

Subject: Appointments to the Rideau Valley Conservation Authority 2022-2026

File Number: ACS-OCC-CCS-0006

Report to Council 25 January 2023

Submitted on January 20, 2023 by Selection Panel, Rideau Valley Conservation Authority

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Ward: Citywide

Objet : Nominations à l'Office de protection de la nature de la vallée Rideau 2022-2026

Dossier : ACS-OCC-CCS-0006

Rapport au Conseil le 25 janvier 2023

Soumis le 20 janvier 2023 par le Jury de selection, Office de protection de la nature de la vallée Rideau

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Quartier : À l'échelle de la ville

REPORT RECOMMENDATION(S)

That, further to the deliberations of the Selection Panel, Council approve the following appointments to the Rideau Valley Conservation Authority, all terms to be effective upon Council approval, for the 2022-2026 Term of Council:

- **Anne Robinson**
- **Shelley Petersen-Quesnel (Reserve Member)**
- **Pieter Leenhouts (Reserve Member)**

RECOMMANDATION(S) DU RAPPORT

Que, suite aux délibérations du jury de sélection, le Conseil approuve les nominations suivantes à l'Office de protection de la nature de la vallée Rideau tous les mandats entrant en vigueur à l'approbation par le Conseil et prenant fin au terme du mandat du Conseil :

- **Anne Robinson**
- **Shelley Petersen-Quesnel (membre de réserve)**
- **Pieter Leenhouts (membre de réserve)**

BACKGROUND

The Appointment Policy – Council-Appointed Public Members of Committees, Boards and other External Authorities, revised and approved by City Council on December 7, 2022, outlines the process and requirements for recruiting public members to the City's Committees, Boards and Task Forces, as well as to its External Boards, Commissions and Authorities, for which public members are required.

Advertisements for the current recruitment drive were placed in the Ottawa Citizen and Le Droit beginning December 1, 2022. In addition, ads were posted on the City website, on social media (Facebook, Twitter and LinkedIn), in the Ottawa Business Journal, and were sent to a number of organizations and professional associations with a potential interest. The recruitment ad was also circulated to community service centers, community centers, and recreation facilities, were posted to the City's digital billboards including at bus shelters and other facilities, Volunteer Ottawa. Gender and equity-specific communications are also described in further detail below.

The application deadline for the conservation authorities was January 3, 2023.

Rideau Valley Conservation Authority

The City of Ottawa is currently eligible to appoint five (5) members to the Rideau Valley Conservation Authority's Board of Directors, in accordance with Section 2 of the *Conservation Authorities Act*. Historically, the City of Ottawa has appointed a combination of Members of Council and public members to fill these seats.

The *Conservation Authorities Act* provides that a minimum of 70 percent of a municipality's appointees to the Board of Directors must be elected officials representing municipalities within the watershed, and Section 14 (1.2.) of the *Act* allows

for a municipality to apply to the Minister to allow it to have less than seventy percent representation, thereby allowing a Council to appoint additional citizen members.

On [December 14, 2022](#), Council appointed Councillors Theresa Kavanagh, Wilson Lo and Shawn Menard to the Board.

On December 14, 2022, Council also approved Motion 2022 – 04/28 supporting the City of Ottawa’s application under the *Conservation Authorities Act* to have less than seventy per cent representation on the three Conservation Authority Boards, so that the remaining City of Ottawa seats may be filled by public Members for the 2022-2026 Term of Council.

At the time of writing the City of Ottawa’s application continues to be under review.

DISCUSSION

The Selection Panel for the Rideau Valley Conservation authority was comprised of the following:

1. Councillor David Hill
2. Councillor Steve Desroches
3. Councillor George Darouze, ex officio as Chair of the Agriculture and Rural Affairs Committee
4. Kalin McCluskey, ex officio as the designate of Mayor Mark Sutcliffe

As noted in the Recommendations section of this report, pending the Province’s decision on City of Ottawa’s application under Section 14 (1.2) of the *Conservation Authorities Act* as described above, the Selection Panel has recommended Council appoint one public member now, with their term to begin effective upon Council approval, and two Reserve Members.

Should the City of Ottawa’s application under Section 14 (1.2.) of the *Conservation Authorities Act* be approved by the Province, one of the Reserve Members may be selected to serve on the Board. If the Province does not approve the City’s application, Council will be required to appoint an additional Member of Council to the Board.

In accordance with Subsection 14(4.2) and (4.3) of the *Conservation Authorities Act*, existing public members may continue to serve until they are replaced.

Further, individuals appointed as Reserve Members may be appointed as full Members

should a vacancy arise over the course of the Term of Council, or should the City of Ottawa become eligible to appoint additional Members by virtue of its population under Section 2 of the *Conservation Authorities Act*

In accordance with the Appointment Policy, the Selection Panel has the delegated authority to appoint Members from the reserve list, and Council will be advised by way of an Information Previously Distributed (IPD) Memo to be listed on the agenda of the relevant Standing Committee.

Appointment Reports considered in Open Session

As part of the process to be more proactively transparent about its appointment process, on December 8, 2010, during the 2010-2014 Governance Review, Council approved that going forward reports for Appointments to Agencies, Boards, Committees and Commissions would be considered in open session.

Since Council enacted this change, few privacy issues have arisen. However, should a Member of Council wish to address any issue arising from such reports, it is suggested that they contact the City Clerk in advance of any meeting to discuss whether or not their concerns should be addressed in open or closed session.

FINANCIAL IMPLICATIONS

There are no financial implications associated with this report.

LEGAL IMPLICATIONS

There are no legal impediments to the implementation of the recommendation in this report.

COMMENTS BY THE WARD COUNCILLOR(S)

This report is City-wide in nature.

ADVISORY COMMITTEE(S) COMMENTS

Advisory committees were not consulted on the proposed candidates as applications are confidential.

CONSULTATION

Feedback received on past recruitment drives that had been documented was brought forward and considered as part of the planning for the current recruitment drive.

Members of Council were consulted as part of the governance review for 2022-2026, including on the Appointment Policy and recruitment of public members.

The Office of the City Clerk also consulted internally with Gender and Race Equity, Inclusion, Indigenous Relations, and Social Development Services, and Public Information and Media Relations on the current recruitment drive, as well as supporting staff of other committees and boards. Any feedback relayed from public members through their supporting staff was also considered in planning and implementing the current recruitment drive.

ACCESSIBILITY IMPACTS

There are no accessibility impacts associated with the report recommendations.

Accessibility was considered as part of the recruitment process, including communication media, format and content, the application and interview process, and the opportunity for candidates to request accommodations should they be appointed.

INDIGENOUS, GENDER AND EQUITY IMPLICATIONS

A detailed history of recruitment initiatives relating to Indigenous, gender and equity is included in the [2022-2026 Council Governance Review report](#) approved by Council at its December 7, 2022 meeting. See the section of the report entitled “Public appointments to Advisory Committees and other bodies and related policies”.

As described in the report, the Office of the City Clerk consulted the Gender and Race Equity, Inclusion, Indigenous Relations, and Social Development Services, and the Public Information and Media Relations Services. The following measures were developed and implemented as part of the recruitment drive:

Improving content and plain language of recruitment communications

Improved communication makes the recruitment process more approachable and accessible to more residents with a variety of lived experiences. Examples include:

- Plain language changes to the Appointment Policy and the Participation Expense Policy

- Providing additional information for the public on ottawa.ca regarding qualifications for each committee and board, and on Selection Panels
- Hosting a virtual question and answer session which was also published to YouTube

Outreach and messaging to diversity- and equity-seeking groups and partners

Recruitment included proactive outreach, and updated messaging to signal to relevant groups that the City urges them to apply. Examples include

- The “Diversity on Boards” campaign launched in tandem with the current recruitment
- Outreach to external professional associations and affinity groups whose members may have relevant specialized qualifications and experience (such as technical or quasi-judicial committees)
- Outreach to the Anti-Racism Secretariat’s network and the Anti-Racism Advisory Table, the Community Champions Table Network (CCTN), the Integrated Neighbourhood Services Team (INST)’s distribution list, which includes an extensive list of community partners
- Including a statement in communications urging a diversity of candidates to apply
- Translating some communication materials to Chinese, Spanish, Tagalog, Arabic and Farsi to be included in print ads, posters, and ottawa.ca.

Application form & applicant data

The application form for the current recruitment included optional self-identification questions, adapting the City’s “Count me in” questionnaire for employees. These questions allowed applicants to disclose gender, indigeneity, race, disability, orientation, and newcomer status. This information is available to the Selection Panel members to increase the number of appointees from equity and diversity-seeking groups.

Supporting Selection Panels

The Office of the City Clerk is supporting Selection Panels to view the selection process with a gender and equity lens. Examples include:

- Preparing an applicant summary grid which includes self-identification information provided by candidates

- Providing a summary of gender- and equity-related resources relevant to public member appointments

RISK MANAGEMENT IMPLICATIONS

There are no risk management implications associated with the report recommendations.

RURAL IMPLICATIONS

There are no rural implications. The Selection Panel considered geographic representation among other selection criteria, in accordance with the Appointment Policy.

TERM OF COUNCIL PRIORITIES

There is no direct impact of the proposed appointments on the Term of Council Priorities.

SUPPORTING DOCUMENTATION

Document 1 Applications of recommended members (Confidential – Held on file with the City Clerk)

DISPOSITION

Council and Committee Services, Office of the City Clerk, will notify all applicants upon approval by City Council.