

To: Corporate and Finance Services Committee

From: Tracy Adams, Chief Administrative Officer,
Office of the C.A.O.

Report Number: CF-23-06

Date of Report: January 4, 2023

Date of Meeting: January 9, 2023

Subject: Vacancies on the Oshawa Active Transportation Advisory
Committee

Ward: All Wards

File: 03-05

1.0 Purpose

The purpose of this report is to recommend two applicants to fill the two vacancies on the Oshawa Active Transportation Advisory Committee.

Confidential Attachment 1 contains the recommended individuals and the respective applications recommended for appointment to the Oshawa Active Transportation Advisory Committee.

Confidential Attachment 2 contains the individuals and their respective applications not being recommended for appointment at this time.

2.0 Recommendation

That the Corporate and Finance Services Committee recommend to City Council:

That in accordance with Report CF-23-06, dated January 4, 2023, concerning the two vacancies on the Oshawa Active Transportation Advisory Committee, the applicants listed in Confidential Attachment 1 be appointed to the Oshawa Active Transportation Advisory Committee for the terms outlined in Attachment 1, or until such time as successors are appointed.

3.0 Executive Summary

Not applicable

4.0 Input From Other Sources

- Engineering Services
- Legislative Services

5.0 Analysis

Due to resignations, Legislative Services initiated a recruitment process for the Oshawa Active Transportation Advisory Committee with advertisements in the local newspaper as well as notification on the City's website and the City's social media accounts from August to October 2022.

5.1 Recruitment for Oshawa Active Transportation Advisory Committee

Based on resignations, there are two vacancies on the Oshawa Active Transportation Advisory Committee. Four applications were received for the vacancies and interviews for these applicants were conducted in November 2022. The interview panel consisted of the Policy Advisor for the Oshawa Active Transportation Advisory Committee, a Transportation Engineer and staff from Legislative Services.

The following interview questions were asked of the applicants:

- Why would you like to be a member of this Committee?
- What skills, interests, experience or expertise do you have that would assist the committee in meeting its responsibilities?
- In addition to attending regular meetings of the Committee, are you willing to participate in working groups/subcommittees and organize or attend special events in the community?
- How do you see the Committee's role in relation to the role of Council?
- Have you served on a municipal Committee or board before?

In addition to the questions above, members of the interview panel were able to ask the applicant any additional or follow up questions. At the end of the each interview, each member of the interview panel scored the applicant. The interview panel discussed the interview and put forward the recommendation based on the score provided by each panel member and the applicant's experience, skills and availability based on the Committee's mandate.

The applicants as set out in Confidential Attachment 1 are recommended for appointment to the Oshawa Active Transportation Advisory Committee. Confidential Attachment 2 contains the applicants that are not recommended for appointment at this time.

6.0 Financial Implications

There are no financial implications from the recommendation contained in this Report.

7.0 Relationship to the Oshawa Strategic Plan

This report supports the Oshawa Strategic Plan Goal of Accountable Leadership.



Mary Medeiros, Director, Legislative Services/City Clerk
Legislative Services



Tracy Adams, Chief Administrative Officer,
Office of the C.A.O.