

To: City Council

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

Report Number: CNCL-25-90

Date of Report: December 10, 2025

Date of Meeting: December 15, 2025

Subject: Appointments to Advisory Committees and Committee of
Adjustment

Ward: All Wards

File: 03-05

1.0 Purpose

The purpose of this report is to recommend persons for appointment to the Oshawa Accessibility Advisory Committee (O.A.A.C.), the Oshawa Animal Care Advisory Committee (O.A.C.A.C.), the Oshawa Environmental Advisory Committee (O.E.A.C.), Heritage Oshawa and the Committee of Adjustment.

Confidential Attachment 1 contains the names of the applicants being recommended for appointments to the above noted Committees.

Confidential Attachment 2 contains the names of the applications not being recommended for appointment at this time.

2.0 Recommendation

It is recommended to City Council:

That based on Report CNCL-25-90 dated December 10, 2025 concerning appointments to Advisory Committees and the Committee of Adjustment:

1. That the individuals listed in Confidential Attachment 1 be appointed to the respective committees until November 2026 or until such time as successors are appointed by Council; and,
2. That Council temporarily amend the Terms of Reference for the Oshawa Animal Care Advisory Committee, Oshawa Environmental Advisory Committee and Heritage Oshawa to reduce the membership composition as set out in Section 4.2 until November 2026.

3.0 Input From Other Sources

- Corporate Leadership Team
- Planning Services

4.0 Analysis

In October 2025, Legislative Services initiated recruitment for the Advisory Committees and the Committee of Adjustment. Recruitment advertising included posting via the Public Notice Policy which provides notices on the City's website and bulletin boards in various City facilities as well as on the City's social media channels. Further, staff advisors to the Advisory Committees and Committee of Adjustment were encouraged to share the posting with their networks to solicit applications.

4.1 Advisory Committee Recruitment

At its meeting of September 29, 2025, Oshawa City Council adopted an updated Advisory Committee Policy that aligns Advisory Committee Member terms of appointment with the term of Council. In accordance with the Policy, staff contacted those members whose terms would have expired to determine their interest in continuing to serve on Committees until the end of the Council Term in November 2026. Based on those responses and considering any existing vacancies left by recent resignations, new applicants were interviewed for the remaining vacancies for each Advisory Committee.

During the recruitment process, the following questions were asked of applicants to each Advisory Committee:

1. Why would you like to be a member of this Committee?
2. What skills, interests, experience or expertise do you have that would assist the Committee in meeting its responsibilities?
3. In addition to attending regular meetings of the Committee, are you willing to participate in other work between meetings such as reviewing agenda material or attending special events in the community?
4. How do you see the Committee's role in relation to the role of Council?
5. Have you served on a municipal Board or Committee before?

In addition to these questions, interview panel members were able to ask follow up or clarification questions of the applicants. At the end of each interview individual members of the panel scored the responses provided by the applicant considering each applicant's skills, experience and availability as it related to the expectations of the role. The recommended applicants set out in Attachment 1 are based on the average score derived from those provided by each panel member.

4.1.1 Oshawa Accessibility Advisory Committee (O.A.A.C.)

In accordance with the Accessibility for Ontarians with Disabilities Act, 2005, S.O. 2005, c.11 ("A.O.D.A."), a majority of the members of a municipal accessibility advisory committee must be members with a disability as defined under the A.O.D.A. The O.A.A.C. has a total of ten (10) members; nine (9) Resident Members, at least six of whom must be members with a disability and one (1) Council Member Representative. Of the Resident Members, six (6) are continuing their appointment, leaving three (3) vacancies, two of which must be individuals with a disability as defined by the A.O.D.A.

The interview panel consisted of an interview facilitator from Legislative Services, the Council-Committee Coordinator assigned to the O.A.A.C., the Committee's Policy Advisor and the Council Member Representative. A total of three (3) qualified individuals submitted applications, one of which was an interested party. All three were interviewed for the positions and the recommended applicants are found in Confidential Attachment 1.

4.1.2 Oshawa Animal Care Advisory Committee (O.A.C.A.C.)

The O.A.C.A.C. has a composition that includes six (6) Community Partner Members, four (4) Resident Members and one (1) Council Member Representative. Based on the current complement, there is one (1) vacancy for a Community Partner Member and three (3) vacancies for Resident Members.

The interview panel consisted of an interview facilitator from Legislative Services, the Council-Committee Coordinator assigned to the O.A.C.A.C., and the Committee's Policy Advisor. The Council Member Representative attended the interview; however, did not participate in scoring. One qualified individual applied and was interviewed for the position. The recommended applicant is found in Confidential Attachment 1.

4.1.3 Oshawa Environmental Advisory Committee (O.E.A.C.)

The O.E.A.C. has ten Resident Members plus a Council Member Representative. Based on the current complement, there are four (4) vacancies on this Committee. The interview panel consisted of an interview facilitator from Legislative Services, the Council-Committee Coordinator assigned to the O.E.A.C., the Committee's Policy Advisor and the Council Member Representative. A total of three (3) qualified individuals applied for the positions and all three were interviewed for the positions. The recommended applicants are set out in Confidential Attachment 1.

4.1.4 Heritage Oshawa

Heritage Oshawa has seven (7) Resident Members, one (1) Community Partner Member and one (1) Council Member Representative. Based on the current membership, there are two Resident Member vacancies.

The interview panel consisted of an interview facilitator from Legislative Services, the Council-Committee Coordinator assigned to Heritage Oshawa, the Committee's Policy Advisor and the Council Member Representative. A total of one (1) applicant was

interviewed to fill the vacancy; the recommended applicant information is found in Confidential Attachment 1.

4.2 Remaining Advisory Committee Vacancies

Despite recruitment efforts, insufficient applications were received for positions on the O.A.C.A.C., the O.E.A.C. and Heritage Oshawa. It is important to note that any vacancies remaining can have an impact on the Committees' ability to attain quorum as vacancies are counted in calculating the quorum figures.

As such, it is recommended that in order to help ensure all of the Advisory Committees are able to operate effectively, the membership for each of the Advisory Committee be temporarily reduced such that the appointments set out in this Report result in a full complement of members for each of these committees for the remainder of the term ending in November 2026. The resulting changes are set out in the following table:

Committee	Current Composition	Reduced Composition
O.A.C.A.C.	11 Members (Quorum is 6) <ul style="list-style-type: none">• 6 Community Partners• 4 Resident Members• 1 Council Representative	8 Members (Quorum is 5) <ul style="list-style-type: none">• 5 Community Partners• 2 Resident Members• 1 Council Representative
O.E.A.C.	11 Members (Quorum is 6) <ul style="list-style-type: none">• 10 Resident Members• 1 Council Representative	10 Members (Quorum is 6) <ul style="list-style-type: none">• 9 Resident Members• 1 Council Representative
Heritage Oshawa	9 Members (Quorum is 5) <ul style="list-style-type: none">• 1 Community Partner• 7 Resident Members• 1 Council Representative	8 Members (Quorum is 5) <ul style="list-style-type: none">• 1 Community Partner• 6 Resident Members• 1 Council Representative

The temporarily reduced membership will eliminate the need for additional recruitment activities in early 2026. In the fall of 2026, the comprehensive recruitment for the new term of Council will begin at which time staff will review the applications received. Based on qualified applicants at that time, reinstatement of the current Committee compositions may be recommended, if applicable.

4.3 Committee of Adjustment

The Committee of Adjustment consists of five resident members appointed by Council resolution and By-law. As per the Planning Act, the term of office for the Committee of Adjustment members shall be concurrent with the term of the Council that makes the appointments.

Legislative Services initiated a recruitment process for the Committee of Adjustment with advertisement on the City's website and social media accounts in October 2025. A total of four qualified applicants were considered for the vacancy. The interview panel consisted of one staff member from Planning Services and two staff members 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?
- 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?
- Do you have any experience dealing with members of the public in a public forum?
- How do you deal with situations where you disagree with other members of a committee or board on a specific issue? In the case of Committee of Adjustment, you may disagree with the opinion of one or more of the members of the Committee on a specific application.
- How do you maintain an un-biased perspective on each item you deal with on the committee?
- What principles do you apply when considering a request for relief from the strict regulations of a zoning by-law?

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 each interview individual members of the panel scored the responses provided by the applicant considering each applicant's skills, experience and availability as it related to the expectations of the role. The recommended applicant set out in Confidential Attachment 1 is based on the average score derived from those provided by each panel member.

5.0 Financial Implications

There are no financial implications associated with the recommendation contained in this report.

6.0 Relationship to the Oshawa Strategic Plan

This report responds to the Oshawa Strategic Plan Priority Area “Lead: Governance and Service Excellence” with the goal to enhance effective communication and encourage all community members to actively participate and learn about City services, programs, and spaces as well as offer community engagement activities that enhance transparency and bring diverse voices and perspectives into decision-making processes.



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