

To: Corporate and Finance Services Committee

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

Report Number: CF-26-08

Date of Report: February 25, 2026

Date of Meeting: March 2, 2026

Subject: Appointments to the Oshawa Accessibility Advisory Committee
and Oshawa Animal Care Advisory Committee

Ward: All Wards

File: 03-05

1.0 Purpose

The purpose of this report is to recommend applicants to fill vacancies on the Oshawa Accessibility Advisory Committee (O.A.A.C.) and to provide an update on recruitment for the Oshawa Animal Care Advisory Committee.

Confidential Attachment 1 contains the applicants being recommended for appointment to the Oshawa Accessibility Advisory Committee.

2.0 Recommendation

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

That in accordance with Report CF-26-08 dated February 25, 2026, concerning appointments to the Oshawa Accessibility Advisory Committee and the Oshawa Animal Care Advisory Committee, the applicants to the Oshawa Accessibility Advisory Committee as listed in Confidential Attachment 1 be appointed for the remainder of the term ending November 14, 2026.

3.0 Input From Other Sources

Not applicable

4.0 Analysis

4.1 Recruitment for the Oshawa Accessibility Advisory Committee

Following consideration of Report CNCL-25-60 in which three individuals were recommended for appointment to the O.A.A.C., one of the recommended applicants advised they were no longer interested in securing a seat on the Committee. In addition, in January 2026, Legislative Services also received a resignation from a member of the Committee.

Legislative Services initiated a recruitment process including advertisements via public notice, on the City's website and social media accounts in January 2026.

Interviews with qualified applicants were conducted in February 2026. The interview panel consisted of the Council member representative on the Committee and staff from Legislative Services including the Supervisor, Legislative & Accessibility Services.

The following interview questions were asked of each applicant:

- 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 their 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?

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, each member of the interview panel scored the applicant. The recommendation for appointment is based on the average of the total score provided by each panel member.

The recommended applicants are contained in Confidential Attachment 1.

4.2 Recruitment for the Oshawa Animal Care Advisory Committee

In light of reoccurring vacancies and the inability to achieve quorum, City Council reduced the composition of the Oshawa Animal Care Advisory Committee (O.A.C.A.C.) in December 2025 to seven (7) members – five (5) Community Partner Members, one (1) Resident Member and one (1) Council Representative. Later that same month, Legislative Services received resignations from three (3) Community Partner Organizations; therefore, currently there are four (4) remaining members, including the Council Member Representative.

A recruitment process including advertisements via public notice, on the City's website and the City's social media accounts was initiated in January 2026. In addition, information regarding the vacancies was also shared with interested parties by Oshawa Animal Services directly.

Despite these recruitment efforts, no applications were received from any Community Partner Organizations. Applications may still be submitted and should qualified Community Partner Organizations seek appointment to the Advisory Committee, staff will bring forward those applicants in future reports.

It is important to note that given the current composition, all currently appointed members must attend all meetings of the Committee to attain quorum (e.g. four (4) members present and voting). Based on the current meeting calendar, there are two (2) remaining O.A.C.A.C. meetings this term.

5.0 Financial Implications

There are no financial implications from 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 offer community engagement activities that enhance transparency and bring diverse voices and perspectives into decision-making processes.



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



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