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Advisory Committee Scheduling and Recruitment for 2018-2022 Term of Council
Staff Report

Report Number: 2018-55

Department(s): Legislative Services

Author(s): Kiran Saini, Deputy Town Clerk

Meeting Date: September 17, 2018

Recommendations

1. That the report entitled “Advisory Committee Scheduling and Recruitment for 2018-2022 Term of Council” be received; and,

2. That, in accordance with the Committee Administration Policy, all regularly scheduled Advisory Committee meetings between October 1, 2018 and December 31, 2018 be cancelled; and,

3. That should a time sensitive or legislated matter requiring the consideration by an Advisory Committee between October 1, 2018 and December 31, 2018, a meeting be scheduled; and,

4. That any Advisory Committee vacancies remain vacant until the new term of Council, or until the Advisory Committee review is complete; and,

5. That staff be directed and authorized to do all things necessary to give effect to this resolution.

Purpose

This report is to advise Council that the Committee Administration Policy authorizes the cancellation of all regularly scheduled Advisory Committee meetings for the fourth quarter of 2018.

Further, as the current Advisory Committees established were for the 2014-2018 term of Council, this report provides a timeline for the Advisory Committee review and recruitment for the new term of Council.

Background

In 2015, Council adopted a Committee Administration Policy, which states “during a Municipal election year, meetings shall be cancelled where possible in the last quarter.” This section was specifically introduced to assist the Legislative Services Department with managing the limited resources assigned to the administration and execution of the election, and supporting the Advisory Committees.

Discussion

Advisory Committee Meeting Schedule between October 1, 2018 and December 31, 2018

The Committee Administration Policy allows for the cancellation of Advisory Committee meetings during the fourth quarter of a Municipal Election year. However, this does not preclude Committees from meeting to consider any matters that are time sensitive or legislated during the fourth quarter.

Council does not have any meetings scheduled for the month of October, and has one meeting in November. Given that the current Advisory Committees report through this term of Council, it is not reasonable for the Committees to continue holding meetings if Council is not meeting.

Most recently, staff have found that many Advisory Committee meetings have been cancelled due to a lack of quorum. This suggests that Committee members may be cognizant of their term ending on November 30 and that it would not be reasonable to meet to advise Council on matters, when Council itself is meeting less frequently.

Advisory Committee Review and Recruitment for 2018-2022 Term of Council

Following the 2010-2014 term, Council adopted a best practice of reviewing the Committee structure after each term to ensure that Advisory Committees reflect the current term of Council and its strategic priorities. A post-term review provides an opportunity to evaluate the efficacy of Advisory Committees, and ensures that a Committee structure is the most appropriate mechanism for consideration of various municipal matters.

Further, as volunteers are providing an important service to the community, the review provides a chance to assess whether they are finding value in their contributions as a Committee Member.

A well designed Advisory Committee governance structure ensures that the Council of the day has an opportunity to make decisions on a) what types of Committees exist; and, b) who serves as volunteers on the Committees. Accordingly, staff intends to prepare a report for consideration by the new term of Council to seek direction on:
1) Appointment of Council representatives to Committees requiring immediate Council appointments, such as the Joint Council Committee for Central York Fire Services; and,

2) Recruitment of volunteers for Committees and Boards.

The recruitment will likely be completed in phases. This means that any Committees or Boards that are required to be established by legislation or within a prescribed timeframe will be part of the first phase of recruitment. Additional matters regarding recruitment will provided to the new term of Council for consideration.

Newmarket Environmental Advisory Committee (NEAC) Motion

At its meeting on June 20, 2018, the Newmarket Environmental Advisory Committee passed the following motion:

1. That the Newmarket Environmental Advisory Committee recommend to Council that current Committee members' terms be extended until their successors are appointed.

Since staff intends to seek the new term of Council's direction on recruitment and term extension for all Committees and Boards, it is recommended that Council not extend NEAC members' term limits at this time.

It should be noted that there are six NEAC members who are eligible for reappointment, and they would be contacted during the recruitment process, should they be interested in re-applying to serve as a Committee Member.

Conclusion

Suspending Committee Meetings during the fourth quarter in a Municipal Election year allows for limited staff resources to be allocated and prioritized accordingly. A meeting will be scheduled if a Committee is required to meet and consider any time sensitive or legislated matters.

Business Plan and Strategic Plan Linkages

The recommendations in this report supports the Town's Vision, Mission and Community Strategic Plan goal of being well-equipped and managed by implementing policies and processes that reflect sound and accountable governance and fiscal responsibility in achieving service excellence.

Consultation

Support and liaison staff from Advisory Committees were consulted as part of this report.

Human Resource Considerations

None.

Budget Impact

None.

Attachments

None.

Approval

Lisa Lyons
Director of Legislative Services/Town Clerk

Esther Armchuk
Commissioner, Corporate Services

Contact

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