

## Staff Report

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**Report To:** City Council  
**Report From:** Allison Penner, Deputy Clerk  
**Meeting Date:** May 26, 2025  
**Report Code:** CR-25-070  
**Subject:** Corporate Services Committee Public Member Vacancy

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### Recommendations:

THAT in consideration of Staff Report CR-25-070 respecting Corporate Services Committee Public Member Vacancy, City Council directs staff to begin the recruitment process to fill one (1) public member vacancy on the Corporate Services Committee.

### Highlights:

- On May 12, 2025, a public member of the Corporate Services Committee resigned, leaving a vacancy on the Committee.
- Staff are seeking direction from Council to advertise the vacancy.

### Strategic Plan Alignment:

[Strategic Plan](#) Priority: This report supports the delivery of Core Service.

### Climate and Environmental Implications:

There are no anticipated climate or environmental impacts.

### Previous Report/Authority:

[By-law No. 2025-009 – Board and Committee By-law](#)

## **Background:**

On January 27, 2025, Council passed the 2025 Board and Committee By-law, at which point all positions on the Corporate Services Committee were filled. Subsequently, a vacancy arose due to a resignation. To fill that vacancy, a by-law to appoint new member Meghan Roberston appears on the May 26, 2025 Council meeting agenda.

On May 12, 2025, an additional resignation was received from Stephanie Sas, effective immediately, creating another vacancy on the Corporate Services Committee. Ms. Sas' term was set to end on January 31, 2027.

## **Analysis:**

Staff are seeking direction from Council to advertise one (1) public member vacancy on the Corporate Services Committee with a term ending January 31, 2027. Should Council approve the report recommendation as presented, staff will begin the recruitment process on May 27, 2025, with applications being accepted until June 24, 2025.

During the recruitment period, the application form will be made available online through the City's website, as well as in paper copy at City Hall. Applicants will be asked to submit an application form (Attachment 1) and resume to be considered for the position.

All applications received will be presented to Council in a Closed session at its meeting on July 7, 2025. An open report and by-law to appoint the candidate selected by Council will follow on July 21, 2025.

## **Financial Implications:**

None.

## **Communication Strategy:**

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

## **Consultation:**

None.

**Attachments:**

Committee Application Form

**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](mailto:apenner@owensound.ca) or 519-376-4440 ext. 1235.