committee's Terms of Reference, a report or presentation will be submitted to Council outlining the Committee's accomplishments and activities annually.
- b. A Committee will make recommendations and provide input to Council through its minutes. The Chair of a Committee may also address Council related to any matter of Committee business by making a presentation or deputation.

- c. Council's disposition of Committee recommendations and input will be provided to Committees by the Clerk or other assigned staff person.

11. Staff Support

- a. Staff support is recommended by the CAO for approval to Council. Council approved staff support is outlined in the Committee's Terms of Reference.
- b. Generally, staff who support Committees assume two functions: secretarial support and professional/advisory support.
- c. Where occasional variations in Committee staff support are requested, Members shall respect the responsibility staff have to manage their regular work load and the expectations of their immediate supervisor.
- d. Any ongoing variations to the Council approved level of staff support to Committees will be requested through a recommendation of the Committee to Council.

12. Budget

- a. Committee budgets must be directly related to the objectives identified in the Committee's Terms of Reference and may be identified on their own or as part of a departmental budget.
- b. Budget requests must be made by motion of the Committee and will be placed in a Council agenda. Any annual budget allocation to a Committee will be at the sole discretion of Council and subject to Council's annual budget deliberations, taking into consideration the requests of the Committee, which will include expenses related to attendance at conferences and special events.
- c. Any expenses submitted without Council's prior authorization will not be approved.
- d. Administration of Committee budgets will be the responsibility of an assigned staff person.

13. Special Events and Fund Raising

Committees must seek the approval of Council prior to undertaking any special events or fundraising.

14. Attendance

If a Member is absent for three (3) meetings in any one (1) calendar year without advising the Chair, the Committee may pass a recommendation requesting that Council declare the position vacant and request a replacement member.

15. Committee Conduct

- a. In addition to their responsibilities as Members set out in the Town's Procedure By-law 2013-46, as amended from time to time, Members are expected to:
 - i. Act in the best interest of the Town;
 - ii. Adhere to the provisions outlined in Town policies, the Ontario Human Rights Code and any other applicable related statutes;
 - iii. Treat every person including other Members, and the public with dignity, understanding and respect for the right to equality and a safe environment free from harassment and discrimination;
 - iv. Seek to advance the common good of the community which they serve;
 - v. Truthfully, faithfully and impartially exercise their duties to the best of their knowledge and ability; and
 - vi. Abide by the guiding principles set out in the Canadian Code for Volunteer Involvement.

16. Remuneration

Members will serve without remuneration unless otherwise provided for in the Terms of Reference.

17. Accessibility

All Committees meetings are required to adhere to the requirements of the *Accessibility for Ontarians with Disabilities Act*.

18. Communications

- a. The CAO's Office is responsible for the Town's media relations. Committees shall notify Communications staff whenever media inquiries are received in order to enable a coordinated response and accurate tracking and reporting of the Town's communications effectiveness. It is imperative that all Committees respond as soon as possible when Communications staff makes a request for information or a spokesperson for the media. Every effort shall be made to meet media deadlines and to ensure the accuracy of all information provided.
- b. Unless otherwise provided for, the Town's primary spokespersons are the Mayor and CAO.
- c. Use of the Corporate Logo, Crest and Images are contained in the Use of Corporate Logo, Crest and Images Policy (COMM.2-01).

- d. Use of the Town logo is restricted to corporate activities, including but not limited to official Town letterhead, business documents, flags, awards, apparel and uniforms, Town-owned property, vehicles and buildings. Use of the corporate logo, crest and images by any Committee must be approved by the Communications Department in order to ensure that corporate identity standards are maintained and upheld.
- e. Unless mandated by Council, Committees will not speak on behalf of the Town or Council or make representations on behalf of the Town without Council approval.
- f. Members will be conscious of identifying themselves in their capacities as Members and as private citizens especially when communicating with Town staff, Council and media.

Attachments

Appendix A – Terms of Reference Template
Appendix B – Confidentiality Agreement

Cross-References

Canadian Code for Volunteer Involvement
Committee Public Appointment Policy CORP.3-01
Procedure By-law 2013-46
Use of Corporate Logo, Crest and Images Policy COMM.2-01



Town of Newmarket **TERMS OF REFERENCE**

NAME: (Name) Committee
REPORTS TO: Council
STATUS: Advisory – Statutory – Task Force
ESTABLISHED: Date

ENABLING LEGISLATION/AUTHORIZING BY-LAW

The (Name) Committee

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

MANDATE

The (Name) Committee will provide

The Committee will be responsible for the following:

-

Deliverables

The Committee will accomplish its mandate by:

-

Strategic Plan Linkages

This mandate meets the following strategic goals:

- 1.

COMMITTEE COMPOSITION AND STAFF RESOURCES

The (Name) Committee will be composed of x members and x Members of Council and shall be supported by x staff resources.

Qualifications

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

-

FREQUENCY OF MEETINGS

Committee shall meet <meeting term – weekly, monthly, etc.>



Town of Newmarket **TERMS OF REFERENCE**

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

An annual Work Plan update with any associated budget implications shall be provided to Council. Committees may prepare a communication plan to support their Work Plan. The Committee must provide advance notice of any communication needs to Corporate Communications through their staff resource. Graphics, editing, printing and advertising are provided through Corporate Communications and funded by the Committee's annual budget allocation.

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

REMUNERATION

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

COMMITTEE CONFIDENTIALITY AGREEMENT

I, _____, acknowledge that I may be provided with information that is confidential in nature for the purposes of executing my duties as a member of the _____ Committee.

I undertake not to disclose or release, by any means, to any third party and treat in strict confidence all confidential material and information.

I also undertake not to use the confidential material and information for personal or private gain or for the gain of friends, relatives of any person or corporation.

Further, after completion of my use of the confidential material and information, I shall return same to the Town of Newmarket and undertake not to disclose to any third party and to treat in strict confidence all confidential materials and information, except where disclosure is made with the prior written consent of the Town.

I have read and understand the above agreement and will abide by the terms as stated above.

Signature of Committee Member

Declared before me at the Town of Newmarket this ____ day of _____, 2015.

Signature of Staff Member



Committee Structure Options Matrix

Committee	Option A (Recommended Structure)	Other Options	Considerations/Next Steps
Advisory Committees (2014-2018 Term)			
Audit Committee	Advisory Committee	None recommended	<ul style="list-style-type: none"> • Considered a municipal best practice • Current members to be given authority to meet in June until new appointments approved • Recruitment to commence in May 2015 • Terms of Reference to be updated under new Policy • Appointments and Orientation to proceed June 2015
Inclusivity Advisory Committee	Forum and/or PLC	<p>Option B</p> <ul style="list-style-type: none"> • Maintain as Advisory Committee with quarterly meetings <p>Option C</p> <ul style="list-style-type: none"> • Dissolve 	<ul style="list-style-type: none"> • Forum and/or PLC could include a round table discussion with community stakeholder to assess the changing demographics in Newmarket and to examine lessons learned and best practices from other municipalities with regards to inclusivity, equity, and communication/community engagement • Themes could include poverty, immigration, housing and other identified community issues with guest speakers
Newmarket Environmental Advisory Committee	Forum and/or PLC	<p>Option B</p> <ul style="list-style-type: none"> • Maintain as Advisory Committee with quarterly meetings <p>Option C</p> <ul style="list-style-type: none"> • Dissolve 	<ul style="list-style-type: none"> • Past NEAC events to proceed with support from community volunteers, to be recruited • Forums/PLCs to be held on Municipal Energy Reduction and Storm Water Management/Low Impact Development • Topic to include LEDs, Energy Plan, Solar Panels, Facility Retrofits and Facility Power Reduction • Current initiatives include recent Energy Plan Stakeholders



Committee Structure Options Matrix

Committee	Option A (Recommended Structure)	Other Options	Considerations/Next Steps
Newmarket Economic Development Advisory Committee	Advisory Committee	None recommended	<ul style="list-style-type: none"> meeting and Storm Water Management PIC A new staff position will be proposed for the 2016 budget – Engineering Services – Senior Environmental Coordinator Revised Terms of Reference to be updated under new Policy Recruitment to commence in May 2015 Appointments and Orientation to proceed June 2015 A yearly forum will also be explored
Newmarket Downtown Development Sub-Committee (To be renamed)	Advisory Committee	Option B <ul style="list-style-type: none"> Dissolve and delegate to staff Option C <ul style="list-style-type: none"> Dissolve and have staff provide recommendations to Council 	<ul style="list-style-type: none"> Recruitment to commence in May 2015 (includes 1 Councillor, 1 Heritage Newmarket Rep, 3 Business or Property owners located within the Community Improvement Plan) Terms of Reference to be created Meeting to be held in conjunction with Lower Main Street South Heritage Conservation Advisory Group (to streamline the number of meetings and to build better efficiencies in supporting downtown developments) Appointments and Orientation to proceed June 2015
Lower Main Street South Heritage Conservation District Advisory	Advisory Committee	None recommended	<ul style="list-style-type: none"> Recruitment includes appointment of Heritage Newmarket member and NDDS/BIA Member Terms of Reference to be updated under new Policy Meeting to be held in conjunction with NDDS new advisory



Committee Structure Options Matrix

Committee	Option A (Recommended Structure)	Other Options	Considerations/Next Steps
Group			committee (to streamline the number of meetings and to build better efficiencies in supporting downtown developments)
Street Naming Committee	Dissolve	None recommended	<ul style="list-style-type: none"> • Appointments and Orientation to proceed June 2015 • Revise Street Naming Policy and Procedures for Council approval in June • Delegate street naming process to staff • Yearly PIC to engage community in collection of names
Bogart Creek Restoration Committee	Dissolve	None recommended	<ul style="list-style-type: none"> • Wind down existing committee through 2015
Newmarket Sports Hall of Fame Committee	Dissolve	None recommended	<ul style="list-style-type: none"> • To be run as operational program through Recreation • Recreation to provide Council with Information Report on updated program in May 2015
Task Forces (2014-2018 Term)			
Community Urban Space Project	Dissolve	None recommended	<ul style="list-style-type: none"> • No longer actively engaged

Committee Structure Options Matrix

Committee	Option A (Recommended Structure)	Other Options	Considerations/Next Steps
Community Centre Lands Task Force	Task Force (Council/Staff)	None recommended	<ul style="list-style-type: none"> To include a subcommittee specifically for downtown Newmarket parking review Terms of Reference to be updated under new Policy
Downtown Newmarket Parking Review Task Force	Dissolve	None recommended	<ul style="list-style-type: none"> To become a subcommittee of the Community Centre Lands Task Force Subcommittee of staff will engage stakeholders
Graffiti Abatement Task Force	Dissolve	None recommended	<ul style="list-style-type: none"> Process has been established and mandate is currently being coordinated through staff and community stakeholders Task Force can be formed should future needs arise
Town of Newmarket/Newmarket Public Library Joint Task Force	Task Force (Council/Staff/Board)	None recommended	<ul style="list-style-type: none"> New Library Board to be appointed in April 2015 and joint task force will be re-established after Library Board orientation is completed in May 2015 Terms of Reference to be updated under new Policy Task Force to provide specific outcomes prior to dissolution
Nokiidaa Committee	Dissolve	None recommended	<ul style="list-style-type: none"> No longer actively engaged and mandate can be examined through future Trails engagement opportunities
Old Town Hall Construction	Task Force	None recommended	<ul style="list-style-type: none"> Task Force to continue to meet until completion of project in



Committee Structure Options Matrix

Committee	Option A (Recommended Structure)	Other Options	Considerations/Next Steps
Budget Control Task Force	(Council/Staff)		2015-2016 <ul style="list-style-type: none"> Engaged in a relevant mandate Meets on an as-needed basis Terms of Reference to be updated under new Policy
VivaNext Implementation Strategy Task Force	Task Force (Council/Staff)	None recommended	<ul style="list-style-type: none"> Task Force to continue to meet until completion of project Engaged in a relevant mandate Terms of Reference to be updated under new Policy
And Staff Working Group			
Traffic Safety Task Force	Task Force (Council/Staff/Stake holders)	None recommended	<ul style="list-style-type: none"> Task Force to include community stakeholders such as police, school communities, York Region and others Town to establish traffic safety policy and task force will assist staff in shaping policy

Statutory Committees and Boards (2014-2018 Term)

Accessibility Advisory Committee	Statutory Committee	N/A	<ul style="list-style-type: none"> Terms of Reference to be updated under new Policy Appointments to be made April 2015 Orientation to be scheduled for May 2015
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Committee Structure Options Matrix

Committee	Option A (Recommended Structure)	Other Options	Considerations/Next Steps
Property Standards/Appeal Committee/Fence Viewers (Signs, Licensing and Dog appeals)	Statutory Committee	N/A	<ul style="list-style-type: none"> • Terms of Reference to be updated under new Policy • Appointments to be made April 2015 • Orientation to be scheduled for May 2015
Committee of Adjustment	Statutory Committee	N/A	<ul style="list-style-type: none"> • Terms of Reference to be updated under new Policy • Appointments to be made April 2015 • Orientation to be scheduled for May 2015
Newmarket Public Library Board	Statutory Board	N/A	<ul style="list-style-type: none"> • Appointments to be made April 2015 • Orientation to be scheduled for May 2015
Heritage Newmarket	Statutory Committee	N/A	<ul style="list-style-type: none"> • Terms of Reference to be updated under new Policy • Appointments to be made April 2015 • Orientation to be scheduled for May 2015
Elman W. Campbell Museum Board	Statutory Board	N/A	<ul style="list-style-type: none"> • Recruitment to commence in May 2015 • Appointments and Orientation to proceed June 2015 • Further review of governing By-law required • Further review of responsibilities regarding archived material