

To: Corporate Services Committee

From: Tracy Adams, Commissioner, Corporate Services Department,
Corporate Services Department

Report Number: CORP-22-13

Date of Report: March 2, 2022

Date of Meeting: March 7, 2022

Subject: Vacancies on Heritage Oshawa

Ward: All Wards

File: 03-05

1.0 Purpose

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

Confidential Attachment 1 contains the list of individuals and their respective applications recommended for appointment to Heritage Oshawa.

Confidential Attachment 2 contains the individual and their respective application not recommended for appointment at this time.

2.0 Recommendation

That the Corporate Services Committee recommend to City Council:

That in accordance with Report CORP-22-13 dated March 2, 2022 concerning the two vacancies on Heritage Oshawa, the applicants listed in Confidential Attachment 1 be appointed to Heritage Oshawa for the terms outlined in Confidential Attachment 1, or until such time as successors are appointed.

3.0 Executive Summary

Not applicable

4.0 Input From Other Sources

- Planning Services
- City Clerk Services

5.0 Analysis

Due to resignations, City Clerk Services initiated a recruitment process for Heritage Oshawa with advertisements in the local newspapers, on the City's website and the City's social media accounts in December 2021.

5.1 Recruitment for Heritage Oshawa

Based on resignations, there are two vacancies on Heritage Oshawa. Three applications were received for the vacancies and interviews for these applicants were conducted in January 2022. The interview panel consisted of the Policy Advisor for Heritage Oshawa and staff from City Clerk 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 Heritage Oshawa.

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 Goal of Accountable Leadership.

A handwritten signature in black ink, appearing to read "Mary Medeiros", enclosed within a rectangular box.

Mary Medeiros, City Clerk,

A handwritten signature in black ink, appearing to read "Tracy Adams", enclosed within a rectangular box.

Tracy Adams, Commissioner, Corporate Services Department,
Corporate Services Department