

Staff Report

Report To: City Council
Report From: Briana Bloomfield, City Clerk
Meeting Date: January 16, 2023
Report Code: CR-23-003
Subject: 2023 Council Board and Committee Selections

Recommendations:

THAT in consideration of Staff Report CR-23-003 respecting 2023 Council Board and Committee Selections, City Council directs staff to:

1. Bring forward a by-law to amend the Council Seating and Board & Committee Selection Policy to require that the first selection by Council members be for a Standing Committee; and
2. Bring forward the 2023 Board and Committee By-law to:
 - a. appoint Council members to serve on Boards and Committees with terms effective February 1, 2023; and
 - b. add a provision relating to the Chair of City Committees, as outlined in the report.

Highlights:

- Councillors will make board and committee selections at this meeting with terms beginning February 1.
- Selection changes required due to scheduling conflicts can be made by notifying the City Clerk by January 20.
- The by-law to formalize the board and committee appointments will be presented at the January 30 Council meeting.

Strategic Plan Alignment:

This report supports the delivery of Core Service.

Previous Report/Authority:

[Board and Committee By-law](#)

Council Seating and Board & Committee Selection Policy

[Report CR-22-080 – 2023 Board and Committee Housekeeping](#)

Background:

City Council, at its meeting held on September 12, 2022, considered a housekeeping report relating to 2023 boards and committees. During that meeting, Council decided that Council terms on boards and committees will either be for 4 years (for appointments determined by legislation) or for 2 years.

City Council, at its meeting held on September 26, 2022, considered [correspondence](#) from the Bruce Grey Poverty Task Force. At this meeting Council approved appointing a Council member to that Community Organization. The task force has been included in the committees to be selected.

During this Council meeting, Council will make their board and committee selections as outlined in the Council Seating and Board & Committee Selection Policy attached to this report. The board and committee terms begin February 1, 2023.

To more evenly divide appointments, Councillors who are on boards or committees for multiple years have the opportunity to pass on a round of selections. As this is a new term of Council, there are no continuing appointments, so there will be no passes during the 2023 selection process.

The Board and Committee Selection Sheet outlines the vacancies available and notes where the Mayor is appointed.

The Grey Sauble Conservation Authority (GSCA) requested that their Board Recruitment Package be shared with Council which is attached to this report for Council's review.

The 2023 Council and Committee Meeting Calendar has also been attached for ease of use. The Community Organizations that Council members may be appointed to are not included in our Council and Committee Calendar. Their meeting dates/times are noted below:

Community Organization	Day	Time
Bruce Grey Owen Sound Poverty Task Force	3 rd Friday of each Month	10:00 a.m.
Community Safety and Well Being Committee	1 st Friday of the month, quarterly	1:00 p.m.
Owen Sound Fund Committee	4-6 times per year at the call of the chair	Call of the Chair
Seniors Advisory Committee	2 nd Friday of each Month	9:30 a.m.

If there are scheduling conflicts and Council members need to make changes to their selections, the City Clerk needs to be advised of the changes by 4:30 p.m. on Friday, January 20, 2023.

At the first meeting of each committee following the new appointments, there will be an election of the Chairs and Vice-Chairs. As per the Board and Committee By-law, Chairs and Vice-Chairs of Standing Committees are members of Council. A Council member can serve as Chair for no more than two (2) years consecutively and at the end of the second year the Council member shall not be eligible to serve as Chair for one (1) year.

Analysis:

Before Council board and committee selections are made, staff are seeking direction from Council on certain recommended updates to the Board and Committee By-law and the Council Seating and Board & Committee Selection Policy.

The first recommendation is that all Council members be required to sit on a minimum of one standing committee. This recommendation reflects the importance of having all Council members serve on these core committees and furthers the goal to evenly distribute the work associated with board and committee appointments. It is recommended that the Council Seating and Board & Committee Selection Policy include that the first selection made by each member of Council be a Standing Committee. Although this isn't currently in the policy, it is recommended that Council follow this process for

the 2023 selections and staff will formally update the policy for future selections.

The second recommendation is for Council members to be prevented from standing as the Chair or Vice-Chair of a City committee where they are a family member of the committee's staff liaison. While there is no actual conflict, staff acknowledge that there may be a perceived conflict when these roles work so closely together. This regulation will remove the perceived bias but will not prevent a Council member from serving on the committee in a regular member capacity. Staff further recommend that 'family' be defined using the City's Code of Conduct, which states:

"Family" includes "child", "parent" and "spouse" as those terms are defined in the *Municipal Conflict of Interest Act* and also includes:

- step-child and grand-child;
- siblings and step-siblings;
- aunt/uncle, niece/nephew, first cousins;
- In-laws, including mother/father, sister/brother, daughter/son; and
- Any person who lives with the Member on a permanent basis.

It is recommended that the Board and Committee By-law include a provision that Council members may not stand for the Chair and Vice Chair positions on a City committee where they are a family member of the staff liaison for that committee, with family as defined in the City's Code of Conduct.

Financial Implications:

None.

Communication Strategy:

The staff liaison and recording secretary for each board and committee will be advised of the Council appointments and meeting invites will be sent out for all scheduled meetings. The Board and Committee By-law will be available on the City's website.

Consultation:

None.

Attachments:

1. Council Seating and Board & Committee Selection Policy
2. Board and Committee Selection Sheet
3. GSCA Board Recruitment Package
4. 2023 Council and Committee Meeting Calendar

Recommended by:

Briana Bloomfield, City Clerk

Kate Allan, Director of Corporate Services

Submission approved by:

Tim Simmonds, City Manager

For more information on this report, please contact Briana Bloomfield, City Clerk at bbloomfield@owensound.ca or 519-376-4440 ext. 1247.