

## Staff Report

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**Report To:** City Council  
**Report From:** Staci Landry, Deputy Clerk  
**Meeting Date:** December 18, 2023  
**Report Code:** CR-23-121  
**Subject:** 2024 Public Appointments to Boards and Committees

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### Recommendations:

THAT in consideration of Staff Report CR-23-121 respecting 2024 Public Appointments to Boards and Committees, City Council:

1. Directs staff to amend the Board and Committee By-law for 2023 to appoint Tim Dwyer and Richard Thomas to the River District Board of Management with a term ending November 14, 2026; and
2. Directs staff to bring forward a by-law to appoint certain members to Boards and Committees for specified terms as noted in Schedule 'A' to this report.

### Highlights:

- Direction is required to appoint members to Boards and Committees.
- Training will be held with new members in late January.

### Strategic Plan Alignment:

This report supports the delivery of Core Service.

### Climate and Environmental Implications:

There are no anticipated climate or environmental impacts.

## **Previous Report/Authority:**

### [Board and Committee By-law](#)

Closed Staff Report CR-23-106 – 2024 Appointment of Public Members to Boards and Committees

## **Background:**

The recruitment process for committee vacancies began on October 16, 2023, with applications being accepted until November 22, 2023. The vacancies were advertised in The Sun Times, on the City's website and social media platforms, through a media release, through posters located at the Bayshore Community Centre, Julie McArthur Regional Recreation Centre, and the River District Bulletin Board, and the City Hall television had a scrolling advertisement. In addition, committee vacancies were verbally communicated at all committee meetings, highlighted through the City Manager Update at Council, and spoken about at a Chamber of Commerce Town Hall meeting.

A letter was drafted and sent to local Indigenous organizations inviting their members to apply to serve on City committees to allow for Indigenous representation in the decision-making process. A letter was also drafted and sent to outgoing committee members thanking them for their service and inviting them to reapply for the 2024 term, 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 each committee to potential applicants, and an information sheet was created to give potential applicants the information they would need to apply.

There are two vacancies on the River District Board of Management and the Board reviewed applications from the public at the closed session of the Board meeting held on November 8, 2023. In the open session, the Board recommended that Tim Dwyer and Richard Thomas be appointed and requested that City Council approve the replacements.

At the closed session of the Council meeting held on December 4, 2023, Council reviewed applications from the public, as well as the applications for the individuals selected by the River District Board of Management to fill their two vacancies and directed staff to bring forward a report recommending certain applicants for Boards and Committees and for certain terms. In the

intervening time, applicants have been contacted to confirm they would like their name to stand for appointment.

### **Analysis:**

Schedule 'A' 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. If Council is in favour of these appointments, the applicants will be included in the 2024 Board and Committee By-law, which will be brought forward at the January 15, 2024 Regular Council meeting for adoption and terms will begin February 1, 2024.

The amendment to the 2023 Board and Committee By-law is being presented concurrently with the staff report to have Tim Dwyer and Richard Thomas appointed prior to the next River District Board of Management on January 10, 2024.

With the approval of this report, all vacancies will be filled.

### **Financial Implications:**

The cost of the advertisement in The Sun Times to call for public applicants was \$347.35.

### **Communication Strategy:**

A training session will be held for new members in late January.

Staff liaisons and recording secretaries for Boards and Committees will be advised of the appointments and will send out meeting invitations.

The amended Board and Committee By-law as well as the 2024 Board and Committee By-law will be posted on the City's website.

### **Consultation:**

None.

### **Attachments:**

Schedule 'A' – 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](mailto:slandry@owensound.ca) or 519-376-4440 ext. 1235.