

To: Corporate and Finance Services Committee

From: Mary Medeiros, Director, Legislative Services/City Clerk,  
Office of the C.A.O.

Report Number: CF-23-21

Date of Report: March 1, 2023

Date of Meeting: March 6, 2023

Subject: Appointments to Various Advisory Committees

Ward: All Wards

File: 03-05

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## **1.0 Purpose**

The purpose of this report is to recommend applicants to fill vacancies on the Oshawa Environmental Advisory Committee, the Oshawa Active Transportation Advisory Committee, and the Oshawa Accessibility Advisory Committee.

## **2.0 Recommendation**

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

1. That in accordance with Section 5.4 of Council's Advisory Committees of Council Policy and Procedure, the seat of the absentee member from the Oshawa Environmental Advisory Committee be declared vacant; and,
2. That in accordance with Report CF-23-21 dated March 1, 2023 concerning appointments to various Advisory Committees, the applicants listed in Confidential Attachment 1 be appointed to the respective Advisory Committees for the terms outlined in Attachment 1.

## **3.0 Executive Summary**

Not applicable

## **4.0 Input From Other Sources**

- Legislative Services
- Engineering Services
- Planning Services

- Innovation and Transformation
- Council Member representatives to Advisory Committees

## **5.0 Analysis**

Legislative Services initiated a recruitment process for the following appointments: the Oshawa Environmental Advisory Committee, the Oshawa Active Transportation Advisory Committee and the Oshawa Accessibility Advisory Committee.

The interview panels for the Advisory Committees consisted of the Policy Advisor for the Advisory Committee, the Member of Council appointed to the Advisory Committee 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.

### **5.1 Oshawa Active Transportation Advisory Committee**

At its meeting of January 30, 2023 Council appointed two individuals to the Oshawa Active Transportation Advisory Committee, Michael Bennett and Elinor Major. Following the meeting, staff notified the new members of their appointment and were advised by Elinor Major that due to personal circumstances, they are no longer able to participate on the Advisory Committee, resulting in a continued vacancy on the Oshawa Active Transportation Advisory Committee.

The applicants from the most recent Oshawa Active Transportation Advisory Committee interviews were contacted concerning their interest in sitting on the Committee. Both applicants expressed interest in the vacancy and were considered during this selection process.

As part of the process, staff received and interviewed one additional applicant, which was in response to the advertisement.

## **5.2 Oshawa Environmental Advisory Committee**

In accordance with Section 5.4 Attendance Management of the Advisory Committees of Council Policy and Procedure, where a member is absent from three consecutive, regularly scheduled Meetings without notice and staff have not been able to connect with this member, the Clerk, in consultation with the Policy Advisor, will recommend to Council that the member's seat be declared vacant.

Staff have been unable to connect with one member of the Advisory Committee despite several attempts to determine if they are still interested in remaining on the Oshawa Environmental Advisory Committee. Therefore, in accordance with Section 5.4 regarding Attendance Management, staff are recommending that Council declare the member's seat vacant.

Due to a resignation and the removal of the absent member, there are two vacancies on the Oshawa Environmental Advisory Committee. Legislative Services received two applications for the vacancies.

## **5.3 Oshawa Accessibility Advisory Committee**

Due to a resignation, there is one vacancy on the Oshawa Accessibility Advisory Committee. Legislative Services received one application for the vacancy.

## **5.4 Remaining Vacancies**

Due to a recent resignation on the Oshawa Animal Care Advisory Committee, staff will continue to advertise and recruit for this vacancy and will report on these appointments in the future.

The applicants as set out in Confidential Attachment 1 are recommended for appointment to the various Advisory Committees. Confidential Attachment 2 contains additional applications 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.



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