



Town of Newmarket
395 Mulock Drive P.O. Box 328,
Newmarket, Ontario, L3Y 4X7

Email: info@newmarket.ca | Website: newmarket.ca | Phone: 905-895-5193

Councillor Appointments to Committees and Committee Structure Review Staff Report to Council

Report Number: 2022-57

Department(s): Legislative Services

Author(s): Kiran Saini, Manager of Legislative Services/Deputy Town Clerk

Meeting Date: December 5, 2022

Recommendations

1. That the report entitled Councillor Appointments to Committees and Committee Structure Review dated December 5, 2022 be received; and,
2. That Council determine and appoint the Member(s) of Council to the following committees for the 2022 to 2026 term of Council:
 - a. Accessibility Advisory Committee (1 Member);
 - b. Appointment Committee (3 Members);
 - c. Audit Committee (3 Members);
 - d. Central York Fire Services Joint Council Committee (3 Members);
 - e. Dismantling Anti-Black Racism Task Force (up to 3 Members);
 - f. Elman W. Campbell Museum Board (1 Member);
 - g. Heritage Newmarket Advisory Committee (1 Member);
 - h. Newmarket Economic Development Advisory Committee (2 Members)
 - i. Newmarket Historical Society (1 Member);
 - j. Newmarket Public Library Board (3 Members);

- k. Newmarket Seniors' Meeting Place Board (1 Member);
 - l. SmartCommute – Central York (1 Member); and,
3. That Council recommend 1 representative to York Region Council for appointment to the Lake Simcoe Region Conservation Authority's Board of Directors; and,
 4. That Staff be authorized and directed to do all things necessary to give effect to this resolution.

Purpose

The purpose of this report is to seek Council direction on appointments to boards and committees and to advise Council on the recruitment of various statutory committees.

Background

In September 2022, Legislative Services' [Staff Report 2022-52](#) outlined the scheduling and recruitment processes for the 2022-2026 term of Council's Committees. That report received Council approval to not fill any Advisory Committee vacancies in anticipation of the Committees Members' terms ending and consideration of a review of the current Committee structure.

In this report, the term "Committee" refers to any Committee of Council, 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 in a Council resolution.

Discussion

Staff is not recommending a Committee Structure review for the 2022-2026 term of Council.

Staff conducted an end of term survey of Committee volunteers (**Attachment 1**) and found that the vast majority of respondents reported that:

- their committee's mandate is clear;
- their committee is completing work in line with their mandate;
- the deliverables in the Committee's Terms of Reference helped them accomplish their mandate; and,
- they were very satisfied or satisfied with their experience.

Additionally, as all nine members of Council have been re-elected for the 2022-2026 term of Council, staff anticipate that the current Committee structure will continue to remain effective for this new term.

For these reasons, staff is recommending to proceed with the current Committee structure for the 2022-2026 term of Council.

Committee Recruitment Timeline

December 2022 – Applications will begin to be accepted for the following Town-established Committees:

- Accessibility Advisory Committee;
- Appeal Committee
- Audit Committee;
- Committee of Adjustment;
- Dismantling Anti-Black Racism Task Force;
- Elman W. Campbell Museum Board;
- Heritage Newmarket Advisory Committee;
- Newmarket Economic Development Advisory Committee;
- Property Standards Committee; and,
- Newmarket Public Library Board.

January 2023 – A virtual Committee and Board Open House will be held to engage the public to learn more about volunteer opportunities that exist with the Town. Applications will continue to be accepted for a period of time after the Open House.

February/March 2023 – The Appointment Committee will review applications, conduct interviews, as necessary, and make appointment recommendations to Council.

April to June 2023 – Committee orientation and first meetings will occur.

Note that the Terms of Reference for all Committees allow for the current Committee Members (from the 2018-2022 term) to meet until their successors are appointed.

Diversity, Equity and Inclusion in the Town's Committees

Simultaneous to the above timeline, the Town is undertaking an employment recruitment review with a diversity, equity, and inclusion lens. That review will also analyze the Committee recruitment process. Recommendations resulting from that review will be incorporated into future recruitments and vacancies.

As an interim step, to nurture inclusivity and celebrate diversity, and support the Appointment Committee and Council's decision making, applications will include

voluntary equity, diversity, and inclusion questions. These questions will ask applicants how they identify and will be voluntary; at the discretion of the applicant to provide.

Recruitment for the Main Street District Business Improvement Area Board of Management (BIA)

Council has not been asked to formally appoint Council representatives to the BIA. This is due to an ongoing governance review being conducted by the Town. The timelines for the review are detailed in [Information Report 2022-23](#). Staff will seek Councillor appointments to the BIA once the governance review is complete.

Volunteer Appreciation

In recognition of the contributions Committee members make serving their communities, staff are reviewing ways to show appreciation to volunteers.

Lake Simcoe Region Conservation Authority (LSRCA)

The Regional Municipality of York appoints 7 representatives to the LSRCA's Board of Directors. Representatives can be either elected officials or citizen representatives. The term for the LSRCA Board of Directors begins in January 2023. Town Council may wish to use this opportunity to suggest that York Region Council appoint a specific representative to the Board.

Conclusion

Staff will begin a process for advertising recruitment for Committees in December.

Business Plan and Strategic Plan Linkages

This report aligns with the Town's vision to be well beyond the ordinary, and mission to making Newmarket even better.

Consultation

Members of the Strategic Leadership Team and Operational Leadership Team were consulted.

Human Resource Considerations

None.

Budget Impact

None.

Attachments

Attachment 1 – End of Term Survey

Approval

Lisa Lyons, Director of Legislative Services/Town Clerk

Esther Armchuk, Commissioner of Corporate Services

Contact

For more information please contact Kiran Saini at ksaini@newmarket.ca or at 905-953-5300 extension 2203.