

MEMORANDUM

TO: Mayor and Members of Council

FROM: Kimberley Kitteringham, Deputy Clerk
Clerk's Department



DATE: May 8, 2008

RE: **APPOINTMENTS TO THE MAIN STREET
MARKHAM COMMITTEE**

As requested at the May 5, 2008, General Committee meeting, an overview of Markham's current Advisory Committee appointment process is being provided and is attached as *Appendix "A"*. The process is followed for most of the Town's Advisory Committees; however, there are some issue-specific committees (including the MSMC) that have followed a modified process (see *Appendix "B"*).

In the past, when members have resigned from the MSMC, new members are recommended to Council for appointment via the MSMC itself and have not been subject to the regular appointment process.

Clerk's Department staff would be pleased to include the MSMC in the normal process (if requested) on a go-forward basis.

Committee Appointment Process

- "1. Vacancies on advisory boards and committees shall be advertised in local Town of Markham newspapers, unless otherwise directed by Council.
2. All candidates shall submit to the Town Clerk, an application, together with any other relevant data or resume.
3. Candidates shall not be selected unless a completed application is submitted for consideration.
4. *Completed applications will be reviewed by Council in a Special Meeting and a list of candidates shall be selected for each committee.
5. Candidates shall be appointed to only one (1) committee and may not be a member of more than one (1) committee during their term of office.
6. Committee members shall be appointed by resolution, as may be required, for a term of one (1), two (2), or three (3) years, or for that portion of the term that is prescribed by Council, unless specified by legislation.
7. Candidates selected to committees shall not serve for more than one (1) term, either 1, 2, or 3 years. Notwithstanding this however, it may be necessary, from time to time, for Council to depart from this principle when it is deemed that there is a need to maintain continuity within a committee, which requires the reappointment of a member. A member may reapply to a committee after a one (1) year absence. If a person only serves 1 or 2 years they may re-apply, but if they serve a 3-year term, policy requires they take a 1-year break.
8. A candidate must be eighteen (18) years of age and a resident of the Town of Markham, unless it is deemed by Council that there is a need to maintain continuity within a committee and requires the reappointment of a member who has moved from the Town."

APPENDIX “B”

List of advisory committees which have historically followed a modified process in the recruitment of members:

- Main Street Markham Committee
- Cornell Advisory Group
- Innovation Synergy Centre in Markham Board of Directors
- Markham Centre Advisory Group
- Milliken Mills Childrens Festival Committee
- Milliken Mills Main Street Advisory Group
- Pomona Mills Creek (Don River) Implementation Plan Task Force
- Sign Removal By-Law Committee
- Markham Small Business Enterprise Centre
- Stiver Mill Preservation Committee
- Traffic Safety Committee
- Mayors Youth Task Force