

**Subject: Appointments to the Property Standards and License Appeals  
Committee - 2022-2026**

**File Number: ACS2023-OCC-CCS-0054**

**Report to Council 12 April 2023**

**Submitted on April 6, 2023 by Selection Panel, Property Standards and License  
Appeals Committee**

**Contact Person: Christopher Zwierzchowski, Committee Coordinator,  
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**Ward: Citywide**

**Objet : Nominations au Comité d'appel sur les normes de biens-fonds et les  
permis – 2022-2026**

**Dossier : ACS2023-OCC-CCS-0054**

**Rapport au Conseil le 12 avril 2023**

**Soumis le 6 avril 2023 par le Jury de selection, Comité d'appel sur  
les normes de biens-fonds et les permis**

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**Quartier : À l'échelle de la ville**

## **REPORT RECOMMENDATION**

**That, further to the deliberations of the Selection Panel, Council approve the  
following appointments to the Property Standards and License Appeals  
Committee, all terms to be effective upon Council approval, for the 2022-2026  
Term of Council:**

- 1. Cindy Davidson**
- 2. Kim Hope**
- 3. James Leach**

4. **Francesco Nisi**
5. **Chantele Ramcharan**
6. **Tom Moss (Reserve member)**

## **RECOMMANDATION DU RAPPORT**

**Que, suite aux délibérations du jury de sélection, le Conseil approuve les nominations suivantes au Comité d'appel sur les normes de biens-fonds et les permis, tous les mandats entrant en vigueur à l'approbation par le Conseil et prenant fin au terme du mandat du Conseil (2022-2026):**

1. **Cindy Davidson**
2. **Kim Hope**
3. **James Leach**
4. **Francesco Nisi**
5. **Chantele Ramcharan**
6. **Tom Moss (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 centres, community centres and recreation facilities, were posted to the City's digital billboards including at bus shelters and other facilities, and Volunteer Ottawa. Gender and equity-specific communications are also described in further detail below.

The application deadline for the Property Standards and License Appeals Committee was January 23, 2023.

The composition of the Property Standards and License Appeals Committee (PSLAC) includes five public members (plus one reserve member) appointed by Council.

## **DISCUSSION**

The Selection Panel for the Property Standards and License Appeals Committee was comprised of the following:

1. Councillor Riley Brockington
2. Councillor David Hill
3. Scott Moffatt, ex officio as the designate of Mayor Mark Sutcliffe

Their recommendation to Council for the appointment of five public members and one reserve member to the Property Standards and License Appeals Committee is listed in the Recommendations section of this report.

### **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.

Chairs and Vice-Chairs of advisory committees were consulted as part of the governance review for 2022-2026. Their feedback if any was incorporated in the Governance report and/or the recruitment process

## **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.