



Staff Report

Report To: River District Board of Management
Report From: Allison Penner, Deputy Clerk
Meeting Date: November 13, 2024
Report Code: CR-24-111
Subject: River District Board of Management Vacancy

Recommendations:

THAT in consideration of Staff Report CR-24-111 respecting River District Board of Management Vacancy, the River District Board of Management receives the report for information purposes.

Highlights:

- Board Directors were appointed by City Council on December 18, 2023, by an amendment to the Board and Committee By-law.
- A resignation has been received from Vice Chair Matthew Quade.
- The Board vacancy will be advertised as per the requirements of the River District Constitution.

River District Action Plan Alignment:

This report supports the delivery of the River District Action Plan.

Climate and Environmental Implications:

There are no anticipated climate or environmental impacts.

Previous Report/Authority:

[Board and Committee By-law](#)

[River District Constitution](#)

Background:

On December 18, 2023, City Council passed By-law No. 2023-133 to appoint public members to the River District Board of Management. At that time, the River District Board had a full complement of Directors.

On October 1, 2024, Vice Chair Matthew Quade tendered his resignation, effective immediately, creating a vacancy on the River District Board.

Analysis:

Section 3.12 of the River District Constitution outlines the process to be followed when a vacancy on the Board occurs:

- a. the Board shall provide public notice of the vacancy. The public notice shall be posted, at a minimum, on the River District website for a period of twenty (20) days;
- b. applicants shall submit required application materials to the Administrator; and
- c. from the applications, the Board shall select a replacement by majority of the Board and advise Council in writing via the City Clerk.

Staff have created an application form that will be available online via the River District website as well as in paper format at the City Hall Service Owen Sound counter. The recruitment process will begin on Thursday, November 21, 2024, with applications being accepted until Thursday, December 12, 2024. The vacancy will be advertised on the River District's website and social media platforms, as well as through a media advisory.

All applications received will be presented to the River District Board for consideration in a closed session at its meeting on January 8, 2025. In open session on January 8, 2025, the Board will select a replacement by majority vote and recommend that City Council approve the replacement.

A memorandum will be presented to City Council at its meeting on January 13, 2025, with the recommendation from the Board. Should Council approve the replacement, the new Director's term will begin immediately upon approval and expire on November 14, 2026.

Financial Implications:

None.

Communication Strategy:

The vacancy will be advertised on the River District's website and social media platforms, as well as through a media advisory.

Consultation:

None.

Attachments:

None.

Recommended by:

Allison Penner, 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 Allison Penner, Deputy Clerk at apenner@owensound.ca or 519-376-4440 ext. 1235.