

**Office of the C.A.O.**

**Date:** November 15, 2023

**File:** 03-05

**To:** Mayor Carter and Members of City Council

**From:** Mary Medeiros Director, Legislative Services/City Clerk

**Re:** **Councillor Appointments to Committees and External Agencies**

To assist in the appointment process, the Rules of Procedure and detailed information on the relevant boards and committees are set out below.

**Recommendation**

It is recommended that Council choose one of the following options:

Option 1:

1. That based on Report CNCL-23-121, Council reappoint the current Members of Council to various the committees and external agencies listed in said Report and,
2. That notwithstanding any existing Council policy, the appointments to the various committees and external agencies be for a three year term ending November 14, 2026 to coincide with the regular term of Council.

OR

Option 2:

1. That City Council make appointments to various committees and external agencies using the Procedure for Appointments as set out in Report CNCL-23-121; and,
2. That notwithstanding any existing Council policy, the appointments to the various committees and external agencies be for a three year term ending November 14, 2026 to coincide with the regular term of Council.

**Procedure for Appointments**

Should Council select Option 2 for appointments to committees and external agencies, the nomination and voting procedures for use during the appointment process are outlined below:

1. Appointments will be made one at a time in the order listed.
2. One Councillor will move a motion to nominate a fellow Councillor, or themselves. A seconder will be required. This may be repeated for all Councillors who wish to be nominated. When no more nominations are to be received, a motion shall be moved to close nominations.

3. Once nominations are closed, each Councillor nominated will be asked if they are willing to stand for appointment. If they are willing, their name will stand; if they are not, their name will be removed from the list of willing appointees.
4. If only one nominee is confirmed for one appointment, that individual shall be declared appointed.
5. Should there be more than one nominee willing to be appointed to a particular board or committee, Members of Council are to vote in open voice format in a random order as selected by the City Clerk.
6. Each member of Council is to vote once for one nominee; voting to proceed as follows:
  - (i) After each round of voting, nominees receiving zero votes and those receiving the lowest numerical vote will be eliminated from further rounds of voting. If the elimination would result in the same number of nominees remaining as there remains positions to be filled, such elimination will not be applicable and the low vote nominee(s) will remain in the next round of voting.
  - (ii) In the event of three successive rounds of voting with the same results, a deadlock shall be declared and a draw by lot will be conducted by the City Clerk.
  - (iii) If the purpose of a draw by lot is to fill a single vacancy where only two nominees remain, the nominee whose name is drawn will be declared the successful nominee for the position.
  - (iv) If there are more than two nominees remaining to fill a single vacancy, the draw by lot will be for a name of one nominee to be eliminated. After such elimination, voting will resume.
7. If an appointment is required where no Council Members agree to a nomination, a Member will be appointed by a majority vote of Council Members present.
8. If a Council Member is absent for the nomination and appointment process, they may be appointed to a Committee by a majority of the Council Members present.

## Council Member Appointments

<b>Fact Sheet</b>	<b>Committee/Agency</b>	<b>Term</b>	<b>Current Appointee</b>
1	<b>Heritage Oshawa</b>	November 20, 2023 to November 14, 2026	Councillor Nicholson
2	<b>Multicultural Council of Oshawa/Durham</b>	November 20, 2023 to November 14, 2026	Councillor Kerr
3	<b>Oshawa Accessibility Advisory Committee</b>	November 20, 2023 to November 14, 2026	Councillor McConkey
4	<b>Oshawa Active Transportation Advisory Committee</b>	November 20, 2023 to November 14, 2026	Councillor Giberson
5	<b>Oshawa Animal Care Advisory Committee</b>	November 20, 2023 to November 14, 2026	Councillor Nicholson
6	<b>Oshawa Central Council of Neighbourhood Associations (O.C.C.N.A.)</b>	November 20, 2023 to November 14, 2026	Councillor Neal
7	<b>Oshawa Environmental Advisory Committee</b>	November 20, 2023 to November 14, 2026	Councillor Lee
8	<b>Oshawa Folk Arts Council</b>	November 20, 2023 to November 14, 2026	Councillor Marimpietri
9	<b>Oshawa Public Library Board of Directors</b>	November 20, 2023 to November 14, 2026	Councillor Marimpietri
10	<b>Oshawa Senior Citizens Centres Board of Directors</b>	November 20, 2023 to November 14, 2026	Councillor Gray
11	<b>Parkwood Board of Directors</b>	November 20, 2023 to November 14, 2026	Councillor Marimpietri
12	<b>Robert McLaughlin Gallery Board</b>	November 20, 2023 to November 14, 2026	Councillor Marks

## **HERITAGE OSHAWA**

### **Mandate**

Heritage Oshawa (the municipal heritage advisory committee) was established in 1995. The mandate of Heritage Oshawa is to advise and assist Council on all matters relating to the preservation and promotion of cultural heritage resources within the City of Oshawa.

Heritage Oshawa establishes criteria for the evaluation of properties of architectural or historical value or interest; prepares and maintains a list of properties and areas worthy of conservation; advises and assists Council on heritage conservation legislation; implements programs or activities to increase public awareness and knowledge of heritage conservation issues; advises and assists Council on matters relating to buildings or areas of architectural or historical significance; and assists heritage property owners through the designation process.

### **Composition**

Nine members: Seven citizens, one stakeholder from the Oshawa Historical Society, one Councillor.

### **Qualifications**

Committee members will be appointed on the basis of their work and volunteer experience, availability, academic qualifications, demonstrated expertise, and interest and participation in heritage and community matters.

### **Term of Office**

Two and four year staggered terms. The terms of office for members are varied to ensure continuity. Councillor term is one year, renewable.

### **Council Appointment**

One Councillor

### **Attendance/Activities**

Meetings are held on the fourth Thursday evening of every month.

### **Remuneration**

None.

### **Source of Information**

Ontario Heritage Act, R.S.O. 1990, c.o.18, Section 28 and By-law 2-2011 as amended.  
City Council minutes September 24, 2018

## **MULTICULTURAL COUNCIL OF OSHAWA/DURHAM**

### **Function**

To promote a multicultural awareness in the community and to initiate a greater receptiveness and appreciation of the reality of our cultural diversity. Arrange ethno cultural events, fund-raising events for charitable purposes and informative cultural and educational television shows.

### **Qualifications**

Member of City Council.

### **Term of Office**

One year, renewable.

### **Council Appointment**

One member of Council by resolution.

### **Attendance/Activities**

Meetings are held the second Wednesday evening of every month.

## **OSHAWA ACCESSIBILITY ADVISORY COMMITTEE**

### **Function**

The Oshawa Accessibility Advisory Committee (O.A.A.C.) will advise and assist the Corporation of the City of Oshawa including the City's agencies, boards and commissions in developing and facilitating strategies and actions toward a barrier-free Oshawa with a goal to improving the quality of life for those with disabilities.

### **Composition**

9 citizens  
1 Councillor

### **Qualifications**

Ten (10) members consisting of:

- (a) A majority of the members [minimum of six (6)] shall be persons with disabilities. These Committee members shall be representative of gender, ethnicity and different types of visible and invisible disabilities as defined in the Accessibility for Ontarians with Disabilities Act (AODA) 2005.
- (b) A maximum of three (3) members who may not have a disability (preference will be given to parents); and,
- (c) One (1) appointed voting Member of Council.

OAAC members will be appointed on the basis of their work and volunteer experience, availability, academic qualifications, demonstrated expertise, interest and participation in accessibility and community matters.

### **Term of Office**

Two and four year staggered terms. The terms of office for members are varied to ensure continuity. Councillor term is one year, renewable.

### **Council Appointment**

One Councillor

### **Attendance/Activities**

Meetings held on the third Tuesday evening of every month, excluding May, July and August.

### **Remuneration**

All committee members will be reimbursed for expenses incurred which are directly attributable to committee business and activities in accordance with the City's usual procedures for all other Council committees. The expense reimbursement practice will

take into consideration that people with disabilities might have additional expensed related to travel and attending meetings.

**Source of Information**

City Council - May 17, 2010, October 17, 2011 and September 24, 2018

## **OSHAWA ACTIVE TRANSPORTATION ADVISORY COMMITTEE (O.A.T.A.C.)**

### **Function**

To advise and assist City Council and City staff on matters relating to the design, development, implementation and monitoring of policies, programs and facilities to enhance and promote a safe, sustainable and accessible active transportation system within the City of Oshawa.

### **Composition**

Ten (10) members consisting of:

One (1) City Councillor;

Nine (9) residents-at-large. (Up to three (3) students applying from secondary or post-secondary institutions will be given preference for filling vacancies.)

### **Qualifications**

Members are appointed on the basis of their work and volunteer experience, availability, academic qualifications, demonstrated expertise, and interest and participation in active transportation and community advocacy matters.

### **Term of Office**

Citizens: Two and four year staggered terms. The terms of office for members are varied to ensure continuity.

Councillor: one year term, renewable.

### **Council Appointment**

One Councillor

### **Attendance/Activities**

The Committee will meet a minimum of four meetings per year. Additional meetings may be called, as required, by the Chair.

### **Source of Information**

City Council – November 30, 2015, September 24, 2018

## **OSHAWA ANIMAL CARE ADVISORY COMMITTEE (OACAC)**

### **Mandate**

The mandate of the Oshawa Animal Care Advisory Committee is to assist, advise and educate City Council, staff, key stakeholders and the wider Oshawa community with respect to continually improving the efficient and compassionate care of animals within the City of Oshawa. A key part of OACAC's function will be to: find and evaluate potential initiatives; provide expert opinions and network with other subject matter experts on issues; assist and promote existing and future projects; support fundraising and grant applications; and facilitate training of stakeholders and the general public.

### **Composition**

Eleven (11) members consisting of

- One (1) City Councillor.
- One (1) member of the public.
- Nine (9) Animal Advocacy groups appointed as stakeholder members.

### **Qualifications**

Committee members will be appointed on the basis of their work and volunteer experience, availability, academic qualifications, demonstrated expertise and interest in animal matters.

### **Term of Office**

The terms of office for members are varied to ensure continuity. Councillor term is one year renewable.

### **Remuneration**

None

### **Source of Information**

City Council, October 15, 2019, Report CS-19-99

## **OSHAWA CENTRAL COUNCIL OF NEIGHBOURHOOD ASSOCIATIONS (O.C.C.N.A.)**

### **Function**

O.C.C.N.A. organizes recreational sports for the children of Oshawa. These programs are operated by the N.A.S.C. (Neighbourhood Association Sports Committee) which is a sub-committee of the O.C.C.N.A.

### **Qualifications**

Member of Council.

### **Term of Office**

One year, renewable.

### **Council Appointment**

One member of Council.

### **Attendance**

Meetings are held the first Wednesday evening of every month.

## **OSHAWA ENVIRONMENTAL ADVISORY COMMITTEE (O.E.A.C.)**

### **Mandate**

The mandate of the Oshawa Environmental Advisory Committee (O.E.A.C.) is to assist, advise and educate City Council, staff and the community with respect to the protection, enhancement, restoration, management and appreciation of the natural and built environments, and to advance the goals of the Oshawa Strategic Plan.

The O.E.A.C. will achieve its mandate by assisting with and carrying out Council direction and by bringing initiatives to Council that are within its mandate.

### **Composition**

Eleven (11) members consisting of

- One (1) City Councillor
- Ten (10) residents-at-large (up to two (2) students will be given preference for filling vacancies).
- Members must be residents or property owners of the City of Oshawa.
- Students must be at least 16 years of age and registered in an educational program at the high school, college or university level.
- The membership as a whole shall reflect a broad range of interests, including urban and rural, as well as technical and academic expertise.

### **The Qualifications**

O.E.A.C. members will be appointed on the basis of their work and volunteer experience, availability, academic qualifications, demonstrated expertise, and interest and participation in environmental and community matters.

### **Term of Office**

Citizens: The terms of office for members are varied to ensure continuity. Student members will be appointed for the period of one school year (September to June) with the right of re-appointment for an additional one year consecutive term.

Councillors: one year term, renewable.

### **Council Appointment**

Six citizen appointments  
One Councillor

### **Attendance/Activities**

Meetings are held the first Tuesday evening of every month, excluding July and August.

**Source of Information**

City Council May 22, 2007, October 17, 2011, November 30, 2015,  
September 24, 2018

## **OSHAWA FOLK ARTS COUNCIL**

### **Function**

Fiesta Week held in June - pavilions provide international entertainment, food and drink throughout Oshawa.

### **Qualifications**

Member of City Council.

### **Term of Office**

One year, renewable.

### **Council Appointment**

One member of Council.

### **Attendance**

Meetings are held the second Thursday evening of every month.

## **OSHAWA PUBLIC LIBRARY BOARD**

### **Function**

The Library Board determines and adopts policies to govern operation and programs of the Library; determines goals of the Library and secures adequate funds to fulfill these goals; understands the Library's programs and needs of the community in relation to the Library and keeps abreast of standards and Library trends.

### **Composition**

Ten citizens

One Councillor

### **Qualifications**

Mandatory - Canadian citizen or permanent resident of Canada

18 years of age and over

Resident of the City of Oshawa

An employee of the Library or the City is not eligible for appointment

### **Term of Office**

Citizens: Four-year term. Members of the Oshawa Public Library Board may apply for reappointment at the conclusion of each term to a maximum of two consecutive terms, plus one preceding partial term for a member initially appointed to fill a vacancy mid-term.

Councillors: one year term, renewable.

### **Council Appointment**

Ten citizens by resolution and by-law.

One Councillor

### **Attendance**

Meetings are held the third Thursday evening of every month, except July and August.

### **Source of Information**

Public Libraries Act, R.S.O. 1990, c. P.44 and By-law 107-2010, as amended.

## **OSHAWA SENIOR CITIZENS CENTRES BOARD OF DIRECTORS**

### **Function**

To promote the health, welfare and happiness of senior citizens through facilities and programs. Responsible for the management and operation of the Oshawa Senior Citizens Centre, (John Street Branch, Northview Branch, Delpark Homes Centre Branch and Conant Branch).

### **Qualifications**

Member of Council

### **Term of Office**

One year, renewable

### **Council Appointment**

One member of City Council

### **Attendance/Activities**

Meetings are held the fourth Thursday afternoon of every month. July and August are at the Call of the Chair.

### **Source of Information**

Letters Patent and By-laws of the Oshawa Senior Citizens Centres  
City Council minutes October 17, 2011

**PARKWOOD BOARD OF DIRECTORS**

**Function**

Responsible for overall operation of Parkwood including site development and planning.

**Qualifications**

Member of Council.

**Term of Office**

One year, renewable.

**Council Appointment**

One member of Council.

**Attendance**

Meetings held the third Thursday morning of every month.

## **ROBERT MCLAUGHLIN GALLERY BOARD OF TRUSTEES**

### **Function**

The Robert McLaughlin Gallery was incorporated in 1967 to “...meet the growing and diverse needs of its community through the advancement and appreciation of the visual arts.” The public trust objectives of the Gallery have always stressed collection, preservation, and conservation of fine art, particularly related to Canadian arts and culture, as well as the exhibition and interpretation of the collection through educational programming.

### **Qualifications**

Member of City Council.

### **Term of Office**

One year, renewable.

### **Council Appointment**

One member of Council.

### **Attendance/Activities**

Fourth Thursday evening of January, March, May, June, September and November.