

Staff Report

Report To: City Council
Report From: Staci Landry, Deputy Clerk
Meeting Date: April 13, 2026
Report Code: CR-26-029
Subject: Appointment of a Director to the River District Board of Management

Recommendations:

THAT in consideration of Staff Report CR-26-029 respecting the Appointment of a Director to the River District Board of Management, City Council directs staff to bring forward a by-law to appoint Maegan Cookson 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.

Vision 2050 - Strategic Plan Alignment:

[Strategic Plan](#) Priority: The recommendation contributes to core service delivery or a corporate initiative that enables service delivery for one or more strategic priorities.

Previous Report/Authority:

[Board and Committee By-law](#)

[River District Constitution](#)

Closed Report CR-26-025 Re: Appointment of a Director to the River District Board of Management

Background:

A vacancy on the River District Board of Management arose on January 10, 2026, as a result of a resignation.

Section 3.12 of the 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 vote of the Board and advise Council in writing via the City Clerk.

The recruitment process to fill the vacancy on the River District Board of Management began on January 26, 2026, with applications being accepted until February 20, 2026. 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.

In the Closed Session of the March 11, 2026 meeting of the River District Board of Management, the Board reviewed all applications received during the application period and directed staff to send a report to City Council requesting the appointment of the candidate selected by the Board.

Analysis and Options:

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

At a Closed Session of the Council meeting held on March 23, 2026, 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 May 13, 2026 meeting of the River District Board of Management, the by-law to appoint Maegan Cookson will be brought forward to the meeting at which this report will be presented.

Resource Alignment:

Financial Resources

N/A.

Human Resources

Approximately three (3) hours of staff time will be required to follow up with Ms. Cookson on her appointment, including required training and sending meeting invitations. Staff provided an orientation session for new public committee members at the end of January 2026, and Ms. Cookson will be provided with the same training. One (1) hour of staff time was spent writing and reviewing the closed and open reports, and 30 minutes of staff time will be required to amend the Board and Committee By-law and update the version posted to the City's website.

Time and Scheduling

The by-law to amend the 2026 Board and Committee By-law will be passed and enacted by Council at the meeting on April 13, 2026, to allow sufficient time for staff and Ms. Cookson to undertake the necessary orientation prior to the next regularly scheduled River District Board of Management meeting.

Technology and Infrastructure

N/A.

Climate and Environmental Impacts:

There are no anticipated climate or environmental impacts.

Communication and Engagement:

This report has been posted to the City's website with the agenda in advance of the meeting.

Ms. Cookson will be contacted regarding her appointment to the River District Board of Management.

The Board Recording Secretary will send out the meeting invitations to Ms. Cookson.

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

Report Developed in Consultation With:

N/A.

Attachments:

None.

Reviewed 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 Staci Landry, Deputy Clerk at slandry@owensound.ca or 519-376-4440 ext. 1235.