



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

2023-2024 Advisory Committee Accomplishments Information Report

Report Number: INFO-2024-28

Department(s): Legislative Services

Author(s): Simon Granat, Legislative Coordinator, Emily Thomas-Hopkins, Legislative Coordinator

Date: December 20, 2024

In accordance with the Procedure By-law, any member of Council may make a request to the Town Clerk that this Report be placed on an upcoming Committee of the Whole agenda for discussion.

Purpose

The purpose of this information report is to summarize the accomplishments of Advisory Committees during 2023-2024.

Background

The Town of Newmarket currently coordinates 13 Advisory Committees, Committees, and Boards, in addition to Council and Committee of the Whole meetings. These Advisory Committees and Boards are a mixture of statutory committees (such as Heritage Newmarket Advisory Committee, and Accessibility Advisory Committee) and discretionary Advisory Committees such as the Dismantling Anti-Black Racism Advisory Committee.

The Town's Advisory Committees play an important role providing formal advice to Council across various areas. While the composition of each varies, Advisory Committees are generally composed of residents, with one member of Council and each supported by the Clerk's Office and a Town of Newmarket staff liaison, a subject matter expert in the relevant field.

An Advisory Committee's Terms of Reference set out one's mandate, composition, meeting frequency, and other relevant constitutional matters. As such, the following Advisory Committees are required to provide a report or presentation summarizing their accomplishments and/or workplan to Council, annually in the fourth quarter. This report

satisfies that reporting requirement. Beginning in 2024, Advisory Committees will report on their accomplishments in an alternating manner. This year, Advisory Committee accomplishments will be reported via this report. The following year via a presentation, and the year following that, accomplishments will be reported via an information report and so on.

The following Advisory Committees are included in this report:

- Accessibility Advisory Committee
- Audit Committee
- Dismantling Anti-Black Racism Committee
- Elman W. Campbell Museum Board
- Heritage Newmarket Advisory Committee

Quasi-judicial Advisory Committees such as the Property Standards Committee, the Central York Joint Council Committee, the Committee of Adjustment are not subject to these reporting requirements.

The Newmarket Economic Development Advisory Committee meets on an as-needed basis to liaise with the business community to identify potential opportunities for business development. The Committee provides guidance and feedback to Council and staff on strategic directions for economic development.

As outlined in the Board's Constitution, the objective of the Main Street District Business Improvement Area Board of Management includes improving and promoting the Main Street District area through investment and advocacy. Members meet monthly to achieve their objectives and work with staff to promote the economic development of the area.

Discussion

All Advisory Committees, Committees, and Boards have achieved onboarding requirements, including instruction on the relevant policies, training, open meeting requirements of the Municipal Act, 2001, the election of Chair, and other related matters.

The following list of committee accomplishments per each advisory committee in 2023 and 2024 are as follows:

Accessibility Advisory Committee

- Completed four site plan reviews of providing recommendations on accessibility improvements to site plan applications submitted to the Town.
- Provided recommendations to Council for downtown accessible parking improvements and additions including the increased time limit for accessible parking on Main Street and the addition of an accessible parking space on Main Street.
- Continued to review federal and provincial grants as made available.

- Provided comments and suggestions to staff to increase inclusion and accessibility at Town events.
- Visited facilities in nearby municipalities to gather information and insight to suggest accessible features at Town of Newmarket facilities including the York Region Annex Building.
- Provided comments to staff regarding barriers to accessibility around the Town of Newmarket including matters involving curb cuts and bollards.
- Provided comments to staff regarding improved accessibility at Town facilities (like the Ray Twinney Recreation Complex, the Municipal Offices at 395 Mulock Drive and the Magna Centre).
- Engaged the Newmarket – Aurora Member of Parliament and Member of Provincial Parliament to discuss how to make Main Street Newmarket more accessible.
- Consulted with staff regarding the Northwest Quadrant Project and Mulock Park project.
- Provided feedback as it relates to accessibility at a Newmarket Library brainstorming session.
- Completed training related to Accessibility for Ontarians with Disabilities Act legislation.
- Reviewed Fire and Emergency preparedness procedures for evacuation and emergencies for assistive devices users.

Audit Committee

- Reviewed the 2022 and 2023 Town of Newmarket Consolidated Financial Statements including receiving and reviewing a report by External Auditor KPMG.
- Received a status update on public sector accounting changes.
- Received a presentation on the Audit Planning Report for the Years ended December 31, 2023 and for the same date 2024.

Dismantling Anti-Black Racism Advisory Committee

- Convened the Dismantling Anti-Black Racism Advisory Committee.
- Reviewed and advised on July and September 2024 updates to the Dismantling Anti-Black Racism Implementation Plan.

Elman W. Campbell Museum Board

- Engaged in a strategic planning facilitation process.
- Authorized up to \$3,000 for exhibit expenses to come from the Museum Trust / Exhibit Reserve.
- Reviewed financial reports and operating reports including visitor counts, updates on exhibitions, events, programming, and donations to the Museum, including during closures and impacts to the Elman W. Campbell Museum during roof construction.
- Advised on the installation of an awning at the South (side) door of Museum.
- Discussed and repurposed the Elsie Czernick Gift shop location for exhibition space and selling gifts near the South (side) door.

- Authorized the expenditure for the installation of a telephone in the elevator from the Museum Trust.

Heritage Newmarket Advisory Committee

- Advised on Heritage Permits and applications for various properties including: 75 Dawson Manor Boulevard, repairs to Old Town Hall, and 543 Timothy Street.
- Advised on a request to de-list 361 Queen Street from the non-designated Heritage Register.
- Endorsed the Heritage Impact Assessment for 33 Mulock Drive (Mulock House)
- Advised on the Town's approach to Bill 23, the More Homes Built Faster Act, 2022 – Municipal Review of the Town's List of Non-designated Heritage Properties.
- Advised that a letter be sent to the Ontario Premier and Minister of Citizenship and Multiculturalism regarding legislative changes from Bill 23, the More Homes Built Faster Act, 2022 regarding the Non-designated Heritage Property List. This letter requested that the Province extend the deadline involving the Non-designated Heritage Property List.
- Discussed supporting the Town of Newmarket's potential bid for an Ontario Heritage Conference in 2026/2027.
- Reviewed three heritage plaque requests.
- Advised regarding the replacement of the Flat Roof at the Elman W. Campbell Museum.
- Nominated the Postmark Hotel for the Lieutenant Governor's Ontario Heritage Award for Excellence in Conservation.

Conclusion

The Town of Newmarket's Advisory Committees and Boards have had a variety of accomplishments in 2023 and 2024. In 2025, accomplishments for the relevant Advisory Committees and Boards will be presented to Members of Council.

Business Plan and Strategic Plan Linkages

The accomplishments in this report link to the Community and Economic Vibrancy, Customer-First Way of Life, Extraordinary Places and Spaces, and Diverse, Inclusive and Welcoming Council Priorities.

Consultation

The following Advisory Committees and associated Staff Liaisons (see **Attachment 1**) were consulted:

- Accessibility Advisory Committee
- Audit Committee
- Dismantling Anti-Black Racism Committee

- Elman W. Campbell Museum Board
- Heritage Newmarket Advisory Committee

Human Resource Considerations

None.

Budget Impact

None.

Attachments

Attachment 1 – Staff Liaison Contact List

Approval

Kiran Saini, Manager, Legislative Services/Deputy Clerk

Lisa Lyons, Director, Legislative Services/Town Clerk

Peter Noehammer, Commissioner, Development and Infrastructure Services

Jeff Payne, Commissioner, Community Services

Esther Armchuk, Commissioner, Corporate Services

Ian McDougall, Chief Administrative Officer

Contact

For questions about the reporting requirements, please contact clerks@newmarket.ca.
For specific questions regarding Advisory Committee subject matter, please contact the relevant Staff Liaison in Attachment A.

If you require this document in an alternative format, please contact the Town of Newmarket at 905-895-5193

Attachment 1 – Staff Liaison Contact List

Accessibility Advisory Committee

Victoria Kendra, Supervisor, Programs – vkendra@newmarket.ca

Audit Committee

Andrea Tang, Director of Financial Services/Treasurer – atang@newmarket.ca

Committee of Adjustment

Umar Mahmood, Planner, Committee of Adjustment & Cultural Heritage –
umahmood@newmarket.ca

Dismantling Anti-Black Racism Advisory Committee

Marsaydees Ferrell, Equity, Diversity & Inclusion Specialist – mferrell@newmarket.ca

Elman W. Campbell Museum Board

Whitney Broydell, Cultural Programmer – History & Heritage – wbroydell@newmarket.ca

Heritage Newmarket Advisory Committee

Umar Mahmood, Planner – Committee of Adjustment & Cultural Heritage –
umahmood@newmarket.ca

Central York Fire Services Joint Council Committee

Rocco Volpe, Fire Chief - Central York Fire Services – rvolpe@cyfs.ca

Main Street District Business Improvement Area Board of Management

Elizabeth Hawkins, Strategic Business Leader – ehawkins@newmarket.ca

Newmarket Economic Development Advisory Committee

Elizabeth Hawkins, Strategic Business Leader – ehawkins@newmarket.ca

Newmarket Public Library Board

Lianne Bond, Administrative Coordinator – lbond@newmarket.ca

Property Standards Committee

Christopher Pumo, Supervisor – Municipal Enforcement – cpumo@newmarket.ca