



Town of Newmarket  
**MINUTES**

**APPOINTMENT COMMITTEE**

Thursday, August 27, 2015 at 10:30 AM  
Davis Room

For consideration by Council  
on August 31, 2015

The meeting of the Appointment Committee was held on Thursday, August 27, 2015 in Davis Room, 395 Mulock Drive, Newmarket.

Members Present: Councillor Twinney, Chair  
Mayor Van Bynen  
Councillor Bisanz

Staff Present: I. McDougall, Commissioner of Community Services  
L. Lyons, Deputy Clerk  
C. Finnerty, Council/Committee Coordinator

The meeting was called to order at 10:43 a.m.

Councillor Twinney in the Chair.

**Additions & Corrections to the Agenda**

The Deputy Clerk distributed copies of the amended Newmarket Environmental Advisory Committee Terms of Reference for consideration with the other Terms of Reference included on the agenda.

Moved by: Councillor Bisanz  
Seconded by: Mayor Van Bynen

THAT the Newmarket Environmental Advisory Committee Terms of Reference be included for consideration on the agenda.

**Carried**

**Declarations of Pecuniary Interest**

Councillor Bisanz declared an interest in the applications to the Audit Committee, as a family member has applied. She advised that she would not take part in the discussion or voting of the matter.

## **Approval of Minutes**

1. Appointment Committee Minutes of July 6, 2015.

Moved by: Councillor Bisanz  
Seconded by: Mayor Van Bynen

THAT the Appointment Committee Minutes of July 6, 2015 be approved.

### **Carried**

2. Appointment Committee (Closed Session) Minutes of July 6, 2015.

Moved by: Councillor Bisanz  
Seconded by: Mayor Van Bynen

THAT the Appointment Committee (Closed Session) Minutes of July 6, 2015 be approved.

### **Carried**

## **Closed Session**

3. Personal matters about identifiable individuals as per Section 239 (2)(b) of the Municipal Act - Interview Results for the following Committees:

- a) Audit Committee
- b) Newmarket Economic Development Advisory Committee

Moved by: Mayor Van Bynen  
Seconded by: Councillor Bisanz

THAT the Appointment Committee resolve into Closed Session for the purpose of discussing personal matters about identifiable individuals as per Section 239 (2)(b) of the Municipal Act.

### **Carried**

The Appointment Committee resolved into Closed Session at 10:45 a.m.

The Appointment Committee (Closed Session) Minutes are recorded under separate cover.

The Appointment Committee resumed into Public Session at 11:04 a.m.

## Items for Discussion

### 4. Terms of Reference Review.

The Deputy Clerk provided background related to the Terms of Reference review and advised that meetings were held with each Committee Chair and that a survey was circulated to all committee members to obtain input on their experience and identified areas for improvement. Feedback from this process, along with input from the Council Workshop was incorporated into the revised Terms of Reference documents for each Committee.

#### a) Accessibility Advisory Committee

The Deputy Clerk provided a summary of the amendments to the Terms of Reference. Discussion ensued regarding the number of members appointed to the Committee and providing flexibility in membership in order to take into consideration representation of various disabilities on the Committee.

Moved by: Mayor Van Bynen

Seconded by: Councillor Bisanz

a) THAT the Accessibility Advisory Committee Terms of Reference – Committee Composition be amended as follows:

i) “A minimum of six (6) residents, a majority of who must have a disability and consideration of the appointment of additional members with disabilities not represented.”

b) AND THAT the amended Terms of Reference be forwarded to Council for consideration.

### Carried

#### b) Appeal Committee

The Deputy Clerk summarized the amendments to the Terms of Reference. She advised that the Terms of Reference was new as the Committee was formerly incorporated into the Property Standards Committee.

c) Audit Committee

The Deputy Clerk advised that no substantive amendments were made to the Committee's mandate.

d) Committee of Adjustment

The Deputy Clerk advised that no substantive amendments were made to the Committee's mandate. Discussion ensued regarding the requirement of an alternate member.

e) Elman W. Campbell Museum Board

The Deputy Clerk advised no substantive amendments were made to the Committee's mandate, however an amendment to the Museum Board By-law 1983-17 may be required at a later date.

f) Heritage Newmarket Advisory Committee

The Deputy Clerk advised that no substantive amendments were made to the Committee's mandate.

g) Newmarket Downtown Financial Investment Committee (formerly NDDS)

The Deputy Clerk summarized the amendments to the Terms of Reference. Discussion ensued regarding the amended name of the Committee; it was recommended that the name be amended to Newmarket Downtown Development Committee.

Moved by: Councillor Bisanz  
Seconded by: Mayor Van Bynen

a) THAT the Newmarket Downtown Development Subcommittee be renamed Newmarket Downtown Development Committee;

b) AND THAT the word 'citizens' be replaced with 'residents' in the Committee Composition;

c) AND THAT the amended Terms of Reference be forwarded to Council for consideration.

**Carried**

h) Newmarket Economic Development Advisory Committee

The Deputy Clerk advised of the amendments to the Newmarket Economic Development Advisory Committee Terms of Reference, including the composition and inclusion of an annual community economic development congress meeting and annual stakeholder meetings and the term of office for the Committee.

Moved by: Mayor Van Bynen

Seconded by: Councillor Bisanz

a) THAT the Newmarket Economic Development Advisory Committee Terms of Reference – Term of Office be replaced as follows:

i) “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.”

b) AND THAT the amended Terms of Reference be forwarded to Council for consideration.

**Carried**

i) Property Standards Committee

The Deputy Clerk advised that no substantive amendments were made to the Committee’s mandate.

j) Newmarket Environmental Advisory Committee (NEAC)

The Deputy Clerk advised that substantial amendments were made to the NEAC Terms of Reference, in consultation with the former Committee Chair. The amendments were a result of feedback from the Committee members that expressed a need for a more specific and focused mandate and dedicated staff support for the Committee.

Moved by: Councillor Bisanz  
Seconded by: Mayor Van Bynen

THAT the Terms of Reference for the Appeal Committee, Audit Committee, Committee of Adjustment, Elman W. Campbell Museum Board, Heritage Newmarket Advisory Committee Property Standards Committee and Newmarket Environmental Advisory Committee be approved and forwarded to Council for consideration.

**Carried**

### **New Business**

None.

### **Adjournment**

Moved by: Mayor Van Bynen  
Seconded by: Councillor Bisanz

THAT the meeting adjourn.

**Carried**

There being no further business, the meeting adjourned at 12:03 p.m.

---

Date

---

Councillor Twinney, Chair