

Staff Report

Report To: City Council
Report From: Briana Bloomfield, City Clerk
Meeting Date: September 8, 2025
Report Code: CR-25-107
Subject: Appointment of Director to the River District Board of Management

Recommendations:

THAT in consideration of Staff Report CR-25-107 respecting Appointment of Director to the River District Board of Management, City Council directs staff to bring forward a by-law to appoint Adrienne Robinson to the River District Board of Management with a term ending November 14, 2026.

Highlights:

- There is one vacancy on the River District Board of Management, resultant from a resignation.
- The River District Board of Management reviewed applications and requested that City Council appoint a Director based on the Board's recommendation.
- As per Section 3.12 of the River District Constitution, City Council must approve the candidates selected by the Board.

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](#)

[River District Constitution](#)

Closed Staff Report CR-25-100

Background:

A vacancy on the River District Board of Management arose on June 5, 2025, as a result of a resignation.

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.

The recruitment process to fill one vacancy on the River District Board of Management began on June 13, 2025, with applications accepted until July 3, 2025.

The vacancy was advertised on the River District's website and social media platforms, the City's website and social media platforms, as well as through a media release. The application form was available online and at City Hall.

In the Closed session of the July 9, 2025, meeting of the River District Board of Management, the Board reviewed all applications received during the application period. In the Open session of the same meeting, the River District Board of Management approved Resolution No. RD-250709-005 as follows:

"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 Adrienne Robinson be approved."

Analysis:

As per Section 3.12 of the River District Constitution, candidates selected by the Board are subject to approval by City Council.

In a Closed session on July 21, 2025, City Council reviewed the application of the candidate recommended for appointment by the River District Board of Management and directed staff to bring forward a report in Open session to proceed with their appointment.

To ensure the new Director is appointed in advance of the September 10, 2025 meeting of the River District Board of Management, the by-law to appoint Adrienne Robinson will be brought forward to the meeting at which this report will be presented.

Financial Implications:

None.

Communication Strategy:

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

Consultation:

None.

Attachments:

None.

Recommended by:

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 Briana Bloomfield, City Clerk at bbloomfield@owensound.ca or 519-376-4440 ext. 1247.