



City Council Inaugural Meeting AGENDA

Tuesday, November 15, 2022, 9:30 a.m.
Council Chamber

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Pages

Purpose

The purpose of this meeting is for each member of the 2022 to 2026 Oshawa City Council to take their Oath of Office, to hear the Inaugural Address by Mayor Carter and consider several staff reports.

Welcome by Bill McKee, Town Crier

Call to Order

National Anthem

Recognition of Indigenous Lands

The City of Oshawa sits on treaty land that is steeped in rich Indigenous history and is the present day home to many First Nations, Métis and Inuit peoples. We acknowledge that we live and work on land covered under the Williams Treaties, and the traditional territories of the Mississaugas of Scugog Island First Nation.

We acknowledge this land out of respect for the many Indigenous nations who have cared for the lands and waters from the beginning of time and still do so today. We extend our gratitude and appreciation for the opportunity to live and work on this territory.

We are committed to understanding the truth of our shared history, confronting our past and present, and building a better future together in true reconciliation.

Declarations of Office

Inaugural Address by the Mayor

Recess

Delegations

Aird & Berlis LLP - Requesting a Recount Pursuant to s. 57 of the Municipal Elections Act, 1996 - Office of City Councillor - Ward 1

John Mascarin, Aird & Berlis LLP requesting to address City Council on behalf of Theresa Corless, a candidate for the Office of City Councillor - Ward 1 requesting a recount pursuant to s. 57 of the Municipal Elections Act, 1996.

Correspondence Requiring Direction

CNCL-22-73 - Aird & Berlis LLP Submitting Correspondence Requesting a Recount Pursuant to s. 57 of the Municipal Elections Act, 1996 - Office of City Councillor - Ward 1 (All Wards)

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Staff Reports

CNCL-22-69 - Proposed Corporate Organization and Council Standing Committees Structure (All Wards)

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Recommendation

1. That the proposed changes outlined in Attachment 2 of Report CNCL-22-69 Corporate Organization and Council Standing Committees Structure, dated November 8, 2022 be approved; and,
2. That the proposed Council Standing Committees Structure and Mandates be approved as outlined in Section 5.5 of Report CNCL-22-69; and,
3. That Council pass a By-law to amend Council's Procedure By-law 128-2022, to reflect the new Council Standing Committees and Mandates as outlined in Section 5.5 of Report CNCL-22-69 and the requirements of Notice By-law 147-2007, as amended, be waived as these amendments are minor in nature; and,
4. That Council reconsider its decision at its June 20, 2022 Council meeting, regarding Report CORP-22-41, Council and Standing Committee Meeting schedules and adopt the revised meeting schedules as outlined in Attachment 3; and,
5. That Council reconsider its decision of November 9, 2015 and disband the Airport Community Liaison Committee given the creation of the Safety & Facilities Services Committee which will provide an avenue for public engagement; and,
6. That members not be appointed to the Airport Business Plan Working Group until the action items in the 2021 – 2022 Oshawa Executive Airport Action Plan are advanced; and,
7. That the City Clerk review the 2018 - 2022 Council Standing Committees Outstanding Items lists and transfer items to the appropriate Council Standing Committee and that the revised lists be placed on the January

2023 Council Standing Committee agendas; and,

8. That any by-law amendments which are impacted by the new corporate organizational structure be updated.

CNCL-22-67 - Councillor Appointments to Boards and Committees (All Wards)

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Recommendation

That City Council adopt the procedure for appointments to its Boards, Committees and Deputy Mayor as set out in Report CNCL-22-67.

CNCL-22-72 - Authority for the Mayor to designate a Member of Council to fulfill duties set out in the Emergency Management and Civil Protection Act, R.S.O., 1990 and/or the City's emergency plan (All Wards)

Recommendation

Whereas Section 3 (1) of the Emergency Management and Civil Protection Act, R.S.O., 1990 (the Act) requires that every municipality shall formulate an emergency plan governing the provision of necessary services during an emergency and the procedures under and the manner in which employees of the municipality and other persons will respond to the emergency and the council of the municipality shall by by-law adopt the emergency plan; and,

Whereas Section 9 (c) of the Act requires the City to designate one or more Members of Council who may exercise the powers and perform the duties of the Mayor under the Act or the emergency plan during the absence of the Mayor or during his or her inability to act; and,

Whereas By-law 77-2008 establishes the City's emergency plan; and,

Whereas Council Procedure By-law 128-2022 provides that the Mayor may recommend a Member of Council to act in the Mayor's place, to be styled as Deputy Mayor; and,

Whereas in the event that the Deputy Mayor, where appointed by Council, is absent or unable to act in the Mayor's place, it is expedient for the Mayor to be delegated authority to designate a Member of Council to fulfill his or her duties set out in the Act and/or the City's emergency plan; and,

Where a Deputy Mayor has not been appointed, it is expedient for the Mayor to be delegated authority to designate a Member of Council to fulfill his or her set out in the Act and/or the City's emergency plan.

Therefore be it resolved,

1. That the Mayor be delegated authority to expressly designate a Member of Council to fulfill the Mayor's duties set out in the Emergency Management and Civil Protection Act, R.S.O., 1990 and/or the City's emergency plan, should the Deputy Mayor, where appointed by Council, be absent to unable to act.

2. Where a Deputy Mayor has not been appointed by Council, and where the Mayor is absent or unable to act, the Mayor be delegated authority to expressly designate a Member of Council to fulfill his or her duties set out in the Emergency Management and Civil Protection Act, R.S.O., 1990 and/or the City's emergency plan.

CNCL-22-70 - Review of Oshawa Council Charter (All Wards)

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Recommendation

That City Council choose one of the following options:

That based on Report CNCL-22-70, Council endorse the Oshawa Council Charter as set out in Attachment 1 of said Report and that all members of Council sign a copy as soon as possible.

OR

That Report CNCL-22-70 dated November 9, 2022 concerning the Council Charter be referred to the appropriate Standing Committee in order to provide direction to staff concerning a revised Council Charter.

CNCL-22-68 - Proposed 2022-2026 Council Orientation Schedule (All Wards)

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Recommendation

1. That in accordance with Report CNCL-22-68 dated November 9, 2022 concerning the 2022 - 2026 Council Orientation, the schedule as outlined in Section 5.1 be approved; and,
2. That the required City and legislated policy and recommended courses as outlined in Section 5.2 be completed and signed by each member of Council and returned to Human Resource Services no later than December 31, 2022.

CNCL-22-71 - Citizen Appointments to Boards, Committees and Legislated Roles (All Wards)

67

(Also See Pages C1 to C350 - Closed Pursuant to Section 239 (2)(b) of the Municipal Act)

Recommendation

That in accordance with Report CNCL-22-71 dated November 9, 2022, concerning appointments to various Boards, Committees and positions:

1. That the applicants listed in Attachment 1 be appointed to the respective Boards, Committees and Legislated Roles for the term ending November 14, 2026, or until such time successors are appointed; and,
2. That the applicant listed in Attachment 2 be recommended to the Region of Durham for appointment to the Durham Land Division Committee; and,
3. That the necessary by-laws for the Committee of Adjustment, Oshawa Public Library Board, Livestock Valuer, Poundkeeper and Hearings Officers be

passed.

By-laws

157-2022 - A By-law to Appoint a Deputy Mayor

(Implements direction of November 15, 2022 through Council resolution to appoint a Councillor as Deputy Mayor to act in the place of the Mayor when the Mayor is absent from the City or absent due to illness or if the office of the Mayor is vacant and to repeal By-law 131-2018.)

158-2022 - A By-law to Appoint Livestock Valuers and provide for their remuneration

(Implements direction of November 15, 2022 through Council resolution to appoint a member as the City's Livestock Valuer for a term commencing November 15, 2022 and expiring on November 14, 2026, subject to holding office until a successor is appointed by City Council and to repeal By-law 134-2018.)

159-2022 - A By-law to Appoint a Poundkeeper for the City of Oshawa

(Implements direction of November 15, 2022 through Council resolution to appoint a member as Poundkeeper for the City of Oshawa for a four-year term commencing November 15, 2022, until November 14, 2026, subject to holding office until a successor is appointed by Council and to repeal By-law 135-2018.)

160-2022 - A By-law to Constitute and Appoint a Committee of Adjustment under the Planning Act, R.S.O. 1990, c. P.13.

(Implements direction of November 15, 2022 through Council resolution to constitute and appoint members to the City of Oshawa Committee of Adjustment for a term commencing November 15, 2022 and expiring on November 14, 2026, and to repeal By-law 154-2014.)

161-2022 - A By-law to establish the composition of the Oshawa Public Library Board, to appoint members to the Board, and to authorize the Chief Executive Officer of the Board to call the first meeting of the Board in each new term.

(Implements direction of November 15, 2022 through Council resolution to establish the composition of the Oshawa Public Library Board by appointing members for a term concurrent with the term of the appointing Council, or until a successor is appointed, to authorize the Chief Executive Officer of the Board to call the first meeting of the Board in each new term, and to repeal By-law 107-2010, as amended.)

162-2022 - A By-law to delegate authority to the Mayor to designate a Member of Council to fulfill his or her duties set out in the Emergency Management and Civil Protection Act, R.S.O., 1990 and/or the City's emergency plan

(Implements direction of November 15, 2022 through Report CNCL-22-72 to delegate authority to a Member of Council to fulfill his or her duties set out in the Emergency Management and Civil Protection Act, R.S.O., 1990 and/or the City's emergency plan.)

163-2022 - A By-law to Appoint Hearings Officers for the City of Oshawa

(Implements direction of November 15, 2022 through Council resolution to appoint

members as Hearings Officers for the City of Oshawa for a four-year term commencing November 15, 2022, until November 14, 2026, subject to holding office until successors are appointed by City Council.)

Confirming By-law

A by-law to confirm the City Council meeting of November 15, 2022.

Adjournment



John Mascarin
Direct: 416.865.7721
E-mail: jmascarin@airdberlis.com

CNCL-22-73

November 9, 2022

File No.: 304070

Mayor Dan Carter and Members of Council
The Corporation of the City of Oshawa
Oshawa City Hall
50 Centre Street South
Oshawa, ON
L1H 3Z7

Your Worship and Members of Council:

**Re: Request for Council-directed Recount – Mrs. Theresa Corless
Office of City Councillor – Ward 1 Election
*Municipal Elections Act, 1996***

We have been retained by Mrs. Theresa Corless, a candidate in the election for the Office of City Councillor – Ward 1, in support of a request for a recount in that election. We submit this letter to Council as our formal request, on behalf of our client, that Council pass a resolution pursuant to its authority under section 57 of the *Municipal Elections Act, 1996*, S.O. 1996, c. 32 Sched., requiring a recount of the votes cast for the Office of City Councillor – Ward 1 Election.

Mrs. Corless was one vote short of triggering an automatic recount. This is an extremely close result. It is incumbent on Council to ensure the final vote count accurately and reliably reflects the will of the voters of Oshawa. In our view, Council can best uphold this democratic principle by directing that a focused recount be conducted.

Background

Mrs. Corless is long-time resident of Oshawa, with a demonstrated commitment to public service. She has served two terms as a Trustee of the Durham Catholic District School Board, also having served as its Chair. Mrs. Corless was inspired to serve on City Council, and decided to run in the 2022 Municipal Election to represent the residents of Ward 1, where she resides with her family.

As Council may be aware, Mrs. Corless finished in second place by a margin of only 8 votes. This reflects an exceedingly small vote differential. Despite this, Mrs. Corless was advised by the Clerk that an automatic recount would not be held as the threshold for doing so was narrowly missed.

Following the declaration of the election results, questions remain about how certain ballots were accounted for. We note, for example, the mail-in ballots cast by Mrs. Corless's daughters, both of whom are studying abroad, did not reach them soon enough to have them returned to the Clerk on time. Unfortunately, the Declaration of Certified Results does not clearly itemize which ballots in which races were rejected, and on what basis. We only know that 93 ballots were cast but not counted in the results.

Council's Authority to Direct a Recount

It is within Council's purview to direct that a recount be conducted, for any reason, even if an automatic recount was not required. Section 57 of the *Municipal Elections Act, 1996* provides as follows:

Recount for municipality, local board or Minister

57 (1) Within 30 days after the clerk's declaration of the results,

(a) the council of a municipality may pass a resolution requiring a recount of the votes cast,

(i) for all or specified candidates for an office on the council,
[emphasis added]

On behalf of our client, we submit that this is a circumstance in which Council should exercise this statutory authority.

Municipal Election Recount Policy

Even though the City's Municipal Election Recount Policy (the "**Policy**") did not require an automatic recount, Council should take guidance from its expectation of when a recount must be conducted. On behalf of our client, we submit that because this particular result was so close to an automatic recount, Council should similarly deem it desirable to hold a recount.

The Policy recognizes that when some elections are very close, the public interest is best served by holding a recount. To this end, the Policy sets the following threshold:

5. Threshold

An automatic recount shall be conducted where the vote differential between the last available candidate(s) elected and the first candidate(s) not elected is equal to or less than one quarter of one percent (0.25%) of the total number of votes cast for the office, rounded up to the closest whole number.

According to the Clerk's Declaration of Certified Results, the three candidates in the Ward 1 election received 2402 total votes. However, this is the number of ballots counted, not the "total number of votes cast" for that election, which the Policy directs we must consider. The total number of votes may be even higher, however, the Certified Results do not itemize how many ballots were cast but eventually rejected, or on what basis. We only know there may be up to 93 ballots.

In any event, and based on the number of votes counted, a 0.25% vote differential for the Ward 1 election – which the Policy directs is to be rounded up – is only 7 votes.

Mrs. Corless fell one single vote shy of an automatic recount. If even one of Mrs. Corless's daughters received their mail-in ballot in good time, there would have been an automatic recount.

Certainty and Reliability of Election Results

One of the most important principles underlying the *Municipal Elections Act, 1996*, as defined by our courts, is that there be certainty that the results of the election reflects the votes casts. All valid votes must be counted to ensure the intention of every voter is reflected.

Council, through the Policy, deemed it appropriate that a 7 vote differential would have resulted in an automatic recount. In this case, with an 8 vote differential, Council should similarly view it as an important and desirable instance to ensure certainty in the election result.

Other municipalities in Ontario have already directed that a recount be conducted, and for similarly close races. For example, in the Town of Mattawa, where there was a 7 vote differential in an election where 717 votes were cast (a 0.98% differential), the council passed a resolution on November 1, 2022 directing that a recount be held. Based on recently reported unofficial results, the results of the vote did change following that recount.

Lastly, in past experience in Oshawa, the reconciling of “spoiled” ballots following voting day has affected the final results of the vote. In the 2018 Ward 4 election, former Councillor Sanders picked up several additional votes during the reconciling of “spoiled” ballots. While this was not enough to have him elected to Council, this example demonstrates that a thorough review of “spoiled” ballots can affect the final tally.

Conclusion

It is incumbent on Council to ensure the election results accurately and reliably reflect the will of Oshawa voters. Every vote matters, and every ballot must count and be accounted for. Council should uphold this important democratic principle by exercising its authority to require a focused recount be held for the Office of City Councillor – Ward 1 election.

Enclosed with this letter is a draft of the resolution Council should pass to require the recount.

We will be in attendance at Council’s meeting on November 15, 2022 and have filed a request with the Clerk to make a deputation to Council.

Yours truly,

AIRD & BERLIS LLP



John Mascarini

JM/JGP/km

Encl.

Draft Council Resolution

Resolution No. # - Council-Directed Recount – 2022 Municipal Election, Office of City Councillor – Ward 1

Moved by:

Seconded by:

Whereas the City Clerk declared the results of the 2022 Municipal Election on October 25, 2022;

And whereas the election for the Office of City Councillor – Ward 1 resulted in a vote differential of eight (8) votes between the first-placed candidate and the second-place candidate;

And whereas the City Clerk determined that City's Municipal Election Recount Policy did not require an automatic recount;

And whereas Council has authority under section 57 of the *Municipal Elections Act, 1996* to require that a recount be held;

And whereas Council has determined that it is appropriate and desirable that a recount be conducted to ensure that there is certainty that the results of the election reflect the votes cast;

Now therefore be it resolved:

1. That, pursuant to subparagraph 57(1)(a)(i) of the *Municipal Elections Act, 1996*, Council direct the City Clerk to conduct a manual recount for the Office of City Councillor – Ward 1 election, which shall include the following:
 - a. That all ballots cast by Ward 1 electors be manually recounted;
 - b. That all ballots which were rejected by the Clerk or a deputy returning officer relating directly to the Office of City Councillor – Ward 1 election be included in the manual recount;
 - c. Where ballots were rejected by the Clerk or a deputy returning officer, for any reason, in relation to an office other than the Office of City Councillor – Ward 1 that also appeared on the ballot, such ballots be included in the manual recount;
 - d. That all ballots which were “declined” by a Ward 1 elector in accordance with s. 52(5) of the *Municipal Elections Act, 1996* be including in the manual recount;
 - e. Where ballots were “declined” but in relation to an office other than the Office of City Councillor – Ward 1 that also appeared on the ballot, such ballots be included in the manual recount; and
 - f. That the Clerk's declaration of results of the recount separately itemize the number of rejected ballots, and the reasons for rejection, and “declined” ballots which relate specifically to the Office of City Councillor – Ward 1 election.

To: Council in Committee of the Whole

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

Report Number: CNCL-22-69

Date of Report: November 9, 2022

Date of Meeting: November 15, 2022

Subject: Proposed Corporate Organization and Council Standing
Committees Structure

Ward: All Wards

File: 03-05

1.0 Purpose

The purpose of this report is to respond to the following March 28, 2022 direction of Council:

“That the C.A.O. be directed with assistance of the four Commissioners to review the City’s organization and reporting structure including Council Standing Committees and make any recommendations for changes, improvements, etc. to the newly elected 2022 Council.”

This report presents a proposed corporate organization and Council Standing Committees structure to improve customer service, more effectively align functions and streamline service delivery, achieve more balance in Department staffing and Council Standing Committee Agendas, and address community safety concerns.

Attachment 1 shows the existing corporate organization and Council Standing Committees structure.

Attachment 2 shows the proposed corporate organization and Council Standing Committees structure.

Attachment 3 are the revised 2022 – 2026 Council and Standing Committees meeting schedules.

2.0 Recommendation

It is recommended to City Council:

1. That the proposed changes outlined in Attachment 2 of Report CNCL-22-69 Corporate Organization and Council Standing Committees Structure, dated November 8, 2022 be approved; and,
2. That the proposed Council Standing Committees Structure and Mandates be approved as outlined in Section 5.5 of Report CNCL-22-69; and,
3. That Council pass a By-law to amend Council's Procedure By-law 128-2022, to reflect the new Council Standing Committees and Mandates as outlined in Section 5.5 of Report CNCL-22-69 and the requirements of Notice By-law 147-2007, as amended, be waived as these amendments are minor in nature; and,
4. That Council reconsider its decision at its June 20, 2022 Council meeting, regarding Report CORP-22-41, Council and Standing Committee Meeting schedules and adopt the revised meeting schedules as outlined in Attachment 3; and,
5. That Council reconsider its decision of November 9, 2015 and disband the Airport Community Liaison Committee given the creation of the Safety & Facilities Services Committee which will provide an avenue for public engagement; and,
6. That members not be appointed to the Airport Business Plan Working Group until the action items in the 2021 – 2022 Oshawa Executive Airport Action Plan are advanced; and,
7. That the City Clerk review the 2018 - 2022 Council Standing Committees Outstanding Items lists and transfer items to the appropriate Council Standing Committee and that the revised lists be placed on the January 2023 Council Standing Committee agendas; and,
8. That any by-law amendments which are impacted by the new corporate organizational structure be updated.

3.0 Executive Summary

Not applicable.

4.0 Input From Other Sources

In reviewing the City's corporate organization and Council Standing Committees structure, a comprehensive change management approach was undertaken, which included municipal benchmarking and stakeholder involvement as noted below:

- One-on-one interviews with Members of Council;

- Meetings with the Corporate Leadership Team, Department Branch Heads and the Executive Director of OSCC55+;
- Meetings with the local union executives of CUPE 250, CUPE 251, CUPE 3760 and IAFF 465; and,
- Municipal benchmarking: Ajax, Barrie, Burlington, Clarington, Chatham-Kent, Durham Region, Guelph, Kingston, Kitchener, London, Oakville, Ottawa, Pickering, Sudbury, and Whitby.

5.0 Analysis

The goals of the corporate organization and Council Standing Committees structure review are to improve customer service, realize better alignment of functions and streamline service delivery, achieve more balance of Department staffing and Council Standing Committee Agendas and address community safety concerns.

5.1 Background

In 2006, the City's administration recognized that the corporate culture had been undergoing a transformation but it had been slow and inconsistent between Departments, Branches and individual managers.

At that time, the proposed corporate culture that the administration advanced was described as: an innovative, empowering and customer-centric organization that focuses on performance, values communication, and supports a team approach and positive working relationships.

Also, in 2006, the City's administration implemented organization changes that addressed the strategic capacity of the City Manager's Office, aligned internal services, assigned new responsibilities and resourced priority service areas. Examples of some of the changes included:

- implementing the Customer Service Strategy and the proposed Contact Centre Implementation Plan, which was assigned to City Clerk Services;
- creating a new Municipal Law Enforcement & Licensing Branch;
- renaming the Department of Operational Services to the Department of Community Services;
- transferring Legal Services from the Department of Corporate Services to the City Manager's Office; and,
- transferring Animal Services in the City Clerk's Branch of the Department of Corporate Services to Parks and Facilities Maintenance Services in the existing Department of Operational Services.

In 2012, the following minor organization changes were implemented:

- Fire Services and Corporate Communications were transferred from the City Manager's Office to the Department of Corporate Services;

- Human Resource Services was transferred from the Department of Corporate Services to the City Manager's Office;
- The animal care component of Animal Services was separated from Municipal Law Enforcement & Licensing Services. The by-law and licensing aspects of the Animal Services function remained with Municipal Law Enforcement & Licensing Services. Animal care services was transferred to the Department of Community Services; and,
- A Legislative and Regulatory Branch was created under the direction of the City Solicitor. This Branch included Legal Services, Municipal Law Enforcement & Licensing Services and City Clerk Services. This Branch reported to the City Manager's Office.

In 2013, Finance Services was moved from the Corporate Services Department to the City Manager's Office.

In 2014, the following additional minor organization changes were implemented:

- The Legislative and Regulatory Branch was dissolved as Municipal Law Enforcement & Licensing Services and City Clerk Services were moved from the City Manager's Office to the Corporate Services Department. Legal Services continued to report directly to the City Manager; and,
- Corporate Policy, Projects and Performance (Corporate Strategic Initiatives) was moved from the City Manager's Office to the Corporate Services Department.

In 2015, during the City's budget deliberations, Corporate Policy, Projects and Performance was transferred back to the City Manager's Office.

Attachment 1 is the existing corporate organization and Standing Committee structure.

In 2021, the City's administration recognized that it has been more than 15 years since the last holistic review of the corporate organization structure. In recent years, the City of Oshawa has and continues to experience unprecedented growth and changing demographics. Development and revitalization of the city as a provincially recognized urban growth centre is bringing new investment to Oshawa, creating new opportunities and at the same time, introducing new challenges. Furthermore, political, economic, technological, social and environmental issues influence municipal priorities, services and processes, which is challenging the City to continue to adapt and address a wide range of issues.

To be able to proactively respond to this changing environment, the City's corporate organization structure needs to be modified to be more strategic in its design, as well as more customer-centric in its operation and in the delivery of services. Having the appropriate corporate organization structure is key to supporting the broader strategic goals of the Corporation and to meeting the current and future priorities of City Council and the City's residents, businesses, and visitors.

Change is not being introduced for the sake of change but rather it is occurring to respond to the changes in our community and city as a whole. Ultimately, the changes will:

- improve customer service;
- realize better alignment of functions and streamline service delivery;
- achieve more balance in Department staffing;
- achieve more balance in Council Standing Committee Agendas; and,
- address community safety concerns.

Although a number of changes are being proposed to the organization structure, which include Department name changes and reporting structures, the proposed changes do not include any job losses or reduction of the municipal workforce and there would be no disruption to how residents, businesses or visitors access City services.

5.2 Process

Successful change management requires effective engagement with stakeholders. In reviewing the corporate organization structure and associated Council Standing Committees structures, members of Council, staff and local union executives were consulted in the process. In addition, establishing goals and municipal benchmarking was undertaken.

5.2.1 Goals

Throughout the review, the following goals were considered:

1. Improve customer service
2. Realize better alignment of functions
3. Improve and streamline service delivery
4. Improve balance of Department staffing and Council Standing Committee Agendas

5.2.2 Members of Council

In Q2 2022, the C.A.O. and four Commissioners met individually with each member of Council to receive their feedback.

5.2.3 Staff

In Q1 2021, Q2 2022 and Q4 2022, members of the Corporate Leadership Team, Branch Directors and the Executive Director of the OSCC55+ were consulted in the process. In October/ November 2022, meetings with the various unions took place. Additionally, staff who would be potentially impacted through a change of reporting structure were also advised.

5.2.4 Municipal Benchmarking

Staff reviewed various municipal organization structures to gain a better understanding of the alignment of functions and departmental structures. It was noted that there is not a consistent approach as municipal responsibilities and organizational structures varied

depending on community and Council priorities, whether they were a single or two-tiered municipality, and scope of municipal responsibilities. For example, some municipalities are responsible for waste, social services, housing, transit, emergency services, etc. which was reflected in their organizational structures.

It should also be noted that there is a correlation between the number of departments a municipality has and financial compensation implications. It is recommended that the City continue to maintain four departments based on organizational efficiency and cost effectiveness. Further, it is recommended that the department responsibilities be aligned based on function and to more evenly disperse responsibilities.

5.3 Themes

Four common themes identified below emerged when giving consideration to the proposed corporate organization and Council Standing Committees structure.

5.3.1 Culture of Customer Service

For the most part, the City is delivering effective and efficient services to our customers; however, there are some inefficiencies through the existing reporting structures that need to be addressed to ensure that the best customer service and experience is being provided. This includes further embracing and advancing a consistent culture of customer service across the organization for both external and internal customers. For the organization's culture to continue to evolve, department silos must transition to a cooperative business partner and collaborative customer service approach. Inter-departmental problem solving needs to be a common practice along with accountability and consistent measurement such as key performance indicators.

5.3.2 Balance of Department Staffing

In its current organization structure, there is an uneven balance of staffing when comparing the four Departments. For example, the Finance Services Department only has one Branch comprising of 40 staff versus the Community Services Department which comprises of four Branches and 544 staff, representing over half of the City's full-time workforce.

5.3.3 Alignment of Functions and Streamline Service Delivery

Effective and efficient organizations are structured around alignment of functions and streamlined service delivery. One example is the proposed Corporate & Finance Services Department which is comprised of Branches that provide services internally (e.g. Human Resource Services) or services across the Corporation (e.g. Innovation and Transformation, Legal Services, etc.). Other function alignment and service delivery synergies have been identified in Section 5.4.

5.3.4 Address Community Safety Concerns

The proposed organization structure addresses various challenges related to community safety concerns in our city. The proposed changes align functions related to the City's

priority of protecting the health and safety of our community members and support related to community safety and well-being plans.

5.4 Proposed Corporate Organization Structure

Attachment 2 illustrates the proposed corporate organization structure, which will continue to improve customer service, more effectively align functions and streamline service delivery, achieve more balance in Department staffing and Council Standing Committee Agendas, and address community safety concerns.

5.4.1 Community & Operations Services Department

It is proposed that the existing Community Services Department name be amended to include the word 'Operations' in the title. The new name would be the Community & Operations Services Department. This would provide clarity to residents that the services provided are City operations for the public and help to clarify that this does not include operations support by community organizations.

Branches that would be included in the Community & Operations Services Department are:

- Recreation Services (Central Recreation Services, Recreation Programs and Facilities, Recreation Facilities Operations, Community Partnerships);
- Operations (Fleet Services, Operations Policy and Research, Parks and Waste Operations, Road Operations); and,
- Community Support Services (currently Strategic Business Services) (Animal Services, Administration, Crossing Guards, Traffic, Streetlights & Parking). It is recommended that the Branch name Strategic Business Services be changed to Community Support Services to better reflect its responsibilities.

The Oshawa Senior Community Centres (OSCC55+), which currently reports indirectly to the C.A.O., would instead indirectly report to the Commissioner, Community & Operations Services Department as this department provides similar services to members of the public.

Current functions that would be moved from the Community & Operations Services Department (currently Community Services Department) include the following:

- Fire Services would be moved to the new Safety & Facilities Services Department to align with the mandate of public safety.
- Parks Planning & Redevelopment would be moved to the new Safety & Facilities Services Department, Facilities Management Services Branch to align the management of capital project delivery and increase efficiencies between the two work groups.
- Events and Community Engagement would be moved to the Economic & Development Services Department (currently Development Services Department), Business & Economic Development Services Branch (currently Economic

Development Services) to increase opportunities for synergies in the delivery of events, especially in the downtown.

- Culture Development would be moved to the Economic & Development Services Department, Business & Economic Development Services Branch to increase synergies in culture development.

In addition, there would be an indirect reporting relationship between Recreation Facilities Operations and Facility Management Services to better manage the City's assets. Having a stronger reporting relationship would provide more oversight of proactive facility maintenance, address deferred maintenance, allow a higher level of Quality Assurance oversight and ultimately provide opportunity for a consistent approach to operation and maintenance at all City facilities.

5.4.2 Safety & Facilities Services Department

It is proposed that a new Department is created that would comprise services that are focused on protecting the City's assets and buildings (e.g. Facilities Management Services, Parks Planning & Redevelopment, Oshawa Executive Airport) and people (e.g. Facilities Management Services, Fire Services, Municipal Law Enforcement & Licensing Services).

These work groups are aligned due to the nature of their function of protecting facilities, buildings, and people. They also work closely with Durham Regional Police Services on various initiatives. There is also alignment of capital project management, which would increase efficiencies and collaboration of delivering capital projects.

Current functions that would be moved from the Community & Operations Services Department (currently Community Services Department) include the following:

- Fire Services
- Parks Planning & Redevelopment

Current functions that would be moved from the Corporate & Finance Services Department are:

- Facilities Management Services
- Municipal Law Enforcement & Licensing Services

The Oshawa Executive Airport would also be moved from the Economic & Development Services Department to this Department.

In addition, having an indirect reporting relationship between Recreation Facilities Operations and Facilities Management Services as noted in Section 5.4.1 would provide more oversight and opportunity for a consistent approach to operation and maintenance of all City facilities.

In accordance with the Chief Administrative Officer By-law 33-98, as amended, the C.A.O. is responsible for recommendations to Council on individual appointment, retention, conditions of employment or dismissal of Commissioners. On an interim basis, the C.A.O.

would assume responsibility of the Safety & Facilities Services Department until the process of recruiting for the Commissioner position has been completed including making a recommendation to Council. It is anticipated that a report to Council would occur in Q1 2023.

5.4.2.1 Airport Community Liaison Committee and Airport Business Plan Working Group

The creation of the Safety & Facilities Services Department also provides an opportunity to better align community engagement opportunities with respect to airport related matters. In 2015, Council adopted the recommendations of DS-15-199 and created the Airport Community Liaison Committee (A.C.L.C.) and authorized the continuation of the Airport Business Plan Working Group (A.B.P.W.G.).

With respect to the A.C.L.C. it is noted that the Committee met sporadically over the last seven years ranging between a high mark of three meetings in 2021 and a low mark of one meeting in 2020.

The new Safety & Facilities Services Department will allow for more effective communication opportunities and engagement between members of Council and both airport users and airport area residents. It is expected that this will be a more effective method of engagement since airport users and area residents can often have differing views with respect to the airport and its operations.

The A.B.P.W.G. was established to assist in the creation of a Business Plan tied to the term of Council. The Business Plan is expected to establish operational and financial goals over a five year period and capital needs over a 20 year period.

Owing to a variety of matters, including both ongoing litigation at the Oshawa Executive Airport and the COVID-19 pandemic, a business plan was not prepared for the 2018-2022 Council term. In its place, Council adopted DS-21-137, the 2021-2022 Action Plan. Several of the action items are ongoing and can only be advanced upon the conclusion of ongoing litigation or the conclusion of Council's request to Transport Canada to establish a new noise abatement procedure at the Airport. Accordingly, it would be appropriate to pause consideration of a 2022 - 2026 Airport Business Plan at this time.

5.4.3 Corporate & Finance Services Department

It is proposed that the Finance Services Department would no longer exist on its own and would be combined with the Branches from the Office of the C.A.O. and the Corporate Services Department, with the exception that Corporate Communications and Legislative Services (City Clerks) would move under the Office of the C.A.O.

The Corporate & Finance Services Department would focus on services that are provided internally (e.g. Human Resource Services) and services that are provided across the Corporation (e.g. Legal Services, Finance Services), Information Technology Services, and Innovation and Transformation).

Current Branches that would be moved from the Office of the C.A.O. to the Corporate & Finance Services Department include the following:

- Innovation and Transformation and Human Resource Services as there is alignment between the two Branches, they provide services for the entire organization and they are corporate in nature.
- Legal Services as there is alignment with Finance Services and they are corporate in nature.

Further, the branch name of City Clerk Services would be changed to Legislative Services as it would better reflect legislative responsibilities and it is consistent with other municipalities. Legislative Services (currently City Clerk Services) would move under the C.A.O.'s Office.

5.4.4 Economic & Development Services Department

It is proposed that the existing Development Services Department name be amended to include the word 'Economic' in the title. The new name would be the Economic & Development Services Committee. This would provide clarity to external stakeholders that the services are focused on attracting, developing and growing the city and its economy.

Branches that would be included are Building Services, Business & Economic Development Services, Engineering Services and Planning Services. In addition, current functions that would be moved from the Community & Operations Services Department include the following:

- Events and Community Engagement would be moved to the Business & Economic Development Services Branch to increase opportunities for synergies in the delivery of events, especially in the downtown.
- Culture Development would be moved to the Business & Economic Development Services Branch to increase synergies in culture development.

It is recommended that the Branch name of Economic Development Services be updated to Business & Economic Development Services Branch to more accurately reflect their responsibilities. In addition, the current responsibility of the Oshawa Executive Airport would be moved to the new Safety & Facilities Services Department.

5.4.5 Office of the Chief Administrative Officer

It is proposed that the Commissioners, as well as Corporate Communications, Corporate Strategic Initiatives and Legislative Services (City Clerks) report directly to the Chief Administrative Officer. This approach is consistent with most municipalities. These changes would allow the C.A.O. position to have more oversight of administrative functions and focus on strategic priorities.

5.5 Council Standing Committees Structure and Mandates

To ensure fair and equal representation by all members of Council, it is recommended that four Council Standing Committees remain in place. Should an additional Council Standing

Committee be approved, it would provide an unequal representation as some Council members would be on three Committees and others on two Committees.

To achieve more balance of meeting agendas, the four Council Standing Committees and associated mandates are recommended below. Matters under the Office of the Chief Administrative Officer would report as needed through the appropriate Council Standing Committee based on the subject matter unless there are urgent matters that require Council attention and cannot be delayed by the Council Standing Committee schedule.

1. Community & Operations Services Committee

Responsible for providing advice and recommendations to Council resulting from matters under the authority of the Community & Operations Services Department including Recreation Services, Operations Services, Community Support Services, subject matters under the authority of the Office of the Chief Administrative Officer which relate to the Community & Operations Services Committee, and any City Branches or outside agencies reporting to Council on matters similar to matters listed under the authority of the Community & Operations Services Department.

2. Safety & Facilities Services Committee

Responsible for providing advice and recommendations to Council resulting from matters under the authority of the Safety & Facilities Services Committee including Facilities Management Services, Fire Services, Municipal Law Enforcement & Licensing Services, the Oshawa Executive Airport, subject matters under the authority of the Office of the Chief Administrative Officer which relate to the Safety & Facilities Services Committee, and any City Branches or outside agencies reporting to Council on matters similar to matters listed under the authority of the Safety & Facilities Services Department.

3. Economic & Development Services Committee

Responsible for providing advice and recommendations to Council resulting from matters under the authority of the Economic & Development Services Department including Building Services, Business & Economic Development Services, Engineering Services and Planning Services, subject matters under the authority of the Office of the Chief Administrative Officer which relate to the Economic & Development Services Committee, and any City Branches or outside agencies reporting to Council on matters similar to matters listed under the authority of the Economic & Development Services Department.

4. Corporate & Finance Services Committee

Responsible for providing advice and recommendations to Council resulting from matters under the authority of the Corporate & Finance Services Department including Finance Services, Human Resources, Information Technology Services, Innovation and Transformation and Legal Services, subject matters under the authority of the Office of the Chief Administrative Officer which relate to the Corporate & Finance Services Committee, and any City Branches or outside

agencies reporting to Council on matters similar to matters listed under the authority of the Corporate & Finance Services Department.

Based on the Council Standing Committee and mandates outlined above, it is recommended that Council's Procedure By-law 128-2022, be amended to reflect the new Council Standing Committee structure as outlined above in Section 5.5.

5.5.1 Standing Committee Meetings Schedule

City Council at its June 20, 2022 Council meeting approved Report CORP-22-41, regarding the Council and Standing Committee Meeting schedules for November and December 2022 and 2023 to 2026, with the exception of the Finance Committee commencing in the morning and the Community Services Committee commencing in the afternoon.

Based on the Standing Committee and mandates outlined above in Section 5.5, it is recommended City Council reconsider its decision of its June 20, 2022 Council meeting, and adopt the revised meeting schedules as outlined in Attachment 3. Below is a high-level summary of the Council Standing Committee Schedule:

- Safety & Facilities Services Committee – week 1, morning
- Economic & Development Services Committee – week 1, afternoon
- Community & Operations Services Committee – week 2, morning
- Corporate & Finance Services Committee – week 2, afternoon

It is anticipated that the new Council Standing Committees would begin the meeting cycle on Monday, November 28, 2022.

In addition, the Clerk will review the 2018 - 2022 Council Standing Committees Outstanding Items lists and transfer items to the appropriate Council Standing Committee and that the revised lists be placed on the January 2023 agendas.

5.6 Council Advisory Committees

The City of Oshawa encourages residents to participate in their community by volunteering for a position on one of its Advisory Committees. Membership in an Advisory Committee is based on the Committee's Terms of Reference, approved by Council. Membership may include a resident, stakeholder and Council Member appointments.

The City's Advisory Committees report as needed through the appropriate Council Standing Committee based on the subject matter. Currently, there are five Council Advisory Committees, which would generally report through the Council Standing Committees identified below:

| Advisory Committee | Standing Committee |
|---|---|
| Oshawa Accessibility Advisory Committee | <ul style="list-style-type: none">• All |
| Oshawa Active Transportation Advisory Committee | <ul style="list-style-type: none">• Economic & Development Services• Community & Operations Services |
| Oshawa Animal Care Advisory Committee | <ul style="list-style-type: none">• Community & Operations Services• Safety & Facilities Services |
| Oshawa Environmental Advisory Committee | <ul style="list-style-type: none">• Economic & Development Services |
| Heritage Oshawa | <ul style="list-style-type: none">• Economic & Development Services |

5.7 Timing

It would take approximately one month to implement the new corporate organization structure due to various administrative changes that would need to be implemented such as technology interdependencies and administrative processes.

6.0 Financial Implications

The financial implications associated with this report are minimal and would include costs associated with stationery and other minor items, which can be accommodated in the Council-approved Department Operating Budgets.

7.0 Relationship to the Oshawa Strategic Plan

The recommendations in this report respond to the Oshawa Strategic Plan Goals of Economic Prosperity & Financial Stewardship, Accountable Leadership, Social Equity, Cultural Vitality and Environmental Responsibility.



Ron Diskey, Commissioner,
Community Services



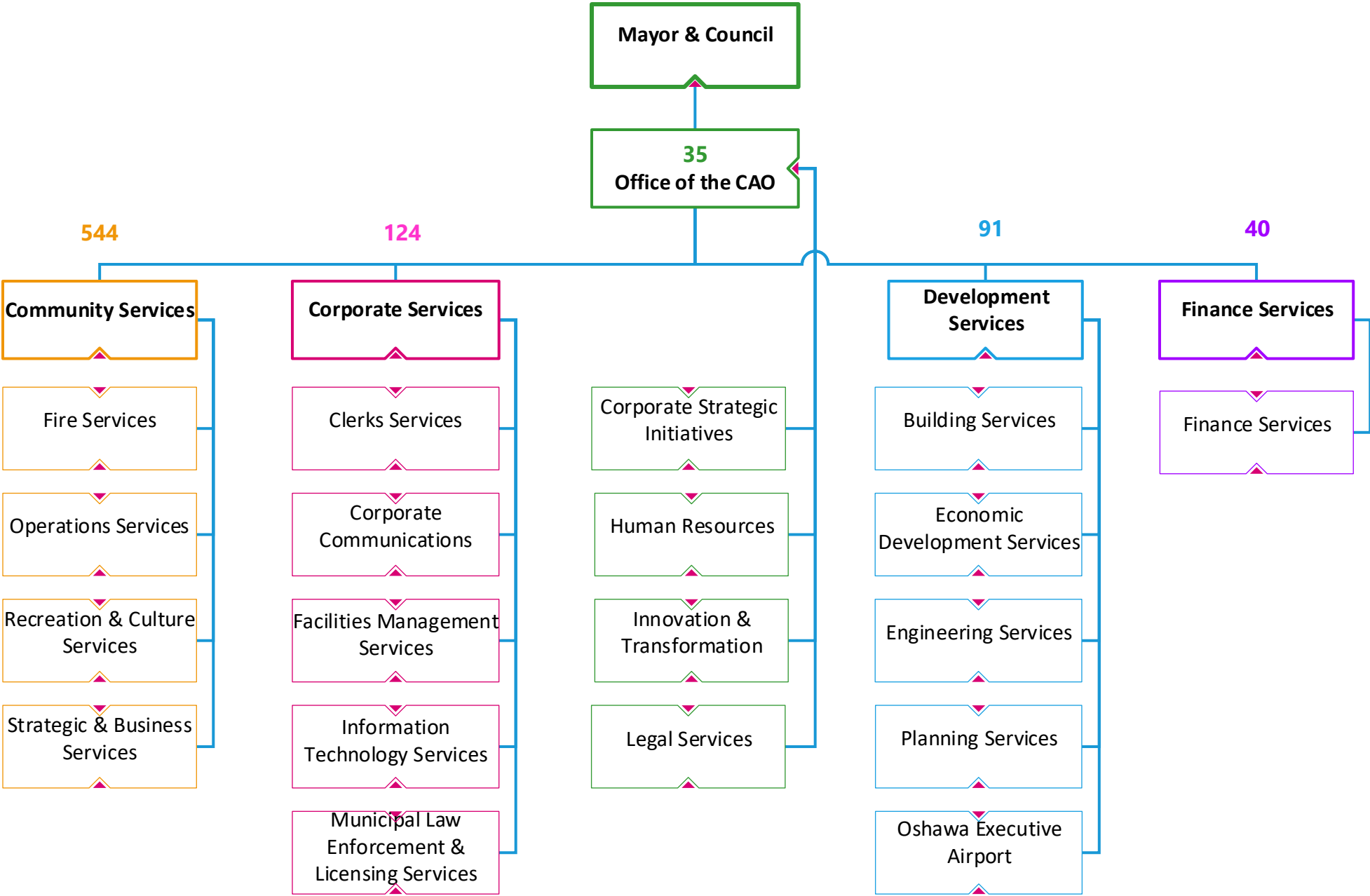
Warren Munro, Commissioner,
Development Services

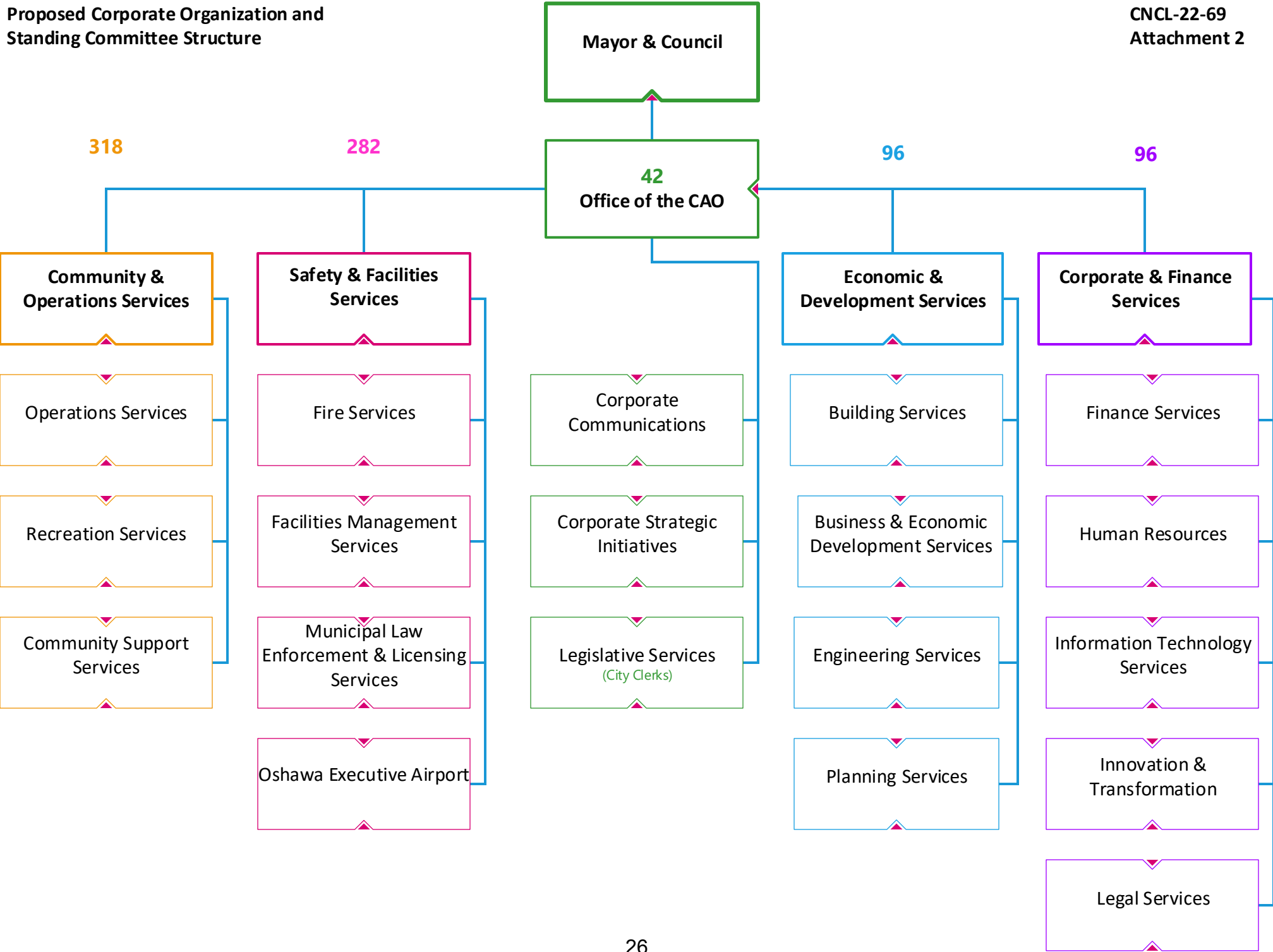


Stephanie Sinnott, Commissioner,
Finance Services

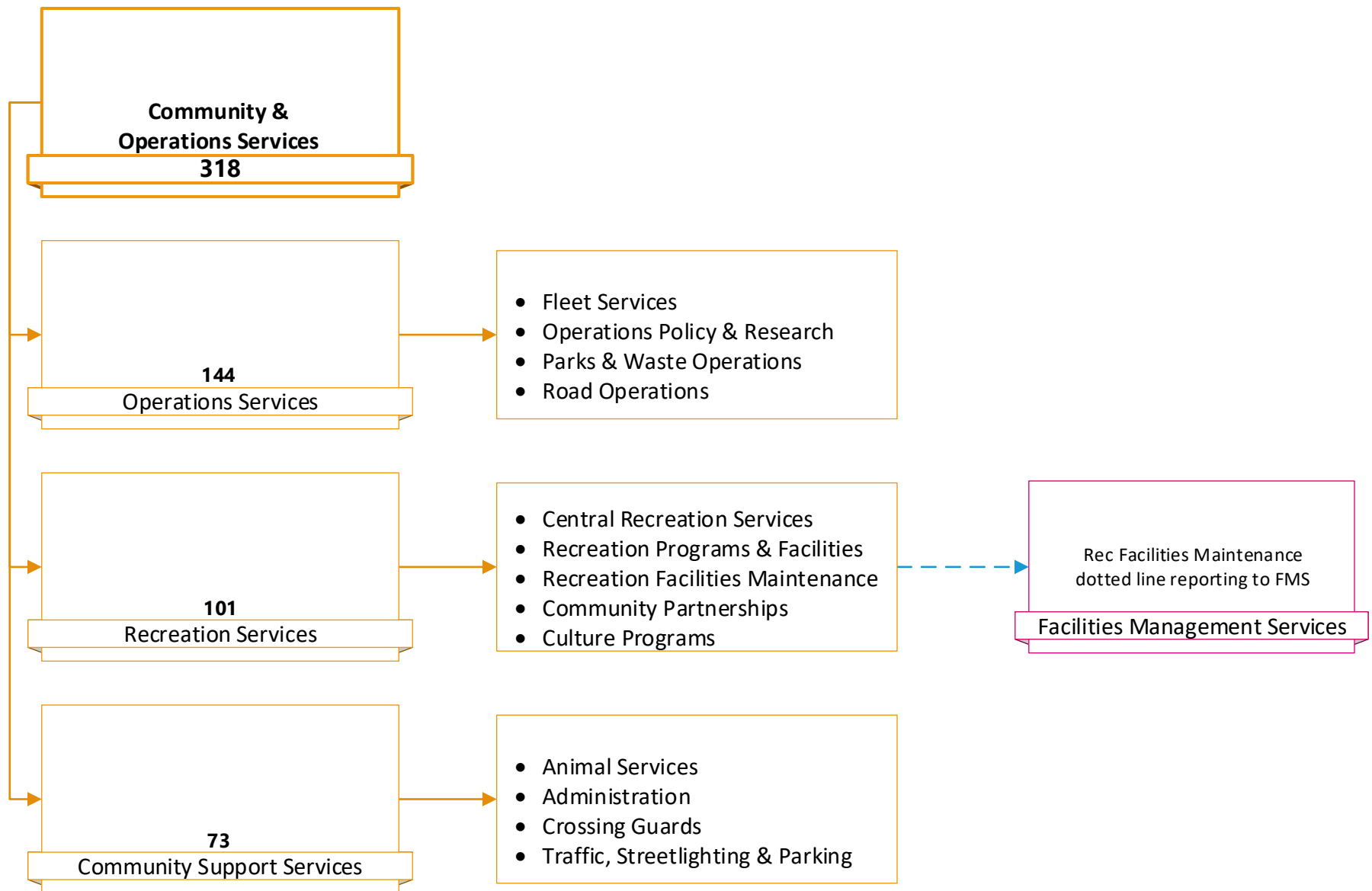


Tracy Adams, Chief Administrative Officer,
Office of the C.A.O.

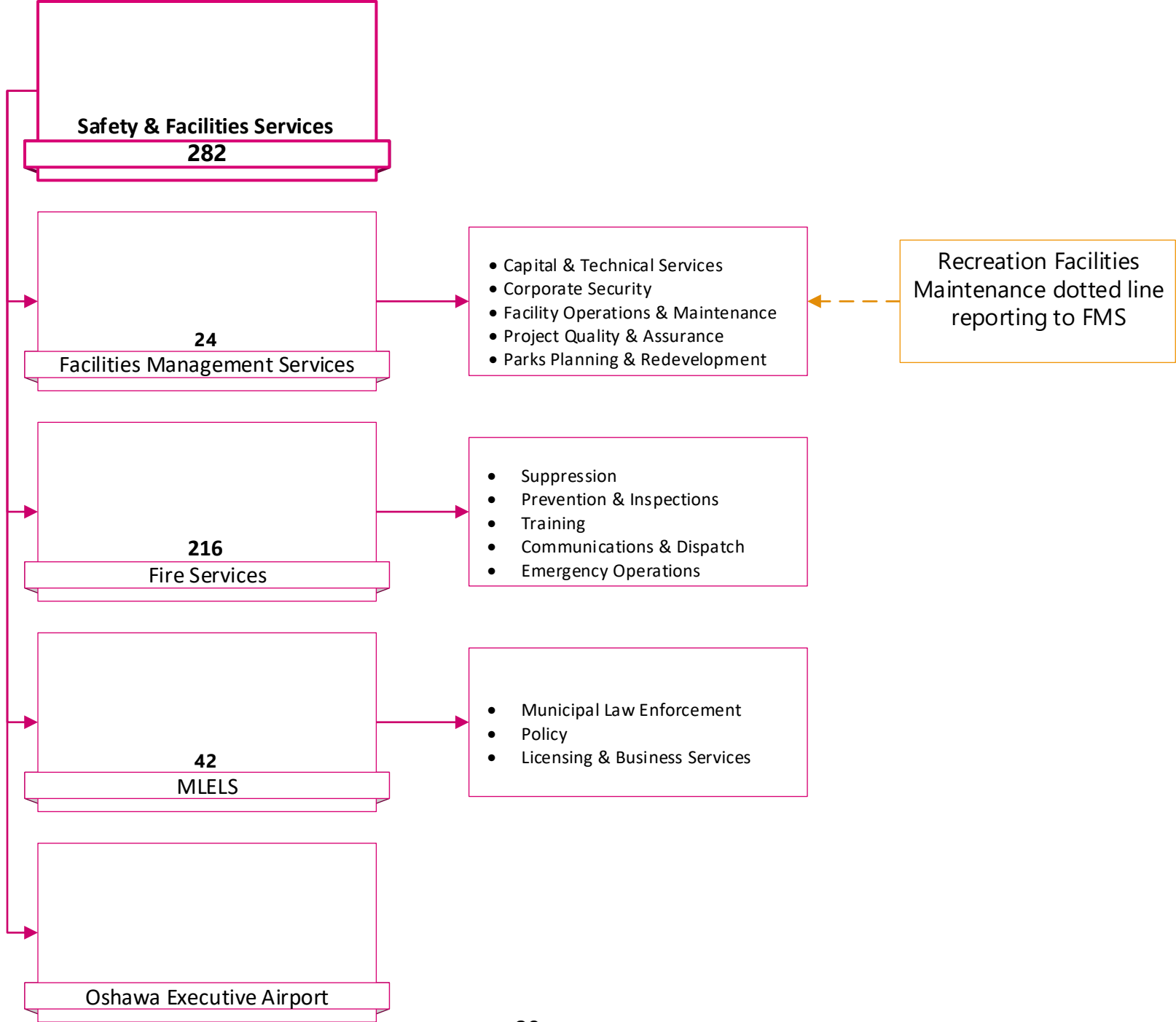


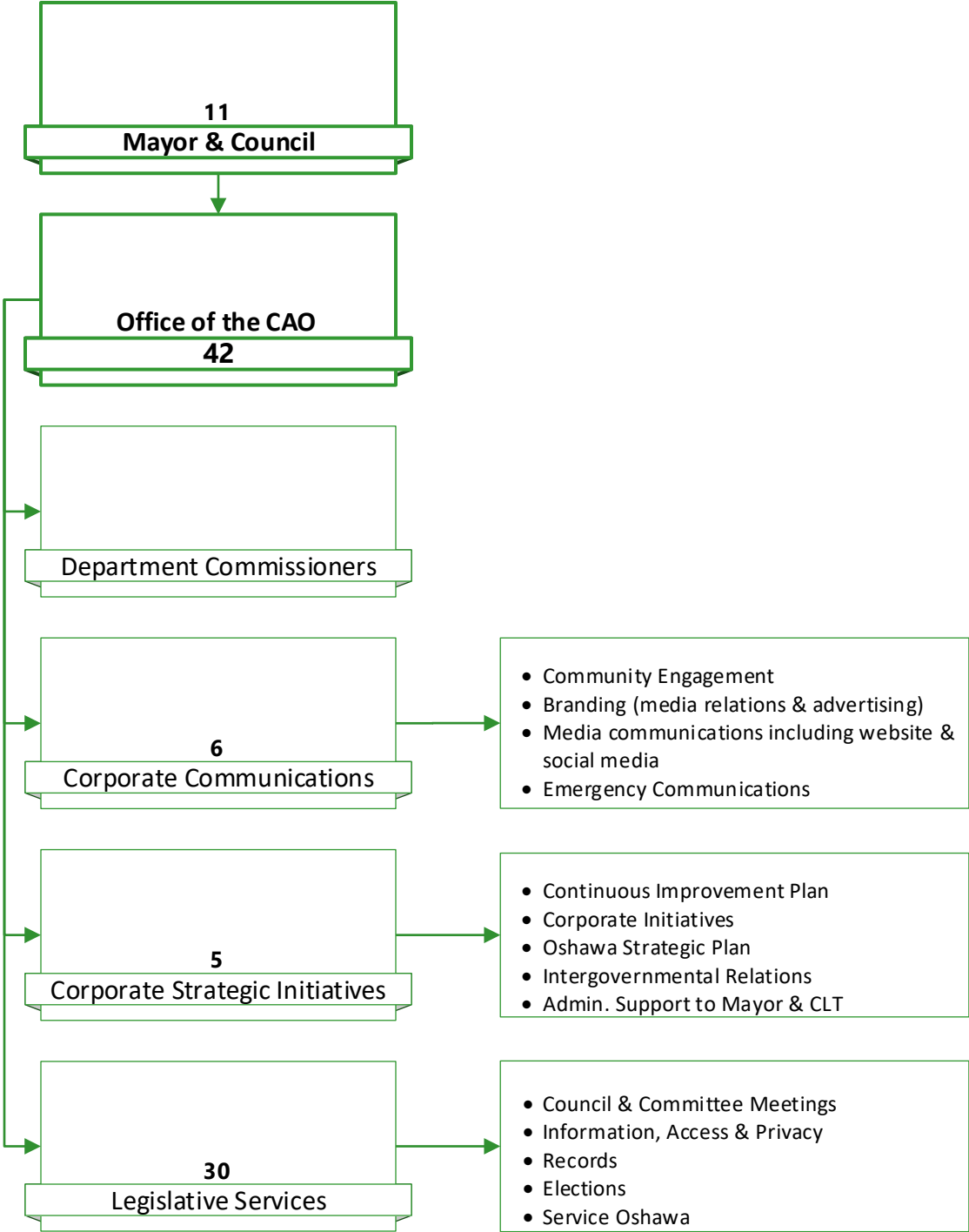


Proposed Community & Operations Services Department & Standing Committee

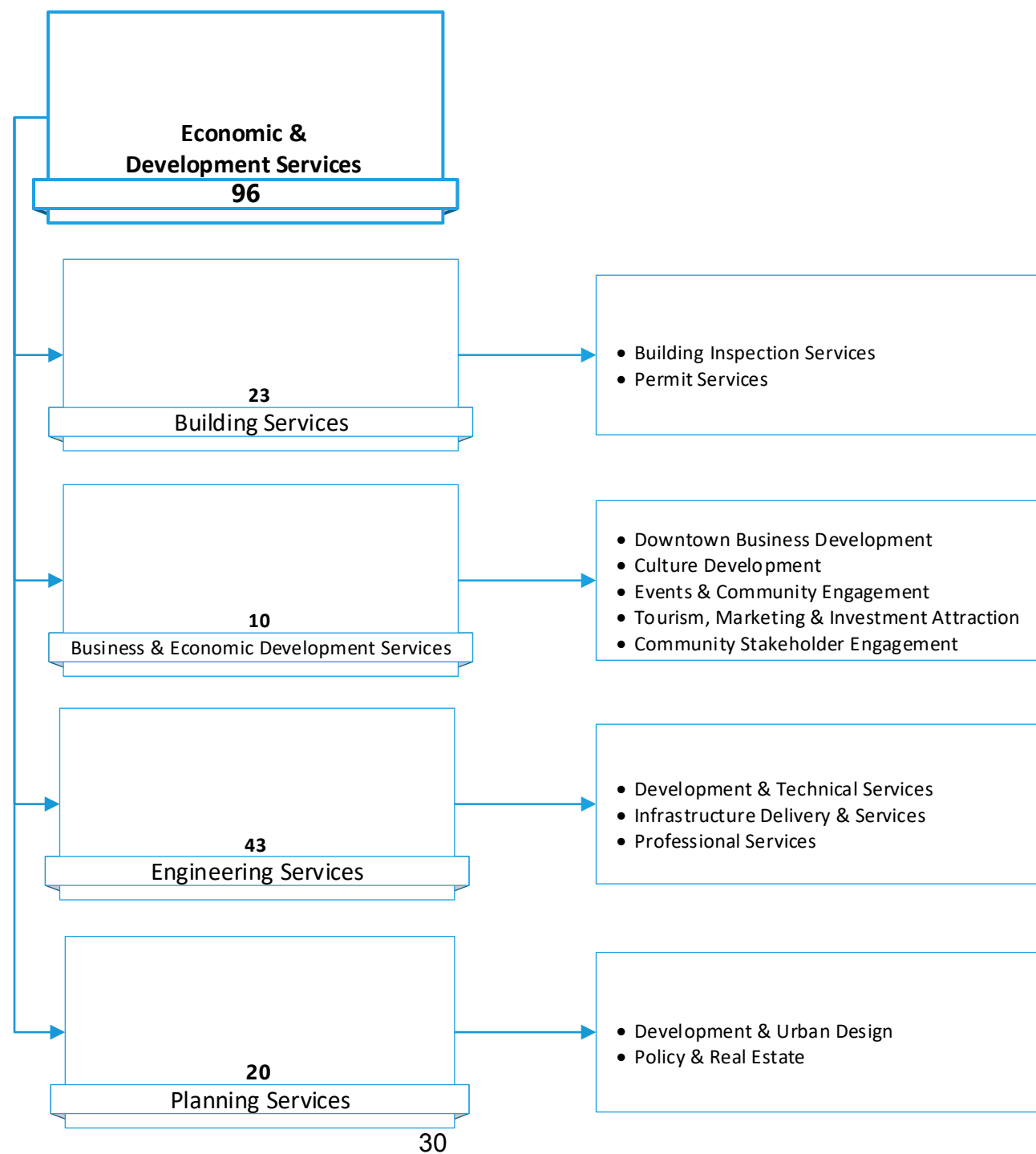


Proposed Safety & Facilities Services Department & Standing Committee

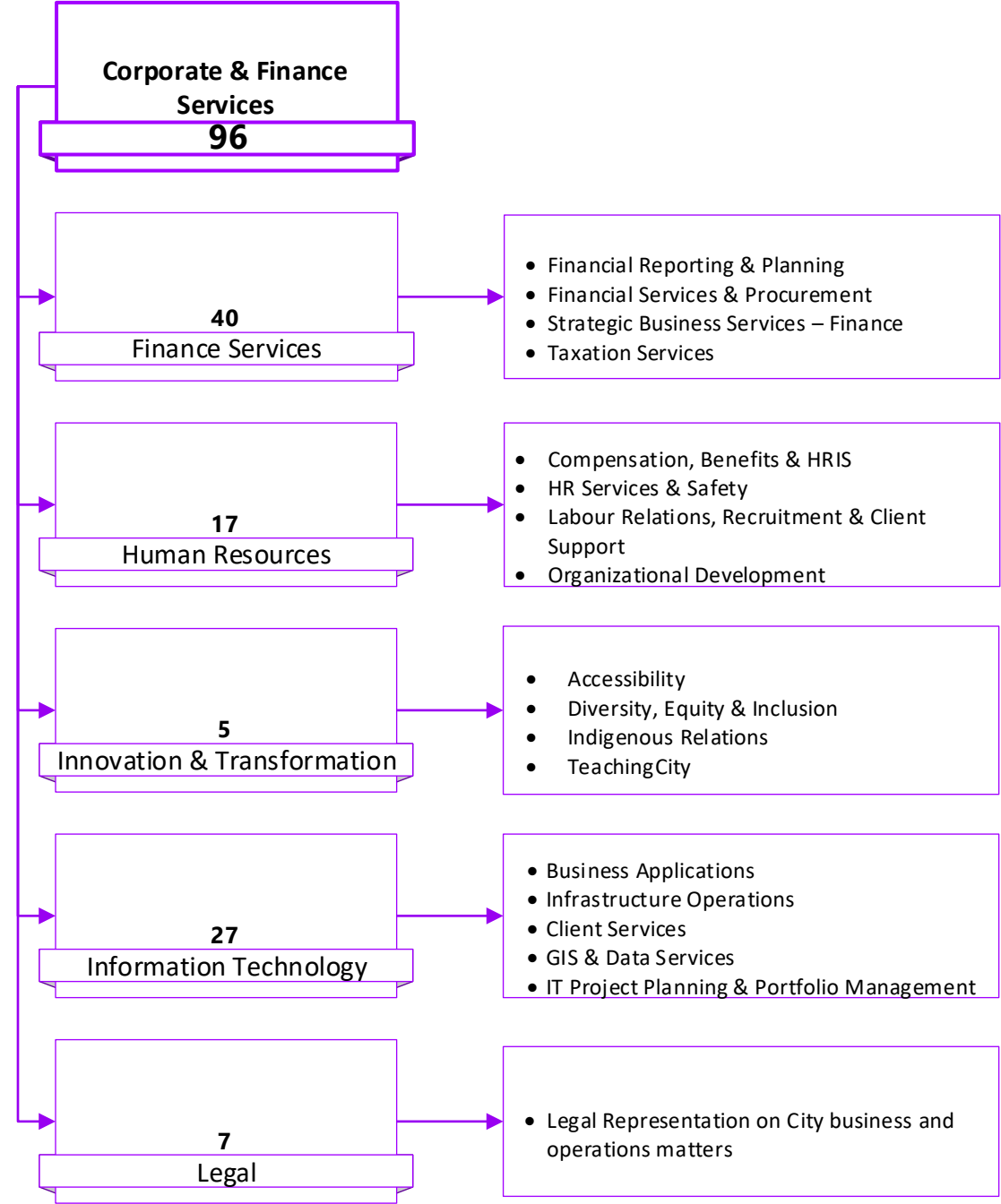




Proposed Economic & Development Services Department and Standing Committee



Proposed Corporate & Finance Services Department and Standing Committee



Meeting Schedule – November - December 2022

CNCL-22-69
Attachment 3

| JANUARY | | | | | | | FEBRUARY | | | | | | | MARCH | | | | | | |
|---------|----|----|----|----|----|----|----------|----|----|----|----|----|----|-----------|----|----|----|----|----|----|
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| 9 | 10 | 11 | 12 | 13 | 14 | 15 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 | 27 | 28 | | | | | | 27 | 28 | 29 | 30 | 31 | | |
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| 10 | 11 | 12 | 13 | 14 | 15 | 16 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 | 29 | 30 | 31 | | | | | 26 | 27 | 28 | 29 | 30 | | |
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| 10 | 11 | 12 | 13 | 14 | 15 | 16 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 | 28 | 29 | 30 | 31 | | | | 25 | 26 | 27 | 28 | 29 | 30 | |
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| | Safety & Facilities Services | | Community & Operations Services | | Council | | Regional Meeting |
| | Economic & Development Services | | Corporate & Finance Services | | Corporate Holiday | | |

2023 Meeting Schedule

| JANUARY | | | | | | | FEBRUARY | | | | | | | MARCH | | | | | | |
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| 15 | 16 | 17 | 18 | 19 | 20 | 21 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 19 | 20 | 21 | 22 | 23 | 24 | 25 |
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| APRIL | | | | | | | MAY | | | | | | | JUNE | | | | | | |
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| 16 | 17 | 18 | 19 | 20 | 21 | 22 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 | 28 | 29 | 30 | 31 | | | | 25 | 26 | 27 | 28 | 29 | 30 | |
| JULY | | | | | | | AUGUST | | | | | | | SEPTEMBER | | | | | | |
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| 23 | 24 | 25 | 26 | 27 | 28 | 29 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 30 | 31 | | | | | | 27 | 28 | 29 | 30 | 31 | | | 24 | 25 | 26 | 27 | 28 | 29 | 30 |
| OCTOBER | | | | | | | NOVEMBER | | | | | | | DECEMBER | | | | | | |
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| 15 | 16 | 17 | 18 | 19 | 20 | 21 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 10 | 11 | 12 | 13 | 14 | 15 | 16 |
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| 29 | 30 | 31 | | | | | 26 | 27 | 28 | 29 | 30 | | | 24 | 25 | 26 | 27 | 28 | 29 | 30 |
| | Safety & Facilities Services | | | | | | | Community & Operations Services | | | | | | | Council | | | | | |
| | Economic & Development Services | | | | | | | Corporate & Finance Services | | | | | | | Corporate Holiday | | | | | |
| | | | | | | | | | | | | | | | | | | | | |

March Break

2024 Meeting Schedule

| JANUARY | | | | | | | FEBRUARY | | | | | | | MARCH | | | | | | |
|---------|----|----|----|----|----|----|----------|----|----|----|----|----|----|-----------|-------------|----|----|----|----|----|
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| 14 | 8 | | | | | | 11 | 5 | | | | | | 10 | 4 | | | | | |
| | 15 | 16 | 17 | 18 | 19 | 20 | | 12 | 13 | 14 | 15 | 16 | 17 | | | 11 | 12 | 13 | 14 | 15 |
| 21 | 15 | | | | | | 18 | 12 | | | | | | | March Break | | | | | |
| 28 | | 22 | 23 | 24 | 25 | 26 | 27 | | 19 | 20 | 21 | 22 | 23 | 24 | 17 | 18 | 19 | 20 | 21 | 22 |
| | 29 | 30 | 31 | | | | | 25 | 26 | 27 | 28 | 29 | | | 24 | 18 | | | 28 | 29 |
| | | | | | | | | | | | | | | | 31 | 25 | 26 | 27 | | 30 |
| APRIL | | | | | | | MAY | | | | | | | JUNE | | | | | | |
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| 14 | 8 | | | | | | 12 | 6 | | | | | | 9 | 3 | | | | | |
| | 15 | 16 | 17 | 18 | 19 | 20 | | 13 | 14 | 15 | 16 | 17 | 18 | | 10 | 11 | 12 | 13 | 14 | 15 |
| 21 | 15 | | | | | | 19 | 13 | | | | | | 16 | 10 | | | | | |
| 28 | | 22 | 23 | 24 | 25 | 26 | 27 | | 20 | 21 | 22 | 23 | 24 | 25 | 23 | 17 | 18 | 19 | 20 | 21 |
| | 29 | 30 | | | | | | 26 | 27 | 28 | 29 | 30 | 31 | | 24 | 25 | 26 | 27 | 28 | 29 |
| | | | | | | | | | | | | | | | | | | | | |
| JULY | | | | | | | AUGUST | | | | | | | SEPTEMBER | | | | | | |
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| 21 | | | | | | | 18 | 12 | 13 | 14 | 15 | 16 | 17 | | 16 | | | | | |
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| 27 | 21 | | | | | | 24 | 18 | | | | | | 22 | 23 | 24 | 25 | 26 | 27 | 28 |
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|--|---------------------------------|--|---------------------------------|--|-------------------|--|-------------------|
| | Safety & Facilities Services | | Community & Operations Services | | Council | | Regional Meetings |
| | Economic & Development Services | | Corporate & Finance Services | | Corporate Holiday | | |

2025 Meeting Schedule

| JANUARY | | | | | | | FEBRUARY | | | | | | | MARCH | | | | | | |
|---------|---------------------------------|----|----|----|----|----|----------|---------------------------------|----|----|----|----|----|-----------|-------------------|----|----|-------------------|----|----|
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| 12 | 13 | 14 | 15 | 16 | 17 | 18 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 9 | 10 | 11 | 12 | 13 | 14 | 15 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 26 | 27 | 28 | 29 | 30 | 31 | | 23 | 24 | 25 | 26 | 27 | 28 | | 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| | | | | | | | | | | | | | | 30 | 31 | | | | | |
| APRIL | | | | | | | MAY | | | | | | | JUNE | | | | | | |
| S | M | T | W | T | F | S | S | M | T | W | T | F | S | S | M | T | W | T | F | S |
| | | 1 | 2 | 3 | 4 | 5 | | | | | 1 | 2 | 3 | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 6 | 7 | 8 | 9 | 10 | 11 | 12 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 8 | 9 | 10 | 11 | 12 | 13 | 14 |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 27 | 28 | 29 | 30 | | | | 25 | 26 | 27 | 28 | 29 | 30 | 31 | 29 | 30 | | | | | |
| JULY | | | | | | | AUGUST | | | | | | | SEPTEMBER | | | | | | |
| S | M | T | W | T | F | S | S | M | T | W | T | F | S | S | M | T | W | T | F | S |
| | | 1 | 2 | 3 | 4 | 5 | | | | | | 1 | 2 | | 1 | 2 | 3 | 4 | 5 | 6 |
| 6 | 7 | 8 | 9 | 10 | 11 | 12 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 27 | 28 | 29 | 30 | 31 | | | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 28 | 29 | 30 | | | | |
| OCTOBER | | | | | | | NOVEMBER | | | | | | | DECEMBER | | | | | | |
| S | M | T | W | T | F | S | S | M | T | W | T | F | S | S | M | T | W | T | F | S |
| | | | 1 | 2 | 3 | 4 | | | | | | | 1 | | 1 | 2 | 3 | 4 | 5 | 6 |
| 5 | 6 | 7 | 8 | 9 | 10 | 11 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 26 | 27 | 28 | 29 | 30 | 31 | | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 28 | 29 | 30 | 31 | | | |
| | | | | | | | 30 | | | | | | | | | | | | | |
| | Safety & Facilities Services | | | | | | | Community & Operations Services | | | | | | | Council | | | Regional Meetings | | |
| | Economic & Development Services | | | | | | | Corporate & Finance Services | | | | | | | Corporate Holiday | | | | | |

2026 Meeting Schedule

| JANUARY | | | | | | | FEBRUARY | | | | | | | MARCH | | | | | | |
|---------|---------------------------------|----|----|----|----|----|----------|---------------------------------|----|----|----|----|----|-----------|----|----|----|----|----|-------------------|
| S | M | T | W | T | F | S | S | M | T | W | T | F | S | S | M | T | W | T | F | S |
| | | | | 1 | 2 | 3 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 4 | 5 | 6 | 7 | 8 | 9 | 10 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 8 | 9 | 10 | 11 | 12 | 13 | 14 |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 25 | 26 | 27 | 28 | 29 | 30 | 31 | | | | | | | | 29 | 30 | 31 | | | | |
| APRIL | | | | | | | MAY | | | | | | | JUNE | | | | | | |
| S | M | T | W | T | F | S | S | M | T | W | T | F | S | S | M | T | W | T | F | S |
| | | | 1 | 2 | 3 | 4 | | | | | | 1 | 2 | | 1 | 2 | 3 | 4 | 5 | 6 |
| 5 | 6 | 7 | 8 | 9 | 10 | 11 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 26 | 27 | 28 | 29 | 30 | | | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 28 | 29 | 30 | | | | |
| JULY | | | | | | | AUGUST | | | | | | | SEPTEMBER | | | | | | |
| S | M | T | W | T | F | S | S | M | T | W | T | F | S | S | M | T | W | T | F | S |
| | | | 1 | 2 | 3 | 4 | | | | | | | 1 | | 1 | 2 | 3 | 4 | 5 | |
| 5 | 6 | 7 | 8 | 9 | 10 | 11 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 26 | 27 | 28 | 29 | 30 | 31 | | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 27 | 28 | 29 | 30 | | | |
| OCTOBER | | | | | | | NOVEMBER | | | | | | | DECEMBER | | | | | | |
| S | M | T | W | T | F | S | S | M | T | W | T | F | S | S | M | T | W | T | F | S |
| | | | | 1 | 2 | 3 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | | | 1 | 2 | 3 | 4 | 5 |
| 4 | 5 | 6 | 7 | 8 | 9 | 10 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 25 | 26 | 27 | 28 | 29 | 30 | 31 | 29 | 30 | 31 | | | | | 27 | 28 | 29 | 30 | 31 | | |
| | Safety & Facilities Services | | | | | | | Community & Operations Services | | | | | | | | | | | | Regional Meetings |
| | Economic & Development Services | | | | | | | Corporate & Finance Services | | | | | | | | | | | | |

Corporate Services Department**Date:** November 9, 2022**File:** 03-05**To:** Mayor Carter and
Members of City Council**From:** Mary Medeiros
City Clerk**Re:** **Councillor Appointments to Boards and Committees**

To assist in the appointment process, the Rules of Procedure and detailed information on the relevant boards and committees are set out below.

Recommendation

It is recommended:

That City Council adopt the procedure for appointments to its Boards, Committees and Deputy Mayor as set out in Report CNCL-22-67.

Procedure for Appointments

The nomination and voting procedures for use during the appointment process are outlined below:

1. Appointments will be made one at a time in the order listed.
2. One Councillor will move a motion to nominate a fellow Councillor, or themselves. A seconder will be required. This may be repeated for all Councillors who wish to be nominated. When no more nominations are to be received, a motion shall be moved to close nominations.
3. Once nominations are closed, each Councillor nominated will be asked if they are willing to stand for appointment. If they are willing, their name will stand; if they are not, their name will be removed from the list of willing appointees.
4. If only one nominee is confirmed for one appointment, that individual shall be declared appointed.
5. Should there be more than one nominee willing to be appointed to a particular board or committee, Members of Council are to vote in open voice format in a random order as selected by the City Clerk.

6. Each member of Council is to vote once for one nominee; voting to proceed as follows:
 - (i) After each round of voting, nominees receiving zero votes and those receiving the lowest numerical vote will be eliminated from further rounds of voting. If the elimination would result in the same number of nominees remaining as there remains positions to be filled, such elimination will not be applicable and the low vote nominee(s) will remain in the next round of voting.
 - (ii) In the event of three successive rounds of voting with the same results, a deadlock shall be declared and a draw by lot will be conducted by the City Clerk.
 - (iii) If the purpose of a draw by lot is to fill a single vacancy where only two nominees remain, the nominee whose name is drawn will be declared the successful nominee for the position.
 - (iv) If there are more than two nominees remaining to fill a single vacancy, the draw by lot will be for a name of one nominee to be eliminated. After such elimination, voting will resume.
7. If an appointment is required where no Council Members agree to a nomination, a Member will be appointed by a majority vote of Council Members present.
8. If a Council Member is absent for the nomination and appointment process, they may be appointed to a Committee by a majority of the Council Members present.

Once the process has been adopted, Council is requested to follow the order of appointments as set out below:

Deputy Mayor and Standing Committee Appointments

| Fact Sheet | Board/Committee | Term |
|-------------------|---|-----------------------------|
| 1 | Deputy Mayor one Council Member as recommended by the Mayor | |
| 2 | Community Services Committee five Council Members | To be determined by Council |
| 2 | Corporate Services Committee five Council Members | To be determined by Council |
| 2 | Development Services Committee five Council Members | To be determined by Council |
| 2 | Finance Committee five Council Members | To be determined by Council |

Council Member Appointments

| Fact Sheet | Board/Committee | Term |
|-------------------|--|---|
| 3 | Heritage Oshawa one Council Member for a one-year term | November 15, 2022 to November 14, 2023 |
| 4 | Multicultural Council of Oshawa/Durham one Council Member for a one-year term | November 15, 2022 to November 14, 2023 |
| 5 | Oshawa Accessibility Advisory Committee one Council Member for a one-year term | November 15, 2022 to November 14, 2023 |
| 6 | Oshawa Active Transportation Advisory Committee one Council Member for a one-year term | November 15, 2022 to November 14, 2023 |
| 7 | Oshawa Animal Care Advisory Committee one Council Member for a one-year term | November 15, 2023 to November 14, 2023 |
| 8 | Oshawa Central Council of Neighbourhood Associations (O.C.C.N.A.) one Council Member for a one-year term | November 15, 2022 to November 14, 2023 |
| 9 | Oshawa Environmental Advisory Committee one Council Member for a one-year term | November 15, 2022 to November 14, 2023 |

| Fact Sheet | Board/Committee | Term |
|-------------------|--|---|
| 10 | Oshawa Folk Arts Council one Council Member for a one-year term | November 15, 2022 to November 14, 2023 |
| 11 | Oshawa Public Library Board of Directors one Council Member for a one-year term | November 15, 2022 to November 14, 2023 |
| 12 | Oshawa Senior Citizens Centres Board of Directors one Council Member for a one-year term | November 15, 2022 to November 14, 2023 |
| 13 | Parkwood Board of Directors one Council Member for a one-year term | November 15, 2022 to November 14, 2023 |
| 14 | Robert McLaughlin Gallery Board one Council Member for a one-year term | November 15, 2022 to November 14, 2023 |
| 15 | Central Lake Ontario Conservation Authority four Regional Councillors for a four-year term | November 15, 2022 to November 14, 2023 |

DEPUTY MAYOR

Function

To act from time to time in the place and stead of the Mayor when the Mayor is absent from the municipality or absent through illness or the office is vacant.

In keeping with the Municipal Act, 2001 c.25, the Deputy Mayor's role is limited to those duties with respect to the role of presiding at meetings.

Section 9 of the Emergency Management and Civil Protection Act, 1990 requires the City to designate one or more Members of Council who may exercise the powers and perform the duties of the Mayor under the Act or the emergency plan during the absence of the Mayor, or if the Mayor is unable to act. Therefore, the Deputy Mayor is delegated authority to fulfill the duties of the Mayor as set out in the Emergency Management and Civil Protection Act, R.S.O., 1990 and/or the City's emergency plan.

The Deputy Mayor also acts as a signatory for the purposes of executing documents in circumstances where the Mayor is absent, refuses to act or where the office of Mayor is vacant.

Composition

One member of Council.

Qualifications

Member of City Council, as recommended by the Mayor.

Term of Office

As appointed by Council

Council Appointment

By Council resolution and by-law.

Source of Information

By-law 128-2022 as amended, Section 7.4

Emergency Management and Civil Protection Act, R.S.O., 1990

Municipal Act, 2001 c.25

Council Direction of December 18, 2018 through Report CNCL-18-96

STANDING COMMITTEES

Function

Community Services Committee

The Community Services Committee is responsible for providing advice and recommendations to Council resulting from the operations of Animal Services, Fire Services, Parks and Environmental Services, Recreation and Culture Services, and Works and Transportation Services.

Corporate Services Committee

The Corporate Services Committee is responsible for providing advice and recommendations to Council resulting from the operations of City Clerk Services, Corporate Communications, Facilities Management Services, Information Technology Services, Municipal Law Enforcement and Licensing Services and any outside agencies reporting to Council on matters similar to matters listed under the authority of the Corporate Services Department.

Development Services Committee

The Development Services Committee is responsible for providing advice and recommendations to Council resulting from the operations of Administration and Accessibility Services, the Oshawa Executive Airport, Building Services, Economic Development Services, Engineering Services and Planning Services.

Finance Committee

The Finance Committee is responsible for providing advice and recommendations to Council resulting from the operations of Finance Services including audit matters and any outside agencies reporting to Council on matters similar to matters listed under the authority of the Finance Committee.

Composition

Five Councillors on each Committee.

Mayor is ex officio a member of all Standing Committees.

Qualifications

Member of City Council.

Council Appointments

By Council resolution.

HERITAGE OSHAWA

Mandate

Heritage Oshawa (the municipal heritage advisory committee) was established in 1995. The mandate of Heritage Oshawa is to advise and assist Council on all matters relating to the preservation and promotion of cultural heritage resources within the City of Oshawa.

Heritage Oshawa establishes criteria for the evaluation of properties of architectural or historical value or interest; prepares and maintains a list of properties and areas worthy of conservation; advises and assists Council on heritage conservation legislation; implements programs or activities to increase public awareness and knowledge of heritage conservation issues; advises and assists Council on matters relating to buildings or areas of architectural or historical significance; and assists heritage property owners through the designation process.

Composition

Nine members: Seven citizens, one stakeholder from the Oshawa Historical Society, one Councillor.

Qualifications

Committee members will be appointed on the basis of their work and volunteer experience, availability, academic qualifications, demonstrated expertise, and interest and participation in heritage and community matters.

Term of Office

Two and four year staggered terms. The terms of office for members are varied to ensure continuity. Councillor term is one year, renewable.

Council Appointment

One Councillor

Attendance/Activities

Meetings are held on the fourth Thursday evening of every month.

Remuneration

None.

Source of Information

Ontario Heritage Act, R.S.O. 1990, c.o.18, Section 28 and By-law 2-2011 as amended.
City Council minutes September 24, 2018

MULTICULTURAL COUNCIL OF OSHAWA/DURHAM**Function**

To promote a multicultural awareness in the community and to initiate a greater receptiveness and appreciation of the reality of our cultural diversity. Arrange ethno cultural events, fund-raising events for charitable purposes and informative cultural and educational television shows.

Qualifications

Member of City Council.

Term of Office

One year, renewable.

Council Appointment

One member of Council by resolution.

Attendance/Activities

Meetings are held the second Wednesday evening of every month.

OSHAWA ACCESSIBILITY ADVISORY COMMITTEE

Function

The Oshawa Accessibility Advisory Committee (O.A.A.C.) will advise and assist the Corporation of the City of Oshawa including the City's agencies, boards and commissions in developing and facilitating strategies and actions toward a barrier-free Oshawa with a goal to improving the quality of life for those with disabilities.

Composition

9 citizens
1 Councillor

Qualifications

Ten (10) members consisting of:

- (a) A majority of the members [minimum of six (6)] shall be persons with disabilities. These Committee members shall be representative of gender, ethnicity and different types of visible and invisible disabilities as defined in the Accessibility for Ontarians with Disabilities Act (AODA) 2005.
- (b) A maximum of three (3) members who may not have a disability (preference will be given to parents); and,
- (c) One (1) appointed voting Member of Council.

OAAC members will be appointed on the basis of their work and volunteer experience, availability, academic qualifications, demonstrated expertise, interest and participation in accessibility and community matters.

Term of Office

Two and four year staggered terms. The terms of office for members are varied to ensure continuity. Councillor term is one year, renewable.

Council Appointment

One Councillor

Attendance/Activities

Meetings held on the third Tuesday evening of every month, excluding May, July and August.

Remuneration

All committee members will be reimbursed for expenses incurred which are directly attributable to committee business and activities in accordance with the City's usual procedures for all other Council committees. The expense reimbursement practice will

take into consideration that people with disabilities might have additional expensed related to travel and attending meetings.

Source of Information

City Council - May 17, 2010, October 17, 2011 and September 24, 2018

OSHAWA ACTIVE TRANSPORTATION ADVISORY COMMITTEE (O.A.T.A.C.)

Function

To advise and assist City Council and City staff on matters relating to the design, development, implementation and monitoring of policies, programs and facilities to enhance and promote a safe, sustainable and accessible active transportation system within the City of Oshawa.

Composition

Ten (10) members consisting of:

One (1) City Councillor;

Nine (9) residents-at-large. (Up to three (3) students applying from secondary or post-secondary institutions will be given preference for filling vacancies.)

Qualifications

Members are appointed on the basis of their work and volunteer experience, availability, academic qualifications, demonstrated expertise, and interest and participation in active transportation and community advocacy matters.

Term of Office

Citizens: Two and four year staggered terms. The terms of office for members are varied to ensure continuity.

Councillor: one year term, renewable.

Council Appointment

One Councillor

Attendance/Activities

The Committee will meet a minimum of four meetings per year. Additional meetings may be called, as required, by the Chair.

Source of Information

City Council – November 30, 2015, September 24, 2018

OSHAWA ANIMAL CARE ADVISORY COMMITTEE (OACAC)

Mandate

The mandate of the Oshawa Animal Care Advisory Committee is to assist, advise and educate City Council, staff, key stakeholders and the wider Oshawa community with respect to continually improving the efficient and compassionate care of animals within the City of Oshawa. A key part of OACAC's function will be to: find and evaluate potential initiatives; provide expert opinions and network with other subject matter experts on issues; assist and promote existing and future projects; support fundraising and grant applications; and facilitate training of stakeholders and the general public.

Composition

Eleven (11) members consisting of

- One (1) City Councillor.
- One (1) member of the public.
- Nine (9) Animal Advocacy groups appointed as stakeholder members.

Qualifications

Committee members will be appointed on the basis of their work and volunteer experience, availability, academic qualifications, demonstrated expertise and interest in animal matters.

Term of Office

The terms of office for members are varied to ensure continuity. Councillor term is one year renewable.

Remuneration

None

Source of Information

City Council, October 15, 2019, Report CS-19-99

OSHAWA CENTRAL COUNCIL OF NEIGHBOURHOOD ASSOCIATIONS (O.C.C.N.A.)

Function

O.C.C.N.A. organizes recreational sports for the children of Oshawa. These programs are operated by the N.A.S.C. (Neighbourhood Association Sports Committee) which is a sub-committee of the O.C.C.N.A.

Qualifications

Member of Council.

Term of Office

One year, renewable.

Council Appointment

One member of Council.

Attendance

Meetings are held the first Wednesday evening of every month.

OSHAWA ENVIRONMENTAL ADVISORY COMMITTEE (O.E.A.C.)

Mandate

The mandate of the Oshawa Environmental Advisory Committee (O.E.A.C.) is to assist, advise and educate City Council, staff and the community with respect to the protection, enhancement, restoration, management and appreciation of the natural and built environments, and to advance the goals of the Oshawa Strategic Plan.

The O.E.A.C. will achieve its mandate by assisting with and carrying out Council direction and by bringing initiatives to Council that are within its mandate.

Composition

Eleven (11) members consisting of

- One (1) City Councillor
- Ten (10) residents-at-large (up to two (2) students will be given preference for filling vacancies).
- Members must be residents or property owners of the City of Oshawa.
- Students must be at least 16 years of age and registered in an educational program at the high school, college or university level.
- The membership as a whole shall reflect a broad range of interests, including urban and rural, as well as technical and academic expertise.

The Qualifications

O.E.A.C. members will be appointed on the basis of their work and volunteer experience, availability, academic qualifications, demonstrated expertise, and interest and participation in environmental and community matters.

Term of Office

Citizens: The terms of office for members are varied to ensure continuity. Student members will be appointed for the period of one school year (September to June) with the right of re-appointment for an additional one year consecutive term.

Councillors: one year term, renewable.

Council Appointment

Six citizen appointments
One Councillor

Attendance/Activities

Meetings are held the first Tuesday evening of every month, excluding July and August.

Source of Information

City Council May 22, 2007, October 17, 2011, November 30, 2015,
September 24, 2018

OSHAWA FOLK ARTS COUNCIL

Function

Fiesta Week held in June - pavilions provide international entertainment, food and drink throughout Oshawa.

Qualifications

Member of City Council.

Term of Office

One year, renewable.

Council Appointment

One member of Council.

Attendance

Meetings are held the second Thursday evening of every month.

OSHAWA PUBLIC LIBRARY BOARD

Function

The Library Board determines and adopts policies to govern operation and programs of the Library; determines goals of the Library and secures adequate funds to fulfill these goals; understands the Library's programs and needs of the community in relation to the Library and keeps abreast of standards and Library trends.

Composition

Ten citizens

One Councillor

Qualifications

Mandatory - Canadian citizen or permanent resident of Canada

18 years of age and over

Resident of the City of Oshawa

An employee of the Library or the City is not eligible for appointment

Term of Office

Citizens: Four-year term. Members of the Oshawa Public Library Board may apply for reappointment at the conclusion of each term to a maximum of two consecutive terms, plus one preceding partial term for a member initially appointed to fill a vacancy mid-term.

Councillors: one year term, renewable.

Council Appointment

Ten citizens by resolution and by-law.

One Councillor

Attendance

Meetings are held the third Thursday evening of every month, except July and August.

Source of Information

Public Libraries Act, R.S.O. 1990, c. P.44 and By-law 107-2010, as amended.

OSHAWA SENIOR CITIZENS CENTRES BOARD OF DIRECTORS

Function

To promote the health, welfare and happiness of senior citizens through facilities and programs. Responsible for the management and operation of the Oshawa Senior Citizens Centre, (John Street Branch, Northview Branch, Delpark Homes Centre Branch and Conant Branch).

Qualifications

Member of Council

Term of Office

One year, renewable

Council Appointment

One member of City Council

Attendance/Activities

Meetings are held the fourth Thursday afternoon of every month. July and August are at the Call of the Chair.

Source of Information

Letters Patent and By-laws of the Oshawa Senior Citizens Centres
City Council minutes October 17, 2011

PARKWOOD BOARD OF DIRECTORS

Function

Responsible for overall operation of Parkwood including site development and planning.

Qualifications

Member of Council.

Term of Office

One year, renewable.

Council Appointment

One member of Council.

Attendance

Meetings held the third Thursday morning of every month.

ROBERT MCLAUGHLIN GALLERY BOARD OF TRUSTEES**Function**

The Robert McLaughlin Gallery was incorporated in 1967 to “...meet the growing and diverse needs of its community through the advancement and appreciation of the visual arts.” The public trust objectives of the Gallery have always stressed collection, preservation, and conservation of fine art, particularly related to Canadian arts and culture, as well as the exhibition and interpretation of the collection through educational programming.

Qualifications

Member of City Council.

Term of Office

One year, renewable.

Council Appointment

One member of Council.

Attendance/Activities

Fourth Thursday evening of January, March, May, June, September and November.

CENTRAL LAKE ONTARIO CONSERVATION AUTHORITY

Function

To establish and undertake programs to promote the conservation, restoration, development and management of natural resources.

Composition

Thirteen Regional Councillors appointed by the Region of Durham.

Qualifications

Regional Councillor.

Term of Office

Four years.

Council Appointment

Four members of Regional Council by resolution recommended to Region.

Attendance/Activities

Meetings are held the third Tuesday of every month.

Remuneration

Per diem and travel expenses.



CNCL-22-70 Memorandum

Corporate Services Department
City Clerk Services

Date: November 9, 2022
To: Mayor Carter and Members of City Council
From: Mary Medeiros, City Clerk
Re: Review of Oshawa Council Charter

Purpose

The purpose of this memorandum is to provide Council an opportunity to review the Oshawa Council Charter ("Council Charter") and to endorse or amend it prior to signing it.

Background

Prior to adopting a Council Code of Conduct as required by the Municipal Act 2001, S.O. 2001, c. 25 ("Municipal Act"), Council established a statement of conduct principles in the form of the Council Charter. The Council Charter was initially developed by the Accountability and Transparency Subcommittee, adopted by Council its meeting of September 22, 2008 and signed by Council.

At its meeting of September 26, 2011, Council directed that a sub-committee be formed to review the Council Charter and make any recommended changes to the Charter and to report to Council. The Council Charter Sub-Committee met and reviewed the Council Charter and recommended a revised Council Charter.

At its meeting of December 12, 2011, Council adopted a revised Council Charter and directed that the Council Charter be brought forward, reviewed and signed by each new Council as soon as practicable during their term in office. This memorandum offers Council the opportunity to endorse the Council Charter as written or provide direction with respect to amendments.

A copy of the Council Charter is appended as Attachment 1.

.../2

Recommendation

If Council wishes to endorse the Council Charter as written, it should adopt the following recommendation:

“That based on Report CNCL-22-70, Council endorse the Oshawa Council Charter as set out in Attachment 1 of said Report and that all members of Council sign a copy as soon as possible.”

If Council wishes to amend the Council Charter, it should refer the matter to staff to report back to the appropriate Council Standing Committee on any proposed changes.

“That Report CNCL-22-70 dated November 9, 2022 concerning the Council Charter be referred to the appropriate Council Standing Committee in order to provide direction to staff concerning a revised Council Charter.”



Council Charter

Members of Council for the City of Oshawa, a responsible and accountable level of government, work within a framework prescribed by law.

As community leaders, Council members are held to a higher standard of behavior in all aspects of their conduct at all times and must fulfill their duties in a way that maintains and enhances public confidence and trust in the Corporation and the members of Council.

Each member of Council will:

1. Treat each other, City staff and members of the public with respect and courtesy;
2. Discharge all duties with honour, integrity, professionalism and impartiality;
3. Attend faithfully and conduce City business at public meetings; and,
4. Preserve confidentiality where required by law or decided upon by Council pursuant to applicable law.

Mayor Carter

Councillor Chapman

Councillor Marimpietri

Councillor Giberson

Councillor Marks

Councillor Gray

Councillor McConkey

Councillor Lee

Councillor Neal

Councillor Kerr

Councillor Nicholson

To: Council in Committee of the Whole

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

Report Number: CNCL-22-68

Date of Report: November 9, 2022

Date of Meeting: November 15, 2022

Subject: Proposed 2022 - 2026 Council Orientation Schedule

Ward: All Wards

File: 02-05

1.0 Purpose

The purpose of this report is to present the newly elected City of Oshawa Council with an orientation schedule proposed by City staff to assist members of Council in carrying out their duties for the 2022 – 2026 term of Council.

2.0 Recommendation

It is recommended to City Council:

1. That in accordance with Report CNCL-22-68 dated November 9, 2022 concerning the 2022 - 2026 Council Orientation, the schedule as outlined in Section 5.1 be approved; and,
2. That the required City and legislated policy and recommended courses as outlined in Section 5.2 be completed and signed by each member of Council and returned to Human Resource Services no later than December 31, 2022.

3.0 Executive Summary

With each new term of City of Oshawa Council, staff make necessary orientation arrangements including education and training sessions that provide guidance to Council in carrying out their duties and to meet legislative requirements as per the *Municipal Act, 2001, S.O. 2001, c. 25* and other policy regulations.

4.0 Input From Other Sources

Input was received from City Clerk Services, Legal Services, Human Resources Services, Finance Services and Innovation & Transformation.

5.0 Analysis

5.1 Council Orientation Schedule

City staff have prepared a schedule of orientation items for the newly elected Council for the 2022 – 2026 term of office. Recognizing that the Council composition is largely made up of returning members of Council, the orientation schedule includes education and training sessions that are mandated by City policy or legislation, except Council's Procedure By-law. At its meeting of September 26, 2022, Council adopted a new Procedure By-law. As such, staff recommend providing an overview of the changes adopted by Council. The proposed Orientation Schedule is detailed in the following chart.

| Item | Date | Agenda |
|---------------------------------------|---------------------|---|
| Education & Training | November 18, 2022 | 9:30 a.m. Municipal Freedom of Information and Protection of Privacy Act (Aird & Berlis) 11:00 a.m. Overview of the new Council's Procedure By-law (City Clerk Services) |
| Education & Training | January 24, 2023 | 9:30 a.m. Code of Conduct and Municipal Conflict of Interest Act (Principles Integrity) as recommended by the Integrity Commissioner |
| Council Directed Education & Training | February 2023 (TBC) | <ul style="list-style-type: none"> Diversity, Equity and Inclusion Plan, Unconscious Bias and Anti-Racism Improving Accessibility in Oshawa |

5.2 Council Orientation Binder

Staff have also provided Council with a Council Orientation Binder which includes the following policies and training that are to be read and signed as being completed and returned to Human Resources no later than December 31, 2022. The policies and training listed below are available on the City's iConnect intranet.

| Item | Policy and/ or Training |
|---|-------------------------|
| City Computer and Internet User Corporate Policy AG10.99 | Policy |
| City Cyber Security Fundamentals Training (City Required Training) | Online course |
| City's Identification Card Policy AG10.55 | Policy |
| Electronic Monitoring Policy (Bill 88, <i>An Act to enact the Digital Platform Workers' Rights Act, 2022 and to amend various Acts</i>) | Policy |

| Item | Policy and/ or Training |
|--|-----------------------------------|
| Integrated Accessibility Standards Regulation Training (Required under the <i>Accessibility for Ontario with Disabilities Act, 2005</i>) | Online course |
| Access and Privacy Policy (Council approved – June 21, 2021) | Policy and Online course |
| Records and Information Management Policy (Council approved – June 21, 2021) | Policy and training upon request. |
| City Respect in the Workplace – Harassment, Discrimination and Violence Policy LR14.10 | Policy and Online presentation |
| Workplace Hazardous Materials Information System (Required under the <i>Occupational Health and Safety Act</i> and <i>W.H.M.I.S. Regulation</i>) | Online Course |
| Worker Health and Safety in Four Steps (Recommended City Training) | (Online Course) |

6.0 Financial Implications

Costs associated with the Council Orientation program can be accommodated from the Elections Reserve.

7.0 Relationship to the Oshawa Strategic Plan

The recommendations in this report respond to the Oshawa Strategic Plan goal of Accountable Leadership.



Enez Perkins, Manager, Corporate Strategic Initiatives
Office of the C.A.O.



Mary Medeiros, City Clerk,
City Clerk Services



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

To: Council in Committee of the Whole

From: Mary Medeiros, City Clerk,
Corporate Services Department

Report Number: CNCL-22-71

Date of Report: November 9, 2022

Date of Meeting: November 15, 2022

Subject: Citizen Appointments to Boards, Committees and Legislated Roles

Ward: All Wards

File: 03-05

1.0 Purpose

The purpose of this report is to recommend persons for appointment to various Boards, Committees and Legislated Roles.

Confidential Attachment 1 contains the recommended individuals and the respective applications recommended for appointment to the following Boards, Committees and Legislated Roles: the Committee of Adjustment, Oshawa Public Library Board, Property Standards Committee, Livestock Valuer, Poundkeeper and Hearings Officers.

Confidential Attachment 2 contains the application for the individual recommended for recommendation to the Land Division Committee at the Region of Durham.

Confidential Attachment 3 contains the individuals and their respective applications not being recommended for appointment at this time.

2.0 Recommendation

It is recommended to City Council:

That in accordance with Report CNCL-22-71 dated November 9, 2022, concerning appointments to various Boards, Committees and positions:

1. That the applicants listed in Attachment 1 be appointed to the respective Boards, Committees and Legislated Roles for the term ending November 14, 2026, or until such time successors are appointed; and,

2. That the applicant listed in Attachment 2 be recommended to the Region of Durham for appointment to the Durham Land Division Committee; and,
3. That the necessary by-laws for the Committee of Adjustment, Oshawa Public Library Board, Livestock Valuer, Poundkeeper and Hearings Officers be passed.

3.0 Executive Summary

Not applicable

4.0 Input From Other Sources

- City Clerk Services
- Planning Services
- Municipal Law Enforcement and Licensing Services
- Engineering Services
- Chief Administrative Officer

5.0 Analysis

On September 25, 2017 City Council adopted the recommendation contained in Report CORP-17-39 concerning best practices for recruitment of volunteers to the City's Boards and Committees and authorized that appropriate screening mechanisms, as determined by the City Clerk in consultation with appropriate staff, be established. Council's adopted approach builds on existing administrative authority by facilitating a process to help Council identify a potential short list or recommended best-fit candidates, complementing the City's merit-based approach to Board and Committee appointments. Example screening mechanisms include applications and question/answer forms, telephone and video-conference interviews. Council is provided with all applications to Boards and Committees and may choose any applicant for appointment, regardless of the recommendations of an interview panel.

A number of Boards, Committees and Legislated Roles have terms concurrent with Council's, including the Committee of Adjustment, Durham Land Division Committee, Oshawa Public Library Board, Property Standards Committee, Livestock Valuator, Pound Keeper and Hearings Officers.

Applications from persons wishing to stand for appointment were accepted until October 26, 2022 and panel interviews for applicants were conducted from October 31, 2022 to November 7, 2022. Where a returning member applied to the same Board, Committee or position, an interview was not conducted. Where an applicant applied to more than one Board or Committee, a single interview was conducted that included questions related to both bodies. Based on the number of applications received, some applicants are recommended for their second choices in order to ensure all vacancies are filled.

Following the interviews, the panels agreed that the applicants as set out in Attachments 1 and 2 would be recommended to Council for appointment. Other applications received for

the positions are included in Attachment 3. As noted, Council has the authority to determine appointments regardless of the recommendations of an interview panel.

5.1 Council-Appointed Boards, Committees and Legislated Roles

5.1.1 Committee of Adjustment

The Committee of Adjustment consists of five members appointed by Council resolution and By-law. As per the Planning Act, the term of office for Committee of Adjustment members shall be concurrent with the term of the Council that makes the appointments. A total of seven applications were received for the five vacancies. Three of the applications were submitted by current members; interviews were conducted with the remaining four applicants, noting that three of these applicants applied for more than one Board or Committee.

5.1.2 Oshawa Public Library Board

The Oshawa Public Library Board includes ten citizens appointed by resolution and by-law by City Council. As per the Public Libraries Act, the terms are concurrent with the term of the Council that makes the appointments. Members may apply for reappointment at the conclusion of each term to a maximum of two consecutive terms. Seventeen applications were received for the ten vacancies, four of which were submitted by current members who are eligible to return. The remaining thirteen applicants were interviewed, noting that none of these applicants also applied for other Boards or Committees.

5.1.3 Property Standards Committee

The Property Standards committee consists of five citizens appointed by Council resolution. As per Property Standards By-law 1-2002, as amended, passed under the authority of the Building Code Act, the term of appointment shall be concurrent with the term of the Council that makes the appointment. Six applications were received for the five vacancies, four of which were submitted by current members. The remaining two applicants were interviewed, noting that four of these applicants applied for more than one Board or Committee.

5.1.4 Livestock Valuer and Poundkeeper

The Livestock Valuer and Poundkeeper are appointed pursuant to the Protection of Livestock and Poultry from Dogs Act and Pounds Act, respectively. As no applications were received for either of these positions, City Clerk Services contacted the current appointees who confirmed that they are both willing to continue in their existing roles for this term.

5.1.5 Hearings Officer

Oshawa Council has delegated quasi-judicial and other decision making authority under various City by-laws including appeals against decisions related to the City's systems of administrative monetary penalties (A.M.P.s), administrative orders and municipal licences to the Hearings Officer.

The Hearings Officer By-law provides that Hearings Officers shall be appointed by Council on the recommendation of the City Manager (Chief Administrative Officer) in consultation with the City Solicitor which recommendation shall give preference to eligible candidates with knowledge of and experience in administrative law and of good character.

In accordance with the By-law, the following persons are not eligible to be appointed as a Hearings Officer:

- an employee or member of Council of the City;
- the child, parent or spouse of an employee or member of Council; or,
- a person indebted to the City (other than in respect of current real property taxes pursuant to an agreement with the City the terms with which the person is in compliance).

Each Hearings Officer shall hold office for the term or remainder of the term of the Council that appointed the Hearings Officer and thereafter until the Hearings Officer is reappointed or a successor is appointed pursuant to By-law 26-2008, as amended.

Staff advertised to fill the three Hearings Officer positions. Three applications were received for the three vacancies, two of which were submitted by current members. The remaining applicant withdrew her application prior to the interview.

5.2 Durham Land Division Committee

The Durham Land Division Committee is a Regional Committee that includes one member from each municipality in the Region. As per the Planning Act, the term of office for Durham Land Division Committee Members is concurrent with the term of the Council that makes the appointments. Oshawa City Council will, by resolution, recommend one appointment to Regional Council. One application was received and the applicant was interviewed for the vacancy.

6.0 Financial Implications

There are no financial implications resulting from the citizen appointments to the Board and Committees. Hearings Officers receive \$300 per diem or a portion thereof for their work which is funded through the City's collection of Administrative Monetary Penalties.

7.0 Relationship to the Oshawa Strategic Plan

This report supports Strategic Goal 4.5 (Accountable Leadership) by ensuring responsiveness and transparency, ensuring accountability to citizens and effective City management.

A handwritten signature in black ink, appearing to read 'Mary Medeiros', with a stylized flourish at the end.

Mary Medeiros, City Clerk,
Corporate Services Department

Attachments 1 , 2 and 3 are confidential pursuant to Section 239 2(b) of the Municipal Act as they contain personal information about an identifiable individual.