



Staff Report

Report To: River District Board of Management
Report From: Allison Penner, Deputy Clerk
Meeting Date: July 9, 2025
Report Code: CR-25-096
Subject: Appointment of Director to the River District Board of Management

Recommendations:

THAT in consideration of Staff Report CR-25-096 respecting Appointment of Director to the River District Board of Management, the River District Board directs staff to send a memo to City Council requesting that the appointment of one Director selected by the River District Board of Management be approved.

Highlights:

- There is one vacancy on the River District Board of Management, resultant from the resignation of Director Denis Langlois.
- The Board will be reviewing applications to fill this vacancy in the closed session at this same meeting.
- As per Section 3.12 of the River District Constitution, City Council must approve the candidates selected by the Board.

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 January 27, 2025, City Council passed By-law No. 2025-009 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 June 5, 2025, Director Denis Langlois tendered his resignation, effective immediately, creating a vacancy on the River District Board.

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.

Analysis:

The recruitment process to fill the vacancy on the River District Board of Management began on June 13, 2025, with applications being accepted until July 3, 2025. The vacancy was advertised on the River District's website and social media platforms, the City of Owen Sound's website, and social media platforms, as well as through a media release. The application form was available online and at City Hall.

During the closed session at this same meeting, the River District Board of Management will review applications and direct staff to bring forward a report with the recommended candidates. The recommended candidates will be selected during the open session with a request for City Council to approve the appointment.

A memorandum will be presented to City Council at its meeting on July 21, 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:

Following the meeting, staff will contact the recommended candidate to confirm that they wish to stand for appointment.

Should Council approve the appointment, a by-law to amend the Board and Committee By-law to include the candidate's name will be brought forward on September 8, 2025. The River District Board of Management recording secretary will send the meeting invitations to the appointed individual. The new appointment will be confirmed in time for the new Director to attend the September meeting of the River District Board of Management.

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

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.