

**Subject: 2022-2026 Mid-term Appointments to Various Committees and Boards**

**File Number: ACS2025-OCC-CCS-0059**

**Report to Council 30 April 2025**

**Submitted on April 25, 2025 by the respective Selection Panels**

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**Ward: Citywide**

**Objet : Nominations de mi-mandat à divers comités et conseils pour la période 2022-2026**

**Dossier : ACS2025-OCC-CCS-0059**

**Rapport au Conseil le 30 avril 2025**

**Soumis le 25 avril 2025 par les comités de sélection respectifs**

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

## **REPORT RECOMMENDATION(S)**

**That, further to the deliberations of the respective Selection Panels listed in this report, Council approve:**

- 1. The following appointments, all terms to be effective upon Council approval, for the remainder of the 2022-2026 Term of Council, and until their successors are appointed:**
  - a. Ottawa Board of Health**
    - i. Emily Gruenwoldt**

- ii. Geneviève Côté (reserve)**
- b. Committee of Adjustment, the following pool of unranked reserve members:**
  - i. Alexis Ball**
  - ii. Colin Haskin**
  - iii. Changhong Sun**
  - iv. Colin White**
- c. Built Heritage Committee**
  - i. Brian Bourns**
- d. Property Standards and License Appeals Committee**
  - i. Nolan Hill (reserve)**
- e. Rogers Centre Ottawa – Board of Directors**
  - i. John Swettenham**
- f. Accessibility Advisory Committee**
  - i. Paula MacDonald**
  - ii. Anne Matio**
  - iii. Susan Cowin (unranked reserve)**
  - iv. Ryan Duchoeny (unranked reserve)**
- g. Community Safety and Well-being Advisory Committee**
  - i. Mason Flatla**
  - ii. John Strickland**
- h. French Language Services Advisory Committee**
  - i. Josiane Barebereho**
  - ii. Yalowan Dossa**

**iii. Musset Pierre-Jerome (reserve)**

**i. Planning Advisory Committee**

**i. Jonathan Loschmann (Landscape Architect position)**

- 2. That the requirement for a public member of Built Heritage Committee to reside in a Heritage Conservation District be waived, as described in this report;**
- 3. That the reserve members for the Accessibility Advisory Committee are eligible to receive honoraria for meeting participation in the same manner as voting members.**

#### **RECOMMANDATION(S) DU RAPPORT**

**Que, suite aux délibérations des comités de sélection respectifs figurant dans le présent rapport, le Conseil approuve :**

- 1. Les nominations suivantes, tous les mandats entrant en vigueur à l'approbation par le Conseil, pour la durée restante du mandat du Conseil municipal 2022-2026 et jusqu'à ce que leurs successeurs soient nommés :**
  - a. Conseil de santé d'Ottawa**
    - i. Emily Gruenwoldt**
    - ii. Geneviève Côté (réserve)**
  - b. Comité de dérogation, le groupe suivant de membres de réserve ouverte :**
    - i. Alexis Ball**
    - ii. Colin Haskin**
    - iii. Changhong Sun**
    - iv. Colin White**
  - c. Comité du patrimoine bâti**
    - i. Brian Bourns**
  - d. Comité d'appel en matière de permis et de normes de biens-fonds**



[and other External Authorities](#), revised and approved by City Council on January 29, 2025, 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.

Starting on January 23, 2025, advertisements for the recruitment drive were placed in various media, including the Ottawa Citizen and Le Droit. In addition, ads were posted on the City website, on social media (multilingual posts on Facebook, and bilingual posts on LinkedIn), in the Ottawa Business Journal, on Volunteer Ottawa, and were sent to a number of organizations and professional associations with a potential interest.

A newsletter was sent to members of the public who subscribed to the "Committees and Boards Recruitment" e-Subscription. At the time of distribution, the English language distribution list included 4427 recipients, and the French language distribution list included 390 recipients.

The recruitment ad was also circulated to community service centers, community centers, and recreation facilities, and were posted to the City's digital billboards including at bus shelters and other facilities.

Gender and equity-specific communications are also described in further detail below.

The application deadline was Thursday, February 27, 2025, at 4:30 pm.

## **DISCUSSION**

The report recommends mid-term appointments to various committees and boards to fill vacancies and provide for additional reserves for the remainder of the current Term of Council.

The membership for each Selection Panel recommending appointments is set out in Document 1 (Membership of relevant Selection Panels).

Additional recommendations are explained in more detail below.

### **Recommended waiver for Built Heritage Committee membership**

The recommended Member is not a resident of a Heritage Conservation District (as required by the Built Heritage Committee's Terms of Reference), though does reside near the Centretown Heritage Conservation District. Given the strength of their application and interview, waiver of this requirement is recommended.

## **Participation of Accessibility Advisory Committee Reserve Members**

This report recommends that AAC Reserve Members have the opportunity to be involved in the AAC's work, including participating in regular and special meetings, and being eligible for the same honoraria as voting members. Specifically, this would allow additional AAC members to assist in carrying out the Committee's mandate, including reviewing Site Plan applications.

## **Community Safety and Well-being Advisory Committee**

The "[Update to the Community Safety and Well-Being Plan: Incorporation of the former Crime Prevention Ottawa](#)" report stated the following with respect to the addition of the two new public members:

Based on public engagement findings, it was recommended to enhance the current Advisory Committee by adding public members who are independent of any organization and can bring a resident perspective. This aims to increase overall diversity in lived and living experiences, expertise, and intersectionality. Staff will develop criteria based on this feedback, which may include being an independent individual, representing diverse backgrounds, and having relevant experience. The application will be open to the public, and a selection committee will review candidates, considering factors such as race, gender, disability, language, and age, as well as their experience and commitment to diversity and inclusion.

Accordingly, recruitment for these two new positions was included in the mid-term recruitment drive, and recommended appointments are included in this report.

There are additional vacancies among the legislated and organizational positions. The Office of the City Clerk will follow-up with the Selection Panel on a proposed approach to fill these vacancies. Recommendations will be submitted to Council in a separate 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 recommendations 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 with respect to Advisory Committee recruitment.

The recommended candidates for the Accessibility Advisory Committee (AAC) include representation from the Deaf community. These recommendations are in response to feedback from the AAC that there was a need for such representation. Additionally, the proposal that AAC Reserve Members support committee work, and receive honoraria in the same manner as voting members, is in response to the AAC's feedback on workload.

### **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 mid-term 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-deserving groups and partners**

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

- 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, social media, 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 information such as 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 Membership of relevant Selection Panels

Document 2 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.

## Document 1 – Membership of relevant Selection Panels

Selection Panel	Members
Ottawa Board of Health	<p>Councillor Laine Johnson</p> <p>Councillor Glen Gower</p> <p>Councillor Catherine Kitts, ex officio, Chair of the Board</p> <p>DG Stringer (Mayor designate, ex officio)</p>
Committee of Adjustment	<p>Councillor Catherine Kitts</p> <p>Councillor Shawn Menard</p> <p>Councillor Jeff Leiper (Chair of Planning and Housing, ex officio)</p> <p>Councillor David Brown (Chair of ARAC, ex officio)</p> <p>John Light (Mayor designate, ex officio)</p>
Built Heritage Committee	<p>Councillor Rawlson King</p> <p>Councillor Riley Brockington</p> <p>John Light (Mayor designate, ex officio)</p>
Property Standards and License Appeals Committee	<p>Councillor Riley Brockington</p> <p>Councillor David Hill</p> <p>John Light (Mayor designate, ex officio)</p>
Rogers Centre Ottawa – Board of Directors	<p>Councillor Stéphanie Plante</p> <p>Councillor Tim Tierney</p> <p>Mathieu Gravel, ex officio as the designate of Mayor Mark Sutcliffe</p>

Selection Panel	Members
Accessibility Advisory Committee	<p>Councillor Theresa Kavanagh</p> <p>Councillor Matthew Luloff</p> <p>DG Stringer, as the designate of Mayor Mark Sutcliffe</p>
Community Safety and Well-being Advisory Committee	<p>Councillor Laura Dudas (Chair, Community Services Committee)</p> <p>Councillor David Hill (Council Liaison, CSWBAC)</p> <p>Councillor Rawlson King (Council Liaison, CSWBAC)</p> <p>DG Stringer, as the designate of Mayor Mark Sutcliffe</p>
French Language Services Advisory Committee	<p>Councillor Stéphanie Plante</p> <p>Councillor Laine Johnson</p> <p>John Light, as the designate of Mayor Mark Sutcliffe</p>
Planning Advisory Committee	<p>Councillor Jeff Leiper (Chair of PHC)</p> <p>Councillor David Brown (Chair of ARAC)</p> <p>John Light, as the designate of Mayor Mark Sutcliffe</p>