

Staff Report

Report To: City Council
Report From: Staci Landry, Deputy Clerk
Meeting Date: November 20, 2023
Report Code: CR-23-094
Subject: Public Member Appointments to Strategic Planning Ad Hoc Committee and Vacancies on Corporate Services Committee and River District Board of Management

Recommendations:

THAT in consideration of Staff Report CR-23-094 respecting Public Member Appointments to Strategic Planning Ad Hoc Committee and Vacancies on Corporate Services Committee and River District Board of Management, City Council directs staff to bring forward a by-law to amend the Board and Committee By-law to:

1. Appoint certain members to the Strategic Planning Ad Hoc Committee as noted in Attachment 1 to the report;
2. Remove Caralee Sutherland from the Corporate Services Committee and note a vacancy with a term ending on January 31, 2027; and
3. Remove Allegra Deen and Ron Cole from the River District Board of Management and note two vacancies with terms ending on November 14, 2026.

Highlights:

- Staff have received resignations for both the Corporate Services Committee and the River District Board of Management (RDBM).

- The vacancy on the Corporate Services Committee will be filled as part of the 2024 committee recruitment campaign.
- The vacancy on the RDBM has been advertised, and the RDBM recommended two appointees for Council approval at its meeting on November 8, 2023.
- The intent of the Strategic Planning Ad Hoc Committee is to help advise and steer the strategic planning process and the development of the Strategic Plan 2050.
- Strategic Planning Ad Hoc Committee minutes will be presented to Council for approval.

Strategic Plan Alignment:

A City that Grows - KR1 - Undertake an Owen Sound 2050 Vision by July 2023

Climate and Environmental Implications:

There are no anticipated climate or environmental impacts.

Previous Report/Authority:

[Board and Committee By-law](#)

[Report CR-23-072 – 2024 Board and Committee By-law Housekeeping](#)

Closed Staff Reports CR-23-084 and CR-23-098 – Appointment of Public Members to Strategic Planning Ad Hoc Committee

Background:

At its meeting on September 11, 2023, City Council established the Strategic Planning Ad Hoc Committee. The recruitment process for the Strategic Planning Ad Hoc Committee began on September 15, 2023, with applications being accepted until October 6, 2023. The vacancies were advertised in The Sun Times, on the City's website and social media platforms, and through a media release.

A letter was drafted and sent to local Indigenous organizations inviting their members to apply to serve on the Strategic Planning Ad Hoc Committee to

allow for Indigenous representation in the decision-making process. A letter was also drafted and sent to committee members whose terms expire in January 2024, thanking them for their service and inviting them to apply if interested.

The application form was available online and at City Hall. The 'Council and Committees' and 'Committee Vacancies' webpages were updated to provide information on the Strategic Planning Ad Hoc Committee to potential applicants.

During Council closed sessions, Council assessed applications from the public using the recently adopted scoring tool and directed staff to bring forward a report with recommended candidates. In the intervening time, applicants have been contacted to confirm they would like their name to stand for appointment.

Analysis:

Attachment 1 to this report is the roster of applicants that are being recommended for appointment. All individuals on the roster have confirmed they wish to have their name stand for appointment.

The by-law to amend the Board and Committee By-law is being presented concurrently with the staff report to have the members appointed prior to the first meeting on November 22, 2023.

Due to resignations on the Corporate Services Committee and the RDBM, the Board and Committee By-law needs to be amended to reflect these vacancies. The vacancy on the Corporate Services Committee will have a term ending January 31, 2027, and the vacancy on the RDBM will have a term ending November 14, 2026. The Corporate Services Committee vacancy will be filled as part of the 2024 committee recruitment campaign. The RDBM vacancy was advertised, and the RDBM reviewed applications during a closed session of their regular meeting on November 8, 2023. The RDBM made a recommendation to appoint two new Directors at its open session the same evening, and Council will have final approval authority on the appointments.

Financial Implications:

The cost of the advertisement in The Sun Times to call for public applicants was \$340.95.

Communication Strategy:

Applicants will be contacted respecting their appointment and the required documents they must submit prior to their first meeting.

Training will be provided to the members at the first Committee meeting, which is scheduled for November 22, 2023, at 9:00 a.m.

The staff liaison and recording secretary will be advised of the appointments and will send out meeting invitations.

The amended Board and Committee By-law will be available on the City's website.

Consultation:

Michelle Palmer, Senior Manager, Strategic Initiatives and Operational Effectiveness

Attachments:

1. Roster of Recommended Public Appointees

Recommended by:

Staci Landry, Deputy Clerk

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 Staci Landry, Deputy Clerk at slandry@owensound.ca or 519-376-4440 ext. 1235.